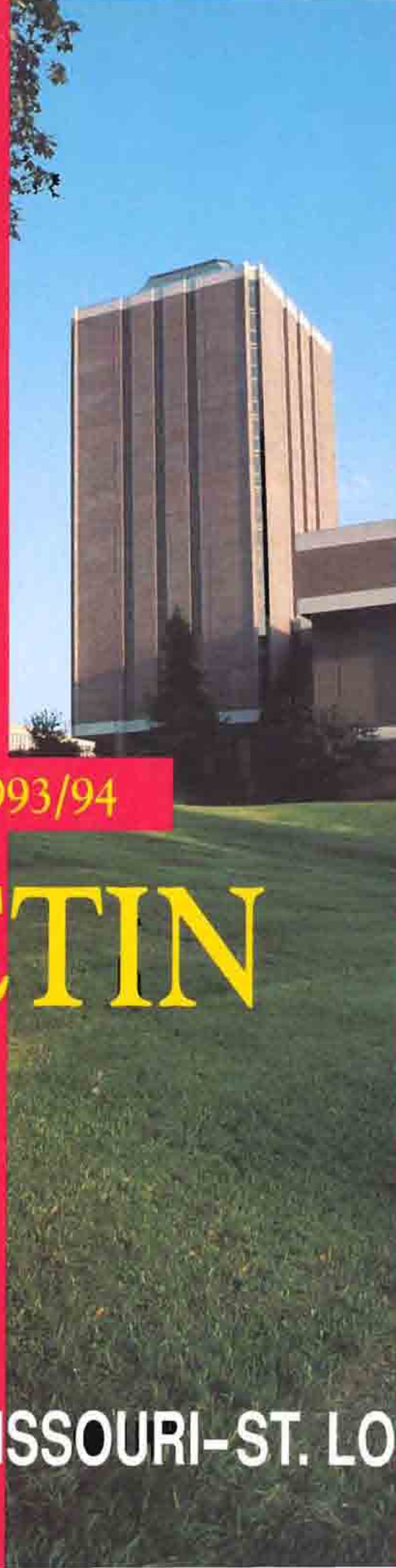


UNDERGRADUATE
GRADUATE
PROFESSIONAL
CATALOGUE

1993/94

BULLETIN

UNIVERSITY OF MISSOURI-ST. LOUIS



UNDERGRADUATE
GRADUATE
PROFESSIONAL
CATALOGUE

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BULLETIN

University of Missouri-St. Louis

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UNIVERSITY OF MISSOURI- ST. LOUIS

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Instructional Areas

Many departments offer courses in several subject areas. The following list is provided for easy student reference.

accounting
adult education
American studies
anthropology
archaeology
art
astrophysics
biochemistry
biology
black studies
business administration
chemistry
Chinese
classical studies
communication
communication theory and rhetoric
comparative politics
computer science
counselor education
criminology and criminal justice
early childhood education
East Asian studies
economics
educational administration
educational foundations
educational psychology
educational research and evaluation methods
educational technology
elementary education
engineering
English
European studies
foreign languages
French
geophysics
German
gerontology
Greek
Hebrew
history
home economics
interdisciplinary studies

international relations
Italian
Japanese
Latin American Studies
Latin
library science
management information systems
mass communication
mathematics
music
nursing
philosophy
photographic studies
physical education
physics
political science
Portuguese
pre-architecture
pre-engineering
prejournalism
prelaw
premedicine
pre-optometry
prepharmacy
probability and statistics
psychology
public administration
public affairs journalism
public law
radio and television
religions
Reserve Officer Training Corps
Russian
secondary education
Spanish
special education
social work
sociology
theatre
urban politics
urban studies
women's studies
writing

Preface

This *Bulletin* includes a description of undergraduate and graduate programs at the University of Missouri-St. Louis. All statements in this publication concerning regulations, fees, curricula, or other matters are subject to change without notice. They are not to be regarded as offers to contract.

On June 22, 1988, the North Central Association voted full accreditation to the University of Missouri-St. Louis for a ten-year period at the baccalaureate, masters, and doctoral levels.

The policies of the University of Missouri-St. Louis comply with the provisions under those laws which forbid discrimination on the basis of race, color, sex, national origin, religion, age, handicap, or veteran status in any program or activity of the University.

Demographic data is obtained by the University in order to determine the effect of efforts related to the provision of equal educational opportunity. Completion of this information is optional.

For the benefit of prospective students, academic departments generally maintain current employment information including average starting salary, forecast of job opportunities, number of students being graduated, and number employed. Students may contact their major department for the latest information available.

While students should study current employment data, these points should also be considered: (1) Employment conditions are subject to sudden change and may change considerably over a four-year period; (2) A student who excels is most likely to find employment; (3) A degree from a quality institution generally provides a competitive edge in the job market; (4) A degree offers more than a job opportunity.

Information regarding the provision of auxiliary aids and services to qualified disabled students can be found on page 44 of this *University of Missouri-St. Louis Bulletin*. Students considering such assistance should contact the Administrator for Special Student Programs, at 553-5211, for further details.

Address inquiries regarding admission to all divisions of the University of Missouri-St. Louis to the Director of Admissions, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, Missouri 63121-4499.

For information concerning the University of Missouri-Columbia, the University of Missouri-Rolla, or the University of Missouri-Kansas City, write directly to the Director of Admissions at the campus concerned.

Course Descriptions and Guide to Course Lists

Course numbers and titles are listed in this volume as part of the requirements for the various degree programs. For more detailed information on a particular course, including prerequisites, credit hours, or content, the student must consult the companion volume to this book, the *University of Missouri-St. Louis Bulletin: Description of Courses*.

Course Numbering

Each course bears a distinguishing number which identifies it within the department or academic unit and indicates, broadly, its rank. The numbering system is as follows:

0 to 099, nondegree credit

1 to 99, primarily for freshmen and sophomores.

100 to 199, primarily for upperclassmen, no graduate credit.

200 to 299, for undergraduates and appropriate professional and graduate students, except those whose graduate majors are in the department in which the course is given.

300 to 399, for undergraduate, appropriate professional, and graduate students without restriction as to students' graduate majors.

400 to 499, primarily for graduate and appropriate professional students in special programs; upper-class students are admitted to courses in this series only with the approval of the graduate dean.

500 to 599, for professional optometry students. Other students are admitted to courses in this series only with the approval of the Optometry Dean. In addition, these numbers are used for courses offered in the cooperative MSN program between UM-St. Louis and UM-Kansas City.

General Education Requirement Courses

Courses which fulfill the University's general education requirements, as outlined in the Academic Policy section of this *Bulletin*, are listed at the beginning of each departmental course section in the *Description of Courses*, a companion booklet to this catalogue.

Each list of course numbers also is identified by one of the following breadth of study areas:

[H] Humanities requirement

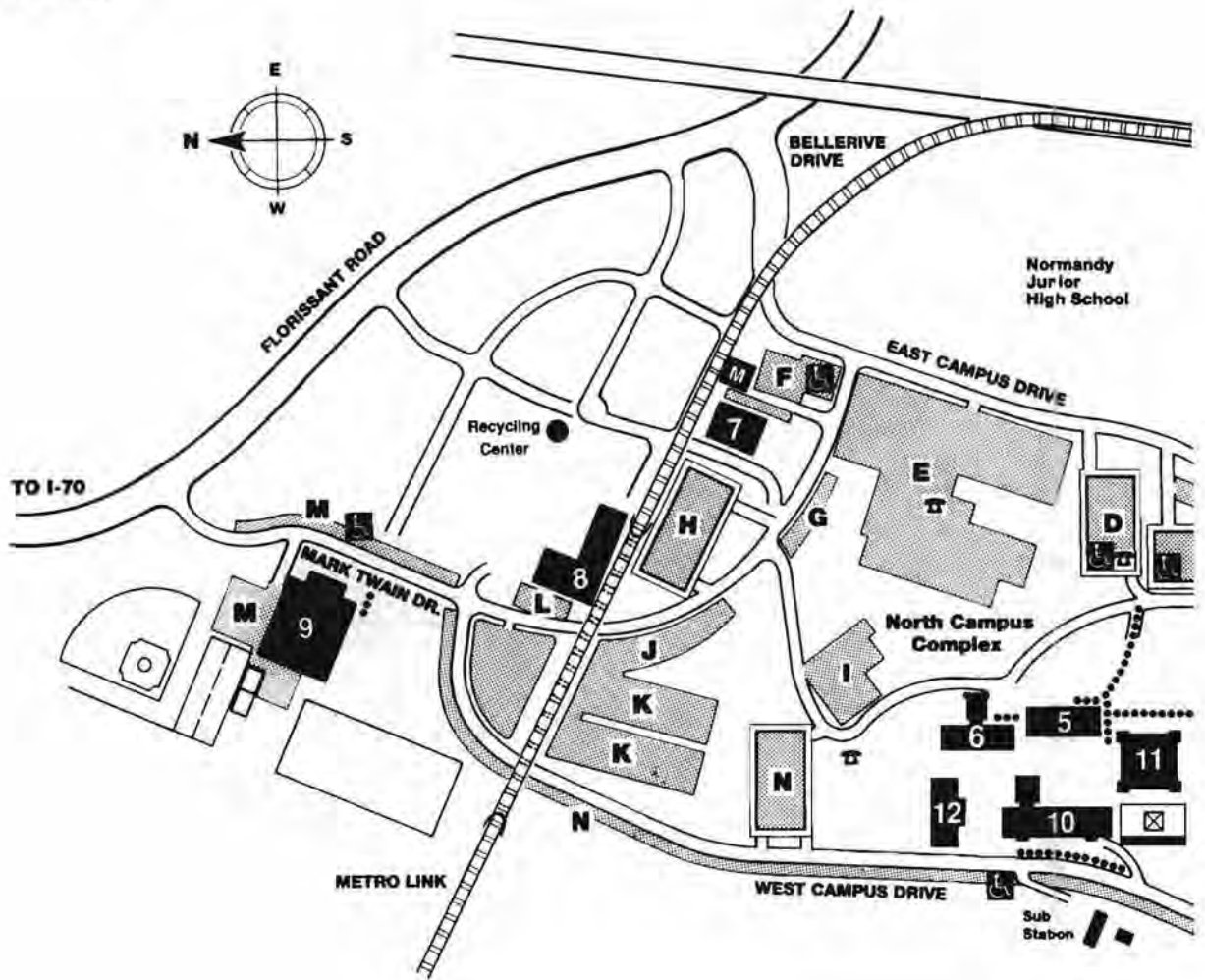
[SM] Natural sciences and mathematics requirement

[SS] Social sciences requirement

Eye Protection Law

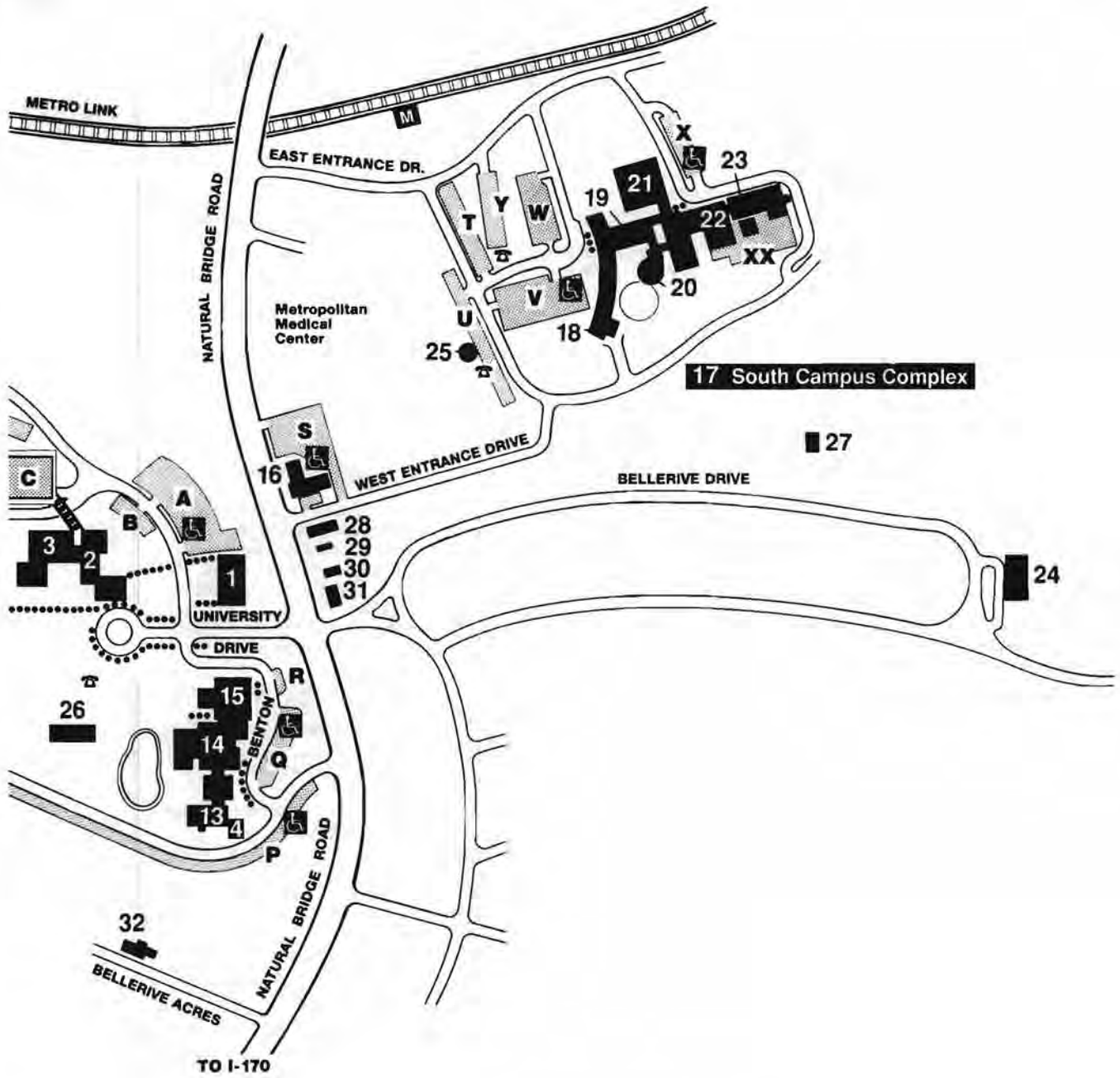
It is now a law in the state of Missouri that every student, teacher, and visitor must wear approved eye protection devices when participating in or observing certain university courses. Definitely included in this act, which is posted along with University policy in selected buildings on this campus, are courses requiring chemical, physical, combined chemical-physical laboratories and shops, as well as certain vocational, technical, and industrial arts courses. Consult your instructors for exact requirements. Approved safety glasses and goggles must meet ANSI Standard Z87.1-1968 and are available from the UM-St. Louis Bookstore.

Campus Map



Buildings

- | | | |
|--|--|--|
| 1 Woods Hall | 14 Research Bldg. | 27 Archaeological Survey |
| 2 J.C. Penney Bldg. | 15 Stadler Hall | 28 <i>The Current</i> |
| 3 University Center | 16 Music Bldg. | 29 International Study House |
| 4 Research Greenhouse | 17 South Campus Complex | 30 Bush Center |
| 5 Clark Hall | 18 Marillac Hall | 31 Alumni Center |
| 6 Lucas Hall | 19 Health Science Library | 32 Chancellor's Residence |
| 7 Blue Metal Office Bldg. | 20 Education Administrative Bldg. | |
| 8 General Services Bldg. | 21 Ward E. Barnes Education Library | |
| 9 Mark Twain Bldg. | 22 South Campus Classroom Bldg. | |
| 10 Social Sciences & Business Bldg. | 23 South Campus Computing Facility | |
| 11 Thomas Jefferson Library | 24 Honors College/Campus Housing | ■ Indicates building with this number on its signage. |
| 12 Computer Center Bldg. | 25 Observatory | □ Indicates building without identifying number. |
| 13 Benton Hall | 26 University Center Annex | |



Key

- Emergency Telephone
- Handicapped Parking
- Handicapped Walkways
- MetroLink Station

Parking Facilities

Designation	Lot
Students	C D E F G H I J M N S T U V Y
Faculty/Staff	A B C F H M N P Q S V W X X X
Visitors	A B C F L M N P R S W X
Handicapped	A C F L M N P Q S V X
Service Vehicles	A L M N P R
Cycles	C P U
Car Pool/Cont. Ed.	C
Non-Permit	K

University Programs and Offices

- Academic Affairs, Vice Chancellor for**, 401 Woods, 553-5371
- Administrative Services, Vice Chancellor for**, 243 General Services Bldg., 553-6100
- Admissions and Records**, 101 Woods, 553-5451
- Alumni Relations**, 421 Woods, 553-5776
- Alumni Center**, 7956 Natural Bridge, 553-5722
- Anthropology Department**, 607 Tower, 553-6020
- Art Department**, 506 Lucas, 553-5975
- Arts and Sciences, College of**, 305 Lucas, 553-5501; Academic Advising, 303 Lucas, 553-5300
- Athletics Office**, 225 Mark Twain, 553-5641
- Behavioral Studies Department**, 469 Research Bldg., 553-5782
- Biology Department**, 223 Research Bldg., 553-6200
- Bookstore**, 50 University Center, 553-5763
- Bridge Program**, 102 South Campus Classroom Bldg., 553-5196
- Business Administration, School of**, 487 SSB Bldg., 553-5881
- Cable TV Studio**, 116 Lucas, 553-6180
- Cafeteria, "Underground,"** University Center
- Cafeteria, South Campus Complex**, Marillac, Level 1
- Career Placement Services**, 308 Woods, 553-5111
- Cashier's Office**, 204 Woods, 553-5151
- Center for Academic Development (CAD)**, 507 Tower, 553-5194
- Center for Business and Industrial Studies**, 461 SSB Bldg., 553-5857
- Center for Cornea and Contact Lens Research**, 441 Marillac, 553-6259
- Center for Economic Education**, 306 Tower, 553-5248
- Center for International Studies**, 366 SSB Bldg., 553-5753
- Center for Metropolitan Studies**, 362 SSB Bldg., 553-5273
- Center for Molecular Electronics**, 3115-I Benton, 553-5340
- Center for Excellence in Urban Education**, 201 Education Administration Bldg., 553-5106
- Center for Science and Technology**, 315 Benton, 553-5349
- Chancellor's Office**, 401 Woods, 553-5252
- Chemistry Department**, 315 Benton, 553-5311
- Child Development Center**, 130 South Campus Classroom Bldg., 553-5658
- Communication Department**, 590 Lucas, 553-5485
- Computing, Office of**, 103 SSB Bldg., 553-6000
- Continuing Education-Extension, Office of**, 201 J.C. Penney; **Credit Courses**, 553-5655; **Noncredit Courses**, 553-5961
- Counseling**, 427 SSB Bldg., 553-5711
- Criminology and Criminal Justice Department**, 598 Lucas, 553-5031
- Development Office**, 421 Woods, 553-5664
- Disabled, Minority, and International Students**, 301 Woods, 553-5211
- Dispute Resolution Program**, 362 SSB Bldg., 553-6040
- Economics Department**, 408 SSB Bldg., 553-5351
- Education, School of**, 201 Education Administration Bldg., 553-5106; Undergraduate Studies in Education, 155 Marillac, 553-5937; Graduate Studies in Education, 158a Marillac, 553-5890
- Educational Studies Department**, 269 Marillac, 553-5944
- Eldercare Center**, 8351 S. Florissant, 524-0155
- Elementary and Early Childhood Education Department**, 369 Marillac, 553-5791
- English Department**, 494 Lucas, 553-5541
- Evening College**, 324 Lucas, 553-5161
- Facilities Management**, 234 General Services Bldg., 553-6300
- Financial Aid**, 209 Woods, 553-5526
- Foreign Languages and Literatures Department**, 554 Clark, 553-6240
- Gallery 210**, 218 Lucas, 553-5976
- Gerontology**, 406 SSB Bldg., 553-5280
- Graduate School**, 341 Woods, 553-5900
- Graphics**, 252 General Services, 553-5167
- Health Center**, 127 Woods, 553-5671
- History Department**, 484 Lucas, 553-5681
- Horizons**, 427 SSB, 553-5730
- Human Resources**, 211 General Services Bldg., 553-5804
- Information Desk**, University Center, 553-5148
- Instructional Technology Center**, 304 SSB Bldg., 553-6171
- KWMU 90.7 FM Radio**, 105 Lucas, 553-5968
- Libraries**: Thomas Jefferson, 553-5050; Ward E. Barnes Education Library, South Campus Complex, 553-5571; Health Sciences Library, South Campus Complex, 553-5110
- Mathematics and Computer Science Department**, 500 Clark, 553-5741
- Mathematics and Science Education Center**, 420 Marillac, 553-5650
- Midwest Community Education Development Center**, 202 General Services Bldg., 553-5746
- Music Department**, 211 Music Bldg., 553-5980
- Nursing, School of**, 119 South Campus Classroom Bldg., 553-6067
- Office of Equal Opportunity/Affirmative Action**, 414 Woods, 553-5689
- Optometry, School of**, 331 Marillac, 553-5606; Academic Advising, 343 Marillac, 553-5607; Admissions, 344 Marillac, 553-6263
- Optometry, Clinic**, 152 Marillac, 553-5131
- Parents as Teachers National Center**, 9374 Olive Blvd., St. Louis, MO 63132, 432-4330
- Payroll**, 211 General Services, 553-5237
- Philosophy Department**, 599 Lucas, 553-5631
- Physical Education Department**, 225 Mark Twain, 553-5226
- Physics and Astronomy Department**, 517 Benton, 553-5931
- Pierre Laclède Honors College**, 389-0096
- Police**, 222 General Services, 553-5155
- Political Science Department**, 307 Tower, 553-5521
- Pre-Employment Training Program**, 313 Marillac, 553-5746
- Printing Services**, 261 General Services Bldg., 553-5233
- Psychology Department**, 325 Stadler, 553-5391
- Public Policy Administration**, 406 Tower, 553-5145
- Public Policy Research Centers**, 362 SSB Bldg., 553-5273; The James T. Bush Sr., Center; Center for Metropolitan Studies; Public Policy Extension/Survey and Applied Research
- Purchasing**, 201 General Services Bldg., 553-5366
- Records and Transcripts**, 121 Woods, 553-5676
- Registrar's Office**, 144 Woods, 553-5460
- Registration**, 232 Woods, 553-5545
- Research, Office of**, 338 Woods, 553-5897
- ROTC**, Washington University, 935-5546
- Safety & Risk Management**, 265 General Services Bldg., 553-6363
- Social Work Department**, 589 Lucas, 553-6385
- Sociology Department**, 707 Tower, 553-6364
- Spirit**, 440 Woods, 553-5663
- Sports Information**, 225 Mark Twain, 553-5660

University Programs and Offices

Student Affairs, Vice Chancellor for, 301 Woods, 553-5211

Student Employment Program, 346 Woods, 553-5317

Tutorial Services, 507 Tower, 553-5194

UM-Rolla Engineering Education Center, 34 Blue Metal Office Bldg., 553-5431

UM-St. Louis/Washington University Joint Undergraduate Engineering Program, 324 Lucas, 553-5161

University Center, 267 University Center, 553-5291

University Communications, 440 Woods, 553-5827

University Relations, 426 Woods, 553-5786

University Relations, Vice Chancellor for, 426 Woods, 553-5817

Urban Information Center, 442 CCB Bldg., 553-6000

Veteran Affairs, Office of, 346 Woods, 553-5315

Video Instructional Program, 115 Lucas 553-5370

Women's Center, 211 Clark, 553-5380

Women's Studies, 548 Lucas, 553-5581

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Student Activities

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Lucinda R. Vantine, B.A., Manager, Special Events
Laurie Wilhite, M.B.A., Manager, Alumni Relations
Lee Mayhall, M.A., Manager, Annual Fund

Emeriti

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William L. Franzen, Dean Emeritus
Virgil N. Sapp, Dean Emeritus
Joy E. Whitener, Dean Emeritus

Academic Calendar

1993 Winter Semester

January

- 6, 7 Wednesday, Thursday, Day, Evening College and Graduate School Registration
- 11 Monday, Classwork Begins: 8 am
- 18 Monday, Classes Not in Session (Dr. Martin Luther King's Birthday)

March

- 6 Saturday, Spring Recess Begins: 3 pm
- 15 Monday, Classwork Resumes: 8 am

May

- 3 Monday, Classes End: 11 pm
- 4, 5 Tuesday, Wednesday, Intensive Study Days (No Classes Held; No Exams Scheduled)
- 6 Thursday, Final Examinations Begin
- 13 Thursday, Second Semester Ends: Close of Day
- 16 Sunday, Annual Commencement

1993 Four-Week Intersession

May

- 17 Monday, Registration
- 18 Tuesday, Classwork Begins: 8 am
- 31 Monday, Memorial Day Holiday

June

- 11 Friday, Intersession Ends: Close of Day

1993 Eight-Week Summer Session

June

- 10 Thursday, Day, Evening College and Graduate School Registration
- 14 Monday, Classwork Begins: 8 am

July

- 5 Monday, Independence Day Holiday

August

- 4, 5 Wednesday, Thursday, Final Examinations
- 5 Thursday, Session Ends: Close of Day
- 8 Sunday, Summer Commencement

1993 Fall Semester

August

- 18, 19 Wednesday, Thursday, Day, Evening College and Graduate School Registration
- 23 Monday, Classwork Begins: 8 am

September

- 4 Saturday, Labor Day Holiday Begins: 3 pm
- 7 Tuesday, Classwork Resumes: 8 am

November

- 24 Wednesday, Thanksgiving Holiday Begins: 11 pm
- 29 Monday, Classwork Resumes: 8 am

December

- 8 Wednesday, Classes End: 11 pm
- 9, 10 Thursday, Friday, Intensive Study Days (No Classes Held; No Exams Scheduled)
- 13 Monday, Final Examinations Begin
- 21 Tuesday, First Semester Ends: Close of Day

1994

January

- 9 Sunday, Mid-Year Commencement

1994 Winter Semester

January

- 5, 6 Wednesday, Thursday, Day, Evening College and Graduate School Registration
- 10 Monday, Classwork begins: 8:00 am
- 17 Monday, University Closed (Dr. Martin Luther King's Birthday)

March

- 5 Saturday, Spring Recess Begins: 3 pm
- 14 Monday, Classwork Resumes: 8 am

May

- 2 Monday, Classes End: 11 pm
- 3, 4 Tuesday, Wednesday, Intensive Study Days (No Classes Held; No Exams Scheduled)
- 5 Thursday, Final Examinations Begin
- 12 Thursday, Second Semester Ends: Close of Day
- 15 Sunday, Annual Commencement

Academic Calendar

1994 Four-Week Intersession

May

- 16 Monday, Registration
- 17 Tuesday, Classwork Begins: 8 am
- 30 Monday, Memorial Day Holiday

June

- 10 Friday, Intersession Ends: Close of Day

1994 Eight-Week Summer Session

June

- 9 Thursday, Evening College and Graduate School Registration
- 13 Monday, Classwork Begins: 8 am

July

- 4 Monday, Independence Day Holiday

August

- 3, 4 Wednesday, Thursday, Final Examinations
- 4 Thursday, Session Ends: Close of Day
- 7 Sunday, Summer Commencement

Introduction to UM-St. Louis

The University of Missouri-St. Louis is one of four campuses that constitute the University of Missouri, the ninth largest university in the United States. Founded in 1839 upon the ideals of Thomas Jefferson, the University of Missouri-Columbia became a land-grant institution following passage of the Morrill Act by Congress in 1862.

The University remained a single-campus institution until 1870 when the Rolla campus was opened. Two campuses were added in 1963. The private University of Kansas City became UM's Kansas City campus, and an entirely new campus was started in St. Louis.

In the 1960s a movement began across the country toward the creation of public universities located within metropolitan centers. That movement marked the most significant change in higher education in the twentieth century, and the University of Missouri-St. Louis is a product of that educational development.

UM is governed by a nine-member Board of Curators appointed by the governor and confirmed by the state Senate. The Curators name the president of the University. Each campus is supervised by a chancellor.

UM-St. Louis, the fourth campus of the University of Missouri, was established in 1963. The notion of a major public institution serving the St. Louis area evolved from a dream to a solid reality, and today exceeds the expectations of those who created it.

Since the doors of the old Administration Building opened more than 25 years ago, UM-St. Louis has become the largest university serving St. Louisans and the third largest university in the state.

The University faculty has grown from 30 in 1963 to more than 900 members, committed to the future of the St. Louis area through teaching, research, and service.

One of the keys to this University's development as an outstanding institution has been the careful selection of faculty over the years. UM-St. Louis has attracted some of the top authorities in many fields. In general, our faculty members are younger than their counterparts at older, established institutions. More than 90 percent of the full-time faculty hold doctoral degrees, a figure that far exceeds the national average. These professionals develop new theories and new procedures, and in so doing attract hundreds of thousands of dollars each year in research funding.

Student enrollment has grown from 600 in 1963 to more than 15,000 in the 1992-93 school year. The numbers have changed, but not the spirit. Faculty and students are still most concerned with the education of new talent, which is the basis for the future social, intellectual, and economic health of Missouri's largest metropolitan area.

From its beginning on what was once the site of a country club with a single building, the University of Missouri-St. Louis has grown to a large modern campus of some 24 buildings on 177 acres, offering a full university experience.

The curriculum has grown to include 40 undergraduate programs, 23 master's programs, seven preprofessional programs, seven doctoral programs, and one professional degree program. There are programs which answer the particular needs of older students returning to school; of students pursuing pre-architecture, prelaw, premedicine, prepharmacy, pre-engineering, or prejournalism courses; of students interested in urban careers; and of those who need special help in tackling university-level work. There are also opportunities for students to combine their academic course work with internships that often lead to job offers.

Mission Statement

As one of the four campuses comprising the University of Missouri, the University of Missouri-St. Louis has served the citizens of the St. Louis metropolitan area since 1963. It shares the University's land-grant tradition and is committed to research and public service. The productive scholars on the campus' faculty contribute significantly to the theoretical and applied research in their fields. The campus' business, chemistry, political science, and metropolitan studies programs already are internationally recognized. As it develops, the campus will support other centers of excellence in departments or clusters of departments as the quality of scholarship achieves consistent international recognition.

In addition to its role to advance knowledge as part of a comprehensive research university, the University of Missouri-St. Louis has a special mission determined by its urban location and its shared land-grant tradition. It works in partnership with other key community institutions to help the St. Louis region progress and prosper.

Through its seven schools and colleges, the campus provides opportunities for all the people of the metropolitan area, including the economically disadvantaged, to receive high quality and accessible liberal arts, career, professional, and graduate education.

Through a careful melding of strengths in scholarly research, teaching, and community service, the University of Missouri-St. Louis plays a leadership role in advancing scholarship; providing quality undergraduate, graduate, and professional instruction to the large and diverse numbers of students in the St. Louis area, while it contributes to economic development throughout the state and region.

Introduction to UM-St. Louis

In shaping and evaluating its undergraduate curriculum, the University of Missouri-St. Louis fosters intellectual independence, sound judgment, clarity of expression in writing, aesthetic refinement, and sharpened analytical skills. The campus provides high quality undergraduate, graduate, and professional instruction to an ethnically, racially, and economically diverse student body. Special efforts are made to fulfill the University's land-grant mandate to serve the working people of the state. Because most of the campus' graduates remain in the metropolitan area, they enhance the economic development and quality of life of the metropolitan area and the state.

These research, instructional, economic development and community service missions are accomplished by on-campus and extension programs in the schools and colleges of Arts and Sciences, Business, Education, Nursing, and Optometry, as well as the Evening College and the Division of Continuing Education-Extension. In addition, the campus' humanities, fine arts, and performing arts programs enrich the cultural life of the metropolitan area.

The University of Missouri-St. Louis will work vigorously to achieve equal opportunity for all within the campus community through a strong affirmative action program.

The University: Academic Structure

The academic structure of the University consists of the College of Arts and Sciences, School of Business Administration, School of Education, Evening College, Graduate School, School of Nursing, School of Optometry, and Continuing Education-Extension.

The **College of Arts and Sciences**, the largest of the divisions, includes 18 academic departments that combine the best features of two different educational worlds. One world consists of general educational offerings and provides students with opportunities to acquire a breadth of knowledge and a foundation in the basic skills of intellectual inquiry. The other world supplies the basic preparation for the student's professional life by providing learning experiences leading to a career in a specific field.

The **School of Business Administration** maintains a balance between the specialization of professional courses and the diversity of liberal arts. Besides training students as qualified professionals for the business world, the School of Business Administration, through its bachelor's degree and master's degree programs expands student capability in communication, analysis, and judgment, thus enabling our graduates to deal more effectively with today's complex economic environment.

The **School of Education** acts on the premise that developing and maintaining a quality educational setting in an urban area requires both advancing the field of education and meeting changing societal needs. The faculty is committed to producing quality research, teaching excellence, and extending these research and teaching capabilities to the community. The School does these things through its undergraduate and graduate teacher-education offerings, its Midwest Community Education Development Center, and through the School's activities both on campus and in the field.

The **Evening College** was established to provide a university education for those who cannot attend classes during the day. For those interested in traditional university study, the Evening College offers almost all of the degree programs available to day students and ensures that these programs conform to the same standards and requirements as their daytime counterparts. For students seeking innovative approaches to education, the Evening College has the Bachelor of General Studies (BGS) Program, a unique concept designed for mature individuals who want more flexibility in reaching their educational goals. BGS students choose courses from the UM-St. Louis curriculum that they view as important to their education, and their degree program's structure will thus vary according to their needs. All campus services available to day students are also available to Evening College students.

Programs offered in the UM-St. Louis **Graduate School** fall into two categories: professional programs designed to develop a special competence in a particular field, and academic programs designed to develop the student's command of a range of related subjects within a field. These graduate programs are carefully structured to meet the needs of the metropolitan area and to give students the skills and professional competence to succeed in today's world.

The **School of Optometry**, opened in the fall of 1980, provides its students with a combined professional optometric education and clinical experience. It is furnished with the newest equipment for teaching and research and operates two clinics that offer a full range of diagnostic services to St. Louisans. At the same time, the School of Optometry provides professional clinical experience for optometry students.

Introduction to UM-St. Louis

The **Pierre Laclède Honors College**, newly inaugurated in 1989, brings together a highly select group of intellectually curious and gifted students who are pursuing various career goals and earning degrees in disciplines offered by the University's other undergraduate schools and colleges. These Honors Scholars follow a special curriculum that combines a series of innovative Honors College classes and course work done for Honors credit in their major areas. They actively engage in their education in small seminars led by some of the University's finest teachers. In addition to offering scholarships and stipends, the Honors College has unique features such as the Community Mentorship Program which links Scholars with model urban citizens who share their interests.

The **School of Nursing** is the newest addition to the University. Housed on the South Campus, the School provides an innovative upper-division, baccalaureate nursing program, specifically designed for the registered nurse (R.N.), with either a hospital school of nursing diploma or associate degree in nursing. The Bachelor of Science in Nursing degree program is designed for either full-time or part-time students.

The **Continuing Education-Extension Division** extends the University's expertise to the community by offering a variety of credit and noncredit courses, both on and off campus. It also sponsors programs in the community, such as the annual St. Louis Storytelling Festival. In 1992-93 over 79,000 participants were served in 2,300 credit and noncredit programs.

The University: Student Life

UM-St. Louis is an educational institution that both provides opportunities for all students through a demanding curriculum. But the life of the University is not all work. There are a great many leisure-time activities, either free or at reduced cost to students. Numerous student organizations, from the Accounting Club to Zeta Tau Alpha sorority, seek members—and leaders. Interesting speakers, concerts, film series, plays, exhibits, recitals and a host of informal gatherings crowd each week's schedule. And, if that's not enough, the St. Louis area offers still more recreational, sports, and cultural events.

The University offers a wide range of varsity and intramural sports of interest to UM-St. Louis students, whether as players or spectators. On the varsity level, the UM-St. Louis Rivermen and Riverwomen compete in most major sports. UM-St. Louis men's soccer teams have participated in numerous NCAA Division II tournaments; the team won the national title in 1973. The men's basketball and baseball teams frequently play in national tournaments. The expanding women's program includes varsity competition in basketball, soccer, softball, volleyball, swimming, and tennis. The UM-St. Louis women's soccer team ranks annually in the top 20 teams nationwide.

The Mark Twain athletic facility offers weight and exercise rooms, a swimming pool, basketball, volleyball, handball, and racquetball courts. Outdoor facilities include tennis, basketball, handball courts, a fitness trail, and baseball fields.

Students will find fitness activities, both organized and individual, to suit their interests and needs. Intramural sports are available to all students, with schedules designed for maximum participation.

The University: Its Graduates

More than 32,000 St. Louisans hold degrees from UM-St. Louis. Our graduates have a fine reputation in St. Louis. Many are still young with challenging careers ahead of them. They work in widely diversified fields for large and small corporations or in government and education. They are represented in almost every profession throughout the metropolitan area. Each year, St. Louis employers hire more graduates from the University of Missouri-St. Louis than from any other college or university. With more than 80 percent of the graduates remaining in this metropolitan area, the impact and influence of UM-St. Louis alumni will continue to grow. These graduates represent a new kind of university—a public urban university with standards of excellence, opportunities in education, and service to the community. That's an important and valuable asset to the metropolitan St. Louis area and to the state of Missouri.

Undergraduate Study

This section includes admission, general education degree requirements, and academic policies for students seeking undergraduate degrees from the University of Missouri-St. Louis.

Admission and Application Procedure

Admission for First-Time Freshmen

The University of Missouri has a uniform policy for the admission of freshman students to its four campuses. The four campuses are of equal stature in the University system, and a common standard is applied at each campus. The procedure for regular admission from high school is described in this publication.

Selection of students for regular admission is based on high school class rank, performance on a standardized college aptitude test, and required high school units. Students must also submit their high school transcripts and, where appropriate, recommendations by persons knowledgeable of their potential for success in university-level education.

Admission Procedure

Students applying as first-time freshmen (i.e., students without previous college work) need to submit to the University of Missouri-St. Louis Director of Admissions three documents:

1) Undergraduate Application for Admission form: You may request one by calling the Office of Admissions at (314) 553-5451.

2) High School Transcript and Class Rank: The transcript **must be sent directly** from the high school to the UM-St. Louis Admissions Office. The transcript should indicate the class rank at the time of application and all courses satisfactorily completed. For those students applying during their senior year in high school, which will include most applicants, **class rank** as of the end of six semesters (end of junior year) will be used. If a later class rank is available at the time application is made, it should be used.

3) College Aptitude Test: The University's freshman admissions procedure requires that a test score be submitted for each applicant. This requirement may be met by a score from **any one** of the following College Aptitude Examinations:

American College Testing Program (ACT) These tests are administered at many locations across the country under the auspices of the ACT program. Students who participate in this program should request that score reports be sent to the university campuses to which they apply.

Cooperative School and College Ability Test (SCAT)

This test is administered to Missouri high school students through the statewide Missouri College Testing Program. The student should request that a

record of his or her score be sent to the university campus to which he or she applies for admission.

Scholastic Aptitude Test (SAT) This test is administered at many locations across the country under the auspices of the College Entrance Examination Board. Students who take the SAT should request that score reports be sent to the campuses to which they apply.

Admission Requirements

(Effective Fall 1991)

Any high school graduate is admissible without further data upon submission of a transcript or other evidence indicating he or she meets both the following requirements:

1) At least 15 units of credit (1 unit=1 year in class) as follows:

English: Two units emphasizing composition or writing skills are required. One of the remaining two units may be in speech or debate—**4 units**

Mathematics: (Algebra 1 and higher)—**3 units**

Science: Not including general science, one of 2 units which must be a laboratory course—**2 units**

Social Studies: **2 units**

Fine Arts: **1 unit**

Three additional units selected from foreign language, English, mathematics (Algebra 1 and higher), science, or social studies. Among these options, two units of foreign language are strongly recommended.

The fifteen units are considered minimum and for those individuals interested in specific fields, e.g., engineering, business, the sciences, a fourth year of high school math is strongly recommended.

2) In addition, each student will be evaluated on the basis of High School Rank Percentile (HSCR) and Test Score.

The University seeks a heterogeneous student body reflecting diversity of race, ethnicity, age, geography, (including international students) and physical disability. Factors given prime consideration for admission to undergraduate study are an applicant's previous academic success and the quality of the record presented. Applicants who do not meet the criteria set forth in sections 1 and 2 may be considered by applying to the Director of Admissions. Additional factors considered for admissions include:

- Extensive extracurricular activity involving school, church, or community;
- Outstanding talent and/or abilities;
- Number and scope of college preparatory courses taken;
- Evidence of marked improvement over time in high school academic record;
- Significant work experience and/or family responsibilities;
- Supporting evidence attesting to one or more of the above in student's own hand (in the form of essay).

Undergraduate Study

Out-of-State Freshmen The same admissions requirements apply to all out-of-state freshmen who have graduated from an accredited high school. Students should be aware that the University of Missouri-St. Louis provides limited dormitory facilities. **Nonresident students must pay nonresident educational fees in addition to regular educational fees.**

When to Apply

Qualified applicants are admitted and notified by letter of their admission in the order that completed applications are received. Applications are accepted after October 1 for the next Fall Semester on the basis of six or more high school semesters. Completed applications, including high school transcripts and test scores, should be on file by July 1 to guarantee that they will receive full consideration. Datelines are July 1 for the Fall Semester; December 1 for the Winter Semester; and May 1 for the Summer Session.

Acceptance

Upon acceptance to the Fall or Winter Semester, students must submit a final high school transcript indicating their class rank and graduation date. First-time freshmen must take placement examinations in English and mathematics. Arrangements for these exams are made with students through the Office of Admissions after notification of admission.

Advanced Standing for Entering Freshmen

The University of Missouri-St. Louis grants credit hours to entering freshmen who, through their performance on College Entrance Examination Board Advanced Placement Tests and faculty-administered tests, demonstrate proficiency in certain college-level courses, such as accounting, biology, chemistry, English, foreign languages, history, mathematics, political science, and physics. For further information and applications, write to College Board Placement Examinations, Box 592, Princeton, New Jersey 08540. The score-reporting institution code number for the University of Missouri-St. Louis is 6889. Test scores should be sent to the Director of Admissions and must be on file before the first day of classes. A brochure with detailed information is available in the Office of Admissions.

Dual High School/University Enrollment

Superior high school students may be admitted in a special, student category for the purpose of taking one or more university courses concurrently with their final year or two of high school or during the summer session prior to these years. Students must submit a regular application for admission, as well as a special request which includes a high school recommendation. Students are admitted on an individual basis on the basis of academic standards that exceed those required for regular admission from high school. Admission is limited and governed by available space, and students must meet the prerequisites for the desired course or courses.

College Level Examination Program

Individuals over age 18 who have had no previous college work may earn advanced credit through the College Level Examination Program (CLEP) General Examination, provided they score at or above the 50th percentile. A maximum of 28 semester hours of credit may be earned. In addition, CLEP offers subject examinations for credit in one specific area. These examinations can be taken any time, provided the student has not taken a course in the test area. A score at or above the 50th percentile must be earned to receive credit. Consultation with an adviser is recommended. CLEP tests are given the third week of every month. Contact the Office of Admissions at 553-5451 for complete information. A brochure with detailed information is available.

Credit for Military Service

Credit may be allowed for service training programs conducted by the various Armed Forces branches. The American Council of Education recommendations in *A Guide to the Evaluation of Educational Experiences in the Armed Services* generally serve as a basis for granting such credit. To count toward a degree, the credit granted must be appropriate to the student's curriculum.

Trial Admission

High school graduates who do not meet the regular admission standards may be admitted on a trial basis in the summer session. Usually enrollment is for six hours and if grades of C or better are earned, the student may submit an application at the end of the summer session. If space is available, the application is reviewed and the student is permitted to enroll in the fall semester.

High School Equivalency Applicants

Individuals may seek admission on the basis of high school equivalency earned from performance on the United States Armed Forces Institute General Educational Development (GED) tests. Admission is based on an evaluation of the educational merits of military and other experiences since leaving school, GED test scores, and performance on other aptitude tests.

Veterans and Mature Adults

Applicant may be admitted as special or irregular students, not degree candidates, if they are veterans of the military service or over age 21 and have not previously earned college credit, have not been in school for several years, have not earned a high school diploma, or passed the GED; **or** if they have a diploma, but do not meet regular admission requirements from high school. Admission is based on special preparation, attainment, or exceptional aptitude as judged by an evaluation of military and other experiences, test scores, and other indicators of potential success at the University. Students can become degree candidates on the basis of their performance in university course work.

Undergraduate Study

Transfer Students

Missouri state institutions of higher education welcome transfer students; however, students should be aware that actual requirements for degrees vary from institution to institution. This factor makes it particularly important that students who plan to transfer make contact, very early in their academic career, with the campus from which they eventually wish to graduate. By arranging in advance for appropriate courses to be taken prior to transfer, they can likely minimize their problems. Your own campus dean's office or Office of Admissions can help you contact the institution to which you might transfer if you need assistance.

Students transferring from other colleges and universities must submit the following information to the UM-St. Louis Director of Admissions:

- 1) Undergraduate Application for Admission;
- 2) High School Transcript;
- 3) Official Transcripts from all colleges/universities attended.

Official transcripts must be sent by each institution directly to the Admissions Office. Hand-carried credentials are not accepted. All credentials submitted for admission become the property of the University. The above material should be submitted by July 1 for the Fall Semester; December 1 for the Winter Semester; and May 1 for the Summer Session.

A transferring student who has completed less than 24 semester hours of college-level work must apply under the procedures for admission to the freshman class and must have at least a 2.0 overall grade point average (4.0 system) in all college-level courses attempted at previous institutions.

Transfer applicants applying to the University of Missouri-St. Louis from regionally accredited colleges or universities with grade point averages of 3.0 or higher, based on a 4-point system, may be admitted at any time. Students with grade point averages of 2.5 or higher may be accepted **any time during the semester before desired admission**, while students with grade point averages of 2.0 or higher may be accepted any time during the **last half of the semester before desired admission**. UM-St. Louis may not admit any student who is under suspension or dismissal or whose previous record shows work of an inferior or unsatisfactory quality.

CBHE Statement

Students transferring to the University of Missouri-St. Louis and students transferring out of UM-St. Louis may utilize the Coordinating Board of Higher Education Articulation Agreement. The agreement outlines statewide undergraduate general education requirements which satisfy the general requirements for students transferring into UM-St. Louis and students transferring out of UM-St. Louis to other public higher education universities in the state. These requirements are detailed on the page prior to the Appendix in this catalogue.

Advanced Standing

According to a recent Articulation Agreement among public institutions within the state of Missouri, the following guidelines will govern transfer of credit to the University of Missouri-St. Louis from colleges and universities within the state of Missouri. These guidelines also apply to students transferring to the University of Missouri-St. Louis from schools located outside the state of Missouri.

Advanced standing in the form of credit hours may be allowed for work satisfactorily completed in another college or university of recognized standing, public or private, located in the state of Missouri, as long as the work satisfies the requirements of the university division in which the student registers.

The academic record at a given institution will include all courses attempted. Grades of D or better, earned in college-level work at an accredited or approved institution of higher education, should receive full credit when transferred to the University of Missouri-St. Louis. The University, however, will treat all grades on courses attempted on the same basis as that of the UM-St. Louis student. For example, if a UM-St. Louis student is required to repeat a specified course, having earned a D grade, a transfer student will also be required to repeat the same course, if it carried a D grade. Advanced standing for work of the senior year is not granted. To receive recognition, claims for advanced standing must be made by students within one semester after entrance.

Shortly after all official transcripts are on file, a student's previous academic record will be evaluated to determine which courses are applicable. Should there be any question concerning the applicability of any courses, the student should contact the Office of Admissions by writing or calling the Director of Admissions at (314) 553-5451.

The University of Missouri-St. Louis Bulletin: Undergraduate Catalogue in effect at the time of the transfer student's initial enrollment in a college will govern the degree requirements, provided the student has had continuous, full-time enrollment and remains in the same degree program after transferring to UM-St. Louis. If full-time continuous enrollment has not been maintained, or if students change their program objective, the catalogue in effect at the time of a student's latest enrollment, or at the time the student elects the new program, may be followed.

Degree checks, that is, determining whether courses meet a specific degree requirement and whether courses are accepted as a part of the student's academic major, are made in the office of the dean concerned. Should any questions arise, a student may contact the Director of Admissions, who will inform the student of the appropriate procedure to be followed in pursuing the question. Unresolved problems related to the transferability of credit may be appealed to the Senate Committee on Admissions and Student Financial Aid.

Undergraduate Study

Associate Degree Transfers from Junior Colleges

A student admitted to the University and holding an associate degree oriented toward the baccalaureate degree will be accepted in junior standing. Students fulfilling the general education requirements outlined by the Missouri Coordinating Board of Higher Education and certified by the sending institution will have met the lower division general education requirements at UM-St. Louis. However, this does not exempt the student from meeting the specialized lower division degree requirements of departments or divisions of the University. Courses completed in the associate degree program are evaluated for application to specific degree requirements by the same criteria used for transfer students from other colleges and universities located in Missouri, other University of Missouri campuses, and other divisions on this University campus.

Credit earned in or transferred from a community college shall normally be limited to approximately half the baccalaureate degree program requirement, and to the first two years of the undergraduate educational experience.

Transfer Within the University of Missouri System

A student not in good standing at another campus of the University of Missouri (suspended or dismissed) is not eligible to enroll at the University of Missouri-St. Louis campus.

Any course that leads to an undergraduate degree on any campus of the University of Missouri shall be accepted in transfer toward the same degree on any campus of the University offering that degree. Grades, including D and F grades, and honor points earned in such courses will also transfer and will be included in the cumulative grade point averages of the transferring student.

Questions concerning acceptability of credit should be referred to the Director of Admissions. Unresolved problems related to transferability of credit may be appealed to the Senate Committee on Admissions and Student Financial Aid.

Students within the last 30 hours of graduation may take a limited number of courses at another campus in the UM system, provided the last 15 hours are taken at UM-St. Louis and the work is approved by their respective deans and departments.

Students from Other Countries

Prospective students living outside the United States and its possessions should write the Director of Admissions at least one year before the date of desired admission for information about and admission to the University of Missouri-St. Louis and the approximate expenses and for the required application forms. Upon approval of application papers and official records, students are notified by official letter. Students should

not make plans to leave their countries without first obtaining permission to enter the University.

All students must take the Test of English as a Foreign Language (TOEFL). Write to Test of English as a Foreign Language, Educational Testing Service, Princeton, New Jersey 08540.

Foreign students now studying in the United States may be admitted only after completion of at least 24 semester hours of work, with a grade of C or better, in an accredited school offering a college-level program, provided that school's letter of admission was the basis for the student's receiving a visa. To complete their credential file, students must furnish original and official transcripts from each school attended, both in this country and abroad. Students should not consider admittance final until they receive an official acceptance letter.

Former Students

Former students not currently enrolled should file a request for a Permit to Re-Enroll with the Director of Admissions at least 30 days before the registration period. If Fall Semester applicants receive an Early Admission decision, they may preregister in July and August; preregistration for the Winter semester and the Summer Session is limited to students enrolled during the preceding term.

Visiting Students

Students who do not wish to earn a degree from the University of Missouri-St. Louis may be admitted to the Summer Session as visiting college students. Admission requires certification by the student's college or university that the student is in good standing and has permission to enroll in approved course work for transfer credit back to that institution. Application forms for certification can be obtained from the Office of Admissions. At the end of the session, students must request that their grades be reported by transcript to their respective schools.

Auditor

A student may enroll as an auditor in any course with the prior consent of the instructor and dean of the School or College in which the auditor is registered. They may be dropped from the course when, in the judgment of the instructor and dean, their record justifies such action. Auditors are charged full fees and receive no academic credit.

Evening College Applicants

The admission procedure for the Evening College is the same as for the day division. For further information, see the next section, "Enrollment and Academic Advising: Evening College," and the Evening College special section of this *Bulletin*.

Undergraduate Study

Registration

New Students

Upon admission to the University, students are notified that instructions will be sent by the registrar's office before registration.

Former Students

Former students not currently enrolled must submit requests for permits to re-enroll.

Currently Enrolled Students

Currently enrolled students are given the opportunity to preregister, by appointment, before all other students. Students wishing to preregister for the next semester in a different Division or School must complete a Change of Division form at the Office of Admissions.

After the close of the preregistration-by-appointment period, all students are eligible to register upon obtaining the written approval of their adviser. Students wishing to register for more than a normal course load must obtain approval from their dean.

Registration Cancellation

Students who have enrolled and paid their fees but do not wish to attend the University may cancel their registration any time before the first day of the semester. Cancellation forms may be obtained at the Office of the Registrar. If cancellation is made before the first day of class work begins, a full refund of fees (less \$20 for the cost of handling registration) will be made by mail. For the refund schedule for cancellation of registration after class work begins, see the "Fees: Refund of Fees" section of this *Bulletin*.

Enrollment and Academic Advising

In most cases, incoming undergraduate students are enrolled in the College of Arts and Sciences or the Evening College. Exceptions are transfer students who meet the specific admission requirements of the School of Business Administration, the School of Education, or the School of Nursing.

Students in the College of Arts and Sciences planning to pursue degrees in the School of Education or the School of Business Administration remain in the College until they obtain 60 credit hours with a cumulative grade point average of 2.0. Refer to the School of Business Administration or the School of Education sections in this *Bulletin* for additional admission requirements.

Students in the Evening College who have completed 40 semester hours must declare their majors. They are assigned according to their choice of major to departmental advisers in the College of Arts and Sciences or advisers in the appropriate School.

Registered nurses pursuing a B.S.N. degree are admitted to and advised by the School of Nursing if they have a cumulative grade point average of 2.5, a total of 30 hours of college credit, and meet all admission requirements of the University and the School of Nursing.

Those registered nurses who do not meet these requirements are enrolled in the College of Arts and Sciences or the Evening College until the requirements are met. They are advised, however, in the School of Nursing even though enrolled in one of the other Schools.

The dean's office in every division, except in the Office of Undergraduate Studies in Education, will assist students in the assignment of academic advisers and with the following matters: making a change in course schedule, evaluating transfer credit, withdrawing from school, placing a course on a satisfactory/unsatisfactory basis, availing oneself of grade modification, and filing for degree candidacy.

College of Arts and Sciences

All incoming students may receive professional academic advice in the dean's office, 303 Lucas Hall, (314) 553-5300. Students expecting to major in business administration or education who have completed fewer than 30 credit hours and students who have not declared a major in the College of Arts and Sciences may also receive academic advising in the dean's office. Faculty advisers for those students considering a career in one of the health sciences or in law are also located in the dean's office.

Since it is important for students to determine what specific requirements must be satisfied to complete their chosen baccalaureate program, they are urged to declare a major as soon as possible. Once students have declared a major, they should inform the office so that the appropriate academic adviser can be assigned. The adviser, a faculty member in the student's area of interest, will assist in selecting suitable courses and advise the student in matters relating to degree requirements.

Students transferring into the College from other institutions may seek assistance from the dean's office to effect as smooth a transition as possible. The College will evaluate all transfer credit to determine its applicability to the specialized degree requirements of the College.

Undergraduate Study

School of Business Administration

The School of Business Administration's Office of Academic Advising has available a staff of professional academic advisers who provide assistance to students in planning their academic careers and in dealing with the following concerns:

- Appropriate Course Selection
- School of Business Administration Requirements
- General Education Requirements
- Evaluation of Transfer Credit
- Course Prerequisites
- School Policy and Regulations
- Graduation Requirements

Other matters related to a student's academic matriculation should also be directed to this office.

Prospective business students who are admitted to the College of Arts and Sciences or the Evening College should submit an official declaration of their major to the dean's office of the College to which they have been admitted. When they have completed 30 hours of credit, they will then be assigned to the School of Business Administration for advisement.

Transfer students at the junior or senior level who have been admitted to the School of Business Administration should contact the advising office and plan to meet with an adviser early in the semester for an evaluation of transfer credit and the planning of their degree programs.

All students are urged to make advising appointments early during each semester, prior to registration dates, to obtain approval of schedules for upcoming semesters. Advising is a continuous and ongoing process. For information, call (314) 553-5888.

School of Education

Students wishing to prepare for teaching careers may choose either of the following alternatives:

- 1) After completing 60 hours of course work at the University or another accredited institution, students who intend to teach in elementary, early childhood, special education, business education, or physical education settings must apply for admission to the School of Education.
- 2) Students who intend to teach in other secondary school classrooms may elect to apply for admission to the School of Education to pursue the Bachelor of Science in Education degree (B.S.Ed.) or they may elect to earn a degree from another College or School at UM-St. Louis and take courses additionally to meet state teacher certification requirements.

With either option, students must meet University and departmental requirements, as well as those for teacher education in Missouri. Teacher education

curricula vary considerably. Careful planning of individual schedules is necessary to ensure selection of appropriate courses and to avoid extending programs. Students should, therefore, seek advisory help from the Office of Undergraduate Studies in Education (155 Marillac Hall) at the earliest opportunity. Regular consultation with advisers is essential. For information, call (314) 553-5937.

The Office of Undergraduate Studies in Education provides assistance to all students interested in professional education programs and certification requirements. Questions about admission to the Teacher Education Program, sequences of courses, prerequisites, graduation requirements, and related matters should be directed to that Office.

Evening College

The Evening College academic advising staff helps students plan degree programs or select courses appropriate to their individual needs. Their services are available to all new and current undergraduate Evening College students. Advisers will review transfer credit courses, prerequisites, and degree requirements. Once Evening College students have declared a major, usually after completing approximately 40 semester hours of credit, they are assigned to a faculty adviser in the student's area of study. A Declaration-of-Major form must be completed in the Evening College office so that the faculty adviser may be assigned. For an appointment, call the Evening College Office, (314) 553-5162.

School of Nursing

The School of Nursing offers a Bachelor of Science in Nursing degree (B.S.N.) to registered nurses who are graduates of a hospital diploma program or an associate degree nursing program.

A junior-senior level program, this program at the University of Missouri-St. Louis is designed to build on the student's prior education and experience in nursing. The program includes 63 credit hours, with approximately half in general education, including humanities, natural and social sciences, communicative skills, and mathematics. The other half of the program is composed of nursing courses, including nursing theory and research, health assessment, nursing management, patient education, and nursing care with families, groups, and in the community.

All qualified applicants are admitted to the School of Nursing; however, enrollment in some clinical courses may be limited due to the availability of clinical facilities. Preregistration is advised.

Prospective students are advised to contact the Advising Office, 119 South Campus Classroom Building, in the semester prior to anticipated admission to determine prerequisite courses needed.

Undergraduate Study

Pierre Laclède Honors College

Honors Scholars receive both academic advising and personal counseling from the College's administrative and teaching staff throughout their undergraduate careers. During the first two years, particular attention is given to the ways in which students fulfill their Honors College and University General Education Requirements and prepare themselves for their majors by taking the necessary prerequisites. After a major is declared, Honors College advisement with regard to work done for Honors credit continues and is supplemented by major-related advising provided by the appropriate academic unit. The College identifies candidates for major graduate fellowships and assists them in preparing their dossiers. Similar assistance is given to Scholars planning to go on to graduate and professional schools or seeking career opportunities immediately upon graduation.

General Education Requirements

Students must successfully complete the general requirements of the University, the School or College in which they are enrolled, and the specific requirements of their area of specialization. Described below are the general education requirements for all degrees.

Credit Hours

All candidates for baccalaureate degrees must complete 120 semester hours. At least 45 of these hours must be courses numbered 100 or above (or comparable courses transferred). Students must maintain a minimum 2.0 grade point average overall, as well as in their area of specialization. Students seeking two degrees must meet all degree and residency requirements.

Basic Skills

All students must show from their high school or college transcript, by examination or by appropriate courses, competency in basic communicative and mathematical skills. Students should check with their divisional dean's office at the end of the first year to verify that their proficiency in these skills has been properly recorded.

An additional communicative skill requirement must also be completed before graduation. Students should check with their divisional dean's office at the beginning of their senior year to verify that fulfillment of this requirement has been recorded.

Communicative Skills (two requirements)

1) Either submit a **satisfactory score on the English Placement Test**. (Contact the Office of Admissions for test date schedule.)

or achieve a **grade of C or better in a college-level English Composition course**—at the University of Missouri-St. Louis, English 10, Composition.

2) Effective since the Fall Semester, 1985, students

wishing to complete a degree at the University of Missouri-St. Louis must complete English 210, Advanced Expository Writing, or its equivalent with a grade of C or above.

Mathematical Skills

Any **one of the following** will serve to demonstrate proficiency in the basic mathematical skills area:

1) Satisfactory score on the mathematics placement test. (The Office of Admissions can tell a student when this test is given.)

2) A grade of C or better in a college-level mathematics course.

3) A grade of C or better in Mathematics 02C.

Breadth of Study

Students must complete at least 42 hours in the following three areas, with at least three courses in each area. (Courses meeting these requirements are listed at the beginning of each departmental section of the separate booklet, *University of Missouri-St. Louis Bulletin: Description of Courses*. This booklet is available for purchase in the campus bookstore. Copies are also in the University Libraries.)

1) **Humanities:** art history or art appreciation (applied art and music courses do not count); literature; music history, literature, theory, or appreciation; philosophy and logic; theatre appreciation, theory, and history. (Symbol [H])

2) **Natural sciences and mathematics:** applied mathematics; astronomy; atmospheric science; biology; chemistry; computer science; geology; mathematics; physics; statistics. (Symbol [SM])

3) **Social sciences:** anthropology; communication; criminology and criminal justice; economics; geography; history; political science; psychology; social work; sociology. (Symbol [SS])

Other Requirements

American History and Government

Students must satisfactorily complete a course or courses in American history or government taken at the University of Missouri or at other colleges or universities in Missouri. Transfer students should check with the dean's office of their division to find out if they have fulfilled this requirement.

The requirement may be satisfied by one of the following courses:

CCJ 10, Introduction to Criminology and Criminal Justice

History 3, American Civilization I

History 4, American Civilization II

History 6, Honors American Civilization

History 107, The History of Missouri

History 302, United States History: Revolution and the New Nation, 1763 to 1815

History 311, Topics in American Constitutional History

Political Science 11, Introduction to American Politics

Political Science 121, Civil Liberties

Political Science 130, State Politics

Undergraduate Study

Political Science 135, Introduction to Urban Politics
Political Science 140, Public Administration
Political Science 230, The American Presidency
Political Science 231, Congressional Politics
Political Science 233, Introduction to Political Behavior
Political Science 235, Political Parties and Elections
Political Science 240, Bureaucratic Politics
Political Science 242, Introduction to Public Policy
Political Science 245, Urban Administration
Political Science 320, Introduction to American Constitutional Law
Political Science 331, Legislative Processes
Political Science 346, Urban Planning and Politics

Courses Not Approved for Degree Credit

ELE ED 082, Effective Reading and Study Skills
English 09, English Composition
Mathematics 02a, Mathematics 02b, or Mathematics 02c, Fundamentals of Algebra I, Algebra II, or Algebra III
Mathematics 03, Trigonometry
Psychology 09, Seminar in Career Choice and Life Planning

Business Education Courses

The following courses are approved for degree credit only in the Business Education degree program and in the Bachelor of General Studies degree program with the dean's approval:

SEC ED 162, Computer Keyboarding and Formatting
SEC ED 362, Shorthand/Alpha Systems: Theory and Application

Reserve Officers Training Courses

Courses in ROTC do not receive Arts and Sciences credit, nor are they counted in the student's grade point average.

Other Considerations

Assessment

The University of Missouri has been directed by the Board of Curators to implement a variety of studies designed to assess the outcomes of university education. All students are required to participate in such studies as requested. Students who do not comply will not be able to register for the next semester or if in their final semester not be allowed to graduate. In their fifth and tenth years as alumni, graduates are encouraged to participate in assessment by completing questionnaires sent to them by the university.

Academic Residence

Students must be in residence for at least 24 of the last 30 hours of graded credit (exclusive of courses graded on a satisfactory/unsatisfactory basis), except under unusual circumstances, to be decided by the dean.

Graduation

Students must file a degree application form with their respective dean's office at least one year before the expected graduation date. The dean's office makes a final check to determine that all graduation requirements have been met. Students should check with the dean's office or an adviser to be sure their program fulfills the requirements of the department and College or School, as well as the University general requirements.

To assure graduating at the end of a specific semester, all work for that semester and any delayed grades from previous semesters must be completed with the grades sent to the Office of Admissions no later than the official date for submission of final semester grades.

Academic Policy

Course Descriptions

Undergraduate and graduate courses offered at UM-St. Louis are published in a separate booklet, the *University of Missouri-St. Louis Bulletin: Description of Courses*. All course listings are grouped first by School and then by individual department. This booklet is available for purchase in the Bookstore. Copies also are available in the University Libraries.

Three times during the year, a *Schedule of Courses* is published, listing the specific courses offered that semester and their meeting times and locations. This *Schedule* is available as follows:

Fall Semester Schedule: in the preceding April.

Winter Semester Schedule: in the preceding October.

Summer Session Schedule: in the preceding March.

The University reserves the right to cancel without notice any course listed in the *Bulletin* or the course schedules for any semester or to withdraw any course which does not have adequate enrollment at the close of registration.

Credit Hours

The University credit unit is the semester hour, which represents a subject pursued one period weekly for one semester of approximately 16 weeks or for a total of approximately 16 periods for one term. Generally, a course valued at three semester hours meets for three periods weekly for one semester, a two-credit course two periods a week for a semester, and so on. Normally, the lecture or recitation period is fifty minutes long and the laboratory period one hour and fifty minutes.

In the *Description of Courses* booklet, the number of credit hours is in parentheses after each course title. If the credit is variable, to be fixed in consultation with the instructor, it is shown by (credit arranged) or by minimum and maximum credit, such as Research (2-8).

Grading System

The grading system for undergraduate courses consists of A, B, C, D, F, S (Satisfactory) or U (Unsatisfactory), EX (Excused), DL (Incomplete), and Y (No basis for a grade). The grade of A indicates superior work, the grade of B, above-average work, and the grade of C, average work. The grade of D indicates the work is below average, and the grade of F means that the student's work does not meet the minimum standards. The grade of S or U, indicating satisfactory or unsatisfactory, is used when a student has formally requested this option for a course. (See "Satisfactory/Unsatisfactory Option" following.)

Undergraduate Study

A four-point grading system (A=4, B=3, C=2, D=1, F=0) is used for all undergraduate students. Grade point average is computed by dividing the total quality points (number of credit hours for a course multiplied by the grade value received) by the number of hours taken.

At the end of each semester and summer session the Director of Admissions informs students of their grades. A copy will be mailed to parents at the student's request.

Delayed Grade A student whose work is incomplete at the end of any semester and who has, in the instructor's judgment, sufficient reasons for failing to complete the work, may, with the approval of the instructor and department chairperson, be assigned a delayed grade. Such work must be made up no later than one semester after the incomplete grade is given or the grade automatically becomes F. The dean may, in unusual circumstances, extend this time limitation (Summer Session is not counted as a semester.)

Notice of change in a delayed grade shall be given to the Director of Admissions on a special form.

Y Grade When, in the instructor's judgment, there is no basis for evaluating the work of students who do not officially drop a course or officially withdraw from the University, a mark of Y (unauthorized withdrawal—no basis for evaluation) is given. After a two-semester waiting period has elapsed, the Y will be changed to an F, unless the student can demonstrate sufficient reason for not having completed the requirements of the course. The instructor (or the chairperson of the department, if the instructor is no longer on the faculty) may then change the Y to "Excused." Initiating the process is the student's responsibility.

Examinations

Examinations may be given only at regular class meeting times or as designated by the Senate Committee on Curriculum and Instruction.

Satisfactory/Unsatisfactory Option

Since the Fall Semester 1985, undergraduate students may elect to take up to 18 credit hours during their academic careers at UM-St. Louis on a satisfactory/unsatisfactory grading basis (S/U). This includes courses taken as electives or those which satisfy the general education requirements. Most courses required for a specific degree may not be taken on a satisfactory/unsatisfactory basis, and academic departments may designate other courses within their jurisdiction which may not be taken under the option.

Students register for courses in the normal manner and may exercise the satisfactory/unsatisfactory option before the end of the first four weeks of the semester or the first two weeks of the Summer Session. Requests for this option are made through the proper dean's office. Instructors are not informed of students taking courses on a satisfactory/unsatisfactory basis.

A satisfactory grade (S)—equivalent to "A"—"C"—has no numerical value in computing overall academic average but it does satisfy credit-hour graduation requirements. An unsatisfactory grade (U)—"D" or "F"—neither satisfies credit-hour graduation requirements nor is computed into the overall academic average. Grades will be recorded on transcripts as "S" or "U"

Major Differences Between Pass/Fail and S/U Option

- 1) The former Pass/Fail (P/F) option (prior to Fall 1985) has been replaced by the Satisfactory/Unsatisfactory (S/U option).
- 2) More than a change in names, the new S/U option makes "D" work "unsatisfactory," whereas it was "passing" under the former Pass/Fail system.
- 3) No satisfactory or unsatisfactory grade will be included in the GPA. Under the former Pass/Fail system, failing grades were averaged in the G.P.A., but passing grades were not. The new option will bring the University of Missouri-St. Louis into conformity with national collegiate standards. It is worth emphasizing that a student doing "D" work in a course under the new system will receive **no credit** for that course. Under the Pass/Fail rule, "D" work received credit.
- 4) The total number of hours a student may elect to take on a satisfactory/unsatisfactory basis has been reduced from 24 to 18 credit hours.

Repeating Courses

Students who pass a course they are repeating do not receive credit except in those courses which require a minimum C grade as a prerequisite for other courses in the same department. In such cases, students receiving D or F grades do not receive double credit hours toward graduation, but the points of the grades assigned them and the hours of the repeated courses are used in computing the grade point average.

Grade Modification

The following policy was passed by the University Senate April 26, 1988.

- 1) When the grade received in an initial attempt in a course is a D or F, the grade may be replaced in the calculation of the GPA by the grade received in a second or subsequent attempt. All grades received in second and subsequent attempts will be included in GPA calculations. A maximum of 15 hours may be dropped from the calculation of the student's GPA.
- 2) All attempts of a given course will appear on the official transcript with the grade(s) earned.
- 3) The transcript will have an explanation which states that the GPA is calculated using all grades earned in a course except the initial attempt when a course has been repeated.

Note Grade modification is not automatic. Students must process the necessary paperwork with an academic adviser in the academic unit in which they are currently enrolled.

Undergraduate Study

Enrollment Policies

Prerequisites for a Course

A minimum grade of C is required to meet the prerequisite requirements of any course, except with the permission of the department in which the second course is taught. An "academic-standing" prerequisite stated by class, for example, "senior standing," means senior class standing. Requirements for class standing vary. Students should determine the requirements for their School or College. Individual course restrictions are specified in the individual course description. See the *University of Missouri-St. Louis Bulletin: Description of Courses*.

Course Load

A normal full-time semester work load is 15 hours. Six hours is normal for the Summer Session. Minimum full-time enrollment is 12 hours. Students who have demonstrated the ability to carry more than 17 hours successfully may enroll for additional hours with the approval of their dean.

Attendance

Students are expected to attend class regularly, and, in accordance with the UM-St. Louis Bylaws, faculty may establish penalties for excessive absences. Students absent for more than three successive classes may be reported to the dean.

Students should tell their divisional dean's office of an extended absence. An absence known in advance should be reported to the instructors of courses that will be missed. Make-up of examinations or work missed is allowed at the instructor's discretion. Students, excused from class for valid reasons by their deans, shall be permitted, if possible, to make up work missed; the dean must have notified the instructor in writing.

Dropping/Adding Courses

To add courses to their original enrollment, students must get approval from their advisers. Students may not enter courses after the first two weeks of the semester or the first week of the Summer Session. Courses may be dropped, without approval, through the fourth week of a regular semester and the second week of a Summer Session. Students may withdraw from courses without a grade up to the end of the fourth week of the semester and the second week of the Summer Session.

From the fifth through the twelfth weeks of the Fall or Winter Semesters (for Summer Session, the third through the sixth weeks) students may withdraw from a course with an "Excused" grade, providing they are passing the course and receive the approval of their instructor, adviser, and dean's office representative. Otherwise, a failing grade is given. Students not attending classes who fail to drop officially receive F or Y grades. The Y later changes to F or, with the instructor's permission, to "Excused." (See page 25 for a fuller explanation of the Y grade.)

After the allowable period mentioned previously, "Excused" grades are given **only in exceptional** instances where the instructor's approval and dean's approval are given. These grades are recorded on the students' official records at the end of the term. If an F grade is recorded, it is counted in computing the grade point average. No partial credit is granted to students who withdraw from a course during any semester or otherwise fail to complete the work required for full course credit.

Section Changing

Section changing is normally done during the first two weeks of a regular semester and the first week of a Summer Session. No forms need be completed during this time. However, after the second week of a regular semester and the first week of a Summer Session, a section change form must be obtained from the departmental office for day courses and from the Evening College office for evening courses. The signatures of both instructors (of both sections) are required. The form is to be submitted to the Registration Office, 230 Woods Hall.

Change of Major

To change academic majors, students should consult their adviser and the dean's office. Students admitted to one College or School may pursue work in others under the conditions set forth by the other division's faculty. The chairperson of a student's major department shall determine which courses in other Colleges or Schools, or even other institutions, shall apply as credit toward the degree.

Withdrawal after Classes Begin

After classes begin, students may withdraw from the University by completing the withdrawal form, available in the dean's office. During the first four weeks of the semester and the first two weeks of a Summer Session, students may withdraw from the University without receiving grades. After this period, grades of F or "Excused" are issued, based on whether the student is passing or failing. After the semester's twelfth week (or the sixth week in the Summer Session), "Excused" grades are given only in exceptional instances with the instructor's and dean's approval.

These grades are recorded on the student's official record at the end of the term. An F grade is counted in computing the grade point average. No partial credit is granted to students who withdraw from school during any semester or otherwise fail to complete the work required for full course credit. Students who stop attending classes without withdrawing officially from the University are issued an F or the temporary Y grade. Any F grades are counted in computing grade point averages.

Undergraduate Study

Academic Probation, Suspension, and Dismissal

A student may be placed on academic probation any time that his or her cumulative GPA falls below a 2.00. Students should consult College or School advisers in their respective dean's office for additional information.

Students may be suspended if they do not pass more than two-thirds of their work, their semester grade point average is below 1.5, or their cumulative grade point average falls below 1.75. Students may be suspended if they have been on scholastic probation for two or more semesters, not necessarily consecutive, and again become subject to probation. The dean may retain students on probation rather than suspend them if circumstances justify such action.

Students who have been suspended may be dismissed if they again become subject to suspension. Students placed on probation because of poor scholastic records at other institutions are regarded as having been once suspended under these rules.

Normally, students who have been dismissed are not considered for readmission. In certain unusual cases, students may be readmitted on probationary status after one year.

Students admitted on probation to the Summer Session shall enroll for at least six academic hours. If they receive any grades below C, their work will be reviewed by the College or School dean or appropriate committee to determine eligibility to re-enroll. Students enrolled in the Summer Session whose grade point averages are below 1.5 may have their work reviewed. Students suspended or dismissed from one School or College shall not be admitted to any other School or College until they are eligible for readmission to the original College or School, unless they obtain the consent of the School's dean or appropriate committee. In this event, the dean or committee shall file a written statement for the student's official records, stating the reasons for the decision.

Academic Dishonesty

Academic dishonesty is a serious offense which may lead to probation, suspension, or expulsion. One form of academic dishonesty is plagiarism—the use of an author's ideas, statements, or approaches without crediting the source. Academic dishonesty also includes such acts as cheating by copying information from another student's examination, take-home test, or laboratory manual. The code of student conduct is in the back of this *Bulletin* and is also available in the *UM-St. Louis Student Handbook and Activities Calendar*, available from the Office of the Vice Chancellor of Student Affairs.

Honors

Pierre Laclède Honors College

The Pierre Laclède Honors College offers a select group of academically qualified and intellectually serious students the opportunity to focus a significant portion of their undergraduate careers upon a special Honors curriculum. Prospective Honors Scholars must apply for admission into the Honors College.

Honor Societies

The following is a list of honorary societies at the University of Missouri-St. Louis:

Alpha Phi Sigma (Criminology and Criminal Justice)

Alpha Sigma Lambda (Evening College)

Beta Alpha Psi (School of Business Administration, Accounting Majors)

Beta Gamma Sigma (School of Business Administration)

Beta Sigma Kappa (School of Optometry)

Financial Management Association National Honor Society (Finance)

Kappa Delta Pi (School of Education)

Omicron Delta Epsilon (Economics)

Phi Alpha Theta (History)

Phi Epsilon Kappa (Physical Education)

Phi Kappa Phi (Campus-wide)

Pi Sigma Alpha (Political Science)

Psi Chi (Psychology)

Sigma Delta Pi (Spanish)

Sigma Iota Rho (International Studies)

Sigma Tau Delta (English)

Dean's List At the end of each semester the College of Arts and Sciences, School of Business Administration, School of Education, the Evening College, and the School of Nursing send letters of commendation to undergraduates completing at least nine hours of graded courses with grade point averages of 3.2 or above for the semester.

In addition, each College and School, on an annual basis, sends letters of commendation to part-time undergraduate students who have earned a 3.2 grade point average or above in at least nine but not more than 17 graded hours during the Fall and Winter Semesters combined.

Who's Who Among Students in American Universities and Colleges

Eligible students may be nominated to *Who's Who Among Students in American Universities and Colleges* by students (whether for themselves or others), faculty members, or administrators. Nominees are selected on the basis of scholastic ability (a cumulative grade point average of 2.5 or higher), participation and leadership in academic and extracurricular activities, service to the University, and a promise for future usefulness. Nomination forms and further information may be obtained at the Office of Student Activities, 267 University Center.

Undergraduate Study

Latin Honors

To graduate with Latin honors, students must have attended the University of Missouri-St. Louis for at least 60 graded hours and must meet the following qualifications: *cum laude*—3.2 to 3.49 grade point average; *magna cum laude*—3.5 to 3.79 grade point average; *summa cum laude*—3.8 to 4.0 grade point average. If a student has the necessary GPA at UM-St. Louis to qualify for Latin honors but has fewer than 60 graded hours at UM-St. Louis, all credit hours and the associated grades earned within the UM-System will be included when the total credit hours earned in the UM-System are at least 80 graded hours. In determining one's eligibility for Latin honors, all graded hours will be considered, including the original grade in each grade-modified course. No Latin honor higher than that which is consistent with the UM-St. Louis grade point average will be awarded. All honors must be recommended by the student's major department. (Effective August 1990.)

Transcripts and Commencement

The director of Admissions will furnish transcripts of credits to a student upon written request. Transcripts are furnished to students' parents or guardians or other parties or institutions only if students have filed written consent with the Office of Admissions. There is a \$5.00 charge per transcript.

Students transferring to another University of Missouri campus may ask the UM-St. Louis director of Admissions to furnish a transcript to the Office of Admissions at the other UM campus.

Requests for transcripts by organizations either financially supporting a student or with fee compensation programs are not honored unless the student has filed a consent form with the Office of Admissions, authorizing the release of such information.

Transcripts are not issued to or for students who have financial obligations to the University until those obligations are paid in full.

Commencement

Degrees are conferred at commencement with candidates present for the awarding of diplomas. Only in unusual circumstances may degrees be conferred in absentia.

Fees for Undergraduate Study

Detailed information regarding current fees and residency regulations is furnished in the *Schedule of Courses*, a newspaper schedule, distributed before each semester registration, and in the pamphlet, *Tuition and Residence Rules*, available at the cashier's office. Students should be aware that fees shown are current as this publication goes to press, but fee changes may occur while this *Bulletin* is still in use.

The University reserves the right to change fees and other charges at any time without advance notice.

Educational Fees (1993-94)

All students enrolled in the University must pay an Educational Fee based on either the schedule for Missouri residents or the schedule for nonresidents which follows.

Undergraduate Educational Fee

Regular Semester

Missouri Residents \$91.10 per credit hour
*Nonresidents \$272.40 per credit hour

Intersession and Summer Sessions

The Educational Fee per credit hour for these sessions follows the same schedule as listed previously.

Partial Enrollment

Since the Educational Fee owed by a student is on a per-credit-hour basis, the Educational Fee for partial enrollment is assessed according to the above schedule.

Fees for Auditing Courses

Courses taken as an auditor for reduced credit are counted at their normal credit value in computing the fees to be paid. Students enrolling in zero credit courses are also required to pay according to the equivalent course credit.

For **Graduate Student** Educational Fees, see section titled "Graduate Study: Fees"

For **Optometry Student** Educational Fees, see the section of this catalogue for the School of Optometry.

*Nonresident Students

Students who do not meet the residency requirements must pay the Nonresident Educational Fee according to the schedule above. A definition of "residency" is outlined in *Tuition and Residency Rules*, available in the cashier's office. Students are responsible for registering under the proper residence and paying the proper Educational Fee. They are also responsible for raising any questions if there is a possibility that they are subject to the Nonresident Educational Fee schedule.

Undergraduate Study

Other Fees

Instructional Computing Fee

Students registered in the University are required to pay an Instructional Computing Fee of \$4.50 per credit hour.

Student Facility and Student Activity Fee

All students registered in the University are required to pay a Student Facility and Student Activity Fee. The fee shall be calculated at the rate of \$8.30 per credit hour up to a maximum of \$99.60 for 12 credit hours in regular sessions. In the Summer Session, the maximum fee is \$49.80 for six or more credit hours.

The Student Facility and Student Activity Fee is used for programs of broad interest within the University community. The fee for a full-time, regular semester is distributed as follows:

Bond Retirement on University Center—\$24.60
 Athletic Program—\$44.04
 Student Activities—\$13.56
 Student Services—\$ 2.40
 Mark Twain Renovation Fee—\$15.00
 Total (for 12 credit hours)—\$99.60

Health Fee

Students registered in the University are required to pay a Health Fee of \$3.00 per semester; \$1.50 for Summer and Intersession.

Late Registration Fee

Students registering after the close of the regular registration period must pay the late fee, equal to the undergraduate Resident Educational fee for one credit-hour, \$91.10.

Parking Fees

Students wishing to operate motor vehicles on campus must register them and pay a fee at the time of registration. Failure to comply with traffic regulations may subject students to disciplinary action, payment of an additional fee, and the denial of the privilege to operate a motor vehicle on campus. Copies of *Traffic Regulations for the University of Missouri-St. Louis* are available at the UM-St. Louis Police Office.

The parking fee for 1993-94 is \$3.25 per credit hour, up to a maximum of \$52.00 for 16 credit hours in the regular semester, for each motor vehicle used by a student on campus. Parking fees in the Summer Session are at the same per-credit-hour-rate up to a maximum of \$26.00 for eight or more credit hours. Students who do not drive regularly may park in the daily parking lot for a fee of \$1.00 a day. Special parking rates are available for car pools. Motorcycle and motor scooter fees are \$1.60 per credit hour up to a maximum of \$25.60 in the regular semester and \$12.80 in the Summer Session.

The revenue from parking fees is used to construct and maintain roads, parking garages, and surface parking; to rent parking space off campus when necessary; to pay for the printing of parking stickers and regulations; and to pay for all other related expenses. Detailed information on parking regulations and fee refunds is available from the cashier's office.

Parking fees are refundable under the same schedule as other fees. Students must return the scraps of the parking sticker to obtain a refund if they decide to cancel parking privileges. See the following "Refund of Fees" section.

Transcript Fee

There is a \$5.00 fee for a transcript.

Payment of Fees

All fees are due and payable at the time of registration. Students with delinquent accounts will *not* be allowed to enroll in subsequent semesters. Students receiving financial aid must present their fee statement to the cashier's office. A minimum payment plan is available for students unable to complete their financial arrangements at the time of registration. Enrollment will be completed upon receipt of the first minimum payment for students electing this plan. Interest will be assessed on the unpaid balance of all students at the rate of one percent per month. More information about this plan is available at the cashier's office.

Personal Checks

Personal checks in payment of fees or other obligations to the University will be accepted only when the amount of the check does not exceed the amount due from the student.

A student, presenting a check to the University in payment of student fees that is returned unpaid and remains unpaid after the close of regular registration period, shall be considered a **late registrant** and shall pay a late registration fee, equal to the undergraduate Educational fee for one credit-hour, \$91.10.

Credit Cards

MasterCard, VISA, or Discover credit cards are accepted in payment of fees. Phone payments are not accepted.

Delinquent Indebtedness

All delinquent indebtedness to the University must be cleared before transcripts or diplomas will be released.

Student Insurance

An optional accident and sickness insurance plan is available at low cost to students and their dependents. Information concerning premiums and coverage is available upon request from the cashier's office.

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Refund of Fees

Students who officially withdraw from the University or drop courses for which they have been assessed fees during the regular semester or summer session will receive a refund in accordance with the following schedules. Parking fees are also refunded in accordance with these schedules. These schedules are based on number of class days expired and exclude Saturdays, Sundays, and holidays. Students who cancel parking privileges must return the scraps of their parking sticker in order to receive a refund. A minimum \$20 enrollment cancellation fee will be charged for all withdrawals.

Regular Semester

100 percent refund (less \$20 for cost of handling registration) if a student withdraws before the day class work begins.

90 percent if withdrawal is within the first through the fifth day, including the day classwork began.

70 percent if withdrawal is between the sixth through the tenth day from the day classwork began.

50 percent if withdrawal is between the eleventh through 25th day from the day classwork began.

No refund if withdrawal is after the 25th day from the day classwork began.

Summer Session

This schedule is based on class days expired and excludes Saturdays, Sundays, and holidays.

100 percent refund (less \$20 for the cost of handling registration) if a student withdraws before the day classwork begins.

90 percent if withdrawal is within the first through third day, including the day classwork began.

70 percent if withdrawal is within the fourth through fifth day from the day classwork began.

50 percent if withdrawal is within the sixth through thirteenth day from the day classwork began.

No refund for withdrawal after the thirteenth day from the day classwork began.

Financial Assistance

Financial assistance is available to qualifying undergraduates in the form of grants, loans, scholarships, and workstudy. Funds for these programs are available from federal, state, and institutional resources.

Scholarships are provided by private, institutional, state, and federal funding. Scholarship requirements vary and may require the student have financial need. To determine need for scholarship consideration, the standard financial aid application is used. Specific requirements for scholarships are available from the Student Financial Aid Office or the Financial Aid Brochure. Applications are available in the Student Financial Aid Office from January 2 through April 1.

All aid recipients must meet the following general eligibility requirements:

- Be enrolled in a degree-granting program;
- Be a citizen, national or permanent resident;
- Maintain satisfactory progress toward a degree in four years;
- Not be in default on any Perkins or guaranteed student loan (Stafford, SLS, PLUS);
- Not owe a refund or repayment on any aid program;
- Sign statements of educational purpose, Selective Service;
- Be enrolled at least half-time (6 credit hours).

All students must file a standardized financial aid application. Applications are available from area high school counselors or the Student Financial Aid Office. Applications received by April 15 will be assured of completed processing and maximum allowable funding by the start of the Fall semester.

Financial Aid is available for the Fall, Winter, and Summer semesters only. Financial aid is not available for Intersession. Completed applications must be received by October 31 for the Fall semester; March 1 for the Winter semester; April 30 for the Summer semester. A separate application is required for Summer aid and is available in the Financial Aid Office beginning January 2. Applications or necessary documents received after these deadlines will not be processed.

Complete information on all available financial aid programs is found in the *Financial Aid Brochure*. Contact the Student Financial Aid Office to obtain a copy.

Undergraduate Study

Curators' Award Programs

The Curators of the University of Missouri first established the Curators' Scholars Award program in 1890. The intent of the program has always been to encourage superior high school graduates from Missouri to attend the University. The University Scholars Award program, established later by the Curators, recognizes superior academic excellence of enrolled University students. Both the Curators' and University Scholars Programs are open to full-time and part-time University students. Detailed regulations are available from the Office of Student Financial Aid, 209 Woods Hall.

I Curators' Scholars Program

Initial Selection Criteria This undergraduate scholarship program recognizes graduating high school seniors from accredited Missouri schools. The scholarship is awarded jointly by the University and by the local high school. In order to be eligible for the scholarship a student must: be a resident of the state of Missouri; graduate from a regionally accredited high school within the state; rank in the upper three percent of all high school students in that graduating class as of the end of the sixth semester; score at or above the 90th percentile on a standardized college entrance or admissions test; be recommended by the local principal and counselor; and enroll the next academic semester following graduation on one of the campuses of the University of Missouri.

Initial Award Amount For those students selected to receive the Curators' scholarship, the amount of the Educational Fees for the first 24 credit hours of continuous enrollment in graded course work shall be waived. This excludes courses taken on a satisfactory/unsatisfactory (S/U) basis.

Renewability The Curators' Scholars Award is renewable after completion of the first 24 credit hours of attempted and graded course work if the student's cumulative GPA is 3.5 or above. The amount of the award is based on the cumulative GPA and the amount of the assessed Educational Fees. For information on the current standard criteria for renewal, students should consult the Office of Student Financial Aid.

II University Scholars Program

This undergraduate scholarship program is designed to recognize enrolled University students for superior academic excellence. In general, the determination of academic eligibility is made at the conclusion of the Winter Semester for the following academic year. These scholarships are open to sophomores, juniors, and seniors.

Students who have transferred from a Missouri college or university may also be eligible if they meet the selection criteria. Nonresidents of Missouri may be designated a University Scholar but may not receive the monetary award.

Selection Criteria Selection as a University Scholar is based on the following:

- 1) Students must have completed at least 24 credit hours of continuous enrollment in graded work (not including courses taken on a satisfactory/unsatisfactory (S/U) basis) during the previous academic year.
- 2) Students must have achieved a minimum cumulative (UM) grade point average of 3.5.
- 3) If a transfer student, he or she must have submitted an application to Student Financial Aid by April 1.

Award Amount The monetary amount of the award is based on the student's cumulative grade point average and the amount of the assessed Educational Fees. Renewal is available if the student remains continuously enrolled and has a minimum of a 3.5 cumulative GPA. For information on the current standard criteria for the monetary award, students should consult the Office of Student Financial Aid.

Scholarships

Chancellor's Scholarship

This competitive scholarship is designed to recognize graduating high school seniors with outstanding academic achievements. Scholarships will be awarded to students who:

- 1) have applied for admission at the University;
- 2) have been nominated by a high school counselor;
- 3) rank in the top quarter of high school class; and
- 4) have a high percentile score on a standardized college entrance test (ACT, SAT, or SCAT).

This nonrenewable award provides the successful nominee with the amount of educational fees for one year (two semesters) full-time enrollment (12 credit hours or more).

Annual institutional fundings will determine the number of scholarships being presented.

Community College Transfer Scholarship

Scholarship for Missouri residents, designed to recognize students with high academic achievement who have attended a community college exclusively. Provides the amount of \$1,000 for one year (two semesters), to be applied directly to student's fees. A minimum enrollment of 12 credit hours per semester required. Awarded on a competitive basis. Nonrenewable. Awarded according to the following criteria: 1) admitted to UM-St. Louis with final transcripts from all community colleges attended by June 15; and 2) with 60 hours of college-level course work completed at a community college exclusively with a cumulative grade point average of 3.20.

Undergraduate Study

Minority Scholarship

A competitive scholarship designed to recognize graduating high school seniors with outstanding academic achievements. Awarded according to the following criteria:

- 1) admitted to UM-St. Louis;
- 2) recommended by a high school counselor;
- 3) rank in the top 15 percent of student's high school class.

Students from the following ethnic backgrounds are eligible for the minority scholarship: African-American, Asian or Pacific Islander, Hispanic, American Indian, or Alaskan native.

This nonrenewable award provides \$800 for one year (two semesters), to be applied directly to student's fees. A minimum enrollment of 12 credit hours required per semester.

Annual institutional funding will determine the number of scholarships to be awarded. Deadline for recommendation is April 1.

Academic Scholarship Program

This award provides successful nominees with the amount of \$1,000 for one year (two semesters) to be applied directly to the educational fees of the student. A minimum of 12 credit hours is required per semester. A scholarship application is not required to receive the Academic Scholarship. To be considered, students must: 1) be admitted to UM-St. Louis by April 1; and 2) have a combined standardized college entrance test score and class-rank percentile of 150 or higher.

Pierre Laclède Honors Scholarship

A number of scholarships are awarded each year to some of the entering freshmen who apply for and are granted admission into the Pierre Laclède Honors College. This award covers a recipient's educational fees and is renewable if specific grade point and course enrollment criteria set by the Honors College are met.

ROTC Financial Aid

Air Force ROTC College Scholarships

Scholarships covering all of the required Educational Fees, University Center fees, and laboratory expenses are awarded to qualified cadets in the Air Force Reserve Officer Training Corps Program. The scholarships cover only those expenses incurred during the regular academic session in which cadets are enrolled in the AFROTC program. Recipients also receive \$100 per month for the period and reimbursement for book costs.

Students interested in the four-year program must apply during their high school senior year to Headquarters AFROTC, Maxwell Air Force Base, Alabama, 36112-6663 before December 15. Cadets who do not receive four-year scholarships may continue to compete annually under the program administered locally by the Aerospace Studies Program, Parks College of St. Louis University, Cahokia, Illinois, 62206; telephone (618) 337-7500, extension 259.

Army ROTC Financial Assistance

The Army ROTC program provides a \$100 monthly subsistence allowance for up to ten months of the school year for students enrolled in the Advanced ROTC Course. Another program, the Simultaneous Membership Program (SMP), conducted by Army ROTC and the U.S. Army Reserves or National Guard, will provide approximately \$220 per month to qualified students. For more information contact the ROTC Department at 553-5176.

Army ROTC Scholarships

In addition to four-year ROTC scholarships awarded to graduating high school students, Army ROTC scholarships are available to qualified college students in two- and three-year increments. These scholarships pay all of the required Educational Fees, the University Center and Student Activities fees, a book cost-stipend, lab fees, and a \$100 monthly subsistence allowance for up to ten months of the school year. Selection for the scholarships is based upon academic achievement and leadership potential. Additional information is available from the ROTC Office, 44 Blue Metal Office Building, UM-St. Louis; 553-5176.

Center for Academic Development/Special Services Unit

A limited amount of financial aid is available through Special Services, an academic assistance program providing attention to the needs of UM-St. Louis students who have not yet reached full academic potential. Participants are chosen on the basis of need, prior academic preparation and achievement, and sustained interest and motivation. For more information contact the Center for Academic Development/Special Services office.

Other Scholarships

Two additional types of scholarships are available to students: University-funded scholarships and over 150 scholarships funded by private donors. A separate booklet describing these scholarships is available from the Office of Financial Aid, 209 Woods Hall; 553-5466.

Graduate Study

Admission and Application Procedure

The University of Missouri-St. Louis offers courses for graduate credit to qualified individuals to fulfill two kinds of student objectives: (1) completion of academic and professional degrees and certificates, and (2) attainment of personal and professional development.

Students with a bachelor's degree or the equivalent from an accredited college or university may apply for admission to the Graduate School. Applications are reviewed by the departments or schools in which students propose to do graduate study and by the Graduate School. Within limitations, students may be admitted to the Graduate School if their previous academic records and background suggest reasonable likelihood for success in their proposed programs. Students are admitted by the Dean of the Graduate School only upon recommendation of the department or school involved.

Inquiries concerning admission and requests for application forms should be sent to the Director of Admissions. A list of admission requirements for the particular degree program is sent with each application form. Application forms for financial assistance are also sent on request.

Different departments have different application deadlines, the earliest being Clinical Psychology which has a January 15 deadline for the fall semester. In general, completed applications should be filed with the Director of Admissions by July 1 for the fall semester; December 1, for the winter semester; and May 1, for the summer session. Applicants requesting financial aid should submit the application by March 15. Some departments with heavy enrollments have earlier final acceptance dates for admission and financial assistance. The University of Missouri-St. Louis supports the Council of Graduate Schools, Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. This Resolution defines the obligations of students and institutions regarding acceptance of support offers after April 15. Inquiries concerning Graduate School admission should be made as early as possible.

All doctoral programs require the aptitude test of the Graduate Record Examination (GRE). It is also required for the M.A. in Economics, English, History, Political Science, Psychology, and Sociology, the M.S. in Chemistry, Physics, and Physiological Optics, and the Master of Public Policy Administration. Advanced GRE examinations in the subject area are required for the Ph.D. program in Chemistry, Physics, and Psychology and the M.A. in Psychology and the M.S. in Chemistry. The Graduate Management Aptitude Test (GMAT) is required for applicants to the M.B.A., M.I.S. and M.Acc. programs. Students who have not taken these examinations should do so at the earliest possible test date.

Admission of International Students

In addition to the general requirements for admission to the Graduate School, the following special provisions apply to international students.

International students whose native language is not English and who have spent less than two of the last three years in an English-speaking country are required to submit scores on the TOEFL examination or the verbal portion of the GMAT before a decision is made on admission. A student with a total TOEFL score below 500 or a verbal GMAT score below the 30th percentile will not be admitted to the Graduate School. These students may be admitted to the University, for one semester only, as an Unclassified Student. During this semester, some part of the student's course work must be in English language study. The student must retake the TOEFL examination and score 500 or above to gain admission to the Graduate School. Teaching assistantships will not be awarded to students whose TOEFL scores are below 570.

International applicants will be asked to provide a special summary of their educational experience to help provide a basis of comparison of their backgrounds with those of U.S. applicants. They will be asked to provide a statement of their financial situation and of the anticipated form of support for the period of graduate study.

Applications for the GRE, GMAT, and TOEFL examinations must be made several months before the test date. Information and application forms may be obtained from the Office of Admissions.

Admission categories

Any student who receives graduate credit for a course at the University of Missouri-St. Louis must have been admitted to the Graduate School under one of the categories specified for admission:

Matriculated Student

- Regular
- Restricted
- Provisional

Non-Matriculated Student

- Non-Degree
- Graduate Certificate
- Education Certificate
- Inter-campus Exchange
- Postdoctoral

Matriculated Students

Students who wish to take courses to obtain a UM-St. Louis degree must apply for status as matriculated graduate students. Classifications within this category include regular, restricted, and provisional students.

Graduate Study

Regular Students

Students may be admitted as Regular graduate students if the undergraduate GPA and major field GPA are both 2.75 or above. A department or school may establish additional or more restrictive standards of admission for a particular program.

Restricted Students

Students with an undergraduate GPA of 2.5 to 2.75 may be admitted as Restricted graduate students if there is strong supporting evidence in other areas: test scores, work in major field, strongly supportive letters, sharp improvement in undergraduate work, previous successful graduate work, evidence of academic maturity following completion of the undergraduate degree, etc. The courses in which such a student enrolls will apply in the regular way to a degree or certificate program. However, a student may acquire no more than 12 credit hours on Restricted status. Shift from Restricted to Regular status requires (a) a "B" average on courses taken on Restricted status, (b) a positive recommendation from the department or School, and (c) approval from the Graduate School.

Students with GPA's below 2.5 will not normally be admitted to the Graduate School.

Provisional Students

A Provisional student is one who seems qualified for admission to the Graduate School but who has not submitted all materials required for admission (official transcripts, test scores, etc.). The courses in which such a student enrolls will apply in the regular way to a degree or certificate program. A student may enroll provisionally for one semester or summer term only. When all admission materials have been received, the department or School will review the additional material before finally recommending Regular or Restricted admission or denial.

Because admission to doctoral-level studies is limited to people of demonstrably superior academic ability, the doctoral admission categories do not include Restricted status. Only two categories of admission to the doctoral level exist: Regular and Provisional.

Non-matriculated Students

Students who wish to take courses solely for personal or professional development should apply for status as non-matriculated, non-degree graduate students. They must provide an official transcript showing completion of a baccalaureate or higher degree, with a GPA of 2.5 or greater, and they must generally meet the same requirements for admission as a matriculated student with Restricted status. They do not need to submit GRE scores. Change from non-matriculant to matriculant requires the submission of a new graduate admission application, and it occurs only upon subsequent recommendation by the department or School and approval by the Graduate School.

Non-degree Students

Students may be admitted as non-degree students if they are visiting students, they do not intend to pursue a degree, they intend to enter a program not yet established, or they are participants of graduate workshops or institutes. They must be accepted by the appropriate department or school (including the department without an established program).

A non-degree student must maintain at least a 3.00 grade point average. A non-degree student wishing to take more than nine hours may be allowed to do so, contingent upon departmental recommendation. However, course work completed by a non-degree student is not regarded as completed within a degree program. If such work is later to be applied to a program, it must be approved by the department and may not exceed nine semester hours. It may not be counted as part of the residence requirement for a degree.

A non-degree student will not be permitted to pre-enroll and will not be mailed registration materials in advance.

Graduate Certificate Students

Graduate Certificate Students are students enrolled in established UM-St. Louis certificate programs. Admission requirements for students in these programs are the same as for matriculated students. They do not need specific departmental approval to take more than 9 hours. Graduate Certificate Students may transfer up to 18 hours of work which appears on a Graduate Certificate Program Plan to a Master's or Doctoral Program Plan, if such a transfer is approved by the department granting the degree.

Education Certification Students

Education Certification Students are students who are taking courses for state Department of Education certification. They do not need specific departmental approval to take more than 9 hours. All other conditions regarding admission and registration that apply to Non-Degree Students apply to Education Certification Students.

Inter-campus Exchange Students

Students who have been admitted to an accredited graduate school and who wish to take courses at UM-St. Louis for later transfer to the degree-granting university are Inter-campus Exchange Students. Such students should apply for admission as non-matriculated students.

Postdoctoral Students

Individuals with doctoral degrees wishing to pursue special studies at the University of Missouri-St. Louis may be appointed postdoctoral research fellows by the Dean of the Graduate School on the recommendation of the appropriate University division.

Graduate Study

Traveling Scholars and Inter-University Graduate Exchange Students

There are two categories of students who may take graduate courses at UM-St. Louis without applying for admission to UM-St. Louis. Traveling Scholars are graduate students at one of the other UM campuses. Traveling Scholars register on their own UM campus to take courses at UM-St. Louis, using a special form to register for each course, and they report to the UM-St. Louis campus when classes begin. Inter-University Graduate Exchange Students are Washington University or St. Louis University students who enroll by special arrangement through the Registrar on the home campus for courses not offered on their own campus.

Unclassified Students

Students who are not qualified for admission to the Graduate School may request admission to UM-St. Louis as Unclassified Students. Students so admitted are not admitted to the Graduate School, do not take 400-level courses, and do not receive graduate credit. Credits earned by an Unclassified Student cannot later become graduate credits should the student subsequently be admitted to the Graduate School.

Enrollment

Enrollment in Off-Campus and Continuing Education Courses

Students may enroll in off-campus and Continuing Education graduate courses on one of two bases. Students who have been admitted to the Graduate School may enroll without further application. Courses they complete satisfactorily may be included as part of a graduate program, subject to departmental and Graduate School approval.

Students holding a baccalaureate degree who have not been admitted to the Graduate School must simultaneously apply for admission as a non-matriculated graduate student. If admission is not obtained by the end of the semester, graduate credit will not be received.

Specific courses offered off-campus may be designated as taken in residence. Courses taken at the UM-St. Louis Lindbergh satellite center are considered as taken in residence. Unless otherwise specified, all other off-campus and Continuing Education courses are considered nonresident courses.

Non-resident courses may make up no more than one-third of a master's program. Non-resident courses are not normally included in the final two-thirds of a program.

Undergraduate Enrollment in 400-Level Courses

Undergraduate students at UM-St. Louis may enroll in 400-level courses for undergraduate credit. Approvals from the adviser, department chairperson, divisional dean, and Graduate Dean are required. Students subsequently admitted to the Graduate School may petition for graduate credit for 400-level courses which they took as undergraduates over and above those needed for their undergraduate degrees.

Enrollment in Relation to Admission

A student who has been admitted to the Graduate School may begin enrollment in any term of the following calendar year after admission. An approved application will be kept on active file for one year. After initial enrollment, students must enroll for at least one term each calendar year to remain in good standing. Students not meeting this enrollment requirement will be dropped from the Graduate School and required to re-apply for admission if they subsequently wish to continue. If students so terminated decide to reapply and if they are readmitted, they will be subject to all regulations in effect at the time of readmission. Doctoral students are required to register each semester after they achieve candidacy.

Leave of Absence

Graduate students who are forced to interrupt their studies for a period of one or more years should request a leave of absence from the University. In consultation with their department and adviser, students should define the program modifications the leave of absence requires. Requests should indicate the reason for leaving and the expected date of return to the University. Approval of the Graduate School is required. A leave of absence does not affect the maximum time limitation set for a degree program, unless a specific exception is approved. The primary effect of a leave of absence is to suspend the requirement for continuous enrollment.

Class Attendance

Only students who have previously paid fees may attend a class. Instructors are not authorized to allow students to attend classes if fees have not been paid. Students may not register and pay fees after the prescribed dates.

Preregistration

Enrolled students may preregister for the next term during regular preregistration periods. Registration is not complete until all University fees are paid. Students who preregister must pay their fees by announced deadlines or their registration is canceled. Non-degree students and individuals who have graduated are not allowed to preregister.

Graduate Study

Maximum Course Load

The normal full-time course load for a regular semester is between 6 and 12 hours, with the maximum to be determined by the individual department or school. For an eight-week summer session, the maximum course load is two courses, totaling no more than six semester hours. Three hours is the maximum load during intersession.

Graduate students who are employed full-time may not register for more than six hours. Students employed part-time must adjust their course loads according to the number of hours employed. Students may either work full-time or carry a full load of courses, but not both. Assistants may not work full time.

Petitioning Into or Out of a Course

Students must receive the approval of their advisers and the Dean of the Graduate School to enroll in or withdraw from a course after registration.

Entering a Course in Progress

Students wishing to enter a course in progress must have the approval of the instructor, their adviser, and the Dean of the Graduate School. Only under exceptional circumstances may students enter courses after the first week of the semester.

Dropping a Course

Students may drop courses before the end of the fourth week of a regular semester or the second week of the summer session without receiving grades.

At the end of this period and until the end of 12 weeks (or from the third through the sixth week of the Summer Session), students may withdraw from courses with "Excused" grades providing they are passing the course and have the approval of the instructor, their adviser, and the Dean of the Graduate School. Otherwise, a grade of F is given. Students who stop attending classes without officially dropping courses also receive grades of F.

Transcripts

The director of Admissions will furnish transcripts of credits to a student upon written request. Transcripts are furnished to students' parents or guardians or other parties or institutions only if students have filed written consent with the Office of Admissions. There is a \$5.00 charge per transcript.

Students transferring to another University of Missouri campus may ask the UM-St. Louis director of Admissions to furnish a transcript to the Office of Admissions at the other UM campus.

Requests for transcripts by organizations either financially supporting a student or with fee compensation programs are not honored unless the student has filed a consent form with the Office of Admissions, authorizing the release of such information.

Transcripts are not issued to or for students who have financial obligations to the University until those obligations are paid in full.

Academic Policy

Course Level

All UM-St. Louis 300- and 400-level courses can be taken for graduate credit unless they have been designated in advance, "Not for graduate credit." For both master's and doctoral degrees, at least half of the credits must be from 400-level courses. Individual departments or schools may have more restrictive requirements, requiring a higher proportion of 400-level credits.

Within the department in which a student is pursuing a degree, a 200-level course may not be taken for graduate credit. However, outside the student's department, a 200-level course may be taken for graduate credit with the approval of the student's advisor and the instructor. In every such case, the student's advisor must consult with the instructor to ensure that the instructor is aware that the course is being taken for graduate credit. The instructor may assign the additional work to the student commensurate with the student's graduate status.

Courses numbered from 0 to 199 cannot be taken for graduate credit.

Transfer credit may be granted only for regular courses for which a grade of A or B, or equivalent, was achieved.

Institute and Workshop Courses

Degree credit is allowed for institutes, workshops, clinics, and extension courses only if they are offered by a Missouri public university. No more than three hours of transfer credit in this category is permitted.

Graduate workshops or institutes are short-term offerings intended to meet the needs of specialized groups and to provide opportunities to explore new developments and current issues. Workshops or institutes tend to emphasize behavioral performance and the acquisition of skills and knowledge in a specific area. Graduate study experiences not readily available in existing courses are appropriate for workshop or institute offerings.

A student who completes a workshop or institute course while not enrolled in the Graduate School may not subsequently include the course as part of a degree program. Inclusion of the workshop or institute credit in a graduate program is subject to the approval process inherent in the filing of a degree program. In instances where workshops or institutes are offered on a credit/non-credit or pass/fail basis, such credit may not be applied to a graduate degree.

Graduate Study

Foreign Language Requirement

The Graduate School does not have any general foreign language requirements for advanced degrees. Where departments or Schools establish required levels of competence in one or more foreign languages, that competence shall be shown in one of the following ways, as determined by the department or School:

- 1) An examination given by the department or School.
- 2) Satisfactory completion of a language course at a specified level.

Evidence that the foreign language requirement has been satisfied shall be presented to the Graduate School in each case.

Grades

A grade of A is assigned 4 points; B, 3 points; C, 2 points; and F, no points. Because the Graduate School does not recognize a D grade for a graduate student enrolled in a course carrying graduate credit, the Registrar's Office will attach to each class roll list for 300-level courses where graduate students are enrolled a note such as the following: "According to the regulations of the Graduate School, grades of D and F are equivalent. Graduate students are identified on the attached class roll by the code number 6 in the column marked 'Division'. Earned grades of D for these students should be recorded as F."

The satisfactory/unsatisfactory (S/U) option is not available to students taking courses at any level (200, 300, or 400) for graduate credit. Students may enter courses as auditors but may not change from audit to credit or credit to audit after the first week of class. Auditors are charged full fees and receive no academic credit.

Delayed grades may be given when a student's work is incomplete but otherwise worthy of credit. Delayed grades must be removed within two regular semesters after the time recorded or they automatically become F grades. In such cases, course instructors may subsequently change F grades to other grades when all work has been completed. Delayed grades recorded for courses in thesis or dissertation research are left as delayed grades until the final regular grades are reported by the instructor.

Grade Point Average (GPA)

All courses taken at UM-St. Louis for graduate credit figure into the calculation of the transcript GPA, including courses that may not be a part of the degree program. However, only those courses included in the degree program figure into the calculation of the degree program GPA. The degree program GPA must be at least 3.0 for a student to receive a graduate degree.

Graduate courses taken by UM-St. Louis undergraduates and then petitioned into graduate credit will be included in GPA calculations. Extension work, institutes, workshops, and courses transferred from other universities or other UM campuses will not be included in any GPA calculation, even though the courses may be included as part of a degree program.

Probation

A department will place a graduate student on probation if the GPA falls below 3.0 or if it regards progress as unsatisfactory. The student will be placed on probation for one semester, during which time progress will be formally reviewed by the appropriate departmental committee. After one semester the student will be removed from probation, continued on probation, or dismissed. A student may not continue on probation for more than one calendar year without permission of the Dean of the Graduate School. Probation letters will be sent out by the department or School, with copies sent to the Graduate School and the Admissions Office.

Dismissal

A graduate student can be dismissed from the Graduate School on the recommendation of the department or School and concurrence of the Graduate School. Dismissal letters will be sent out by the Graduate School, with copies sent to the graduate adviser and the Admissions Office. A change of status card will be sent by the Graduate School to the Registrar's Office. Non-degree students must maintain the same standards required of students enrolled in degree or certificate programs. Upon recommendation of the School or department, non-degree students may be dismissed if their grade point averages fall below 3.0. They are dismissed if their grade point averages are below 3.0 at the end of 12 completed hours of study.

Certificate Programs

Credit Requirements

A minimum of 18 hours of course work is required for a graduate certificate. At least 12 of these hours must consist of courses drawn from the list of core courses for the particular certificate program. At least 12 hours must be completed in residence at UM-St. Louis. At least nine hours must be at the 400 level. No more than 6 hours may be independent study.

Filing the Degree Program

A graduate student enrolled in a certificate program is required to file a degree program with the Graduate School before completing the first two-thirds of the number of hours required in the program.

Graduate Study

Master's Degree Requirements

Credit Requirements

A minimum of 30 semester hours carrying graduate credit is required for every master's degree program.

Filing for Degree Program

Before completing the first two-thirds of the required hours in a degree program, graduate students, in consultation with their advisers, should file a program of study. This program must be approved by the department or School involved and the Dean of the Graduate School.

Thesis and Comprehensive Examinations

Although not a general Graduate School requirement, a thesis may be required by departments in particular degree programs. Where required, the thesis is directed by a three-member committee of graduate faculty appointed by the Dean of the Graduate School on the recommendation of the department or School.

Comprehensive examinations, oral, written, or both, are required in most master's degree programs. Examinations are administered by a committee of not less than three graduate faculty members appointed by the Dean of the Graduate School on the recommendation of the department or School.

Dual Master's Degrees

With approval of the department or School and the Dean of the Graduate School, students who have completed one master's degree may transfer appropriate credits to a second master's degree program. The number of transferable credits may not exceed one-third of the credit hours required by the second program; subsequent transfers to a third degree are not permitted.

With approval of the departments or Schools involved and the Dean of the Graduate School, students may simultaneously pursue two master's degrees under the following conditions:

- 1) No more than one-third of the credit hours required by either program may be applied to both programs.
- 2) Students must obtain approval of the departments, Schools, and program advisers from both areas before they have completed 12 hours in either program. Under normal circumstances, two degrees will be pursued consecutively rather than concurrently.

Credit From a Certificate Program

Students who have completed course credits in certificate programs may transfer such credits into a master's degree program with the consent of the department or School, as long as the credits fall within the time limitations set for master's degrees. If the master's degree is in a different department or school from that awarding the certificate, then no more than one-third of the credits from the certificate program may apply to the master's degree. Students engaged in

established multi-disciplinary studies governed by guidelines approved by the relevant departments and the Graduate School may apply appropriate certificate credits in excess of this limit.

Time Limitation

The maximum amount of time allowed for completion of a master's degree will be six years after the first course enrollment. All courses included in a master's degree program, whether taken at UM-St. Louis or at another institution, must have been completed within six years of the awarding of the degree.

Residence Requirement

The final two-thirds of the courses in a master's degree program must be completed in residence courses at UM-St. Louis.

Continuous Enrollment

All master's degree students who regularly utilize faculty or facilities for the purpose of advisement, data gathering, or examinations, must be enrolled for credit commensurate with this activity.

Doctoral Degree Requirements

The doctoral degree is based on evidence that candidates have achieved a high level of scholarship and proficiency in research. The proficiency of students and their ability to work independently are established by a series of qualifying and comprehensive examinations and by the quality of their dissertations.

Cooperative Programs

In addition to the doctoral degree programs offered at the University of Missouri-St. Louis, limited opportunities exist for work in programs at other University of Missouri campuses. Specific inquiries should be directed to the chairperson of the department on the appropriate campus.

Credit Requirements

A minimum of 60 semester hours carrying graduate credit is required for every doctoral degree program. Departments or schools may require a greater number of hours for their programs.

Residence Requirement

The majority of credits used to satisfy requirements for a doctoral degree must be completed in residence at UM-St. Louis. For example, for a doctoral degree requiring 90 hours of work beyond the bachelor's degree, at least 46 hours must be completed at UM-St. Louis. These 46 hours may include credit hours taken for the dissertation. Special courses such as graduate institutes and workshops, as well as courses taken through Continuing Education-Extension, may be included as part of the residence requirement.

Graduate Study

At some point in their course work, doctoral students must successfully complete a minimum of 15 hours over two consecutive terms ("term" meaning a regular semester or a summer session). The 15 hours may not all be taken in one term.

Work completed as a post-master's degree student, prior to admission to a doctoral program, may be counted toward a doctoral degree, up to a maximum of 12 hours. Inclusion of such course work is subject to departmental approval and must have been completed within eight years of the time the doctoral degree is awarded. Exceptions to this regulation must be justified on academically defensible grounds and must be approved by the Graduate Dean prior to filing the program.

When doctoral students have earned a master's degree at UM-St. Louis or at another institution, appropriate credits may be applied toward meeting the requirement for the doctoral degree, subject to departmental or school approval. Such credits must constitute less than half of the total credits required for the doctorate. For example, for a doctoral degree requiring 90 hours of work beyond the bachelor's degree, no more than 44 credits from a master's degree may apply to the doctoral degree. Credit for courses taken for a master's degree is exempt from the eight-year time limitation.

Time Limitation

Doctoral degree work must be completed within eight years after the first course enrollment.

Comprehensive Examinations

Each department or school will determine the number of times a comprehensive examination may be taken by a student. The department or school must file with the Graduate School a statement specifying (a) the number of times the department will allow its students to take a comprehensive examination, and (b) the maximum and/or minimum period of time the department will allow between the first and final attempt to pass the comprehensive examination.

Appointment of the comprehensive examination committee is made by the Graduate Dean upon departmental or school recommendation of Graduate Faculty committee members.

An oral examination may not substitute for the standard written portion.

Application for Candidacy

An Application for Candidacy should be filed immediately after the student has passed all comprehensive and language examinations, written or oral, as required by the department or school and completed all course work.

Dissertation Proposal

A Doctoral Dissertation Proposal should be filed before the student conducts any substantial research. Prior to this filing, the dissertation committee will meet with the student for an oral defense of the proposal. The dissertation proposal must be accepted by the Graduate School before a doctoral student completes the sixth semester of study, or before the student takes more than four hours of dissertation credit, whichever comes later. That is, students who have taken more than four hours of dissertation credit by the end of the sixth semester must have successfully filed their dissertation proposal by that point. Students who have taken no more than four hours of dissertation credit by the end of the sixth semester have a later deadline: the point at which they intend to take their fifth dissertation credit.

It is understood that the dissertation research may evolve in directions quite different from the Dissertation Proposal, and the proposal is not intended to restrict the normal development of a research project. However, the termination of a line of research and the adoption of a substantially new dissertation project will require the preparation, oral defense, and acceptance by the Graduate School of a new dissertation proposal.

Continuous Enrollment

When students are advanced to candidacy, they must remain in continuous enrollment until the degree is awarded. If students are actively engaged in degree work on campus, they shall enroll for credit commensurate with this activity. If away from campus, students shall enroll for at least one credit hour each semester and summer term.

Dissertation Committee

The doctoral dissertation committee will consist of at least four members of the UM-St. Louis graduate faculty. Included in this number is the committee chair, who must be a member of the doctoral faculty. Also included in this number is at least one person from outside the department or school. The majority of members of the committee must be from the department in which the student is obtaining the degree.

When the dissertation committee deliberates on a dissertation or on an oral defense of the dissertation, two negative votes are sufficient for failure, even if outnumbered by positive votes. An abstention will be considered a negative vote. A student failing an oral defense should be provided with an opportunity for an additional defense. The timing and format of the subsequent defense will be determined by the dissertation committee and the second defense will take place before the same committee.

Graduate Study

Fees for Graduate Study

Detailed information regarding current fees and residency regulations is furnished in the *Schedule of Courses*, a newspaper schedule, distributed before each semester registration, and the pamphlet, *Tuition and Residency Rules*, available at the cashier's office. Students should be aware that fees shown are current as this publication goes to press, but fee changes may occur while this *Bulletin* is still in use.

The University reserves the right to change fees and other charges at any time without advance notice.

Educational Fees (1993-94)

All students enrolled in the University must pay an Educational Fee based on either the schedule for Missouri residents or the schedule for nonresidents which follows.

Graduate Educational Fee

Regular Semester

Missouri Residents \$115.30 per credit hour
*Nonresidents \$330.10 per credit hour

Intersession and Summer Sessions

The Educational Fee per credit hour for these sessions follows the same schedule as listed above.

Partial Enrollment

Since the Educational Fee owed by a student is on a per-credit-hour basis, the Educational Fee for partial enrollment is assessed according to the above schedule.

Fees for Auditing Courses

Auditors are charged full fees and receive no academic credit.

For **Optometry Student** Educational Fees, see the section of this catalogue for the School of Optometry.

*Nonresident Graduate Students

Students who do not meet the residency requirements must pay the Nonresident Educational Fee according to the schedule above. A definition of "residency" is outlined in *Tuition and Residency Rules*, available in the cashier's office. Students are responsible for registering under the proper residence and paying the proper Educational Fee. They are also responsible for raising any questions if there is a possibility that they are subject to the Nonresident Educational Fee schedule.

Other Fees

Instructional Computing Fee

Students registered in the University are required to pay an Instructional Computing Fee of \$4.50 per credit hour.

Student Facility and Student Activity Fee

All students registered in the University are required to pay a Student Facility and Student Activity Fee. The fee shall be calculated at the rate of \$8.30 per credit hour up to a maximum of \$99.60 for 12 credit hours in regular sessions. In the Summer Session, the maximum fee is \$49.80 for six or more credit hours.

The Student Facility and Student Activity Fee is used for programs of broad interest within the University community. The fee for a full-time, regular semester is distributed as follows:

Bond Retirement on University Center \$24.60
Athletic Program \$44.04
Student Activities \$13.56
Student Services \$ 2.40
Mark Twain Renovation Fee \$15.00
Total (for 12 credit hours) \$99.60

Health Fee

Students registered in the University are required to pay a Health Fee of \$3.00 per semester; \$1.50 for Summer and Intersession.

Late Registration Fee

Students registering after the close of the regular registration period must pay the late fee, equal to the Undergraduate Resident Educational fee for one credit hour, \$91.10.

Parking Fees

Students wishing to operate motor vehicles on campus must register them and pay a fee at the time of registration. Failure to comply with traffic regulations may subject students to disciplinary action, payment of an additional fee, and the denial of the privilege to operate a motor vehicle on campus. Copies of *Traffic Regulations for the University of Missouri-St. Louis* are available at the UM-St. Louis Police Office.

The parking fee for 1993-94 is \$3.25 per credit hour, up to a maximum of \$52.00 for 16 credit hours in the regular semester, for each motor vehicle used by a student on campus. Parking fees in the Summer Session are at the same per-credit-hour rate up to a maximum of \$26.00 for eight or more credit hours.

Graduate Study

Students who do not drive regularly may park in the daily parking lot for a fee of \$1.00 a day. Special parking rates are available for car pools. Motorcycle and motor scooter fees are \$1.60 per credit hour up to a maximum of \$25.60 in the regular semester and \$12.80 in the Summer Session.

The revenue from parking fees is used to construct and maintain roads, parking garages, and surface parking; to rent parking space off campus when necessary; to pay for the printing of parking stickers and regulations; and to pay for all other related expenses. Detailed information on parking regulations and fee refunds is available from the cashier's office.

Parking fees are refundable under the same schedule as other fees. Students must return the scraps of the parking sticker to obtain a refund if they decide to cancel parking privileges. See the "Refund of Fees" section below.

Final Semester Educational Fee

Candidates for graduate degrees who have completed degree requirements except for filing a thesis or dissertation and/or taking the final examination must register for at least one credit in the term in which they expect to receive the degree. Only students so registered may file applications for graduate degrees.

Thesis and Dissertation Fee

Graduate students must also pay a fee for the binding and microfilming of the thesis or dissertation.

Payment of Fees

All fees are due and payable at the time of registration. Students with delinquent accounts will not be allowed to enroll in subsequent semesters. Students receiving financial aid *must* present their fee statement to the Cashiers Office. A minimum payment plan is available for students unable to complete their financial arrangements at the time of registration. Enrollment will be completed upon receipt of the first minimum payment for students electing this plan. Interest will be assessed on the unpaid balance of all students at the rate of one percent per month. More information about this plan is available at the cashier's office.

Personal Checks

Personal checks in payment of fees or other obligations to the University will be accepted only when the amount of the check does not exceed the amount due from the student.

A student, presenting a check to the University in payment of student fees that is returned unpaid and remains unpaid after the close of regular registration period, shall be considered a late registrant and shall pay a late registration fee, equal to the undergraduate Educational fee for one credit hour, \$91.10.

Credit Cards

MasterCard, VISA, or Discover credit cards are accepted in payment of fees. Phone payments are not accepted.

Delinquent Indebtedness

All delinquent indebtedness to the University must be cleared before transcripts or diplomas will be released.

Refund of Fees

Students who officially withdraw from the University or drop courses for which they have been assessed fees, during either the regular semester or other sessions, will receive a refund in accordance with the schedule explained in the section "Undergraduate Study: Fees" under the heading "Refund of Fees". Graduate students should refer to this section for such information.

Financial Assistance

Teaching Assistantships

Most departments with established graduate programs offer teaching assistantships to qualified graduate students. Appointments are usually half-time appointments and carry stipends. Students receiving assistantships are expected to pay all Educational Fees but are exempt from the difference between the Missouri resident and the Nonresident Educational Fee. Students with these stipends must register for a minimum of six credit hours in semesters in which they hold the assistantship.

Teaching assistant appointments are made directly by the departments, and inquiries and applications should be addressed to the Graduate Studies Coordinator of the appropriate department. Applications should be submitted no later than March 15 for the Fall Semester. Occasionally a few teaching assistantships are available for the Winter Semester. Interested students should contact the appropriate department.

Since some departments observe different deadlines, applications should be submitted as early as possible. Appointments are normally announced by April 1 for the Fall Semester and by November 1 for the Winter Semester.

Research Assistantships

A small number of research assistantships are available in some departments and Schools. Conditions of appointments are generally similar to those of teaching assistantships. Inquiries should be addressed to the department or School.

Graduate Study

Fellowships and Scholarships

A small number of doctoral fellowships may be available for graduate students. In addition, certain departments or divisions have available a limited number of traineeships, fellowships, or scholarships. For example, the School of Business Administration offers the following graduate scholarships.

Graduate Business Scholarship

Scholarship awarded to a graduate business student selected by the School of Business Administration faculty.

Noel K. Mahr Graduate Accounting Scholarship

Scholarship awarded to a minority graduate accounting major upon recommendation of the School of Business Administration faculty.

Motorola International Business Scholarship

An award for a graduate student interested in international business. The recipient is selected by the School of Business Administration faculty.

For more information consult individual departments.

Other Graduate Financial Aid

Graduate students may apply for both the Federal Perkins Loan (formerly NDSL) and the Federal College Work-Study Program, as well as the Federal Family Educational Loan Programs. Students who have earned their first baccalaureate degree are no longer eligible for federal and state grant programs. For information on the Federal Loan or Federal Work-Study Programs or for additional financial aid information or educational consumer information, contact the Student Financial Aid Office. Students must be enrolled at least half-time and meet the same eligibility requirements as undergraduates to receive financial aid. All deadlines stated in the undergraduate study section are applicable to graduate students.

Confidentiality Policy

The Family Educational Rights and Privacy Act of 1974
These statements are set forth as guidelines and procedures to implement the University of Missouri policy on student records developed from The Family Educational Rights and Privacy Act of 1974.

The University of Missouri-St. Louis as charged in the Act will annually inform its eligible students by including in the *Student Handbook*, the *Schedule of Courses*, the *UM-St. Louis Bulletin*, and the *Current* (student newspaper) the following information:

1) "Education Records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the University. Those records, made available under The Family Educational Rights and Privacy Act of 1974, are student financial aid, the student's cumulative advisement file, student health records, disciplinary records, the admissions file, and the academic record. Confidential letters and statements of recommendation which were placed in student credential folders at the Office of Career Placement Services after January 1, 1975, are also made available, if the student has not waived the right to view these recommendations.

The University of Missouri-St. Louis "Education Records" do not include:

(a) Records of instructional, supervisor, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

(b) The records and documents of the University of Missouri Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction.

(c) In the case of persons who are employed by the University but who are not in attendance at the University, records made and maintained in the normal course of business which related exclusively to such persons and that person's capacity as an employee where the records are not available for any other purpose.

(d) All records on any University student which are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his professional or para-professional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

2) The University of Missouri-St. Louis recognizes "Directory Information/Public Information" to mean a student's name, address, telephone listing, date and place of birth, major field of study, participation in

officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. All students must inform the Office of Admissions and Records before the end of the two-week period following the first day of classes that any or all of the information designated as directory information should not be released without the student's prior consent. The information listed above will become directory information or public information as of the first day of classes following the end of the two-week period in a regular semester and the first day of classes following the end of the one-week period during the Summer Session.

3) University of Missouri-St. Louis students have access to the educational records identified in Paragraph 1 above. In accordance with Pub. Law 93-380 as amended, the University of Missouri-St. Louis will not make available to students the following materials:

(a) Financial records of the parents of students or any information contained therein.

(b) Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.

(c) Confidential recommendations respecting admission to the University, application for employment and receipt of honor, or honorary recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404, the *University Policy on Student Records*.

4) The director of Financial Aid, the appropriate academic dean, the coordinator of the Student Health Service, the vice chancellor for Student Affairs, the director of Career Placement Services, the director of Admissions and Records are the officials responsible for the maintenance of each type of record listed in paragraph 1.

5) Any student may, upon request, review his or her records and, if inaccurate information is included, may request the expunging of such information from his file. Such inaccurate information will then be expunged upon authorization of the official responsible for the file.

6) Students desiring to challenge the content of their record may request an opportunity for a hearing to challenge the content of his or her educational record in order to insure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein, and to insert into such records a written explanation respecting the content of such records.

Confidentiality Policy

7) The University official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the University's educational records through informal meetings and discussions with the student.

8) Upon request of the student or the University official charged with custody of the records of the student, a formal hearing shall be conducted as follows:

(a) The request for a hearing shall be submitted in writing to the campus chancellor who will appoint a hearing officer or a hearing committee to conduct the hearing.

(b) The hearing shall be conducted and decided within a reasonable period of time following the request for a hearing. The parties will be entitled to written notice 10 days prior to the time and place of the hearing.

(c) The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.

(d) The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing.

(e) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

(f) Either party may appeal the decision of the hearing official or officials to the campus chancellor. Appeal from the chancellor's decision is to the president. Appeal from the president is to the Board of Curators.

9) The University of Missouri-St. Louis will mail grade reports only to a student's permanent mailing address. Grades will not be mailed to parents unless the students in question have completed the necessary authorization in the registrar's office.

10) The University of Missouri-St. Louis may permit access to or release of the educational records without the written consent of the student to the parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

11) If any material or document in the educational record of a student includes information on more than one student, the student may inspect and review only such part of such material or document as relates to him or her or to be informed of the specific information contained in such part of such material.

Provisions for Auxiliary Aids and Services to Disabled Students

The University of Missouri is committed to equal educational opportunities for qualified students without regard to disabling condition. The University, therefore, will take necessary action to ensure that no qualified student with a disability is denied access to any particular course or educational program. Such action includes an assessment of the student's abilities and an evaluation of the requirements of the particular course or program.

If the University determines that some type of auxiliary aid is required, it will assist the qualified student with a disability in obtaining the necessary auxiliary aid from other sources. If the necessary auxiliary aid is not available from other sources, the University, at its option, shall provide the necessary appropriate auxiliary aid.

Requests for the assessments must be made to the Administrator for Special Student Programs no later than six weeks prior to the beginning of the next semester. If an unfavorable determination is made, the student may appeal the decision. See Discrimination Grievance Procedure, Appendix.

UM-St. Louis Libraries

UM-St. Louis Libraries

Joan Rapp, Director of Libraries
M.L.S., Rutgers; M.A., University of Washington;
M.B.A., Southern Illinois University-Edwardsville

Librarians

Amy Arnott, Head, Access Services
M.A., University of Missouri-Columbia
Cheryle Cann, Head, Health Sciences Library
M.A., University of Missouri-Columbia
Linda d'Avignon, Reference Librarian
M.S., University of Illinois-Urbana-Champaign
Ellen Growe, Head, Technical Services
M.A., University of Missouri-Columbia
Mushira Haddad, Head, Library Support Services and
Assistant to the Director
B.A., American College
Peter Monat, Reference Librarian
M.A., St. Louis University; M.S., University of Illinois-Urbana-
Champaign
Raleigh Muns, Reference Librarian
M.L.S., University of California-Los Angeles
Genevieve Owens, Acting Head, Collection Development
M.S., University of Illinois-Urbana-Champaign
Frances Piesbergen, Reference Librarian/Government
Documents
M.A., University of Missouri-Columbia
John Mark Scheu, Reference Librarian
M.A., A.B.D., University of Kansas; M.S., University of Illinois-
Urbana-Champaign
Sandra Snell, Head, Reference
M.A., University of Wisconsin; M.S., University of Illinois-
Urbana-Champaign
Anne Taylor, Reference Librarian
M.L.S., University of Pittsburgh
Virginia Workman, Head, Ward E. Barnes Education Library
M.A., University of Missouri-Columbia

The University Libraries support the educational objectives of the University and meet the teaching, research, and informational needs of the campus community. Housed in three locations—the Thomas Jefferson Library (North Campus), the Ward E. Barnes Education Library and the Health Sciences Library (both on South Campus)—the Libraries' collections consist of more than 570,000 volumes, including 3,000 periodical subscriptions, one million U.S. Government documents, and some 1,700,000 items in microform.

Materials from all University of Missouri libraries can be identified through LUMIN, the online catalog. Interlibrary Loan provides fast delivery of materials from other libraries across the country. Many automated databases are available, in both online and CD-ROM formats.

The libraries are open more than 85 hours per week during regular sessions. Specific hours for various library services are posted in all libraries.

Western Historical Manuscript Collection and University Archives

Archivists

Ann N. Morris, Associate Director, Western Historical Manuscript Collection; Associate Archivist, University Archives
M.A., Webster University
Kenneth F. Thomas, Senior Manuscript Specialist, Western Historical Manuscript Collection
M.A., University of Missouri-St. Louis
William M. (Zelli) Fischetti, Manuscript Specialist, Western Historical Manuscript Collection
M.A., University of Missouri-St. Louis
Linda J. Belford, Senior Manuscript Specialist, University Archives
M.A., University of Missouri-St. Louis

The Western Historical Manuscript Collection (WHMC) contains primary source materials for research in many fields, including local history, the environment, women's history, politics, and black history. The Collection is open to the University community and the general public. Material from the other three campuses in the WHMC-System may be borrowed for research use at UM-St. Louis. A complete catalogue to the holdings of the other branches of WHMC is available.

The Archives contain official records, campus publications, student newspapers, photographs, and other material on the history of the University of Missouri-St. Louis.

Located on Level II in the Thomas Jefferson Library, the office is open for reference service Monday through Friday, 8 am to 4:45 pm and until 9 pm on Tuesday. Archival and manuscript material does not circulate.

University Center

The University Center houses University food services, the Bookstore, Normandy Bank, University Center, and Student Activities administrative offices and meeting rooms. Student government offices and the Black Culture Room are also located in the University Center. Lounge space provides a comfortable environment for relaxation or study and a TV room and amusements area provide places for recreation.

University Center Funding

At the University of Missouri-St. Louis, as is the case with the majority of universities and colleges, students themselves made the financial commitment necessary to construct the University Center and administer its functions. Every semester a Facilities Fee is collected from each student. This money is used to retire the bonds which were originally sold to raise the \$2,000,000 spent in construction. In addition, some money is spent on administering the facility and some is set aside for major repairs and replacements. (All student money collected for the building is used to support it.)

Food Services

The University Center's dining area features a "food market" or "scramble-type" food service in the lower level Underground, offering customers a complete menu selection ranging from popular fast-food ideas to hot meal service, between the hours of 7:30 am and 7:00 pm, Monday through Thursday, and 7:30 am to 2 pm on Friday. The upper level Summit is designed as a comfortable lounge-dining area, with vending service available for those seeking snacks or beverages.

Complete catering services are also available and may be arranged through the food service office in the University Center.

Hotline

The University provides three Hotline phones for the purpose of providing the University community with information concerning the suspension of campus operations and/or cancellation of classes during periods of severe weather. The telephone numbers are 553-5865, 553-5867, and 553-5148. Call for this information after 6 a.m.

Audiovisual Services

The University Center can provide audiovisual equipment for student organizations and campus departments scheduling events in the University Center and J.C. Penney Building. Equipment includes 16mm, slide, and overhead projectors; record and tape players; a 1/2" and a 3/4" VHS player/recorder with a 25" color monitor; lecterns and portable sound systems. Experienced operators are also available for an additional charge.

Bookstore

In addition to the programs and services listed above, the Bookstore is located in the University Center and is headquarters for ordering and selling textbooks and

supplementary reading materials, including paperback books. The Bookstore also sells class and study supplies, college jewelry, and insignia items. Commencement announcements, caps, and gowns are ordered through the Bookstore.

Organizations

There are approximately 90 student organizations at UM-St. Louis ranging in size from three to 50 members. The scope of their activities address the educational, cultural, social, recreational, and spiritual co-curricular needs of the campus community.

Social fraternities and sororities, performing and fine arts, curriculum-related support groups, ice hockey, bowling, and other special interest clubs exist to enhance the collegiate experience. The Associated Black Collegians, International Students Organization, the Disabled Student Union and the Women's Center exist as resources for students on campus.

Information regarding student organizations is available in Room 267 of the University Center. Specific organizations may be contacted by mail through the same address.

The University Program Board, a 15-student volunteer group, initiates and implements a variety of lectures, appearances by comedians, musical groups, and theatre performances throughout the year. The Board also sponsors games, tournaments, and discounted tickets for local sporting events, concerts, and theatre. Most campus events are free to the campus community and are subsidized by student activity fees. Membership in this organization is open to students who are interested in coordinating these types of programs. Information is available by calling 553-5531 or by stopping by the Program Board office in Room 272, University Center.

Transportation Services

The University Center/Student Activities Office works with the Bi-State Transit Development Agency to make the campus more accessible to those who use public transportation. Students interested in ride-sharing or requiring transportation are invited to drop by 267 University Center or call 553-5291 for information.

Housing Referral

The University Center/Student Activities Office maintains a list of available apartments, rooms, and flats in the North County area. Lists of persons requesting roommates are also available.

Black Culture Room

The Black Culture Room, located in room 254, University Center, houses a tutorial service and is equipped with a study area and lounge. Sponsored by the Associated Black Collegians, the room is called "Umajaa," an African word meaning brothers and sisters working together. For more information call the Black Culture Room at 553-5731.

Student Affairs Office

Office of the Vice Chancellor for Student Affairs

The Office of the Vice Chancellor for Student Affairs, located in 301 Woods Hall, offers assistance and a wide variety of services to students. The office is responsible for administering the Student Conduct Code, confidentiality of student records, and Discrimination Grievance Procedure for Students.

In addition, the Administrator for Special Student Programs is located in this office. This staff member provides information, guidance, referral services, and assistance for students with disabilities and international students. Special arrangements and assistance in providing for the accessibility needs of students with permanent or temporary disabling conditions are available through this office. A TDD is provided for individuals with a hearing impairment. For more information or questions, call the Office of the Vice Chancellor for Student Affairs at 553-5211 (voice) or 553-5212 (TDD).

Residential Life

The University of Missouri-St. Louis operates campus housing for students. The cost of room and board is very reasonable, especially when compared to other campuses in the St. Louis area. Student housing is available during the academic year and during the summer months. Interested students are invited to tour the housing facilities. For more information, a brochure, or a tour, call 389-5999 or 553-5211, or write to: Coordinator of Housing, Department of Residential Life, University of Missouri-St. Louis, St. Louis, MO 63121.

Counseling

Counseling Service

The Counseling Service offers free professional assistance to students, faculty, and staff with personal, social, educational, or career concerns. Services include individual and group counseling, a range of workshops with specific aims, as well as career testing and career development counseling. A well-stocked library of career-related materials is available in the Career Resource Center.

SIGI PLUS, a computer-based interactive guidance system for career exploration and decision-making, is also housed in the Counseling Service. SIGI PLUS may be used by all members of the University community for a small fee.

The Counseling Service receptionist will arrange an appointment with a counselor weekdays from 8 am to 7 pm (except Friday, 8 am to 5 pm). In an emergency, however, students can be seen almost immediately. For more information, call 553-5711 or visit the Counseling Service office at 427 SSB.

Horizons

Horizons is a student organization providing a rather unique service to the student body. The staff is composed of undergraduates who have been trained in listening and helping skills.

The Horizons staff is available to talk with a student, to listen or to provide information about such typical student concerns as career exploration, time management, and relaxation—to name a few. Most important, Horizons is a group of students offering caring support and a friendly atmosphere to other students.

Services are immediate, confidential, and free of charge to anyone enrolled at UM-St. Louis. Horizons also offers workshops on a variety of topics and information and referral services for a wide range of concerns. Horizons is located in the Counseling Service office at 427 SSB.

Women's Center

The Women's Center serves as an educational resource center offering an information and referral service, advocacy, programs on women's issues and career choices, cultural events and exhibits, a library of literature by and about women, topical resource files, and information on women's activities, networks, organizations, and services in St. Louis.

Located in 211 Clark Hall, the Women's Center is a good place to get support and assistance in coping with sexual harassment, help in doing research on women, and answers to questions about almost anything. The Center is also a good place to relax, drink coffee, and share ideas and experiences with other UM-St. Louis students in a comfortable atmosphere.

There are opportunities for students to get involved at all levels in the activities and work of the Women's Center, which is open full time, Monday through Friday; evening hours vary by semester. The coordinator of the Women's Center directs the campus-wide orientation program so students can become acquainted with University rules, procedures, and services. For more information call 553-5380.

The Student Emergency Contact Form has been developed by the Center for students who may need to be contacted in emergency situations. This service is especially useful for students who are parents. Call the Center or stop by and complete an Emergency Contact Form.

Student Affairs Office

Career Placement Services

Job placement services are available to all UM-St. Louis students and alumni. Students may call 553-5111 for an appointment or stop by the office in 308 Woods Hall for career information.

Students can visit the Career Placement Library where career-related brochures, company information, videos, and a variety of information are available. Workshops on resume writing, interviewing skills, and orientations to the services are scheduled regularly.

Career Placement Services offers a variety of services to job-hunting students, including *Resume Expert*. This powerful registration and resume software may be accessed in the student IBM labs from menu items or from any IBM compatible. "Careers On-Line" allows students to view special event schedules, and the on-campus interview schedule, as well as obtain information on specific job openings. On-campus recruiting by representatives of business, government, and school districts begins in September. Students must register early each semester to take advantage of this opportunity.

The Cooperative Education Program, including summer internships, 553-5100, is available to students who have completed 30 credit hours. This program allows students to gain career-related work experience while in school and to practice and develop skills needed to enter the work force after graduation.

For students interested in employment while attending UM-St. Louis, the Student Employment Program, 346 Woods Hall, 553-5317, has listings of part-time, summer, and full-time non-degree-related positions available.

Hours are Wednesday, Thursday, and Friday, 8 am to 5 pm, and Monday and Tuesday, 8 am to 7 pm. For more information, call 553-5111.

Veteran Affairs

The Veteran Affairs Office, 346 Woods Hall, serves as liaison to various government offices to provide information on educational benefits, privileges, and responsibilities relating to Veteran Administration benefits. A certifying official is available to answer veterans' questions and process official paperwork.

Veterans are certified to the Veteran Affairs Regional Office (VA) beginning with the date of initial registration, and regularly until the expected completion date of the VA approved program or degree. Veteran students must promptly inform the certifying official in 346 Woods of any changes in status which might affect benefits. Failure to report such changes can result in overpayments and other complications in receipt of benefits.

Veteran students are expected to attend classes, perform academic duties as assigned by instructors, and adhere to academic policies. Failure to do so will result in reports to the VA of unsatisfactory progress, which may result in discontinuance of benefits. Veteran students who cease attending, but do not officially withdraw from class or from the University, will be reported as not making satisfactory progress. If enrollment status is altered in any way, the VA will be notified and an overpayment may be charged against the veteran.

For complete details and information, contact the Veteran Affairs Office at 553-5315.

Student Health Services

The Student Health Center, located in 127 Woods Hall, offers basic health services, screening, and education. Because the Center is funded by student fees, there is no charge for services rendered. Referrals by the nurse are made for treatment by a physician or for specialized or long-term care. The Health Center is open from 9 am to 8:30 pm, Monday through Thursday; evening hours are in effect only when classes are in session. For a medical emergency on campus, dial 5155 to summon assistance.

The University requires of students born after 1956 documented proof of immunity to Measles and Rubella. Immunization records are to be sent to the Student Health Center. Exemption forms for medical or religious/philosophical reasons may also be obtained from the Student Health Center.

Handicapped Parking Permits are issued by the Health Center upon presentation of a medical certificate verifying a mobility disability. Auto license and parking sticker numbers are also necessary in order to process an application for Handicapped Parking.

Information, application and claim forms for the Student Accident and Sickness Insurance Plan are available at the Health Center. Claims, however, must be filed directly with the off-campus insurance company.

For further information, call 553-5671.

Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, the University of Missouri-St. Louis is required to establish a drug and alcohol prevention program for its students and employees. A biennial review of this program will be done to determine its effectiveness, to implement changes to the program if they are needed, and to ensure the University's disciplinary sanctions are consistently enforced.

Student Affairs Office

Standard of Conduct

University of Missouri regulations prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs by University students and employees on University-owned or controlled property and at University-sponsored or supervised activities.

Legal Sanctions

Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

University Discipline

Violation of these University of Missouri regulations can result in disciplinary action up to and including expulsion for students and discharge for employees.

Health Risks

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are listed below.

Alcohol and Other Depressants

(barbiturates, sedatives, and tranquilizers) Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema (Particularly in cigarette smokers), impairment of driving ability.

Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, coma.

Narcotics (heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.

Inhalants (gas, aerosols, glue, nitrites, etc.): Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Resources

A variety of resources exist for drug or alcohol counseling, treatment, or rehabilitation programs. For detailed information concerning these resources available from the University and/or community agencies, students, employees, and faculty may contact the offices below. Such referrals will respect individual confidentiality. The UM-St. Louis Drug and Alcohol Prevention Program is described in a brochure. To obtain the brochure and more information, contact Counseling Service, 427 Social Sciences and Business Building, 553-5711; Student Health Center, 127 Woods Hall, 553-5671; Office of Human Resources, 211 General Services Building, 553-5804; or Vice Chancellor for Academic Affairs, 407 Woods Hall, 553-5371.

Smoke-Free Campus Policy of UM-St. Louis

Effective June 1, 1991, smoking is prohibited throughout the University of Missouri-St. Louis campus.

To assist smokers among University staff, faculty, and students, Environmental Health and Safety offers non-smoking clinics held on an ongoing basis in conjunction with the American Lung Association. These clinics are offered at no cost to the employee or student. This approach has been used by several large institutions and corporations that have successfully established smoke-free environments.

All members of the campus community are responsible for upholding this policy. Anyone who wishes to enroll in the non-smoking clinics should call Steve Scruggs, Safety Representative, at 553-6306.

Sports

Recreational Sports

The University's recreational sports program is geared toward the interests of the entire University community. Students, faculty, staff, and alumni are encouraged to take active roles in the creation of new recreational sports programs.

Intramural activities currently offered include touch football, basketball, volleyball, swimming ("Swim the Mississippi River Club"), racquetball, golf, tennis, bowling, softball, hoc soc, fun run, soccer, and weight lifting. For more information call 553-5125.

Intercollegiate Sports

A variety of intercollegiate sports is available for both men and women at UM-St. Louis.

Both the men's and women's athletic teams have brought both local and national recognition to the University for more than 20 years, with one national championship and trips to the NCAA Tournament in at least one sport in 19 of the last 20 years.

The women's intercollegiate athletic program includes basketball, soccer, tennis, volleyball, and softball. The men's intercollegiate athletic program includes basketball, soccer, golf, baseball, tennis, and swimming. Scholarships are available for both men and women in all sports.

The UM-St. Louis athletic department also sponsors a coed cheerleading squad.

Intramurals and intercollegiate athletics are supported in part by the University Center and Student Activities fees. UM-St. Louis students with validated IDs are admitted free to all home athletic contests. Harris-Stowe students are also admitted free to these events.

Facilities

The athletic and exercise areas in the Mark Twain Building are available for use by the University community at specified hours. During the regular semester, the building is open seven days a week and on specified evenings. Facilities include basketball, volleyball, badminton, and handball/racquetball courts, an aerobic dance room, and an NCAA regulation swimming pool.

The facilities also include two conditioning and fitness rooms with state-of-the-art equipment, an indoor running track suitable for walking or running, a sauna, and a whirlpool. Outdoor facilities include baseball, softball, soccer, and intramural fields, and tennis courts. For further information call 553-5641.

Student Government

The Student Association of the University of Missouri-St. Louis is the student governance body composed of both elected student representatives from each School and College, and of organizational representatives from every recognized student organization which petitions for representation on the Assembly.

The purpose of the Student Association is to represent University of Missouri-St. Louis student concerns at every level of governance within the University and at the state and local level. This is done by ensuring adequate and capable student representation within the University Senate, the policy-making and governance body of the University of Missouri-St. Louis. In addition, Student Government, the policy-making arm of the Student Association, has its own standing committees to address student concerns.

On the local and state levels, Student Government leaders visit various officials to address student concerns and priorities throughout the year.

An educated, qualified, well-rounded individual is the desired result of a college education. The University of Missouri-St. Louis Student Association, in its capacity as representative of and advocate for students, plays an important role in developing such individuals.

For more information call 553-5105 or drop by 262 University Center.

The **Student Court** is nominated by the Student Assembly and appointed by the Vice Chancellor for Student Affairs. The five-member Court rules on student appeals concerning matters such as parking violations and disputes between individuals and organizations; organizations and organizations.

The **Evening College Council** serves the evening student body as a liaison between students, faculty, and administrators. It functions as a sounding board for Evening College students' ideas and interests, and it coordinates social activities of special interest to evening students. Membership is open to all Evening College students who are in good standing. Contact the Evening College, 324 Lucas Hall, or any council member for more information or call 553-5162.

Other Services

University Senate

The Senate is the governing body of the campus, exercising many of the functions of the faculty and the student body subject to the University of Missouri-St. Louis bylaws. Twenty-five students and 75 faculty members are elected to the Senate by their constituent groups. The Senate also includes a number of administrators who serve as ex officio members.

Much of the Senate's business is carried out by elected committees. The standing committees on which students may serve include: Budget and Planning; Bylaws and Rules; Committee on Committees; Committee on Computing; Curriculum and Instruction; International Relations; Physical Facilities and General Services; Recruitment, Admissions, Retention, and Student Financial Aid; Student Affairs; Student Publications; University Libraries; and University Relations. In addition, ad hoc committees are established as needed.

More information is available from the Senate Office at 553-6769.

Alumni Office

As today's students form the present University community, our alumni help shape the future of the University of Missouri-St. Louis by supporting necessary improvements. The Alumni Association and the Alumni Activities office in 421 Woods Hall work together to promote the St. Louis campus and to establish mutually beneficial relations between the University and its alumni. Membership in the Alumni Association is open to all graduates and former students with payment of modest dues.

The Alumni Association sponsors a scholarship fund for UM-St. Louis undergraduates, provides special funding of certain campus projects, and works as an organization to obtain increased public support for the University. For more information, call 553-5833.

A refurbished Alumni Center, across the street from the main campus entrance, offers students, faculty, staff, and alumni a pleasant gathering place for community receptions and other social events. Contact the Alumni Center at 553-5722 for further information.

Gallery 210

Gallery 210 sponsors five major art exhibitions yearly. These include professional work of national and international importance in all media, with a primary emphasis on contemporary art. In conjunction with these exhibits, the Gallery frequently sponsors symposia, lectures, and other events which enhance the impact of the works of art that are displayed.

Under the auspices of the art department, the exhibits offered by the Gallery meet the best of both educational and aesthetic standards, and serve the visual interests of both the metropolitan community and the University's students and staff.

Police Department

The UM-St. Louis Department of Police is located in the General Services Building and serves the students, faculty, and staff by providing year-round campus security. The UM-St. Louis police are trained to give emergency aid in the event of accident or illness, and all incidents should be reported immediately to the police department, telephone 553-5155. This number is monitored 24 hours a day. Call for help or to report fire or any existing hazardous conditions. Emergency telephones on campus include the red "Hot-Line" phones, which are located in every building. In addition, there are a number of outdoor emergency phones that connect directly to the police dispatcher.

Traffic regulation is also a responsibility of the campus police, including issuance of faculty/staff parking permits and any temporary parking permits. These permits may be picked up at the police department office. Informational booklets on traffic regulations and parking, as well as campus maps, tips on crime prevention, and other useful publications are available outside the police department office.

The department has an ongoing bicycle registration program, offering registration tags to students, faculty, and staff. A registration file with bicycle serial numbers and description is maintained for each registrant. Also available during normal working hours the University provides limited emergency vehicle service, at no charge, to vehicles on campus except for fuel. Any person requiring such service (due to dead battery, empty fuel tank, flat tire, etc.) should phone the University Police for assistance. An escort service to your car is available 6 pm to 11 pm, Monday through Friday, by calling 553-5155.

The UM-St. Louis police report and investigate all crimes that occur on campus.

For information on any of these services, contact the University of Missouri-St. Louis Police by calling 553-5158, Monday through Friday, 8 am to 5 pm. For emergencies, remember to call 553-5155.

Specialized Centers and Facilities for Research, Teaching, and Public Service

Research

Center for Business and Industrial Studies

The Center for Business and Industrial Studies is organized within the School of Business Administration for studying managerial problems and performing applied research. The Center operates on a not-for-profit basis to help organizations in our diversified business community understand factors affecting their business environments and to enhance their productivity. University faculty, supported by a powerful computer system, statistical databases, and sophisticated software, provide consultation in a wide variety of business applications. Studies are undertaken in marketing, computer systems, operations management, human resources management, planning and business development, facilities location, distribution, and financial analysis. The Center provides nationwide demographic, economic, and financial data through the University business database and information service. Organizations can contract with the Center for studies tailored to their specific needs. A brochure outlining the Center's services can be obtained by writing the Center for Business and Industrial Studies, School of Business Administration, University of Missouri-St. Louis, 8001 Natural Bridge Rd., St. Louis, MO 63121-4499, or by calling (314) 553-5857.

Center for Cornea and Contact Lens Research

The Center for Cornea and Contact Lens Research (CCCLR) is a part of the University of Missouri-St. Louis School of Optometry. The Center is comprised of clinical and research faculty from the School of Optometry, researchers from the Department of Chemistry, and a research panel made up of 10 to 12 St. Louis area optometrists and ophthalmologists. The major goals of the CCCLR are: (1) to expand clinical trials studies of contact lens designs, materials, applications and solutions; (2) to foster basic ocular research as it applies to the effects of contact lenses, contact lens solutions, diagnostic and therapeutic medications, and instruments on corneal physiology; (3) to engage in collaborative interdisciplinary research in biomedical materials; and (4) to participate in multidisciplinary research in laser corneal reshaping.

Center for Economic Education

The Center for Economic Education is sponsored by the College of Arts and Sciences and the Continuing Education-Extension Division to support and enhance economic education. The Center provides in-service programs in economic education. Working closely with local school districts, the Center serves to improve and evaluate present economics curriculum. The Center also promotes the goals of economic education among business, professional, educational, labor, and other organizations and individuals in the St. Louis community.

Center for International Studies

The Center for International Studies supports academic programs, research activities, seminars, and conferences designed to promote and improve research in international studies, improve the methods of teaching international studies in schools and colleges, and encourage an interest in international affairs in the University and area communities. The Center promotes interdisciplinary and multidisciplinary courses, assists in staffing courses within individual departments, and houses the Joint Center for East Asian Studies of UM-St. Louis and Washington University. It arranges seminars to meet specific faculty and student needs and interests, sponsors conferences and seminars, issues occasional papers, administers undergraduate certificate programs in East Asian studies, European studies, international studies, and Latin American studies for the College of Arts and Sciences, and administers the Graduate Certificate in International Studies. The Center administers the campus Exchange and Study Abroad programs and disseminates information on study, work, and travel abroad. In addition, the Center's Community Education Office maintains the Missouri International Studies Resource Collection and operates a comprehensive global education program.

Center for Molecular Electronics

Molecular electronics lies at the cutting edge of recent developments in the study and application of thin-film materials, in the growth of semiconductor device material, in the fabrication of electronic sensors and devices, and in the development of high-performance polymers. In all of these areas, knowledge and control at the atomic or molecular level is essential for state-of-the-art materials and devices. In recognition of the critical importance of research, education, and industry-university cooperation in these areas, the University of Missouri-St. Louis has established the Center for Molecular Electronics. The goals of the Center are both research at the forefront of the field of molecular electronics and assistance in the development of high-technology products by St. Louis area corporations.

To encourage cooperation between university and corporate scientists and engineers, the membership of the Center includes physicists, chemists, and engineers from the following St. Louis-based institutions: University of Missouri-St. Louis, Washington University, MEMC Electronic Materials, and Monsanto Company. Through the shared expertise, equipment, and facilities, the Center will investigate the following technological areas: (a) Organometallic Vapor Phase Epitaxy; (b) Plasma Chemical Vapor Deposition of Diamondlike Carbon Films; (c) Electro-Optics of High Performance Polymers; (d) Nanometer-scale Lithography; (e) Electrochemistry of Sensors; (f) Gallium Aluminum Arsenide Lasers and Waveguides; and (g) Langmuir-Blodgett films. All these technological areas are of interest to St. Louis area companies, as well as being exciting and important fields of scientific inquiry.

Specialized Centers and Facilities for Research, Teaching, and Public Service

Center for Science and Technology

The University of Missouri-St. Louis Center for Science and Technology was established in 1987 to serve as a resource broker between the University of Missouri-St. Louis and the St. Louis scientific community.

The Center fosters research collaboration and provides customized postbaccalaureate programs on technological advances for the almost 40,000 scientists and engineers in the St. Louis area, and for science educators, corporate managers, and for top-level executives.

The Center also promotes citizen awareness on technological trends and issues, linking University projects with organizations such as the St. Louis Science Center and the St. Louis Technology Center.

International Center for Tropical Ecology

The International Center for Tropical Ecology promotes education and research concerning the study of biodiversity, conservation, and sustainable use of tropical ecosystems. It was established to centralize the activities of faculty at UM-St. Louis and researchers at the Missouri Botanical Garden who specialize in ecology, evolution, systematics, and conservation biology. A major priority of the International Center is to provide funding for international and United States graduate students interested in tropical ecology and conservation who are enrolled in the cooperative graduate program between UM-St. Louis and the Missouri Botanical Garden. The International Center for Tropical Ecology sponsors multidisciplinary lectures and symposia on biological, political, and cultural issues related to tropical ecology. It also is involved with the development of an innovative multidisciplinary curriculum in biology, public policy, and economics of conservation and sustainable use of resources. By supporting talented international and United States graduate students and by attracting visiting scholars in ecology, evolution, systematics, and conservation biology, a major goal of this Center is to create an intellectual atmosphere that can contribute to the solutions of our global crisis concerning the destruction of tropical ecosystems.

Inter-University Consortium for Political and Social Research

The consortium, an academic partnership between the University of Michigan Center for Political Studies and more than 350 colleges and universities in the United States and abroad, is an interdisciplinary, inter-university research and training facility for both students and faculty in the social sciences. Through various consortium archives, students and faculty have direct access to a variety of multipurpose data of a socio-political nature that may serve a variety of

research and training needs. The Office of Computing provides data-processing services for consortium resources. Students and faculty are also eligible to participate in the consortium's summer training program, a series of intensive eight-week courses of interdisciplinary work for historians, political scientists, sociologists, and other social scientists.

Office of Computing

Computing facilities at the University of Missouri provide access to powerful computing resources, which are available to students, faculty, and staff for educational, research, and administrative needs. Access to local facilities is provided at no cost.

Hardware on the UM-St. Louis campus, used primarily for academic computing, includes two DEC MicroVAX 4000-200 minicomputers, an HDS EX31, Apple Macintoshes, AT&T X-Window terminals, IBM PS/2's, and terminals for mainframe access. These microcomputers and terminals are housed in public computing labs located throughout the campus. All microcomputer labs are equipped with printers. Dial-up access is provided to the DEC and IBM systems. UM-St. Louis is part of the University of Missouri Computer Network, the Missouri Research and Education Network (MOREnet), BITNET, and the Internet.

Six Advanced Technology Classrooms are available in the Computer Center Building. Each room is equipped with a state of the art projection system and a computer at each student desk. Three rooms contain Apple Macintoshes, two rooms are equipped with IBM PS/2 systems and the remaining room has DEC Station 5000 workstations.

Staff provides consultation, programming, error analysis, and operations services. Data entry services are available from an outside vendor. Noncredit short courses are taught during the fall and winter semesters on a wide variety of microcomputer and mainframe topics. Microcomputers, peripherals, and software are available for purchase at substantial discounts. Macintoshes are available for student purchase in the bookstore.

The UM Central Computing Facility operates an IBM 3090 which supports the library system, LUMIN, and the University's administrative applications.

The office telephone number is 553-6000. Questions concerning open student labs and general information should be directed to the Help Desk at 553-6036.

Specialized Centers and Facilities for Research, Teaching, and Public Service

Office of Research

The Office of Research provides services to faculty and others who are seeking external support for their university activities of research, instruction, or public service. The Research Office maintains a library of information about funding agencies, a specialist in searching for funding, and an assistant who can help build a grant budget.

Research regulations, such as those affecting human subjects or the laboratory uses of radioactive substances, are administered through this office, as is the administration of grants received.

Parents as Teachers Program

Early in 1987, the Missouri Department of Elementary and Secondary Education established the "Parents as Teachers National Center" to provide information about PAT, plus training and technical assistance for those interested in adopting the program. The Center is affiliated with the University of Missouri-St. Louis.

The National Center offers the following services for school personnel in Missouri and for professionals across the nation: (1) PAT Institutes on program implementation. The week-long institutes cover program organization and management, marketing and recruitment, home visits and group meetings, monitoring children's progress, and program evaluation. PAT Institutes are led by the Center's professional staff who have trained personnel to successfully implement PAT programs in Missouri's 543 public school districts. Educators and other professionals from more than 30 other states, Great Britain, Canada, and Saudi Arabia also have attended the institutes. The institutes are scheduled throughout the year and offer two hours of graduate and undergraduate credit. (2) Advanced PAT training during the summer. (3) Scheduled trips to see PAT in action, including a home visit, observation of a local school's PAT center, and consultation with local school personnel and Center staff. (4) Customized training programs, follow-up consultation by Center and/or program staff, and internships in local PAT programs. (These services are available by special arrangement.)

The Center has initiated a series of research and evaluation activities to further study program effectiveness and to document program adaptations for diverse populations, e.g., low income, urban and rural, and teen families.

A National Advisory Board, appointed by the Department of Elementary and Secondary Education, lends direction and support to the Center. The board includes leading educators and child development specialists from across the nation. For more information, contact: Parents as Teachers National Center, 9374 Olive Blvd., St. Louis, MO 63132.

Urban Information Center

The Urban Information Center (UIC) is a specialized area within the Office of Computing. The UIC has been providing demographic information and data processing for researchers, business, and government since 1970. It is a Coordinating Agency of the Missouri State Census Data Center, a program which provides the citizens of Missouri with easy access to information released by the U.S. Bureau of the Census. The UIC maintains an extensive database of primarily, but not exclusively, Census-based data which are available in a variety of machine-readable or printed formats. UIC-developed software allows for easy manipulation of commonly used census files using the SAS software package, as well as the generation of statistical summaries and individualized reports. While specializing in data for the St. Louis area and the state, the UIC's holdings cover the entire United States.

To learn more about the information available, contact Linda McDaniel, John Blodgett, or Jim Struthers in Room 442 CCB or call 553-6035.

Public Service

Center for Excellence in Urban Education

The Center for Excellence in Urban Education houses large, innovative school-based programs and projects which are designed to enhance K-12 learning and instruction, especially in mathematics, science, and communication skills. Such programs and projects usually involve several school districts, many schools within the districts and other outside agencies, as well as several academic and service units within the University which are involved in the delivery of the projects. Support for the projects is provided principally by the University, but with important supplementary funding by major corporations and federal grants. Projects presently housed in the Center include the Bridge Program; the Access to Success Program; the Engelmann Institute; The Junior Science, Engineering, and Humanities Symposium; the Youth Employment and Career Development Program; the K-2000 Work Force Program; the Human Services Unit; and the Reading Clinic.

Specialized Centers and Facilities for Research, Teaching, and Public Service

Child Development Center

The Child Development Center, located in the South Campus Classroom Building, Room 130, on the South Campus, 7800 Natural Bridge Rd., provides quality day and evening programs for children of student, faculty, staff, and community families. The daytime program operates from 7 a.m. to 5:30 p.m., Monday through Friday, year round. This program serves children from six weeks to five years of age. The evening hours are from 5 p.m. to 9:45 p.m., Monday through Thursday, during the fall and winter semesters only. Children age 2-12 may attend the evening hours.

The Child Development Center also provides University students with observation, participation, research and similar educational and clinical opportunities. Please contact the Center at 553-5658 for additional information.

Eldercare Center

The Eldercare Center, located at Mount Providence School, 8351 S. Florissant Road, is an adult day health care facility for frail adults who need supervision during the daytime. Professional services include nursing, social work, and recreational and physical therapies. Practicum and research opportunities are available to students. The Center is open Monday through Friday from 7 am to 5:30 pm. The Mid-East Area Agency on Aging is a major cooperating agency. Call 524-0155 for further information.

KWMU

KWMU, 90.7 FM, is the 100,000-watt public radio station of the University of Missouri-St. Louis and NPR/APR affiliate. The professionally staffed station broadcasts news, public affairs, classical music, and entertainment 24 hours a day. KWMU provides programming that is responsive to the educational, cultural, informational, and entertainment needs of the community. In training students who plan to pursue broadcast careers, KWMU augments the educational and training function of the University.

Mathematics and Science Education Center

The Mathematics and Science Education Center (MSEC) assists mathematics and science educators at the elementary and secondary levels. MSEC is a division of The Network for Educational Development, the staff development arm of the Cooperating School Districts. MSEC links public and private school educators with resource organizations and the corporate and university communities. This liaison fulfills primary goals established by MSEC at its inception in 1986:

- to promote public and professional understanding and concern for mathematics and science education.
- to encourage collaborative activities that spur staff development and in turn excite children to learn science and mathematics.

Midwest Community Education Development Center

The Midwest Community Education Development Center, an office within the UM-St. Louis School of Education and the Division of Continuing Education-Extension, serves Missouri in the development of community education. The Center is located in the South Campus Complex and provides consultation, training programs, and materials to educational and human service agencies and to other groups and individual citizens concerned about their communities. The Center also cooperates with the School of Education in Master of Education and Doctor of Education programs with an emphasis in community education. Graduate courses in community and adult education are taught on a regular basis. For further information about graduate study, refer to the section in this *Bulletin* under Graduate Programs in Educational Administration, or call the Center at 553-5746.

Public Policy Research Centers

The Public Policy Research Centers are the focal point of the university's activities in basic and applied policy research. The Centers provide a variety of research services to local governments and agencies, state policy makers, and nonprofit organizations. The Centers have recently been actively engaged in research on local and regional economic development, housing and homelessness, natural resources and environmental protection, children at risk, racism and cultural diversity, crime and drugs, education, and international competitiveness.

The Public Policy Research Centers also promote basic policy research through its support of faculty fellows. Drawn from a variety of disciplines such as economics, criminology, political science, business, and education, fellows receive reduced teaching loads to support their research projects and efforts to disseminate knowledge in the community through conferences, seminars, etc. Although not offering regular courses or degrees, the Centers serve as a policy laboratory for a number of graduate students participating in research activities.

The Centers coordinate educational programs for the community, research opportunities for faculty, and unique learning experiences for students. Services include survey research, applied policy analysis, program evaluation research, economic assistance projects, community outreach and education programs, policy leadership development, and dissemination and publication of research that addresses critical public policy issues. The Centers produce reports, a newsletter, and publications.

Specialized Centers and Facilities for Research, Teaching, and Public Service

The Centers combined four productive research units: the Center for Metropolitan Studies (CMS); the James T. Bush, Sr., Center for Law, Social Change and Conflict Resolution (the Bush Center); Public Policy Extension/Survey and Applied Research (PPE/SAR); and the Institute for Policy Leadership (IPL) at UM-St. Louis. The fellows, research staff, and graduate students of all four units work in concert on major research projects that address particular needs of the St. Louis region.

The Center for Metropolitan Studies—conducts research on urban problems, offers training experiences for students in urban research, and provides information to the St. Louis metropolitan area for aiding community groups and civic leaders in dealing with significant regional problems.

The James T. Bush, Sr., Center—works to enhance the ability of St. Louis and the state of Missouri to promote and constructively manage social change. The Bush Center initiates research and workshops in areas such as employment, education, housing, and law.

Public Policy Extension/Survey and Applied Research—conducts scientific polls and provides research and analysis for local governments and nonprofit organizations. Public Policy Extension measures attitudes and opinions on a variety of policy topics.

Institute for Policy Leadership—The Institute's mission is twofold: first, to help citizen legislators improve the way they do business, and second, to transform public policy challenges into constructive community action, especially in the field of affordable housing. The Institute's Regional Housing Alliance, a collaborative effort with St. Louis City, St. Louis County, and the Enterprise Foundation, is currently working on a comprehensive strategy for large-scale housing preservation and development in the St. Louis region.

Teaching

Center for Academic Development

The Center for Academic Development is an academic support program which focuses attention on the needs of UM-St. Louis students who seek success in pursuing higher education. The Center is comprehensive in nature and consists of the following programs:

The Writing Lab: This lab offers tutorial assistance to students working on papers for their classes. No appointment is necessary, and tutors are prepared to help both undergraduate and graduate students in all the disciplines. Some of the issues covered in the lab include organization, sentence clarity, development, grammar, and usage. Located in 409 SSB, the Writing Lab houses 22 Macintosh computers for student use, and tutors provide computer assistance. There is no charge for any Writing Lab service.

Supplemental Instruction: Student assistants (SI Leaders) conduct study groups for specific courses, identified in the *Schedule of Courses*. Course content and study skills are reviewed several times a week at scheduled sessions. Students participate on a voluntary basis without charge for the service.

Mathematics Lab: This lab offers free individual assistance on a walk-in basis to students enrolled in any mathematics course from basic math through calculus or any course involving mathematical skills. In addition, the lab offers on-site use of videotaped lessons that accompany some mathematics courses, computer packages covering certain topics, and mathematics textbooks and worksheets on several basic topics. Students or prospective students who are preparing to take the Mathematics Placement Test or C-Base Exam may come to the lab for help and for review materials. A more intensive review is available periodically in the Mathematics Placement Test Review Sessions for which there is a fee. Reviews also are available for the mathematics portion of the C-Base Exam. Dates for these reviews can be found in the *Schedule of Courses*.

Support Program: This unit provides supportive services which focus on the first two years of college. Participants are chosen on the basis of need, former academic preparation, achievement, and motivation. Services include counseling and financial aid. This unit also offers academic advisement for students in choosing courses and outlining schedules. Other areas of advisement include finance and social welfare.

Tutorial Services: Student tutors, certified by the appropriate academic departments, are available to give assistance in many disciplines; times and costs are arranged by student and tutor.

For more information, contact the Center for Academic Development office at 553-5194.

Specialized Centers and Facilities for Research, Teaching, and Public Service

UM-Rolla Engineering Education Center

The Engineering Center at the University of Missouri-St. Louis houses the UM-Rolla Engineering Program. This is an Engineering Graduate program administered by UM-Rolla for nontraditional students in the St. Louis area. The program is conducted in the evening and on weekends, making it suitable for students who are employed full-time. Graduate work leading to the Master of Science degree is available in computer science, engineering management, and engineering mechanics, as well as aerospace, civil, electrical, environmental, mechanical, and metallurgical engineering.

The Center also provides information to St. Louis area residents about UMR programs in Rolla. Advisers can assist area pre-engineering students with transfer to the Rolla campus and with entry into the Cooperative Training Program that exists between UMR and numerous U.S. industries. This co-op program allows engineering students to gain valuable industrial experience during their school years and to be partially or totally self-supporting.

The Center also assists St. Louis area companies by offering in-house training courses and engineering consultation services in the technical areas of competence of UMR faculty.

Video Instructional Program

The Video Instructional Program offers flexible, self-paced learning for students who are far from campus or whose schedules make it difficult to attend regular classes. Students may register for three sections each semester and take up to 20 weeks to complete a course.

Video lessons accompany each course. They are designed to visually clarify difficult concepts, as well as make the courses more interesting. Video lessons for various courses are available for viewing on cable.

Course Listing. A catalogue listing all Video Instructional Program courses and offering complete information on the program is available by calling 553-5370. New courses are currently being developed. The following courses from the UM-St. Louis curriculum are offered:

History 100, Topics in History: Science and Culture in the Western Tradition

Education 308, Graduate Institute, Foundations of Adult Basic Education

Elementary Education 341, Teaching Science in the Elementary School

Nursing 220, Health Assessment

Philosophy 210, Significant Figures in Philosophy

Educational Technology 340, Selection Utilization of Educational Media

St. Louis Area Cable Stations. Cencom I, II, and III, Continental Cable, American, and United Video in St. Louis County and TCI Cable in the city of St. Louis will cablecast courses over the Higher Education Channel (HEC). For complete information, call 553-5370.

Textbooks and Study Materials. Textbooks and study materials accompany the video lessons for each course and are available through the bookstore.

Continuing Education-Extension

An important mission of the University of Missouri is to extend its expertise to the community, thereby enhancing lives and making a contribution to community and state development. At UM-St. Louis, Continuing Education-Extension serves to carry out that mission.

Through Continuing Education-Extension, the University's Schools and Colleges administer a wide variety of credit courses, noncredit programs and problem-oriented research for the benefit of the people of the greater St. Louis metropolitan area and beyond. Programs are offered both on and off campus. Research, generally of an applied, urban-related nature, is designed to solve specific problems of client groups.

Arts and Sciences

Continuing Education-Extension in the College of Arts and Sciences includes credit courses and noncredit programs in all of the college's departmental disciplines, including courses and workshops in the arts, microcomputers, music appreciation, writing, languages, and history. Interdisciplinary teaching and research programs deal with such fields as gerontology, the humanities, and economic education. Faculty members and students are engaged in studies of community organization, neighborhood revitalization, labor organizations, taxation, and municipal and governmental services.

Continuing Education-Extension in the College of Arts and Sciences also sponsors the Center for Economic Education, which provides research and programs in economic education to local teachers and organizations. The Microcomputer Program, which develops and teaches applied computer courses and awards the Chancellor's Certificate in Computers, is also a unit of Arts and Sciences Continuing Education-Extension.

The Advanced Credit Program is administered by Arts and Sciences. This program provides an enrichment experience for secondary students who are university bound by providing freshman-level courses for credit in selected high schools.

A wide variety of credit courses is offered at several locations throughout the St. Louis metropolitan area to enable students to obtain academic credit at locations convenient to where they live and work.

The Annual St. Louis Storytelling Festival is also sponsored by Continuing Education-Extension in the College of Arts and Sciences.

Eldercare Center

The Eldercare Center is an adult day health care center serving people who are in need of health care supervision, socialization, and/or rehabilitation during the daytime. The Center, which is sponsored by the University of Missouri-St. Louis in cooperation with Mid-East Area Agency on Aging and the Sisters of Divine Providence, serves as a clinical and research site for faculty and students.

Center for Science and Technology

The UM-St. Louis Center for Science and Technology has been established to provide an important link between UM-St. Louis and the community it serves. Its purpose is to facilitate collaborative research in the St. Louis area and to provide targeted, concentrated information to area employers and to the general public regarding scientific and technological advancements.

Training and research opportunities are provided by the Center to area industries, while informational lectures and workshops on current issues are offered to the interested public.

Business Administration

Continuing Education programs in business are offered in several areas, including organizational and management development and individual professional growth. Programs include a 48-hour certificate program for first-line supervisors and a 45-hour certificate program for personnel administrators. Special seminars and conferences are offered regularly on specific topics of current interest. In addition, the School co-sponsors programs in the area of microcomputing.

The Business Development Center, which administers an EDA Grant for small business development, provides financial and consultation services to owners and managers of small businesses in the St. Louis metropolitan area.

Education

The overall aim of the School of Education's extension activities is to provide services which bring about better teaching and learning situations in educational settings. The programs and courses help students complete Missouri teacher certification requirements, as well as provide work either toward advanced degrees or for in-service professional growth. The school extends instructional research and service to educational personnel in other parts of Missouri and the Midwest in addition to the St. Louis metropolitan area.

The Midwest Community Education Development Center is sponsored by Continuing Education-Extension and the School of Education and serves in the educational development of communities throughout Missouri. The Center assists various groups, agencies, and individuals concerned about their communities, providing training programs and materials. (See "Specialized Centers and Facilities for Research, Teaching, and Public Service" in this *Bulletin*.)

Continuing Education-Extension

Nursing

The School of Nursing at UM-St. Louis offers a variety of Continuing Education programs for nurses. Credit courses which apply to the B.S.N. degree are being offered at area hospitals and schools around St. Louis.

Optometry

The University of Missouri-St. Louis offers Continuing Education-Extension programs for optometrists through the UM-St. Louis School of Optometry. Diagnostic and therapeutic classes are held on a frequent basis with doctors coming from a variety of states. Each spring, the Optometric Institute draws several hundred optometrists, optometric assistants, and technicians for a two-day conference covering the latest optometric techniques.

UM-St. Louis-Lindbergh

Continuing Education-Extension offers selected graduate and undergraduate credit courses at UM-St. Louis-Lindbergh, a satellite center located at Lindbergh High School in south St. Louis County. In addition to UM-St. Louis Lindbergh, Continuing Education-Extension offered credit courses at several other metropolitan sites last year.

In-house Training

Specialized research and technical assistance, as well as in-house training programs, are available to local businesses and organizations. With the help of expert faculty and staff consultants, the University of Missouri-St. Louis is equipped to deliver specialized training on an in-house basis.

Video Instructional Program

A variety of credit courses are offered by UM-St. Louis on several cable stations in cooperation with the Higher Education Channel. For more information, call (314) 553-5370

J.C. Penney Continuing Education Building

This large conference facility at UM-St. Louis houses a 440-seat auditorium, as well as six large conference rooms, designed to provide an excellent academic environment and maximum convenience for course participants. A complete conference staff provides administrative support for seminars and conferences, as well as coordination for hundreds of hosted programs each year.

For more information on programs and services offered by Continuing Education-Extension, call (314) 553-5961.

University
of Missouri
St. Louis

DEGREE PROGRAMS

Undergraduate
Graduate
Professional

College of Arts and Sciences

School of Business Administration

School of Education

Evening College

School of Nursing

School of Optometry

Pierre Laclède Honors College

Degree Programs

Undergraduate Studies

Undergraduate degree programs are offered by the College of Arts and Sciences, School of Business Administration, School of Education, Evening College, and School of Nursing. Information on these programs can be found on the pages indicated.

Bachelor of Arts (B.A.)

anthropology, p. 71
art history, p. 72
biology, p. 76
chemistry, p. 84
communication, p. 90
economics, p. 96
English, p. 100
French, p. 105
German, p. 105
history, p. 108
mathematics, p. 111
music, p. 116
philosophy, p. 120
physics, p. 122
political science, p. 126
psychology, p. 132
sociology, p. 138
Spanish, p. 105

Bachelor of General Studies (B.G.S.), p. 195

Bachelor of Music (B.M.)

music, p. 117
music education, p. 116

Bachelor of Science (B.S.)

applied mathematics, p. 111
biology, p. 77
chemistry, p. 85
computer science, p. 112
criminology and criminal justice, p. 93
economics, p. 96
electrical engineering (joint program with Washington University), p. 229
mechanical engineering (joint program with Washington University), p. 229
physics, p. 123
sociology, p. 139

Bachelor of Science in Business Administration (B.S.B.A.), p. 160

Bachelor of Science in Education (B.S.Ed.), p. 171

early childhood education, p. 188
elementary education, p. 188
physical education, p. 191
secondary education, p. 181
special education, p. 174

Bachelor of Science in Nursing (B.S.N.), p. 209

Bachelor of Science in Public Administration (B.S.P.A.), p. 127

Bachelor of Social Work (B.S.W.), p. 135

Graduate Studies

Administered by the Graduate School, graduate study at the University of Missouri-St. Louis embraces study for degrees and certificates beyond the bachelor's degree in all divisions except the School of Optometry, which administers the professional program leading to the Doctor of Optometry degree.

From its beginnings, graduate education at UM-St. Louis has been guided by four broad purposes: development of excellence in scholarship; encouragement of creative productivity in research; fostering of the highest standards in professional competence and commitment; and development of skill in the communication of knowledge. Responsive to the unique and comprehensive demands of the St. Louis area, the University has moved rapidly in the development of specialized facilities, a distinguished and creative faculty, and appropriate graduate programs to achieve these objectives.

In most cases, master's degree programs can be completed through part-time study.

Information on graduate degrees offered at UM-St. Louis can be found on the following pages.

Master of Accounting (MAcc), p. 165

Master of Arts (M.A.)

criminology and criminal justice, p. 93
economics, p. 97
English, p. 102
history, p. 108
mathematics, p. 114
political science, p. 129
psychology, p. 133
sociology, p. 141

Master of Business Administration (MBA), p. 163

Master of Education (M.Ed.), p. 172

counseling, p. 176
educational administration, p. 185
elementary education, p. 189
secondary education, p. 183
special education, p. 177

Degree Programs

Master of Public Policy Administration (MPPA), p. 201

Master of Science (M.S.)

biology, p. 80
chemistry, p. 87
gerontology, p. 204
management information systems, p. 165
physics, p. 124
physiological optics, p. 220

Master of Science in Nursing (M.S.N.)

(cooperative with UM-Kansas City), p. 211

Doctor of Education (Ed.D.), p. 172

Doctor of Optometry (O.D.), p. 216

Doctor of Philosophy (Ph.D.)

biology, p. 80
chemistry, p. 87
physics (cooperative with UM-Rolla) p. 124
physiological optics, p. 220
political science, p. 130
psychology, p. 133

University
of Missouri
St. Louis

COLLEGE OF ARTS AND SCIENCES

THE
MAGAZINE
OF
THE
MOUNTAIN
COUNTRY
OF
THE
SOUTH

1882

General Information

The College of Arts and Sciences consists of some 275 full-time faculty members in the following departments, each offering work in specific undergraduate degree programs: anthropology; art; biology; chemistry; communication; criminology and criminal justice; economics; English; foreign languages and literatures; history; mathematics and computer science; music; philosophy; physics and astronomy; political science; psychology; social work; and sociology.

Graduate study degree programs, administered through the Graduate School, are also offered in the following departments of the College of Arts and Sciences: biology, chemistry, criminology and criminal justice, economics, English, history, mathematics and computer science, physics and astronomy, political science, psychology, and sociology. An interdisciplinary master's degree in public policy administration is offered in cooperation with the School of Business Administration. Specific degree requirements for both undergraduate and graduate degree programs are described in the departmental sections which follow this general information on the College.

Requirements of the College of Arts and Sciences for Undergraduate Study

In addition to the University General Education requirements, all majors in the College of Arts and Sciences must meet the following requirements:

I Non-Euro-American Study To expose students to a culture radically different from their own, the College requires that students complete a three-hour course focusing primarily upon aspects of a culture and not upon the interactions of that culture with Euro-American cultures. This requirement may be met by one of the following courses:

Anthropology 25, World Cultures
Anthropology 33, World Prehistory
Anthropology 71, Native American Literature
Anthropology 110, Cultures of Asia
Anthropology 111, Cultures of East Asia
Anthropology 112, Cultures of Southeast Asia
Anthropology 113, Cultures of South Asia
Anthropology 114, Cultures of the Near and Middle
Anthropology 120, Indians of North America
Anthropology 121, Native Peoples of Eastern North America
Anthropology 122, Native Peoples of Western North America
Anthropology 124, Cultures of Africa
Anthropology 131, Archaeology of Missouri
Anthropology 132, Archaeology of North America
Anthropology 134, The Inca, Aztec, and Maya
Anthropology 140, Cultures of Mexico and Central America
Anthropology 145, Indians of South America
Anthropology 201, Comparative Economic Behavior
Anthropology 202, Culture, Politics, and Social Organization
Art 08, Introduction to Asian Art
Art 15, Art of Africa, Oceania, and the Americas
Art 107, The Arts of China
Art 108, The Arts of Japan
Art 116, North American Indian Art
Art 117, African Art

Art 119, Pre-Columbian Art of Mexico and Central America
Art 208, Topics in Asian Art
Art 215, Topics in Tribal Arts
English 71, Native American Literature
History 61, East Asian Civilization
History 62, East Asian Civilization
History 71, Latin American Civilization
History 72, Mexican Civilization
History 81, African Civilization To 1800
History 82, African Civilization Since 1800
History 101, History of Women in Comparative Cultures
History 162, The Chinese Revolution: Readings in Chinese Literature
History 252, The World of Islam
History 361, Modern Japan: 1850 to the Present
History 362, Modern China: 1800 to the Present
History 371, History of Latin America: To 1808
History 372, History of Latin America: Since 1808
History 381, West Africa Since 1800
History 382, Crisis in Southern Africa
Music 9, Non-Western Music I
Music 10, Non-Western Music II
Philosophy 120, Asian Philosophy
Political Science 155, Asian Comparative Politics
Political Science 252, The Politics of Modernization
Political Science 253, Political Systems of South America
Political Science 288, African Politics
Political Science 289, Middle Eastern Politics

II To graduate, all majors in the College also must complete the following:

- 1) the requirements of their chosen baccalaureate degree (i.e., B.A., B.S., B.M., etc.) in accordance with the policies of the College of Arts and Sciences, explained below.
- 2) the requirements of the department for their selected major or interdisciplinary program.

College of Arts and Sciences Academic Policies

Grade Requirements

To graduate, all majors in the College must satisfy either of the following grade point options:

- 1) Earn 120 graded hours with a **C grade or better**, which constitutes a complete degree program and does not include a satisfactory/unsatisfactory basis.
- 2) Earn a **cumulative** grade point average of **2.0 or better** for all hours attempted with a minimum of 120 hours.

This College of Arts and Sciences policy supersedes the statement under General Education Requirements.

Residency Requirements

A transfer student must complete 12 hours of graded work at UM-St. Louis at the 100 level or above within the minimum number of hours required for each major.

A transfer student must complete six hours of graded work at UM-St. Louis at the 100 level or above within the minimum number of hours required for each minor.

General Information

Specific Baccalaureate Degree Requirements

Bachelor of Arts (B.A.) All B.A. degree candidates must successfully complete a curriculum which includes a departmental major or an approved interdisciplinary field. A major must include at least 30 credit hours, but no more than 45 hours.

Foreign Language Requirement Candidates for the B.A. degree are required to complete 13 credit hours or the equivalent in proficiency in one foreign language. Guidelines for students according to prior foreign language training are as follows:

- 1) Effective Fall Semester 1987, students entering with no high school language units must enroll in Language 1 or may enroll in the 115 series (see section 5).
- 2) Students with the degree of proficiency equivalent to 13 hours of college-level work may obtain exemption and/or credit by passing the department's placement exam. The specific dates for the exam are announced in the *Schedule of Courses* or may be obtained from the admissions office or the Department of Foreign Languages and Literatures.
- 3) **Native speakers** may meet the foreign language requirement by presenting proof of competence. The department will certify native speakers of those languages which are taught at the University. Those who are proficient in other languages must submit certification of competence to the College.
- 4) Students in German and Russian may substitute Scientific Language 100 for Language 101. Students in French and Spanish may substitute Language 105 (Commercial) for Language 101.
- 5) Language 115 a, b, c (Intensive) will satisfy the foreign language requirement.
- 6) Students may not repeat, for either credit or quality points, an elementary course if they have already completed a higher-level course for which the elementary course, or its equivalent, is a prerequisite.

Applied Music and Studio Art All students in the College may count any number of hours of applied music (private lessons) or studio art courses toward any degree in the College. This also includes transferred credit. However, students **not** majoring in music may count **no more than eight hours** in music-performing organizations (Music 40, 41, 50, 52, etc.) toward graduation, including credit transferred. Moreover, courses in studio art and applied music (private lessons or performing organizations) do **not** fulfill general education requirements in the humanities.

Bachelor of Science (B.S.) The College offers the B.S. degree in applied mathematics, biology, chemistry, computer science, criminology and criminal justice, economics, physics (with emphasis in either applied physics or astrophysics), and sociology. The requirements are generally the same as for the B.A. degree with the following exceptions:

- 1) More credit hours in the major discipline may be counted toward satisfying the 120 hours needed for graduation. See departmental degree requirements for information.
- 2) Not all departments require a foreign language proficiency. See departmental degree requirements for information.

Bachelor of Science in Public Administration (B.S.P.A.) The B.S.P.A. degree program is administered through the political science department and offers an interdisciplinary approach requiring 12 hours in a particular specialization along with a core curriculum in political science.

Bachelor of Social Work (B.S.W.) The Department of Social Work offers the B.S.W. degree, stressing the scientific and applied aspects of social work. No foreign language proficiency is required.

Bachelor of Music (B.M.) The requirements are the same as for the B.A. degree with the addition of music education courses for those music majors seeking state teacher certification. Although a foreign language proficiency is not required, foreign language study is required for applied voice students.

Minors

A number of minors are available at UM-St. Louis. Some are offered by individual departments while others, such as Classical Studies and Black Studies, are interdisciplinary in nature and involve a number of departments. The requirements for the various minors are listed either in the departmental or interdisciplinary sections of this *Bulletin*.

General Information

Special Programs in the College of Arts and Sciences

Certificate Programs

Certificate programs are offered in Biochemistry, Biotechnology, Gerontology, Photographic Studies, Studies in Religions, Writing, Women's Studies, and East Asian, European, Latin American, and International Studies. For details, see Certificate Programs.

Departmental Honors

Majors in the following departments may pursue Departmental Honors: biology, chemistry, economics, English, foreign languages and literatures, history, music, and political science.

College Honors

Students who have received Sophomore Honors and completed the requirements for Departmental Honors are eligible for College Honors. In addition, on an annual basis, the College sends letters of commendation to part-time undergraduate students who have earned a 3.2 grade point average or above in at least nine but not more than 17 graded hours taken during the Fall and Winter Semesters combined.

Cooperative Education and Internship Programs

Cooperative Education and Internship Programs are available for students seeking career-related employment while enrolled in school. These programs afford Arts and Sciences students an opportunity to gain practical experience and earn a substantial income. Co-ops and internships are administered through the Career Placement Services Office, 308 Woods Hall.

College of Arts and Sciences Extension

Credit courses are offered at off-campus locations through the continuing education branch of the College of Arts and Sciences. These courses are open to UM-St. Louis students and qualify for regular academic credit toward degrees in the College. In addition, noncredit courses are offered in a range of disciplines within the College.

Anthropology

Faculty

Van A. Reidhead, Associate Professor*; Acting Chairperson
Ph.D., Indiana University

Sheilah Clarke-Ekong, Assistant Professor
Ph.D., University of California-Los Angeles

Margo-Lee Hurwicz, Assistant Professor*
Ph.D., University of California-Los Angeles

Joseph Harl, Lecturer
M.A., Washington University

Mridula Durbin, Adjunct Associate Professor
Ph.D., SUNY-Buffalo

Vicki Holtzapple, Adjunct Associate Professor
Ph.D., Washington University

Charles Shannon, Visiting Assistant Professor
Ph.D., Sussex, England

John Wolford, Assistant Professor
Ph.D., Indiana University

Patti Wright, Adjunct Instructor
A.B.D., Washington University

*members of Graduate Faculty

General Information

The aim of anthropology is to understand the cultural diversity of humans. For 100 years we have studied the cultures of the world, teaching people how to see themselves more clearly through those who are different from themselves and how to work with the underlying humanity that unifies all cultural differences.

Anthropology is the study of humans through all time and space. The discipline considers our struggle to adapt to and survive in the natural and social environment and to improve our lot in the face of perpetual change. Anthropologists teach how cultures evolve and the role of individuals and groups in the invention and perpetuation of cultural beliefs, behaviors, symbols, and systems. Anthropologists have accumulated in-depth knowledge of thousands of cultures and use this to understand better our own cultural beliefs, actions, and institutions, as well as those of people from other cultures. As the science of cultures, anthropology brings a powerful perspective to bear in understanding the emerging global order. Cross-cultural and evolutionary insights and knowledge help us envision how we can incorporate vast human diversity into a unified world order of peace, prosperity, justice, and opportunity.

The Department of Anthropology strives to teach and encourage the following:

- 1) the concepts and skills required for responsible individual participation in the evolution of culture in the family, the work place, the local community, the nation, and the globe;
- 2) mastery of the academic skills of theoretical conceptualization, and critical evaluation, applied to multi-cultural contexts;
- 3) individual and community skills for material and emotional survival in the global high technology age;

4) development of ability to conduct independent investigations of social and cultural conditions, to draw conclusions, and to present findings and recommendations in a professional manner;

5) the use of academic and personal skills to make oneself valuable in diverse intercultural and global employment settings;

6) growth, in the individual, of a rooted sense of place and meaning in relation to self, society, and humanity. The study of anthropology, in fact, provides a liberal education that is applicable to any work or life context.

Degrees and Areas of Concentration A bachelor of arts in anthropology is offered with a focus on applied and theoretical skills. The anthropology faculty is actively involved in social, cultural, and archaeological research in the St. Louis area, Southeast Asia, Africa, Europe, and elsewhere. These activities allow students to practice newly-acquired skills and do independent research at the undergraduate level. The projects UM-St. Louis students have worked on include studies of Soulard Farmers Market, a local day-care center, the cultural survival and economic self-development of the Native American Indian people of metropolitan St. Louis and the Navajo Reservation, the adjustment of Vietnamese refugees, the adjustment of foreign students to campus life at UM-St. Louis, and the role of advertising in creating culture. They have worked on numerous archaeological digs of prehistoric and historic Indian and pioneer cultures, and have played an active role in research aimed at preserving archaeological sites in the face of industrial development. Papers written by students have been presented at professional meetings, published in national and local journals, and presented to government agencies for use in development and planning.

The anthropology department supports an archaeology lab with a large collection of historic and prehistoric artifacts that are available for supervised student research. Through the Summer Archaeological Field School, students acquire experience in archaeological methods and interpretation. Sites for summer field school excavations in recent years have been in the St. Louis metropolitan area.

Minor in Anthropology The minor in anthropology is designed to offer students a flexible introduction to the fundamentals of the discipline to complement their major field of study. A minor is advisable for anyone planning a career with intercultural or international dimensions, where knowledge of cultural systems, environments, values, and symbols is useful.

Anthropology

Undergraduate Studies

General Education Requirements

Majors must satisfy the University and College general education requirements. Any foreign language may be used to meet the language requirement for the B.A. degree. Six hours of credit will be accepted for courses taken on a satisfactory/unsatisfactory (S/U) basis from any departmental elective or major requirement. (Seven hours will be accepted if Anthropology 5 and 6 are taken on this basis.)

Degree Requirements

Bachelor of Arts in Anthropology Candidates must complete the following requirements:

- Anthropology 5**, Human Origins
- Anthropology 11**, Cultural Diversity
- Anthropology 202**, Culture, Politics, and Social Organization
- Sociology 220**, Sociological Statistics, or any other college-level statistics course
- Anthropology 301**, Ideas and Explanations in Anthropology
- Anthropology 308**, Practicum in Cultural Research Methods
- Anthropology 315**, Senior Seminar
- 1 archaeology area course in Anthropology numbered 100-199.
- 1 culture area course in Anthropology numbered 100-199.
- 2 courses in Anthropology numbered 200-299, in addition to 202.

Students may elect to take up to, but not to exceed, 12 additional hours in anthropology courses of their choice.

After fulfilling the general education and specific major degree requirements, students are to take the remaining 57 hours required to complete the B.A. degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, interdisciplinary, and other areas or courses not listed, upon approval by the chair of anthropology.

Minor in Anthropology All minor degree candidates must take:

- Anthropology 5**, Human Origins
- Anthropology 11**, Cultural Diversity

Candidates for the minor must also take:

- Anthropology 301**, Ideas and Explanations in Anthropology or **Anthropology 308**, Practicum in Cultural Research Methods
- 1 Anthropology course at the 100-199 level.
- 1 Anthropology course at the 200-299 level.
- 1 elective Anthropology course at any level.

Grades of C or better should be attained in all courses used to satisfy these requirements. One course taken on satisfactory/unsatisfactory (S/U) basis may be applied toward the minor.

Career Outlook

The B.A. in anthropology equips the student for employment in almost any area in which a bachelor's degree is sufficient and a sensitivity to cultural values is important. Graduates of UM-St. Louis' program have found employment as university professors, lawyers, in archaeology research programs, urban development, planning programs, health care delivery, human services, many areas of business, government service, teaching, computer systems design, university administration, and many other areas.

Anthropology is an excellent preparation for graduate training in administration, the helping professions, development work, law school, environmental studies, international and human resources area of business, and advanced education in many other areas, depending upon individual interests. Many UM-St. Louis anthropology graduates have gone on to advanced training in master's, doctoral, and professional programs in respected universities around the country. The employment forecast for people with M.A. and Ph.D. degrees in anthropology is good and is also good for bachelor degree graduates wishing to work in the business sector or to take advanced degrees in related fields. For more career information, contact the department at 553-6020 for an appointment to talk with an appropriate faculty member.

Art

Faculty

Tom Patton, Professor*; Chairperson
M.F.A., University of New Mexico, Albuquerque

Kenneth Anderson, Associate Professor*
M.F.A., Southern Illinois University, Edwardsville

Janet C. Berlo, Professor*
Ph.D., Yale University

Ruth L. Bohan, Associate Professor*
Ph.D., University of Maryland

Yael Even, Associate Professor*
Ph.D., Columbia University

Paul Corby Finney, Associate Professor*
Ph.D., Harvard University

Thomas Kochheiser, Lecturer; Director, Gallery 210
M.A., Oberlin College

Judith W. Mann, Visiting Assistant Professor
Ph.D., Washington University

W. Jackson Rushing III, Assistant Professor
Ph.D., University of Texas

Juliana Y. Yuan, Lecturer/Slide Curator
M.A., University of Michigan

Marilyn Heldman, Visiting Associate Professor
Ph.D., Washington University

*members of Graduate Faculty

The art department faculty has distinguished itself through its research and publications, its exhibitions and awards, and its acquisitions of honors and grants. Faculty members in art history have received grants from NEH, the American Philosophical Society, NEA, the Missouri Arts Council, the Getty Foundation, and the Mellon Foundation. Department research in art history has been published in distinguished journals and presented to academic meetings and organizations. All studio faculty exhibit nationally in group- and solo-juried and invited exhibitions. Their work has been supported by show awards, NEA, Ford Foundation, and University Research grants.

General Information

Degrees and Areas of Concentration The department offers course work leading toward the bachelor of arts in art history. Some courses survey traditional areas of study in the history of art; others concentrate on important artists, artistic theories, or movements. Several special-interest courses are available in non-Euro-American areas and on other topics. The diverse academic interests of the art history faculty ensure a varied selection of courses within a traditional art historical framework. The department has a slide collection of over 70,000 works and maintains facilities for students to study slides. A slide curator is available for special assistance to staff and students.

Studio offerings are also available in the department. Currently, course work is offered as enrichment to students majoring in art history and other fields. Students who wish to enroll in a substantial number of

studio courses should consult with a faculty adviser. The faculty wishes to increase the visual skills and the insights of students who have varied experiences and backgrounds. Drawing, painting, printmaking, graphic design, and photography labs may be available. Individual study is offered under special circumstances.

Gallery 210 In addition to academic and studio courses, the department maintains an exhibition space, Gallery 210. The gallery produces a variety of public exhibits during the academic year under faculty supervision or with the assistance of distinguished guest directors. Through the gallery, the department offers aesthetic displays not otherwise available in the area and makes them available to the campus and metropolitan communities.

Internships A limited number of internships and work opportunities are also sponsored by the department.

Undergraduate Studies

General Education Requirements

Majors in art history must meet the College and University general education requirements. A foreign language is required. Art history courses required for the degree may not be taken on a satisfactory/unsatisfactory (S/U) basis.

Departmental courses in art history fulfill the humanities general education requirement; courses meeting the non-Euro-American study requirement are Art 8, Survey of Asian Art; Art 15, Art of Africa, Oceania, and the Americas; Art 107, Chinese Art; Art 108, Japanese Art; Art 116, North American Indian Art; Art 117, African Art; Art 119, Pre-Columbian Art of Mexico and Central America; Art 208, Topics in Asian Art; and Art 215, Topics in Tribal Arts.

Students may take any number of studio courses and apply them as elective credit toward a degree in other fields. They do not fulfill the humanities requirement.

Degree Requirements

Bachelor of Arts in Art History Candidates for this degree study the history of the visual arts from prehistory to the present. A minimum of 36, but no more than 45, hours in art history must be taken. The following courses are required:

Art 5, Introduction to Art

Art 195, Sophomore/Junior Seminar: The Methods of Art History

Art 203, Media and Technique in Art History

Art 395, Senior Art History Seminar

Art

In addition to these specific requirements, majors must take at least three lower division period courses chosen from among three of the following four categories:

Ancient and Medieval

- 111, Art and Archaeology of the Ancient World
- 112, Greek Art and Archaeology
- 113, Roman Art and Archaeology
- 114, Early Christian Art
- 125, Medieval Art

Renaissance and Baroque

- 135, Renaissance Art
- 145, Baroque Art

Modern and American

- 155, Modern Art
- 158, American Art
- 159, American Architecture
- 191, Art Since 1945

Non-European

- 08, Survey of Asian Art
- 15, Art of Africa, Oceania, and the Americas
- 107, Chinese Art
- 108, Japanese Art
- 116, North American Indian Art
- 117, African Art
- 119, Pre-Columbian Art

Take four 200-level courses. Two of these courses must be chosen from two of these four categories:

Ancient and Medieval

- 212, Topics in Ancient Art
- 225, Topics in Medieval Art

Renaissance and Baroque

- 235, Topics in Renaissance Art
- 245, Topics in Baroque Art

Modern and American

- 255, Topics in Modern European Art
- 258, Topics in American Art
- 263, Photography since 1945
- 291, Topics in Contemporary Art

Non-European

- 208, Topics in Asian Art
- 215, Topics in Tribal Art

Two of these 200-level courses should cross-cut periods and regions, with choices to be made from the following courses:

- 205, Advanced Issues and Ideas in Art History
- 274, Philosophy of Art
- 275, The Art of the Print
- 276, Women and the Visual Arts
- 292, Museum Studies
- 294, Art Criticism
- 295, The Artist and the City
- 296, The Nude in Art
- 297, Landscape Perspectives in Art

Take one course in studio art (photography, drawing, painting, design), although as many as nine hours may be applied toward the required hours for the B.A. in Art History. Advisers will help students select studio art electives.

Take electives in art history to complete the 36-45 hours of course work for the major. These can be chosen from the courses previously listed, as well as:

- 65, Photography and Society
- 105, Issues and Ideas in Art History
- 265, Topics in Photographic Studies
- 289, Visual Resource Management
- 290/390, Special Study
- 293, Art Gallery Management

French or German is recommended for the foreign language requirement.

Note: Art history majors who began in the program before 1991 have their choice of completing the major under the old requirements or the new. Consult with your adviser for details.

After fulfilling the general education and specific major degree requirements, students are to take the remaining 48 hours required to complete the Art History degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Minors

Minor in Art History A minor in art history requires the completion of a program of courses, at least 15 hours and normally not more than 18, with a grade point average of 2.0 or better. This program can consist of an historical survey of the basic periods in world Art History. Alternatively, it can be a group of courses which are coherent in theme, methodology, or art-historical scope, which has been specified in advance with an adviser from the art department, and which has the approval of the department chairperson.

Art

Minor in Studio Art Students who wish to minor in studio art must take a minimum of 18 hours with a grade point average of 2.0 or better. The requirements for the minor are as follows:

Art 40, Basic Drawing I
Art 140, Basic Drawing II
Art 50, Basic Design I

and **two consecutive courses** (six hours) in any single area to be selected from the following (students should be aware that courses are not always available in all areas):

- Painting
- Printmaking (any one subfield)
- Photography
- Graphic Design
- Advanced Drawing

plus a **studio art elective**: one three-hour course.

Pre-Professional Graduation

The Department of Art sponsors the 3+4 Program for the School of Architecture at Washington University. A student who transfers to the School of Architecture, Washington University, at the end of the junior year may graduate from UM-St. Louis after the satisfactory completion of the first year of professional school upon meeting one or more of the following conditions:

- 1) The student has completed all general education requirements and all requirements for a major and lacks only the total hours (electives) necessary for a degree.
- 2) A student who has not completed required courses for a degree must remedy the deficiency with courses taken at the University of Missouri-St. Louis within three years of entering the professional school. At the time of graduation the student must remain in good standing in the professional school or have successfully graduated from the professional school.
- 3) A student who has not completed all the courses required for a major may, if the major department at UM-St. Louis agrees, substitute up to six hours of appropriate course work from the professional school.

The requirement that 24 of the last 30 hours of course work for a degree be taken at UM-St. Louis shall be waived where necessary for students graduating under this procedure.

Career Outlook

Students in art history have found career opportunities in museums, galleries, sales and auction houses, libraries as art conservators, on art journal and editorial staffs, and even as travel guides. In addition, the undergraduate degree in the field prepares one for further study in art history or related areas and for teaching. Study in art history broadens and enriches a general education, offering insight into the visual, architectural, and cultural artifacts left by earlier, as well as modern, civilizations.

Students of studio art begin a preparation for careers in fine and applied arts. Some foundation courses in the field are available. It is usually possible to transfer credit for these courses to other colleges and universities which offer a B.A. or B.F.A. degree.

Biology

Faculty

Albert Derby, Associate Professor*, Chairperson
Ph.D., City University of New York

Charles R. Granger, Professor*
Ph.D., University of Iowa

Arnold B. Grobman, Professor Emeritus*
Ph.D., University of Rochester

Frank Moss, Professor*
Ph.D., University of Virginia
(primary appointment with Physics and Astronomy)

Martin Sage, Professor*; Associate Dean, Arts and Sciences
Ph.D., Nottingham University

Douglas Wartzok, Professor; Dean, Graduate School
Ph.D., Johns Hopkins University

Lon A. Wilkens, Professor*
Ph.D., Florida State University

Harvey P. Friedman, Associate Professor*
Ph.D., University of Kansas

Lawrence D. Friedman, Associate Professor*
Ph.D., University of Wisconsin

Donald E. Grogan, Associate Professor*
Ph.D., University of Missouri-Columbia

James H. Hunt, Associate Professor*; Director, Graduate Studies
Ph.D., University of California-Berkeley

Stephen S. Mulkey, Associate Professor*
Ph.D., University of Pennsylvania

Victoria Sork, Associate Professor*; Director, International Center for Tropical Ecology
Ph.D., University of Michigan

Jane A. Starling, Associate Professor*
Ph.D., The William Marsh Rice University

Zuleyma Tang-Martinez, Associate Professor*
Ph.D., University of California-Berkeley

Teresa Thiel, Associate Professor*; Director, Biotechnology Program
Ph.D., Case Western Reserve University

Shirley T. Bissen, Assistant Professor*
Ph.D., University of Michigan

John G. Blake, Assistant Professor*
Ph.D., University of Illinois

Godfrey R. Bourne, Assistant Professor
Ph.D., University of Michigan

Jerry L. Bryant, Jr., Assistant Professor*
Ph.D., Massachusetts Institute of Technology

Sandra S. Gottfried, Assistant Professor*
Ph.D., University of Connecticut

Bette A. Loiselle, Assistant Professor*
Ph.D., University of Wisconsin

Amy F. MacRae, Assistant Professor*
Ph.D., University of Georgia

Robert J. Marquis, Assistant Professor*
Ph.D., University of Iowa

William J. Resetarits, Jr., Assistant Professor*
Ph.D., Duke University

David F. Russell, Adjunct Assistant Professor
Ph.D., University of California-San Diego

Edwin W. Joern, Lecturer
M.S., University of Missouri-Columbia

Thomas B. Croat, Adjunct Professor*
Ph.D., University of Kansas

Marshall R. Crosby, Adjunct Professor*
Ph.D., Duke University

Peter H. Raven, Adjunct Professor*; Director, Missouri Botanical Garden
Ph.D., University of California-Los Angeles

William Tai, Adjunct Professor*
Ph.D., University of Utah

William G. D'Arcy, Adjunct Associate Professor*
Ph.D., Washington University

Paul E. Berry, Adjunct Associate Professor*
Ph.D., Washington University

Alwyn H. Gentry, Adjunct Associate Professor*
Ph.D., Washington University

Peter Goldblatt, Adjunct Associate Professor*
Ph.D., University of Cape Town, South Africa

Ihsan A. Al-Shehbaz, Adjunct Assistant Professor*
Ph.D., Harvard University

Cheryl S. Asa, Adjunct Assistant Professor
Ph.D., University of Wisconsin-Madison

Lois Brako, Adjunct Assistant Professor*
Ph.D., New York Botanical Garden-City University of New York

Jorge V. Crisci, Adjunct Assistant Professor
Ph.D., National University of LaPlata-Argentina

Larry E. DeBuhr, Adjunct Assistant Professor*
Ph.D., Claremont Graduate School

Douglas W. Franquemont, Adjunct Assistant Professor
M.D., University of Colorado

William A. Geary II, Adjunct Assistant Professor
M.D., University of Virginia; Ph.D., Washington University

Michael H. Grayum, Adjunct Assistant Professor*
Ph.D., University of Massachusetts, Amherst

Barry E. Hammel, Adjunct Assistant Professor*
Ph.D., Duke University

Peter C. Hoch, Adjunct Assistant Professor*
Ph.D., Washington University

Carol A. Kelly, Visiting Assistant Professor*
Ph.D., University of Illinois-Urbana-Champaign

James S. Miller, Adjunct Assistant Professor*
Ph.D., St. Louis University

Nancy R. Morin, Adjunct Assistant Professor*
Ph.D., University of California-Berkeley

John J. Pipoly III, Adjunct Assistant Professor*
Ph.D., City University of New York

Peter M. Richardson, Adjunct Assistant Professor*
Ph.D., University of London

George E. Schatz, Adjunct Assistant Professor
Ph.D., University of Wisconsin-Madison

Hendrik H. vanderWerff, Adjunct Assistant Professor*
Ph.D., State University of Utrecht, The Netherlands

Joan R. Kohrs, Adjunct Instructor
M.S., Lindenwood College

Ann O. Wilke, Adjunct Senior Lecturer
M.S., University of Illinois

*members of Graduate Faculty

General Information

Degrees and Areas of Concentration The Department of Biology provides academic programs leading to the B.A. or B.S. in biology. In cooperation with the School of Education, the biology department offers the B.S. in secondary education with a major in biology and the B.A. or B.S. in biology with teacher certification; in cooperation with the Evening College, the department offers courses in medical technology and cytotechnology. The Department of Biology also offers graduate work leading to the Master of Science and the Doctor of Philosophy degrees in biology. The graduate program includes a cooperative program with the Missouri Botanical Garden for students who concentrate in Evolutionary Biology with emphasis areas of Plant Systematics and Environmental Studies.

Biology

Biology faculty members are engaged in teaching and research in areas ranging from molecular biology to population studies. Majors have the chance to take courses which help them develop both theoretical and experimental backgrounds necessary for further work in some of the most rapidly expanding fields of biological science or to pursue in-depth studies in specific areas through advanced courses, seminars, and individualized research programs.

Departmental Honors Candidates for the B.A. or B.S. degree are eligible for Departmental Honors if they: 1) have a minimum of a 3.2 overall GPA and a minimum 3.2 average in biology courses used to complete the major; 2) complete a minimum of two credit hours of Biology 390, Research; and 3) complete an honors thesis based on Biology 390 research work. The academic record and thesis will be evaluated by the Honors Committee and those students who qualify will be recommended for honors.

Minor in Biology Students majoring in another discipline may earn a minor in biology by completing a prescribed course of study. Unique programs can be developed to coordinate with special career objectives. Students should consult their adviser and the chairperson of the biology department.

Graduate Studies The Department of Biology offers graduate work leading to the M.S. and Ph.D. degrees in biology. Graduate students may work toward an M.S. degree in three broad areas of biology: (a) Cellular, Molecular, and Developmental Biology, (b) Physiology and Organismal Biology, and (c) Ecology, Evolution, and Systematics. Graduate students in the Ph.D. program will receive training in several areas of Evolutionary Biology. Students in the M.S. and Ph.D. programs also have the opportunity to do their graduate work in collaboration with scientists at the Missouri Botanical Garden through a cooperative graduate program.

Objectives of the Master's Degree program are to provide the research-oriented training necessary for students to enter doctoral programs in biology; to develop professional biologists qualified to function in responsible technical positions; and to train secondary school and junior college biology teachers.

The objectives of the Ph.D. program are to train biologists for academic and professional positions in research and teaching. Ph.D. students in the areas of Plant Systematics and Environmental Studies have the opportunity for specialized training in tropical biology and conservation biology. This training is intended to prepare students for research careers and for leadership and scientific positions involving the conservation and management of tropical ecosystems.

Graduate Assistantships Stipends for teaching and research assistantships are awarded on a competitive basis to qualified graduate students in Master's or Ph.D. programs. Out-of-state educational fees are waived for graduate assistants. Applications for assistantships must be sent to the Director of Graduate Studies in the Department of Biology and be received by February 1.

Facilities Department facilities include research and teaching laboratories, environmental chambers, greenhouses, and a large array of supporting modern research instrumentation. Also available are wildlife facilities at Weldon Springs Experimental Farm and Tyson Tract, both within 30 to 45 minutes of the campus.

Cooperative Programs The department also participates in a cooperative consortium program in biology with Washington University, St. Louis University, Southern Illinois University-Edwardsville, and the Missouri Botanical Garden.

Undergraduate Studies

General Education Requirements

Students must satisfy the University and College general education requirements. Biology courses may be used to meet the science and mathematics requirement of the University.

The foreign language requirement of the College of Arts and Sciences fulfills the departmental requirements for the B.A. degree. There is no foreign language requirement for the B.S. degree.

Satisfactory/Unsatisfactory Option

Up to 24 credit hours may be taken on a satisfactory/unsatisfactory basis. Excluded from this option are required courses in chemistry, physics, mathematics, or psychology, and biology courses other than Biology 389, Seminar, and Biology 390, Research.

Degree Requirements

Bachelor of Arts in Biology The B.A. degree provides maximum flexibility for biology majors to pursue an undergraduate liberal arts course of study that can lead to professional careers in medicine, allied health, public and environmental health, law, and graduate studies in the life sciences. All biology majors must take at least 39 credit hours but not more than 50 hours in biology including the following **biology foundation** courses: (24 to 28 hours)

Biology

Foundation Courses

11, Introductory Biology I
12, Introductory Biology II
210, Cell Structure and Function
224, Genetics
246, Introduction to Evolution
276, Biological Chemistry
389, Seminar, or **285** and **286** for those seeking teacher certification.

Lecture Course Requirements An additional three lecture courses are required and can consist of any of the other lecture courses offered at the 200-level or above. At least one of the courses must be at the 300-level. Biology 389 and 390 cannot be used to fulfill this requirement.

Laboratory Course Requirements In addition to the lecture course requirements, **three laboratory courses**, independent or integrated into a lecture course, will be required. They may be taken from any of the lecture-laboratory or laboratory courses offered. Introductory, General Biology, and Biology 390 laboratories cannot be used to fulfill this requirement.

Off-campus transfer students must satisfactorily complete at least 12 credit hours of UM-St. Louis biology course work (including two laboratories) at the 200 level or above before receiving a B.A. degree from the College of Arts and Sciences with a major in biology.

Related Area Requirements

The following courses in **chemistry** are required:

11, Introductory Chemistry I (or **1**, General Chemistry I, plus **9**, General Chemistry II)
12, Introductory Chemistry II
261, Structural Organic Chemistry

and **one** of the following **chemistry** courses:

122, Quantitative Analysis
262, Organic Reactions
263, Techniques of Organic Chemistry

Also required:

Mathematics 30, College Algebra, and **Mathematics 35**, Trigonometry
Mathematics 31, Elementary Statistical Methods or **Mathematics 132**, Applied Statistics I, or **Education 320**, Educational Statistics, or **Psychology 201**, Psychological Statistics, or **Biology 388**, Biometry
Mathematics 101, Survey Calculus, or **Mathematics 80**, Analytical Geometry and Calculus
Physics 11, Basic Physics
Physics 12, Basic Physics

Bachelor of Science in Biology The B.S. degree in biology is designed to prepare students for basic technical positions and graduate studies in the life sciences. Candidates for the degree have the same foundation courses and general education requirements as those seeking the Bachelor of Arts degree. In addition, certain minimal requirements in depth of study, laboratory experience, research, data processing, communication skills, and background in associated science areas are required.

There is no foreign language requirement for the B.S. degree. However, students should realize that the literature for biological studies is in many different languages and the ability to extract information from this literature is an important skill.

In order to fulfill the requirements for the B.S. degree a minimum of 46 hours but not more than 50 hours must be completed in appropriate biology course work. A minimum of 23 hours in biology must be completed at UM-St. Louis. Candidates must have a cumulative grade point average of 2.0 or better in biology courses.

Foundation Courses

All candidates for the B.S. degree must successfully complete the same basic courses as those for the B.A. degree.

Lecture Course Requirements An additional four lecture courses are required and can consist of any of the other lecture courses offered at the 200-level or above. At least two of the courses must be at the 300-level. Selection of the 300-level courses should reflect the career interest of the student and at least one of the courses should be in a topic area that could lead to an independent research project (Biology 390). Biology 389 and Biology 390 cannot be used to fulfill this 300-level course requirement.

Laboratory Experience A minimum of five laboratory courses must be taken to satisfy the Bachelor of Science requirements. They may be taken from any of the laboratory courses, independent or integrated with lecture, that are offered. Introductory, General Biology, and Biology 390 laboratories cannot be used to fulfill this requirement.

Basic Skills Requirement

There are certain skills outside the biology subject matter that are needed to function adequately in a research environment. The Basic Skills Requirement is designed to provide the student with a background in data processing and communication and knowledge in associated science areas.

1) Data Processing Students must show a basic understanding of mechanisms for handling data by successfully completing one course in each of the following sets:

Biology

Set A. Statistics

Mathematics 31, Elementary Statistical Methods, or **Mathematics 132**, Applied Statistics I, or **Education 320**, Educational Statistics, or **Psychology 201**, Psychological Statistics, or **Biology 388**, Biometry

Set B. Computer Science

Mathematics 22, Introduction to Computing, or **Mathematics 122**, Computers and Programming, or **Business Administration 103**, Computers and Information Systems

2) Communication Skills Courses in formal speaking and technical writing are required to develop the minimal communication skills needed to transmit scientific information. The following two courses satisfy this requirement:

Communication

Communication 40, Introduction to Public Speaking

Writing

English 213, Technical Writing

3) Associated Science Area The following courses or their equivalents must be successfully completed in science areas related to biology:

Physics 11, Basic Physics

Physics 12, Basic Physics

Chemistry 11, Introductory Chemistry I, or **Chemistry 1**, General Chemistry I, plus **Chemistry 9**, General Chemistry II

Chemistry 12, Introductory Chemistry II

Chemistry 261, Structural Organic Chemistry

Chemistry 262, Organic Reactions

Chemistry 263, Techniques of Organic Chemistry, or

Chemistry 122, Quantitative Analysis

Philosophy 280, Philosophy of Science, or **Philosophy 156**, Medical Ethics

Mathematics 30, College Algebra, and **Mathematics 35**, Trigonometry

Mathematics 101, Survey Calculus, or **Mathematics 80**, Analytical Geometry and Calculus I

Research Requirement

All students acquiring a Bachelor of Science degree are strongly encouraged to complete a minimum of two credit hours of undergraduate research, Biology 390. The privilege of doing undergraduate research provides students with a firsthand opportunity to experience the research process under the supervision of a faculty member or off-campus scientist. The project normally includes a library search of pertinent literature, laboratory or field experience, and a summary paper.

Biology majors may take any of the following 100-level biology courses:

110, Human Biology

115, Human Heredity and Evolution

116, General Microbiology

120, Environmental Biology

150, Plants and Civilization

These courses **do not count** toward the credit hours required for a major, but they will be included in the credit-hour maximum that a student can take in the major.

Bachelor of Science in Education with Emphasis in Biology

The B.S.Ed. is a professional degree designed for those individuals who wish to pursue a teaching career in biology in the secondary schools. The biology requirements are the same as for the B.A. degree with the exception that Biology 285, Methods of Teaching Biology in Secondary Schools, and Biology 286, Laboratory in Teaching Life Science, are substituted for Biology 389, Seminar. Students must also fulfill the requirements for the B.S.Ed. degree as prescribed by the School of Education.

Bachelor of Arts in Biology with Teacher Certification

Biology majors interested in teaching biology in secondary schools may obtain teacher certification in cooperation with the School of Education by fulfilling the B.A. or B.S. requirements in biology, with the exception of Biology 389, Seminar, and in addition, completing the following courses (36 hours):

Psychology 3, General Psychology

Psychology 271, Adolescent Psychology

ED FND 111, The School in Contemporary Society

ED PSY 312, The Psychology of Teaching and Learning

Communication 40, Introduction to Public Speaking

SEC ED 213, Techniques of Secondary School Teaching

SPC ED 313, The Psychology and Education of Exceptional Individuals

SEC ED 385, Problems of Teaching Reading in Secondary Schools

SEC ED 290, Secondary School Student Teaching

Biology 285, Methods of Teaching Biology in Secondary Schools

Biology 286, Laboratory in Teaching the Life Sciences

Contact the Department of Biology and the School of Education for special advising regarding teacher certification.

Minor in Biology

Students may minor in biology by fulfilling the requirements, consisting of a minimum of **19 credit hours**, of which at least 9 hours of the biology course credits for the minor must be taken in residence at UM-St. Louis.

Requirements are:

1) Biology 11 and Biology 12, Introductory Biology I and II.

2) Must take three additional courses which should be at the 200-level or above totaling no less than 9 credit hours. These may include either lecture or laboratory courses.

Biology

All students must consult with an adviser to plan an appropriate course of study. This program must be approved by the chairperson of the Department of Biology.

Under certain circumstances, a student may deviate from the prescribed course of study and substitute as his or her program a group of courses that exhibits a coherent area of specialization to coordinate with a unique career objective. Such a candidate must receive prior approval by the biology department in order to pursue this program.

Candidates must have a cumulative grade point average of 2.0 or better in the minor and **none of the courses may be taken on a satisfactory/unsatisfactory basis.**

Biochemistry Certificate

The University offers a certificate program for science majors who are interested in careers in biochemistry. The Biochemistry Certificate is an interdisciplinary specialization which may be earned by completing the core requirements and either a **chemistry track** or a **biology track**. All students complete the following **core requirements**:

Biology 11, Introductory Biology I
Biology 12, Introductory Biology II
Biology 210, Cell Structure and Function
Biology 224, Genetics
Chemistry 11, Introductory Chemistry I
Chemistry 12, Introductory Chemistry II
Chemistry 122, Quantitative Analysis
Chemistry 261, Structural Organic Chemistry
Chemistry 262, Organic Reactions
Chemistry 263, Techniques of Organic Chemistry

and **one** of the following **biology** courses:

216, Microbiology
235, Development
310, Cell Physiology
326, Gene Expression in Eukaryotes

Students choosing to complete the certificate through the **biology track** must take these **additional courses**:

Biology 376, Topics in Biological Chemistry
Biology 378, Topics in Biological Chemistry Laboratory
Biology 389, Senior Seminar
Chemistry 230, Physical Chemistry for the Life Sciences

Students choosing to complete the certificate through the **chemistry track** must take these **additional chemistry courses**:

231, Physical Chemistry I
232, Physical Chemistry II
233, Laboratory in Physical Chemistry
289, Seminar
371, Biochemistry
372, Advanced Biochemistry
373, Biochemical Techniques

Biotechnology Certificate

The University offers a certificate program for science majors who are interested in careers in biotechnology. A student may receive the Certificate in Biotechnology by completing a total of 18 hours taken from the following requirements:

Students must take:

Biology 326, Gene Expression in Eukaryotes
Biology 328, Techniques in Molecular Biology
Biology 338, Gene Expression in Prokaryotes
Chemistry 230, Physical Chemistry for the Life Sciences

The remaining hours can be taken from the following:

Biology 310, Cell Physiology
Biology 329, Molecular Evolution
Biology 334, Virology
Biology 344, Gene Activity During Development
Biology 376, Topics in Biological Chemistry
Biology 378, Topics in Biological Chemistry Laboratory
Biology 417, Advanced Immunology

Preprofessional Graduation

The Department of Biology sponsors a 3+4 Program for the UM-St. Louis School of Optometry.

In this program students may be admitted to the School of Optometry after completing three years (90 semester hours) of study in the Department of Biology. The undergraduate degree is granted when students satisfactorily complete the first year of optometry school. One or more of the following conditions must be met in order to qualify for the undergraduate degree.

- 1) All general education requirements and all requirements for the major, except electives, must be completed.
- 2) Any deficiency in required courses must be remedied with courses taken at UM-St. Louis within three years after entering the School of Optometry.
- 3) Up to six hours from the School of Optometry may be substituted for undergraduate degree requirements, with approval of the Department of Biology.

Bachelor of General Studies with Personal Emphasis in Medical Technology or Cytotechnology

Courses in Medical Technology and Cytotechnology are offered through the biology department for students who are pursuing a career in one of these fields. Students develop a program of studies through the Bachelor of General Studies degree. Refer to the Evening College section of this *Bulletin* concerning the degree.

The following courses are offered in this area through the biology department:

Medical Technology:
312a, Hematology and Coagulation
312b, Transfusion Services-Immunoematology
312c, Clinical Microbiology and Serology
312d, Clinical Biochemistry
312e, Special Topics

Biology

Cytotechnology:

- 309a**, Introduction to Cytology
- 309b**, Neoplasia in the Female Genital Tract I
- 309c**, Neoplasia in the Female Genital Tract II
- 309d**, The Processing Laboratory
- 309e**, Respiratory and Oral Cytology
- 309f**, Effusion, CSF, and Miscellaneous Cytology
- 309g**, GI, Breast, GU, FAN Cytology
- 309h**, Scientific Methods and Literature in Cytology
- 309i**, Advance Practices in Cytology

Graduate Studies

Master of Science in Biology The Department of Biology offers two ways of achieving the Master of Science degree. The first is a traditional apprenticeship in research leading to a written thesis. The second is a non-thesis option suitable for those who may already have extensive research experience or for educators who seek to upgrade their academic skills but do not require research experience. Starting with a common core, either option may be developed into a final degree program in one of the following areas: animal behavior, biochemistry, biotechnology, development, ecology, evolution, genetics, molecular and cellular biology, microbiology, plant and animal physiology, plant systematics, population biology, and tropical biology.

Admission Requirements

Applicants to the M.S. program must submit completed application and personal data forms, three letters of recommendation from undergraduate faculty, and transcripts of all previous work. Submission of GRE scores is highly recommended and will be helpful for positive consideration of admittance. Admission as a regular graduate student requires graduation from an accredited college with an overall minimum grade point average of 2.75 and minimum grade average of 3.0 in the applicant's undergraduate major.

All foreign applicants, except those from countries where English is the primary language, must take the TOEFL (Test of English as a Foreign Language). Ordinarily, a score of 550 or better is required.

In addition to the Graduate School admission requirements, applicants should have completed undergraduate biology courses in genetics, biochemistry, and one course in each of the following areas: cellular-molecular, organismal, and population biology-ecology. Courses in organic chemistry, college physics, and calculus are also required, and a course in statistics is highly recommended. Students admitted to the degree program who have not met all the prerequisites may be asked to pass appropriate courses before receiving the Master's degree. Courses taken to make up deficiencies will not count for graduate credit toward the degree.

Degree Requirements

General Requirements All students are required to take Biology 401, Current Topics in Biology, and at least four but not more than eight hours of Biology 489, Graduate Seminar. Biology 401 should be taken during the first year of graduate study.

Thesis Option Including the general requirements, students must take at least 30 graduate credit hours of which at least half must be at the 400 level. No more than 10 hours of Biology 490, Graduate Research, may be counted toward the degree. Students must complete a laboratory or field-oriented research project and defend it in an oral examination before the thesis committee.

Non-thesis Option Including the general requirements, students must take at least 36 credit hours of which at least half must be at the 400 level. An approved computer course is required together with either a laboratory course (300 or 400 level) or two credit hours of Biology 490, Graduate Research. Only 2-5 credit hours of Biology 490 will be counted toward the 36-credit-hour total. Research may be conducted in the laboratory, field, or library.

Advisers The Director of Graduate Studies in Biology will advise new master's students. Students are responsible for finding permanent advisers. This should be done as soon as students decide upon their area of specialization. Students, with their advisers, then recommend an appropriate advisory committee of three or more faculty members for approval by the graduate committee. This group then plans a suitable program of research and course work and submits it to the graduate dean for approval. Advisory committees are also responsible for approving the Master's thesis.

Ph.D. in Biology The doctoral program emphasizes empirical and theoretical approaches to biological research. Students are required to integrate basic skills in biology with focal studies in an emphasis area. The program is designed to provide research experience and training appropriate for advanced positions in academic research and teaching, government and public agencies, and in industry.

Admission Requirements

Applicants to the Ph.D. program must submit a formal application to the Graduate Admissions Office. In addition, the applicant should arrange to have sent: three letters of recommendation from faculty members at previously attended colleges or universities, Graduate Record Examination (GRE) scores (Verbal, Quantitative, and Analytical), and transcripts of all post-secondary academic work. Admission to the Ph.D. program normally requires a minimum grade point average overall and in biology courses of 3.0 (where A=4.0).

Biology

Applicants from countries where English is not a primary language are required to take the TOEFL examination (Test of English as a Foreign Language). Scores must be submitted before admission can be decided. Ordinarily, a score of 550 or better is required. Applicants should have a bachelor's or M.S. degree from an accredited United States college or university or evidence of equivalent training at an institution outside the United States.

Applicants should have the appropriate background for graduate work in biology, including courses in genetics, biochemistry, and at least one course each in the areas of cellular and molecular biology, organismal biology, and population biology/ecology. Courses in organic chemistry, college physics, and calculus are required. A course in statistics is recommended. Students admitted to the Ph.D. program who have not met all the prerequisites will be required to make up deficiencies before admission to candidacy.

Degree Requirements

In addition to the general requirements of the Graduate School, the basic requirements for the Ph.D. degree in biology include sixty (60) credit hours of course work which must be taken beyond the bachelor's degree. At least 30 of the 60 hours must be taken at the 400 level. With the explicit consent of the advisory committee, students may take for graduate credit up to three credit hours of 200-level courses in allied departments. Courses at the 200 level and below in biology are not available for graduate credit. At least 31 of the 60 hours must be taken while in residency at the University of Missouri-St. Louis. Graduate credit for course work transferred from another program is subject to approval by the graduate committee and by the Graduate School.

Specific courses shall be completed as follows:

- a) **Biology 401** (1 hour), Current Topics in Biology
- b) **Biology 403** (1 hour), Biology Colloquium. Two semesters required. This requirement should be completed during first year of the program.
- c) **Biology 489** (2 hours), Graduate Seminar. Four semesters required (total 8 hours).
- d) **Biology 388** (3 hours), Biometry, or equivalent course in statistics.
- e) 12 hours of formal course work as identified by the emphasis area at the time a student is admitted to the Ph.D. program.

The maximum number of credit hours that may be applied toward the 60-hour requirement for the following courses is:

- Biology 403, 405, and 407:** 8 hours total in combination
Biology 489: 10 hours
Biology 490: 20 hours

Foreign Language Students shall demonstrate a reading knowledge of a foreign language pertinent to the student's field of research. There are two ways in which a student may demonstrate a reading knowledge: by satisfactory completion of a designated course within the previous 5 years, or by passing an examination.

Teaching At least one semester of supervised teaching is required of all doctoral students.

Qualifying Examination and Dissertation Students must earn a passing score on a written qualifying examination based on fundamental principles presented in formal courses and in papers of special importance in the field. The exam will be given in January of each year, prior to the beginning of the winter semester. Students beginning studies in the fall semester would normally take the qualifying examination prior to their fourth semester of full-time study. Questions for the exam will be submitted by three faculty members in the emphasis area. Students who receive a conditional pass will be tested orally after additional study. Students who fail may be allowed to retake the qualifying examination the following year. Students who fail twice will **not** be admitted to candidacy.

A dissertation embodying the results of original research shall be submitted to and approved by the Department of Biology and the Graduate School. The general regulations of the Graduate School concerning the preparation of the dissertation must be met. Dissertations are to be presented in a style appropriate for one or more publications in scientific journals.

Program Structure During the week of registration prior to the beginning of classes, students newly admitted to the doctoral program shall meet with at least three members of the faculty representing the area of emphasis of the student. These meetings are designed to introduce each student to the faculty in his/her area of study and to provide early orientation in the department and degree program. In addition, this informal process will help to identify particular strengths and/or possible deficiencies in the background of the student and therefore to assist in the organization of a program of studies. It is expected that students will complete the major portion of their formal course requirements in the lecture/laboratory format during the first 2-3 semesters of their graduate studies.

Biology

As soon as practical a student should choose a faculty adviser, select members of an advisory committee, and present to the committee for approval, a **prospectus** of the experimental work which has been designed in consultation with the student's adviser. Students also will be expected at this time to submit a research proposal to outside agencies seeking support for their dissertation research, although successful completion of the study program does **not** depend on receipt of financial support.

A student is admitted to **candidacy** for the degree when the research prospectus has been approved by the advisory committee and the Director of Graduate Studies in biology. The student must defend the dissertation in an oral presentation open to the public followed by an oral examination by his/her advisory committee. A preliminary draft of the dissertation must be made available to committee members two months prior to the scheduled date of the defense; a revised, penultimate draft should be in the committee's hands two weeks before the defense.

Career Outlook

The biology degree programs, at the baccalaureate and Master's degree levels, are designed to prepare the student for further training. The undergraduate degree is designed to prepare the student for professional training in areas such as medicine, teaching, dentistry, veterinary medicine, optometry, and related areas, or for further graduate training in research. The Master of Science program is an extension of the undergraduate program and has as its goals three main objectives: **1) provide research-oriented training and education; 2) provide qualified graduates for doctoral programs; and 3) provide secondary school and junior college biology teachers with training necessary to maintain and improve their teaching effectiveness.**

The Ph.D. program prepares students as research professionals in fields such as biological conservation, ecology, and biomedical science. Employment opportunities are available in college or university research and teaching, in government and public institutions such as museums and botanical gardens, and in industry.

Chemistry

Faculty

Lawrence Barton, Professor*; Chairperson
Ph.D., University of Liverpool

Gordon K. Anderson, Professor*; Director of
Graduate Studies
Ph.D., University of Glasgow

James S. Chickos, Professor*
Ph.D., Cornell University

Joyce Y. Corey, Professor*
Ph.D., University of Wisconsin

David W. Larsen, Professor*
Ph.D., Northwestern University

Robert W. Murray, Curators' Professor*
Ph.D., Yale University

James P. Riehl, Professor*
Ph.D., Purdue University

Robert I. Stearns, Adjunct Professor
Ph.D., Tulane University

Charles W. Armbruster, Adjunct Associate Professor*
Ph.D., Washington University

David L. Garin, Associate Professor*; Interim Director,
Center for Science and Technology
Ph.D., Iowa State University

Harold H. Harris, Associate Professor*
Ph.D., Michigan State University

Wesley R. Harris, Associate Professor*
Ph.D., Texas A. and M. University

Jane A. Miller, Associate Professor Emeritus*
Ph.D., Tulane University

William L. Neumann, Adjunct Associate Professor
Ph.D., University of Missouri-St. Louis

Robert G. Orth, Adjunct Associate Professor
Ph.D., Case Western Reserve University

William P. Ridley, Adjunct Associate Professor
Ph.D., University of Minnesota

William J. Welsh, Associate Professor*
Ph.D., University of Pennsylvania

Rudolph E.K. Winter, Associate Professor*; Director of
Master's Degree Program
Ph.D., The Johns Hopkins University

Lee Brammer, Assistant Professor*
Ph.D., University of Bristol

Daniel T. Connolly, Adjunct Associate Professor
Ph.D., The Johns Hopkins University

Dennis Moore, Adjunct Assistant Professor
Ph.D., Washington University

James J. O'Brien, Assistant Professor*
Ph.D., Australian National University

Nigam P. Rath, Research Assistant Professor
Ph.D., Oklahoma State University

Valerian T. D'Souza, Associate Professor*
Ph.D., University of Detroit

Christopher D. Spilling, Assistant Professor*
Ph.D., The University of Technology, Loughborough

Keith J. Stine, Assistant Professor*
Ph.D., Massachusetts Institute of Technology

John Gutweiler, Lecturer
Ph.D., St. Louis University

Mark Schuermann, Lecturer
M.S., University of Notre Dame

William H. Stegmann, Lecturer
M.S., Southern Illinois University

Vincent Blazis, Research Associate
Ph.D., University of Alabama

Yuan-Win Ge, Research Associate
Ph.D., University of Missouri-Columbia

Gary Hilmes, Research Associate
Ph.D., University of Missouri-St. Louis

Kaliappan Iyanar, Research Associate
Ph.D., Annamalsi University

Shu-wen Li, Research Associate
Ph.D., Chinese Academy of Science

Wang Kan Lin, Research Associate
Ph.D., The Ohio State University

Magnus Lipp, Research Associate
Ph.D., University of Delaware

Wei Kong, Research Associate
Ph.D., University of Notre Dame

Fola Ladipo, Research Associate
Ph.D., Virginia Polytechnic Institute

Kuldip Singh, Research Associate
Ph.D., University of Bombay

Megh Singh, Research Associate
Ph.D., University of Jodhpur

Dileep Srivastava, Research Associate
Ph.D., Banaras Hindu University

Samuel Tersigni, Research Associate
Ph.D., University of Chicago

Tong Weida, Research Associate
Ph.D., Fudan University

Jack Uang, Research Associate
Ph.D., University of Missouri-Rolla

Dong Zhao, Research Associate
Ph.D., University of Southern California

Robert Cabaniss, Glassblower

Joseph Kramer, Electronics Technician II

Gordon Kerschmann, Electronics Technician

Donna Palmer, Supervisor of Chemistry Stores

Norman Windsor, Senior Electronics Technician

*members of Graduate Faculty

General Information

Degrees and Areas of Concentration The chemistry department offers courses leading to the B.A. in chemistry; the B.S. in chemistry; in cooperation with the School of Education, the B.S. in education with emphasis in chemistry and the B.A. in chemistry with teacher certification; and, in cooperation with the School of Business Administration, the B.A. in chemistry with a business option.

The chemistry department is accredited by the American Chemical Society. Students completing the B.S. degree in chemistry are certified to the American Chemical Society and are well-prepared for graduate study in chemistry or a career in the chemical industry.

The chemistry department also offers work leading to the M.S. degree in chemistry, with or without a thesis. The Ph.D. degree in chemistry is offered in the emphasis areas: inorganic, organic, and physical chemistry.

In addition to a balanced program of basic graduate courses, the department offers special topics courses and seminars in current research areas. Research is being carried on in inorganic, organic, and physical chemistry areas by postdoctoral associates, faculty members, and graduate and undergraduate students.

Chemistry

The department provides students with opportunities for strong interaction with faculty representing the various areas. Students and faculty working in one area consult freely with members in other areas. In addition, there are joint research projects involving faculty and students from two or more areas. The department currently includes 20 full-time and nine part-time faculty members.

Fellowships and Scholarships

The Brunngraber Undergraduate Research Fellowship is given annually to a chemistry major and is based on GPA, statement of research interests, and performance in completed course work. It carries a stipend of \$1,200.

Aid to Education Scholarships are given to approximately 10 junior or senior chemistry majors annually. The awardees are selected by the faculty on the basis of merit, and the scholarships consist of a stipend for books, educational materials, and Student Affiliate membership dues to the American Chemical Society.

The Mallinckrodt Fellowship is given annually to an outstanding chemistry graduate student who has completed the teaching and course work component of the program. It consists of a stipend of no less than \$9,000 for the academic year.

Alumni Graduate Research Fellowships are available for summer study for selected chemistry graduate students. The selections are based on merit and the stipend is 20 percent of the academic year GTA stipend.

A series of undergraduate awards are given each year to the outstanding students. The **Chemical Rubber Company Freshman Chemistry Award** is given to the outstanding student in freshman chemistry, the **American Chemical Society Division of Analytical Chemistry Award** is given to the outstanding student in analytical chemistry, the **American Chemical Society-St. Louis Section, Outstanding Junior Chemistry Major Award** is given to the outstanding junior chemistry major, and the outstanding senior receives the **Alan F. Berndt Award** and the **American Institute of Chemists Award**.

Departmental Honors The chemistry department will award Departmental Honors to those B.A. and B.S. degree candidates in chemistry with an overall grade point average of 3.2. They must also successfully complete Chemistry 290, Chemical Research, and have presented an acceptable thesis.

Minor in Chemistry A minor in chemistry is available to students majoring in related areas.

Undergraduate Studies

General Education Requirements

Students must satisfy the University and College General Education requirements. Courses in chemistry may be used to meet the University's science and mathematics area requirement. The College's foreign language requirement fulfills the departmental requirements for B.A. candidates. It is recommended that candidates for the B.S. degree fulfill the language requirement in German or French, but any language which meets the College requirement for the B.A. degree is acceptable. Chemistry majors normally include Language 100 in their foreign language sequence.

Satisfactory/Unsatisfactory Restrictions Chemistry majors may not take required chemistry, mathematics, or physics courses on a satisfactory/unsatisfactory basis, nor may B.S. degree candidates take the six elective hours in science on this option.

Degree Requirements

Bachelor of Arts in Chemistry This degree is intended primarily for preprofessional students in the health science and related areas, as well as prelaw students interested in patent law. Candidates must complete the following chemistry courses:

- 11, Introductory Chemistry I
- 12, Introductory Chemistry II
- 122, Quantitative Analysis
- 202, Introduction to Chemical Literature
- 231, Physical Chemistry I
- 232, Physical Chemistry II
- 233, Laboratory in Physical Chemistry I
- 261, Structural Organic Chemistry
- 262, Organic Reactions
- 263, Techniques of Organic Chemistry
- 289, Seminar (2 credit hours)

In addition, candidates must complete one laboratory course chosen from Chemistry 234, 264, and 323.

No more than 45 hours in chemistry may be applied toward the degree. Each chemistry major must present a seminar and pass a comprehensive examination during the senior year.

Chemistry

After fulfilling the general education and specific major degree requirements, students are to take the remaining hours required to complete the B.A. degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The chemistry department may require students to pass a tracking test in order to enroll in the next level course, provided this or an equivalent test is administered to all students seeking to enroll in that course.

Bachelor of Science in Chemistry This is the first professional degree in chemistry. It may be taken as a terminal degree by students intending to become professional chemists or for preparation for graduate work in chemistry or biochemistry. Candidates must complete the requirements for the B.A. degree in chemistry. In addition, the following **chemistry** courses are required:

- 234**, Laboratory in Physical Chemistry II
- 321**, Instrumental Analysis
- 323**, Laboratory in Instrumental Analysis
- 341**, Inorganic Chemistry I
- 343**, Inorganic Reactions
- 364**, Synthetic and Analytical Methods of Organic Chemistry

Students must also take six elective hours of advanced work in science at the 200 level or above. It is preferred that these hours be in chemistry; however, three of these hours may be taken in biology, computer science, mathematics, or physics.

Students are encouraged to take Chemistry 290, Chemical Research, to fulfill at least a portion of the advanced elective requirement.

At least 48, but no more than 51, hours of chemistry courses may be applied toward the degree. Each candidate must present a seminar and pass a comprehensive examination during the senior year.

Related Area Requirements

Bachelor of Arts and Bachelor of Science in Chemistry

Candidates for both degrees must also complete:

- Mathematics 80**, Analytic Geometry and Calculus I
- Mathematics 175**, Analytic Geometry and Calculus II
- Mathematics 180**, Analytic Geometry and Calculus III
- ***Physics 111**, Physics: Mechanics and Heat
- ***Physics 112**, Physics: Electricity, Magnetism, and Optics

*If neither of these courses included a laboratory, a separate laboratory course is required.

B.S. degree in Secondary Education with an Emphasis in Chemistry In addition to the general requirements for the B.S. degree in secondary education, students must complete the 34 required hours for the B.A. degree in chemistry with the following exceptions: Chemistry 280, Methods of Teaching Chemistry in Secondary Schools, is required instead of Chemistry 202, Introduction to Chemical Literature, and Chemistry 289, Seminar. In addition, a computer science course (Computer Science 125 recommended) is required.

Bachelor of Arts in Chemistry with Teacher Certification Students must complete the B.A. in chemistry requirements, as well as the requirements for teacher certification. (See the School of Education section of this *Bulletin*.)

Bachelor of Arts in Chemistry for Students with an Interest in Business The following courses are suggested for students seeking careers in chemical sales, market research, and so forth. In addition to the B.A. in chemistry requirements, the following core courses are suggested:

- Economics 51**, Principles of Microeconomics
- Business Administration 131**, Elementary Statistics
- Business Administration 140**, Fundamentals of Financial Accounting

Students may then choose to complete one of the following three sets of courses:

- 1) Marketing Management**
 - Business Administration 206**, Basic Marketing
 - Business Administration 275**, Marketing Intelligence
 - Business Administration 303**, Industrial Marketing
- 2) Financial Management**
 - Business Administration 204**, Financial Management
 - Business Administration 334**, Investments
 - Business Administration 350**, Financial Policies
- 3) Accounting**
 - Business Administration 145**, Managerial Accounting
 - Business Administration 340**, Intermediate Accounting
 - Business Administration 345**, Cost Accounting

Requirements for the Minor

Students may complete a minor in chemistry as described below:

The three required courses are:

- Chemistry 11**, Introductory Chemistry I
- Chemistry 12**, Introductory Chemistry II
- Chemistry 261**, Structural Organic Chemistry

Electives

At least one course is required from each of the following two groupings:

Lecture Courses

- Chemistry 231**, Physical Chemistry I
- Chemistry 262**, Organic Reactions
- Chemistry 371**, Biochemistry

Chemistry

Laboratory Courses

Chemistry 122, Quantitative Analysis

Chemistry 263, Techniques of Organic Chemistry

Courses which are prerequisites to subsequent courses in the minor may not be taken on a satisfactory/unsatisfactory basis. A GPA of at least 2.0 is required for the courses presented for the minor.

Biochemistry Certificate

The University offers a certificate program for science majors who are interested in careers in biochemistry. The Biochemistry Certificate is an interdisciplinary specialization which may be earned by completing the core requirements and either a **chemistry track** or a **biology track**. All students complete the following **core requirements**:

Biology 11, Introductory Biology I

Biology 12, Introductory Biology II

Biology 210, Cell Structure and Function

Biology 224, Genetics

Chemistry 11, Introductory Chemistry I

Chemistry 12, Introductory Chemistry II

Chemistry 122, Quantitative Analysis

Chemistry 261, Structural Organic Chemistry

Chemistry 262, Organic Reactions

Chemistry 263, Techniques of Organic Chemistry

and **one** of the following **biology** courses:

216, Microbiology

235, Development

310, Cell Physiology

326, Molecular Biology

Students choosing to complete the certificate through the **biology track** must take these **additional courses**:

Biology 376, Advanced Biological Chemistry

Biology 378, Advanced Biological Chemistry Laboratory

Biology 389, Senior Seminar

Chemistry 230, Physical Chemistry for the Life Sciences

Students choosing to complete the certificate through the **chemistry track** must take these **additional chemistry courses**:

231, Physical Chemistry I

232, Physical Chemistry II

233, Laboratory in Physical Chemistry

289, Seminar

371, Biochemistry

372, Advanced Biochemistry

373, Biochemical Techniques

Graduate Studies

Admission Requirements

Individuals with at least the equivalent of the B.A. degree in chemistry may be admitted to the Graduate School as candidates for the M.S. degree or as applicants for the Ph.D. degree in chemistry. A student in the M.S. program, having completed at least 15 credit hours, may request to transfer to the Ph.D. program by petition to the department.

The department admissions committee, which makes admission recommendations to the chairperson, usually considers applicants' grade point averages and normally requires above-average performance in all areas of chemistry (general, analytical, organic, physical, and inorganic), as well as physics and mathematics, or other evidence of high aptitude for graduate work in chemistry. Applicants' GRE scores, letters of recommendation, and academic programs are also considered. In some cases the committee may require successful completion of undergraduate course work as a condition of enrollment as a regular student.

Students with bachelor's degrees in fields other than chemistry may be admitted to pursue graduate chemistry studies, but they must make up background deficiencies, usually by taking undergraduate course work.

Financial Support

Teaching assistantships are available to qualified applicants for the academic year, and a limited number are also available during the summer. Research assistantships and fellowships are available for advanced students. For further information, contact the Graduate Admission Committee, Department of Chemistry.

Preliminary Advisement

Students who have been admitted for graduate work in Chemistry will be contacted by the Director of Graduate Studies in order to develop a tentative plan of study which takes into consideration the student's background and interests. Entering students are required to demonstrate proficiency at the undergraduate level in four areas of chemistry (organic, inorganic, physical, and analytical).

Proficiency may be demonstrated in one of the following ways:

- 1) Outstanding performance in recent undergraduate course work.
- 2) Satisfactory performance in standardized placement examinations. These examinations are given twice a year, approximately one week before the beginning of the Fall and Winter Semesters.
- 3) Successful completion of assigned course work.

The ultimate choice of whether students may enroll in the M.S. or Ph.D. degree programs resides with the chemistry faculty.

Chemistry

Distribution Requirement Students must take chemistry courses for graduate credit at the 300 and 400 level, including one each in inorganic, organic, and physical chemistry. Intermediate level courses (Chemistry 302, 303, 304, and 306) and Inorganic Chemistry I (Chemistry 341) may not be used to satisfy this distribution requirement.

Master's Degree Requirements

Master of Science in Chemistry Candidates for the M.S. degree in chemistry must demonstrate proficiency in all four areas of chemistry within two years of initial enrollment.

A minimum of 30 hours is required, including three hours in Chemistry 489, Chemistry Colloquium. No more than three hours in Chemistry 489, and no more than 6 hours of Chemistry 30x (intermediate level courses) may be applied toward the required minimum of 30 credit hours. Students are not required to take the cumulative examinations or satisfy the foreign language requirement.

Master of Science in Chemistry with Thesis Students selecting this option must be enrolled full-time in the day division for at least two consecutive semesters. During this time, students are expected to enroll in Chemistry 490, Graduate Research in Chemistry, and work on their theses.

A maximum of 12 hours of Chemistry 490 may be applied toward the required 30 hours. At least nine hours must be at the 400 level, excluding Chemistry 490. A maximum of nine hours in 200-level or above courses outside the department may be accepted if students receive prior approval of their advisers and the department.

Students are expected to follow all other general requirements of the Graduate School regarding master's degree and thesis requirements.

Master of Science without Thesis Unlike the thesis option, students need not be enrolled full-time. Of the required 30 hours, 15 credits must be at the 400 level. A maximum of six credits of Chemistry 490, Graduate Research in Chemistry, may be included in place of 300-level courses. A maximum of 12 hours taken in 200-level or above courses outside the department may be accepted with prior approval of the graduate studies director.

Doctoral Degree Requirements

Incoming doctoral students must demonstrate proficiency in all four areas of chemistry within one year of initial enrollment.

A minimum of 60 hours is required, including research hours.

Cumulative Examinations In addition to the Ph.D. requirements set forth by the Graduate School, students seeking the Ph.D. in chemistry must take a series of cumulative examinations given nine times a year. Students must pass three of the examinations by the end of the third year and a total of eight examinations before completing the program. At least six of these examinations should be in the student's specialization area. Students are encouraged to begin the examination sequence during the first year of graduate study, but must start no later than the second year in the Ph.D. program. The examinations are usually given the second Saturday of each month, September through May. The mechanism for designing and deciding on passing and failing grades for each examination resides with faculty members in each specialization area.

Seminar Requirement Students must present a seminar in their third year and during each subsequent year. One of the seminars is for the purpose of describing dissertation research. Students must enroll in Chemistry 489, Chemistry Colloquium, each semester they are in residence.

Advancement to Candidacy In addition to general Graduate School requirements for advancement to candidacy, students must complete the following:

1) 21 hours of nondissertation work. This may not include:

Chemistry 302, Intermediate Analytical Chemistry
Chemistry 303, Intermediate Physical Chemistry
Chemistry 304, Intermediate Inorganic Chemistry
Chemistry 306, Intermediate Organic Chemistry
Chemistry 321, Instrumental Analysis
Chemistry 323, Laboratory in Instrumental Analysis
Chemistry 341, Inorganic Chemistry I
Chemistry 343, Inorganic Reactions
Chemistry 380, Teaching of College Chemistry
Chemistry 419, Advanced Reading in Chemistry
Chemistry 448, Inorganic Problem Seminar
Chemistry 468, Organic Problem Seminar
Chemistry 489, Chemistry Colloquium

but should include one from each area of organic, inorganic, and physical chemistry. Courses in areas other than chemistry may be included with prior departmental approval.

- 2) Pass eight cumulative examinations.
- 3) Demonstrate satisfactory proficiency in the library use of French and German scientific literature.
- 4) Present at least one seminar to the department on the dissertation research.
- 5) Participate in the undergraduate academic program as a teaching assistant for at least one semester.
- 6) Be in good standing.

Chemistry

Dissertation

Six copies of the dissertation must be submitted upon completion of the graduate research problem.

Probation and Dismissal

Students are dismissed from the program if they fail to pass at least three cumulative examinations before the end of the third year as applicants for the Ph.D. or otherwise fail to meet the standards set forth by the Graduate School.

Career Outlook

The B.S. degree in chemistry is the usual foundation for graduate study in chemistry, while any bachelor's degree in chemistry provides students with professional competence to enter the chemical industry. The St. Louis metropolitan area is a major center for industrial chemistry, and the demand for graduates consistently exceeds the supply.

A major in chemistry provides students excellent preprofessional training in the health sciences. A double major in chemistry and biology is often chosen by premedical and pre dental students and those interested in graduate work in biochemistry and biology. A minor in chemistry provides the minimum qualifications and training for a position as a laboratory technician in industry, hospital laboratories, etc.

Communication

Faculty

Thomas McPhail, Professor*; Chairperson
Ph.D., Purdue University

James Fay, Associate Professor*
M.F.A., Tulane University

Elizabeth Kizer, Associate Professor*
Ph.D., Purdue University

Michael Murray, Associate Professor*
Ph.D., University of Missouri-Columbia

C. Thomas Preston, Associate Professor*; Director, Debate/
Forensic Activities
Ph.D., University of Nebraska-Lincoln

Donald Shields, Associate Professor*
Ph.D., University of Minnesota

Deloris McGee Wanguri, Associate Professor
Ph.D., University of Texas at Austin

Rita Csapo-Sweet, Assistant Professor
Ed.D., Harvard

Patricia Holmes, Assistant Professor*
Ph.D., Northwestern University

Donald Jung, Assistant Professor
Ph.D., Purdue University

Ronald Turner, Assistant Professor*; Special Assistant
to the President
Ph.D., University of Missouri-Columbia

Lawrence Potter, Adjunct Assistant Professor
Ph.D., Southern Illinois University-Carbondale

Larry Grisvard, Lecturer
Ph.D., The Ohio State University

Clark McMillion, Lecturer
M.A., State University College of New York at Brockport

Sidney Savan, Lecturer
B.S., Washington University

Sherry LaBoon, Lecturer
M.A., University of Iowa

Larry Irons, Adjunct Assistant Professor
Ph.D., Washington University

*members of Graduate Faculty

Each member of the faculty of the Department of Communication represents a requisite balance between practitioner and scholar and teacher. The department's curricula and activities demand a faculty with practical expertise in such disciplines as communication, radio/television/film, and public policy. Each faculty member has demonstrated repeatedly an excellence as a practitioner through varied endeavors in workshops and lectures, as well as communication, radio/television/film, and video programs and productions. Concomitantly, the faculty acknowledges the need for scholarly research as a contribution to the continued growth of academic study, publishing the results of their scholarly pursuits in a wide spectrum of scholarly journals and presenting papers at regional, national, and international professional conferences. Additionally, faculty members contribute to the University's mission through active public service and a commitment to high standards of academic achievement. Annual student evaluations rate the department's teaching as excellent.

General Information

The Bachelor of Arts in Communication

The B.A. in communication is a flexible degree program that allows the student to emphasize a particular field of study (communication or mass communication) or tailor a specific concentration (through the general communication option) to meet the student's individual needs and interests. An emphasis in communication or mass communication is recommended for students with clear career goals in one of these areas. The general communication option is recommended for students interested in teacher certification, the Bachelor of General Studies degree in the Evening College, or in specific interdisciplinary fields such as public relations/advertising/organizational communication, information science, electronic journalism, television, arts administration, and marketing communication. The faculty encourages all students to meet early and often with their adviser to select a meaningful group of courses for a coherent, career-oriented academic program.

Minors and Certificates for Communication The department actively supports the following minor and certificate programs open to students majoring in communication: Minor in Public Affairs Journalism, Minor in Photographic Studies, Minor in Legal Studies, the Certificate in Writing, and the Certificate in Secondary Education. For more information, see Certificate Programs and Interdisciplinary Studies in this *Bulletin*.

Undergraduate Studies

General Education Requirements

Majors must satisfy the University and College general education requirements. The College's foreign language requirement may be taken in any language. Communication courses may not be taken on a satisfactory/unsatisfactory basis.

After fulfilling the general education and specific major degree requirements, students are to take the remaining 62 hours required to complete the B.A. degree in communication from courses, which the respective department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The communication department will accept a maximum of 12 hours transfer credit in the major and may require students to pass a placement test in order to enroll in the next level course, provided this or an equivalent test is administered to all students seeking to enroll in that course.

Communication

Course Emphasis Categories

Courses offered by the communication department are categorized below. Students will need to refer to this list in choosing courses to meet the requirements of their particular emphasis area.

Communication Theory and Rhetoric Area Courses

- 30, Interpersonal Communication I
- 40, Introduction to Public Speaking
- 130, Interpersonal Communication II
- 135, Communication Theory
- 140, Advanced Public Speaking
- 141, Business and Professional Speaking
- 143, Parliamentary Procedure
- 230, Small Group Communication
- 231, Communication in the Organization
- 237, Male/Female Communication
- 240, Persuasive Communication
- 241, Argumentation and Debate
- 242, Theory and Practice of Interviewing
- 243, Communication in American Politics
- 331, Research Methods in Communication
- 332, Intercultural Communication
- 333, Communication Audit
- 334, Communication in Advertising
- 335, Seminar in Applied Communication Research
- 340, Rhetorical Criticism
- 341, Classical Rhetoric and Public Address
- 342, Modern Rhetoric and Public Address
- 343, The Rhetoric of Protest

Mass Communication Area Courses

- 50, Introduction to Mass Media
- 65, Introduction to Information Technology
- 70, Introduction to Cinema
- 110, Introduction to Radio and Television Broadcasting
- 114, Radio Production I
- 118, Radio and Television Announcing
- 210, Television Production I
- 212, Broadcast Writing and Reporting
- 214, News Writing
- 215, Radio Production II
- 216, Radio News
- 217, Script Writing for Business and Industry
- 218, Public Policy in Telecommunication
- 219, Promotion, Publicity, and Advertising in Broadcasting
- 271, History of Film to World War II
- 272, History of Film Since World War II
- 273, Basic Film Production
- 310, Television Production II
- 311, Broadcast Management
- 316, Television News
- 317, Radio and the Recording Industry
- 350, Mass Communication History and Criticism
- 352, Mass Media Criticism
- 354, Comparative Telecommunication Systems
- 355, Media Law and Regulation
- 356, International Communication
- 370, Documentary Film

Degree Requirements

Bachelor of Arts in Communication Majors must complete a minimum of 36, but not more than 45, hours in communication courses. At least 24 of these hours must be taken at UM-St. Louis. Each major must

take at least six hours of communication courses numbered 200-299 and at least six hours of communication courses numbered 300-399. Every major must complete the requirements for an emphasis area as described following.

Emphasis Areas

Three emphasis areas are available: General Communication, Communication Theory and Rhetoric, and Mass Communication.

Required Courses for All Majors

Communication 40, Introduction to Public Speaking
Communication 135, Communication Theory
Communication 194, 196, 197, 198, (at least three hours of Practicum courses)

Emphasis Area Requirements In addition to the above required course work, majors must complete the requirements specified below for one of the following emphasis areas:

I General Communication

In addition to the required courses for all majors, students must take the following:

- a. **Three additional hours** in Communication Theory and Rhetoric
- b. **One** of the following **Mass Communication** courses:
 - 50, Introduction to Mass Media
 - 70, Introduction to Cinema
 - 110, Introduction to Radio and Television Broadcasting
- c. **Three additional hours** in Mass Communication
- d. Plus **18-27 hours** from any area or areas in the communication department.

II Communication Theory and Rhetoric

In addition to the required courses for all majors, students must take the following:

- a. **Communication 230**, Small Group Communication
- b. **Twelve additional hours** in Communication Theory and Rhetoric
- c. **One** of the following **Mass Communication** courses:
 - 50, Introduction to Mass Media
 - 70, Introduction to Cinema
 - 110, Introduction to Radio and Television Broadcasting
- d. Plus **9-18 hours** from any area or areas in the communication department.

III Mass Communication

In addition to the required courses for all majors, students must take the following:

- a. **Communication 50**, Introduction to Mass Media
Communication 70, Introduction to Cinema
Communication 110, Introduction to Radio and Television Broadcasting
- b. **Nine additional hours** in Mass Communication
- c. Plus **9-18 hours** from any area or areas in the communication department.

Communication

Bachelor of Arts in Communication with Certification in Secondary Education In addition to the requirements for the B.A. in Communication and general requirements set by the School of Education, students must meet the state requirements for **certification**.

The department suggests students satisfy the General Communication emphasis area requirements.

The General Communication emphasis is recommended for students interested in certification. With this emphasis, students can complete the minimum requirements for the B.A. and certification for grades 7-12 by taking a minimum of 39 hours in communication, selected according to departmental recommendations. The B.A. and certification for grades 7-9 can be obtained by taking 36 hours in communication, selected according to departmental recommendations.

Requirements of the School of Education include courses in professional education and English 262, The Curriculum and Methods of Teaching English (same as SEC ED 232).

Departmental Activities, Laboratories, and Internships Cocurricular projects and activities relevant to student interests and vocational plans are sponsored and advised by the department (debate and forensic, radio club, television/film club).

The department sponsors a summer high school institute, and both a high school and college forensics tournament on the University of Missouri-St. Louis campus.

In addition to the traditional classroom experience, students receive practical training in the department's laboratory facility: the Lucas Hall Radio/Television/Video Laboratories.

Internships at radio and television stations, community agencies, newspapers, public relations, marketing, and advertising firms, and in a variety of business organizations provide unique opportunities for majors to apply their communication studies.

Minors in Communication

Students with majors other than communication may select from three minors to complement their academic and career goals.

The following conditions apply to all minors:

Credit hours in Communication 195, and/or Communication 395, may be substituted for credit hours listed below with written permission of the communication department chairperson.

At least nine of the 18 hours required for the minor must be taken at UM-St. Louis.

A minimum GPA of 2.5 is required in the minor.

1) Requirements for the minor in General Communication are as follows:

- a. **Communication 40**, Introduction to Public Speaking
- b. **One** of the following **Mass Communication** courses:
 - 50**, Introduction to Mass Media
 - 70**, Introduction to Cinema
 - 110**, Introduction to Radio and Television Broadcasting
- c. Plus **three hours** from communication courses at the 100 level and **nine additional hours** in communication at the 200 level or above.

2) Requirements for a minor in Communication Theory and Rhetoric are as follows:

- a. **Communication 40**, Introduction to Public Speaking
- b. **Communication 135**, Communication Theory
- c. **One** of the following **Communication Theory and Rhetoric** courses:
 - 30**, Interpersonal Communication I
 - 140**, Advanced Public Speaking
 - 141**, Business and Professional Speaking
- c. Plus **nine hours** from courses in Communication Theory and Rhetoric at the 200 level or above.

3) Requirements for a minor in Mass Communication are as follows:

- a. **Communication 50**, Introduction to Mass Media
- b. **Communication 110**, Introduction to Radio and Television Broadcasting
- c. **One** of the following **Mass Communication** courses:
 - 70**, Introduction to Cinema
 - 350**, Mass Communication History and Criticism
- c. Plus **nine hours** in Mass Communication courses at the 200 level or above.

(*Theater courses are offered through the English Department.)

Career Outlook

The B.A. in communication prepares students for careers in numerous fields. Past graduates are working in the following positions: radio and television news, promotion, administration, directing, announcing, production, and sports journalism; management and production; public relations, advertising, marketing, market research, corporate media, sales, training, speech writing, print editing, journalism, teaching, and research. Other students have pursued graduate education in communication programs offering the M.A. and Ph.D. degrees.

Criminology and Criminal Justice

Faculty

Scott H. Decker, Professor*; Chairperson
Ph.D., Florida State University
Kimberly K. Leonard, Associate Professor*
Ph.D., The Wharton School, University of Pennsylvania
Janet L. Lauritsen, Assistant Professor*
Ph.D., University of Illinois-Urbana
William Oliver, Assistant Professor
Ph.D., SUNY-Albany
Richard B. Rosenfeld, Associate Professor*
Ph.D., University of Oregon
Allen E. Wagner, Associate Professor*
Ph.D., Washington University
Richard Wright, Associate Professor*
Ph.D., Cambridge University

*members of Graduate Faculty

Criminology and criminal justice faculty represent several academic disciplines. By integrating practice with theory, faculty are able to present a comprehensive picture of crime and the justice system. An emphasis on understanding the theoretical foundations which underlie human behavior and the institutions of justice characterizes the departmental orientation. Faculty research and publications also reflect this concern with an understanding of both the underlying theoretical foundations and their application. This nexus of theory and application is found most directly in the department's emphasis on understanding policy in criminology and criminal justice. All components of crime and justice are represented in the curriculum including criminal behavior, delinquency, crime prevention, arrest, prosecution, defense, court processing, probation, prison, and parole. A special feature of the program is the cadre of local professionals who supplement the regular faculty. A federal appeals-court judge, local prosecutor, correctional supervisor, and probation supervisor are among this group. Merging theory with practice is a daily routine for supplemental faculty members. Full-time faculty members provide course work that forms the sound basis of a liberal arts education.

General Information

Degrees and Areas of Concentration

The department offers courses leading to both the bachelor of science and the master of arts degree in criminology and criminal justice.

Cooperative Programs Faculty of the criminology and criminal justice department hold appointments as Fellows in the Center for Metropolitan Studies, Women's Center, and Missouri Youth Initiative. Workshops, projects, credit courses, and other social services are brought to the criminal justice community.

Internships Majors are strongly encouraged to participate in Criminology and Criminal Justice 280, Internship in Criminology and Criminal Justice, during their junior or senior year. The internship affords students the opportunity to gain experience in a criminal justice agency under the joint supervision of agency personnel and criminology and criminal justice faculty.

Minor in Criminology and Criminal Justice The minor gives formal recognition to those students from other major areas who find that criminology and criminal justice courses fit their academic or professional needs and/or interests.

Undergraduate Studies

General Education Requirements

Majors must satisfy the University and College general education requirements. Foreign language proficiency is **not** required, although students are encouraged to take foreign language courses. Majors may not take the following courses on a satisfactory/unsatisfactory basis: criminology and criminal justice courses; Sociology 220, Quantitative Techniques in Sociology; or Sociology 230, Research Methods. Additionally, substitutions which have been approved by departmental advisers for these courses may not be taken on a satisfactory/unsatisfactory basis.

After fulfilling the general education and specific major degree requirements, students are to take the remaining hours required to complete the B.S. degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The criminology and criminal justice department may require students to pass a placement test in order to enroll in the next level course, provided this or an equivalent test is administered to all students seeking to enroll in that course.

Criminology and Criminal Justice

Degree Requirements

Bachelor of Science in Criminology and Criminal Justice Candidates must complete the core curriculum listed below:

Core Curriculum The following courses in criminology and criminal justice are required:

- CCJ 10**, Introduction to Criminology and Criminal Justice
- CCJ 110**, Theories of Crime
- CCJ 120**, Criminal Law
- CCJ 130**, Criminal Justice Policy
- CCJ 200**, Writing in Criminology and Criminal Justice
- CCJ 210**, Research Methods in Criminology and Criminal Justice
- CCJ 220**, Statistical Analysis in Criminology and Criminal Justice
- CCJ 390**, Seminar in Criminology and Criminal Justice

Two courses from the following four:

- CCJ 230**, Crime Prevention
- CCJ 240**, Policing
- CCJ 260**, Corrections
- CCJ 270**, Juvenile Justice

Two courses at the 300 level:

- CCJ 300**, Communities and Crime
- CCJ 305**, Comparative Criminology and Criminal Justice
- CCJ 310**, Computers in Criminal Justice
- CCJ 315**, Ethics in Criminology and Criminal Justice
- CCJ 320**, Forms of Criminal Behavior
- CCJ 325**, Gender, Crime, and Justice
- CCJ 330**, History of Crime and Justice
- CCJ 335**, Probation and Parole
- CCJ 340**, Race, Crime, and Justice
- CCJ 345**, Rights of the Offender
- CCJ 350**, Victimology
- CCJ 380**, Special Topics in Criminology and Criminal Justice

Elective Courses

- CCJ 99**, The City
- CCJ 180**, Alcohol, Drugs and Society
- CCJ 227**, Urban Law: Poverty and the Justice System
- CCJ 280**, Internship in Criminology and Criminal Justice
- CCJ 290**, Special Readings

Requirements for the Minor

The minor has been designed to ground students in the basics of criminology and criminal justice.

All minor candidates must take:

- CCJ 10**, Introduction to Criminology and Criminal Justice

The candidate must then select from two of the following three courses:

- CCJ 110**, Theories of Crime
- CCJ 120**, Criminal Law
- CCJ 130**, Criminal Justice Policy

Candidates must then complete **6 hours** of criminology and criminal justice course work at the 200 level or above.

Candidates must have a cumulative grade point average of 2.0 or better in the minor. None of the courses may be taken on a satisfactory/unsatisfactory basis.

Graduate Studies

Master of Arts in Criminology and Criminal Justice

The department offers a Master of Arts degree in Criminology and Criminal Justice, which provides students with advanced theoretical and methodological training for research and management careers in criminal justice.

Admission Requirements The minimum GPA for regular admission to graduate study is 2.75 on a 4-point scale. However, students may be admitted under restricted status with a GPA of 2.5.

Degree Requirements

The M.A. in Criminology and Criminal Justice requires the completion of 33 credit hours, at least 18 of which are in criminology and criminal justice. All students must satisfy a 15-hour core course requirement. Additionally, M.A. candidates must take at least two of four graduate "option" courses offered by the department. Students may choose between a thesis and nonthesis course of study.

Core Curriculum

- CCJ 400**, Proseminar: Criminology and Criminal Justice
- CCJ 410**, Criminal Justice Organization
- CCJ 464**, Seminar in Criminological Theories
- CCJ 475**, Introduction to Evaluation Research Methods
- Political Science 401**, Introduction to Policy Research or **Sociology 404**, Advanced Methodology

"Option" Courses

- CCJ 402**, Correctional Theory and Practice
- CCJ 403**, Urban Police Function
- CCJ 404**, The Adjudication Process
- CCJ 405**, Juvenile Justice

Transfer Courses

Transfer courses are evaluated for acceptance on a case-by-case basis subject to the rules and regulations of the Graduate School.

Criminology and Criminal Justice

Career Outlook

The orientation of the criminology and criminal justice faculty and of the degree program prepares the graduate to work professionally for local, state, and federal agencies concerned with maintaining public safety by the prevention of crime and apprehension and rehabilitation of offenders. The B.S. in criminology and criminal justice is also advantageous for careers with various social agencies, especially those connected with the juvenile court system, probation and parole, and local police. Many students use the B.S. in criminology and criminal justice as preparation for law school.

The interdisciplinary curricula unify a body of knowledge from criminology, social science, law, public administration and corrections, giving a unique preparation for and providing the student with an understanding of the assumptions, values, and processes of the system of justice. Many prelaw students choose criminology and criminal justice as an undergraduate major because of the excellent preparation offered for law school. An internship program is offered for college credit. The liaison, supervision, and experience with public agencies that form an integral part of this program help the student arrive at a career decision.

Economics

Faculty

- Sharon G. Levin**, Professor*; Chairperson
Ph.D., University of Michigan
- Elizabeth M. Clayton**, Professor*; Associate Vice Chancellor
for Research
Ph.D., University of Washington
- Susan K. Feigenbaum**, Professor*
Ph.D., University of Wisconsin
- Joseph P. McKenna**, Professor Emeritus*
Ph.D., Harvard University
- William E. Mitchell**, Professor*; Graduate Coordinator
Ph.D., Duke University
- Donald Phares**, Professor*
Ph.D., Syracuse University
- Robert L. Sorensen**, Professor*; Undergraduate Coordinator
Ph.D., Virginia Polytechnic Institute
- Thomas R. Ireland**, Associate Professor*
Ph.D., University of Virginia
- David C. Rose**, Associate Professor*
Ph.D., University of Virginia
- Herbert D. Werner**, Associate Professor Emeritus*
Ph.D., University of California-Berkeley
- J. Ray Bowen II**, Assistant Professor
Ph.D., University of Michigan
- Timothy McBride**, Assistant Professor, Economics, Public
Policy Administration, Gerontology; and Fellow, Center for
Metropolitan Studies
Ph.D., University of Wisconsin-Madison
- Sarapage McCorkle**, Assistant Professor*; Director, Center
for Economic Education; Associate Dean, Continuing
Education-Extension
Ed.D., University of Missouri-St. Louis
- Mark E. Stover**, Assistant Professor*
Ph.D., Washington University
- Anne Winkler**, Assistant Professor*, Economics and Public
Policy Administration; and Fellow, Center for Metropolitan
Studies
Ph.D., University of Illinois at Urbana-Champaign
- Kathleen Phares**, Lecturer
M.A., University of Missouri-St. Louis
- Mary Suiter**, Associate Director; Lecturer, Center for
Economic Education
MIEE, University of Delaware

*members of Graduate Faculty

The economics department is actively engaged in teaching, research, publishing, and community service. Members have received numerous grants for basic and applied research projects. In addition to published research, members regularly present papers and serve as moderators and discussants at professional meetings. They have been honored with teaching and research fellowships and as visiting scholars at leading universities throughout the United States. Faculty members actively participate in community service; they address local citizen and business groups on topics of current interest, and frequently act as consultants for public service groups and local governmental units.

General Information

Degrees and Areas of Concentration Several degree programs are offered by the economics department. The B.A. in economics provides a flexible liberal arts orientation for students. The B.S. in economics places more emphasis upon developing the analytical and quantitative skills used in analysis. Both degrees can be tailored to meet the career interests of the student.

The economics faculty considers research an integral part of good teaching. Research projects in recent years have dealt with housing, productivity, employment, taxation, zoning, technology diffusion, the former Soviet Union, international trade flows, agriculture, energy, monetary economics, conglomerates, and public choice.

The economics department also offers courses at the undergraduate level in geography.

A graduate program offers work leading to the M.A. degree in economics in preparation for careers in teaching, research, government, and industry. The program includes course work in macroeconomic theory; urban, international, industrial, and quantitative economics; and research methodology. The program can accommodate prospective full-time students, as well as those who wish to study part-time solely in the evening. Classes are small, and student-faculty interaction is encouraged.

The economics department cooperates with the School of Business Administration and the Department of Political Science in offering a master's degree program in public policy administration.

Departmental Honors The economics department has established the following requirements for departmental honors:

- 1) A minimum GPA of 3.5 overall and in the major.
- 2) Satisfactory completion of Economics 403, Seminar in Economic Research. This course will automatically serve as an honors thesis or project.

Minor in Economics A minor in economics is also available. See the following section for requirements.

Undergraduate Studies

General Education Requirements

All undergraduate economics majors must meet the University and College of Arts and Sciences general education requirements. Candidates for the B.S. degree, however, do not need to fulfill the College's foreign language requirement. Candidates for the B.A. degree may take any foreign language to meet this requirement. Courses in economics may be used to meet the University social sciences requirement.

Economics

Education majors specializing in economics must fulfill the requirements for the bachelor of arts degree. These majors are responsible for obtaining an adviser in the Department of Economics.

All prerequisites for the degree must be completed with a C or better.

Satisfactory/Unsatisfactory (S/U) Option

Courses outside the major field and Economics 51, Principles of Microeconomics, and Economics 52, Principles of Macroeconomics, may be taken on a satisfactory/unsatisfactory (S/U) basis.

Degree Requirements

Bachelor of Arts in Economics Candidates for the B.A. degree must take at least 33, but no more than 45, hours in economics. At least 27 hours must be above the 100 level. All required economics courses must be completed with a grade of C or better. The following courses are required:

Economics 51, Principles of Microeconomics
Economics 52, Principles of Macroeconomics
Economics 220, Money, Banking, and Monetary Theory
Economics 250, Intermediate Economic Theory: Macroeconomics
Economics 251, Intermediate Economic Theory: Microeconomics
Economics 265, Economic Statistics
Economics 380, History of Economic Thought

Since many theories in economics make use of calculus, it is also recommended that students take:

Mathematics 80, Analytic Geometry and Calculus I, or
Mathematics 101, Survey Calculus

After fulfilling the general education and specific major degree requirements, students are to take the remaining 62 hours required to complete the B.A. degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Requirements outside the economics department should be completed by the end of the sophomore year.

Bachelor of Science in Economics

Candidates for the B.S. degree must complete at least 36, but no more than 45, hours in economics. At least 27 hours must be above the 100 level. All required economics courses must be completed with a grade of C or better. The following courses are required:

Economics 51, Principles of Microeconomics
Economics 52, Principles of Macroeconomics
Economics 220, Money, Banking, and Monetary Theory
Economics 250, Intermediate Economic Theory: Macroeconomics
Economics 251, Intermediate Economic Theory: Microeconomics
Economics 265, Economic Statistics
Economics 365, Introduction to Econometrics
Mathematics 80, Analytic Geometry and Calculus I, or
Mathematics 101, Survey Calculus
Mathematics 122, Computers and Programming, or
Business Administration 103, Computers and Information Systems

Also required are **two** of the following:

Economics 351, Quantitative Methods for Economics and Business Analysis
Economics 366, Applied Econometrics
Economics 368, Analysis of Business Cycles,
 or any mathematics course numbered 175 or above (with consent of adviser)

After fulfilling the general education and specific major degree requirements, students are to take the remaining 66 hours required to complete the B.S. degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Requirements outside the economics department should be completed by the end of the sophomore year.

Complementary Areas of Study

The department encourages all majors to develop breadth in related disciplines. Course work and minors are available in a number of areas such as business administration, computer science, statistics, and political science. Students should check with their advisers for recommendations concerning courses in these areas. The department suggests the following supplemental course work for students interested in pursuing doctoral-level graduate work in economics or careers in general business.

Graduate School Preparation:

It is recommended that students considering doctoral-level graduate work in economics also take:

Mathematics 80, Analytical Geometry and Calculus I
Mathematics 175, Analytical Geometry and Calculus II
Mathematics 180, Analytical Geometry and Calculus II, or
Mathematics 245, Linear Algebra

Economics

General Business Preparation:

It is recommended that students interested in pursuing careers in business also take:

Business Administration 140, Fundamentals of Financial Accounting

Business Administration 145, Managerial Accounting

Business Administration 156, Legal Environment of Business

Business Administration 204, Financial Management

Business Administration 206, Basic Marketing

Requirements for the Minor Candidates for a minor in economics must take a minimum of 18 hours in economics. At least 12 hours must be above the 100 level. Economics 265, Economic Statistics, cannot be counted towards the economics minor if the student has also taken Mathematics 31, Mathematics 132, Business Administration 131, or the equivalent. The following courses are required:

Economics 51, Principles of Microeconomics

Economics 52, Principles of Macroeconomics

Economics 251, Intermediate Economic Theory: Microeconomics

It is also recommended that students take: **Economics 250**, Intermediate Economic Theory: Macroeconomics

Also required is a GPA of 2.0 or better for courses presented for the minor. The satisfactory/unsatisfactory option may be applied to Economics 51 and Economics 52 only.

Graduate Studies

Master of Arts in Economics The Department of Economics offers a Master of Arts in Economics with two options: general economics and business economics.

Admission Requirements

An undergraduate major in economics is not required for acceptance into the program. Application for admission may be submitted at any time, although class work formally begins in late August, mid-January, and mid-June. Candidates must meet the general admission requirements of the Graduate School, submit GRE scores (Advanced Economics optional), and submit two letters of recommendation from persons qualified to judge the candidates' potential for success in the program.

The admissions decision is based on the applicant's academic transcript, GRE scores, letters of recommendation, and a personal narrative on the application form.

Degree Requirements

Candidates for the M.A. in Economics must complete a core curriculum that provides training in the fundamental areas of economic theory, quantitative methods, and communication skills. Students then select either the general economics or business economics option.

Required Core Courses

The following courses or their equivalents are required for both the general economics and business economics option. Students with previous education in economics or business may waive some of these courses.

Economics 351, Quantitative Methods for Economics and Business Analysis

Business Administration 410, Managerial Economic Analysis

Business Administration 411, Analysis of National Economic Environment

Business Administration 481, Statistical Analysis for Management Decisions

Economics 401, Macroeconomic Analysis

Economics 402, Microeconomic Analysis

Economics 403, Seminar in Economic Research

Economics 465, Econometric Theory and Methods

Students must also complete the equivalent of Economics 220, Money, Banking, and Monetary Theory, with a grade of C or better by the end of their first year. This course may be satisfied by independent study and a proficiency test. Graduate credit is not given for this course.

General Economics

The general economics option is designed for students interested in a broad-based background in the traditional fields of economics. It is intended for those who wish to teach basic economics or pursue further graduate study in economics. A recommended study program is available for students who plan to pursue a Ph.D. at another university after completing the M.A. in economics at UM-St. Louis.

The general economics option requires 42 credit hours. Students with previous education in economics or business may waive up to 12 hours of the 42 hours required. Regardless of the number of required courses waived, at least 30 hours of graduate work must be completed within a six-year period to earn the degree. And a minimum of 21 hours must be completed while enrolled in the M.A. in Economics program at UM-St. Louis.

Required Courses

Candidates must complete the required core courses.

Electives

Candidates must complete at least 18 hours of electives. A maximum of six hours of economics electives may be taken at the 300 level. With the approval of the graduate coordinator, students may take up to nine hours of graduate courses outside the Department of Economics.

Economics

Business Economics

The business economics option prepares students for careers in business, government, and other organizations. This option combines the applied economic analysis and quantitative skills necessary for decision making in business and government with an appreciation for the function areas of these institutions.

The business economics option requires 60 credit hours. Students with previous education in economics or business may waive up to 24 hours of the 60 hours required. Regardless of the number of required courses waived, at least 36 hours of graduate work must be completed within a six-year period to earn the degree. A minimum of 24 hours must be completed while enrolled in the M.A. in Economics program at UM-St. Louis. More than 50 percent of the credit hours completed in the business economics option must be taken in the Department of Economics.

Required Courses

In addition to the required core courses, students must complete the following courses:

Business Administration 412, Public Policies Toward Business

Business Administration 440, Financial Accounting: Theory and Practice

Business Administration 450, Financial Management

Business Administration 460, Organization Behavior and Administrative Processes

Business Administration 470, Contemporary Marketing Concepts

Business Administration 480, Introduction to Computer Programming with Managerial Applications

Economics 366, Applied Econometrics

Economics 440, Business and Economic Forecasting

Economics 450, Topics in Managerial Economic Analysis

Electives

Candidates must complete at least nine hours of electives in 400-level economics courses. With the approval of the graduate coordinator, students may take additional graduate courses outside the Department of Economics.

Graduate Certificate in Managerial Economics

A Graduate Certificate in Managerial Economics is a program of study designed for individuals who wish to supplement previous graduate studies with advanced training in economic analysis. The entrance requirement is a master's degree in such areas as business administration, finance, or public policy administration. Individuals admitted to this certificate program will be nonmatriculating graduate students.

Requirements

The Certificate requires a minimum of 18 hours of course work in economics. Students must complete:

Economics 401, Macroeconomic Analysis

Economics 402, Microeconomic Analysis

Economics 465, Econometric Theory and Methods

and two of the following:

Economics 366, Applied Econometrics

Economics 440, Business and Economic Forecasting

Economics 450, Topics in Managerial Economic Analysis

The remaining 3 credit hours may be chosen from any economics elective numbered above 403.

Students also must complete the equivalent of Economics 220, Money, Banking, and Monetary Theory, with a grade of C or better within their first year of study. This course may be satisfied by independent study and a proficiency test. Graduate credit is not given for this course.

Career Outlook

Economics is a language that provides the individual with a concise and logical way to study a wide range of problems and issues. It provides the flexibility for adapting to our ever-changing society, and it is also useful in everyday life. Thus, the economics major is excellent preparation for launching many careers. Economics graduates with a B.A. or B.S. degree pursue careers in banking, industry, and government. They use their training in economics as a foundation for a variety of jobs in management, personnel, sales, and marketing. Others continue their study of economics in graduate schools, earning M.A. and Ph.D. degrees. An undergraduate major in economics also provides a strong background for work on an M.B.A. or law degree. Economics is also important for careers in politics, journalism, and public and private service in foreign countries. Career planning materials are available in the Economics Resource Center, 455 SSB. For additional information, call the graduate coordinator at 553-5351.

English

Faculty

Charles Larson, Professor*; Chairperson
Ph.D., Indiana University

David Carkeet, Professor*
Ph.D., Indiana University

Joseph Carroll, Professor*
Ph.D., University of California-Berkeley

B. Bernard Cohen, Professor Emeritus
Ph.D., Indiana University

Sylvia J. Cook, Professor*
Ph.D., University of Michigan

Charles Dougherty, Professor Emeritus
Ph.D., University of Toronto

William C. Hamlin, Professor Emeritus*
Ph.D., University of Missouri-Columbia

Eugene B. Murray, Professor Emeritus
Ph.D., Columbia University

Howard Schwartz, Professor*
M.A., Washington University

James E. Tierney, Professor*
Ph.D., New York University

Peter Wolfe, Professor*
Ph.D., University of Wisconsin

Richard M. Cook, Associate Professor*
Ph.D., University of Michigan

Barbara Kachur, Associate Professor*
Ph.D., The Ohio State University

Bruce L. Liles, Associate Professor*
Ph.D., Stanford University

John T. Onuska, Jr., Associate Professor*;
Ph.D., Harvard University

Sally Reagan, Associate Professor*
Ph.D., Indiana University

Jane Williamson, Associate Professor*
Ph.D., Bryn Mawr College

Jane Zeni, Associate Professor*
Ed.D., University of Missouri-St. Louis

Kathy Gentile, Assistant Professor*
Ph.D., University of Oregon

Francis Grady, Assistant Professor*
Ph.D., University of California-Berkeley

Deborah A. Larson, Assistant Professor*; Associate Dean,
College of Arts and Sciences
Ph.D., Columbia University

Steven Schreiner, Assistant Professor*
Ph.D., Wayne State University

Dennis Bohnenkamp, Senior Lecturer
M.A., University of Missouri-Columbia

Ellie Chapman, Senior Lecturer Emerita
M.A., Murray State University

Bill Foster, Lecturer
M.A., University of Missouri-Columbia

Judy Gurley, Lecturer
M.A., University of Arkansas

Linda Kick, Lecturer
M.A., University of Toronto

M.A., University of Missouri-Columbia

William Klein, Lecturer
M.A., University of Tulsa

Judith Linville, Lecturer
M.A., University of Arkansas

Terence Martin, Senior Lecturer
Ph.D., Southern Illinois University-Carbondale

David Rota, Senior Lecturer
Ph.D., Southern Illinois University-Carbondale

Nanora Sweet, Senior Lecturer
Ph.D., University of Michigan

Susan Tierney, Senior Lecturer
M.A., Southern Illinois University-Edwardsville

Charles Warts, Lecturer in Creative Writing
B.A., Lincoln University

Harry Weber, Lecturer
M.A., University of Minnesota

*members of Graduate Faculty

General Information

Degrees and Areas of Concentration The English department offers or participates in the offering of the B.A. in English, the B.A. in English with certification for secondary teaching, and the B.S. in secondary education with a major in English. The department also offers a minor in English. Additionally, students with any major in the University may earn a Certificate in Writing so that they may demonstrate evidence of training in creative, journalistic, or technical writing.

The department also has a graduate program leading to the Master of Arts degree. Students may pursue a literature track where they acquire a broad coverage in British and American writers, a writing track where the majority of their course work deals with composition and writing theory, or a creative writing track where half of the courses are writing workshops or independent writing projects.

Departmental Honors Candidates for departmental honors in English must achieve a 3.2 average in English at graduation and complete an undergraduate or graduate seminar in English, the final paper for which must be acceptable to the instructor as an honors thesis.

Undergraduate Studies

General Education Requirements

Majors must meet the University general education requirements and the requirements of the School or College from which they expect to receive their degree. After fulfilling the general education and specific major degree requirements, students are to take the remaining 70 hours required to complete the B.A. in English from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. English courses may be used to meet the University's humanities requirement, **except** the following:

English

09, Basic Writing
10, Freshman Composition
11, Freshman Composition for International Students
22, Traditional Grammar
112, Topics in Writing
209, Practical Criticism: Writing About Literature
210, Advanced Expository Writing
211, Advanced Expository Writing for International Students
212, Business Writing
213, Technical Writing
214, News Writing
215, Feature Writing
218, Reporting
262, The Curriculum and Methods of Teaching English
300, Writing in the Professions
305, Writing for Teachers
313, Advanced Business and Technical Writing
316, Gateway Writing Project
319, Editing

The College's foreign language requirement may be met in any language.

Satisfactory/Unsatisfactory Option

English majors may take any English course on a satisfactory/unsatisfactory basis **except** the following:

09, Basic Writing
10, Freshman Composition
11, Freshman Composition for International Students
209, Practical Criticism: Writing About Literature
210, Advanced Expository Writing
211, Advanced Expository Writing for International Students
212, Business Writing
213, Technical Writing
262, The Curriculum and Methods of Teaching English

Degree Requirements

Bachelor of Arts in English English majors must complete at least 36, but no more than 45, hours in English **exclusive** of English 09, Basic Writing; English 10, Freshman Composition; English 11, Freshman Composition for International Students; and English 209, Practical Criticism: Writing About Literature.

1) Students majoring in English must take:

131, English Literature I
132, English Literature II
171, American Literature I
172, American Literature II

2) English 209, Practical Criticism: Writing About Literature. (For English majors, this course is a prerequisite or corequisite for 300-level courses in English.)

3) Students must also complete **one** course **from five** of the following eight areas:

Area 1 Medieval English
324, Chaucer
325, Medieval English Literature

Area 2 Shakespeare
337, Shakespeare: Tragedies and Romances
338, Shakespeare: Comedies and Histories

Area 3 The Renaissance
332, Elizabethan Poetry and Prose
339, Tudor and Stuart Drama
342, Early Seventeenth-Century Poetry and Prose
345, Milton

Area 4 Restoration and Eighteenth-Century English
346, Restoration and Eighteenth-Century Drama
352, Age of Dryden and Pope
353, Age of Johnson
364, The Eighteenth-Century English Novel

Area 5 Nineteenth-Century English
365, The Nineteenth-Century English Novel
368, Early Romantic Poetry and Prose
369, Later Romantic Poetry and Prose
371, Prose and Poetry of the Victorian Period
372, The Later Nineteenth Century

Area 6 Nineteenth-Century American
373, Selected Major American Writers I
374, Selected Major American Writers II
375, American Fiction to World War I

Area 7 Twentieth-Century English/American
376, Modern American Fiction
383, Modern British Fiction
384, Modern Poetry
385, Modern Drama
386, Poetry Since World War II

Area 8 Literary Criticism
321, History of Literary Criticism
327, Contemporary Critical Theory

A maximum of six satisfactory/unsatisfactory hours may be taken in the department. Majors must complete at least 18 graded (i.e., not satisfactory/unsatisfactory) hours in English courses at the 200 level or above with a grade point average of 2.0 or better in these courses.

Transfer students majoring in English must complete a minimum of 12 graded hours in English courses at the 200 level or above with a grade point average of 2.0 or better in these courses.

Work in 100-level courses provides a background in literary history and forms, as well as the means for discussing literary issues, on paper and orally. Thus, the department requires English 131 as a prerequisite for English majors for English 324, 325, 332, 337, 338, 339, 342, 345, 346, 352, 353, and 364; similarly, it requires English 132 as a prerequisite for majors for English 365, 368, 369, 371, 372, 383, 384, and 385. Both English 131 and English 132 must be taken before the major has completed 90 hours toward a degree.

Students should consult with faculty advisers to determine which upper-level courses best satisfy their major needs and interests.

English

Bachelor of Arts in English with Certification for Secondary Education In addition to the requirements for the B.A. in English, students must meet the following requirements for secondary certification:

- 1) **Two** courses in American literature. This requirement may be met by courses counted for the major.
 - a American literature must include a unit or course in the literature of ethnic groups.
 - b American literature must include a unit or course in literature for adolescents. Alternatively, this requirement may be met by an adolescent literature unit within a children's literature course.
- 2) **Twelve hours** in composition and rhetoric:
 - English 10**, Freshman Composition, may be counted.
 - English 209**, Practical Criticism: Writing About Literature, is required.
 - English 305/SEC ED 305**, Writing For Teachers, is required. Recommended courses include creative writing, journalism, and business writing.
- 3) **Six hours** in linguistics.
 - a Must include two of the following courses:
 - English 220**, Development of the English Language
 - English 221**, American Dialects
 - English 322**, Modern English Grammar
 - b Candidates must pass the English-Educational Studies Test in Basic Grammar.
 - c **English 22**, Traditional Grammar, is recommended preparation for the above test; English 22 does not, however, count toward the 6 hours of required linguistics.
- 4) **English 262**, The Curriculum and Methods of Teaching English. Must be taken before student teaching, and if possible, concurrently with SEC ED 213, Techniques of Secondary School Teaching.
- 5) **English 270**, English Teaching Intern Seminar, must be taken concurrently with SEC ED 290, Secondary School Student Teaching.
- 6) Candidates for certification in Missouri must have a 2.5 cumulative GPA, computed from the beginning of freshman year and including all colleges attended.

Courses in professional education listed as requirements under the secondary education department are also required for secondary certification. Note that SEC ED 385, Problems of Teaching Reading in Secondary Schools, is required for prospective English teachers.

Bachelor of Science in Secondary Education with a Major in English The required courses in English and professional education are the same as those for the B.A. with certification for secondary education. However, students fulfill the general education requirements of the School of Education rather than those of the College of Arts and Sciences.

Minor in English A student may minor in English by taking at least 18 hours of English courses, exclusive of English 09, Basic Writing, English 10, Freshman Composition, and English 11, Freshman Composition for International Students. English 209 is required, and 12 of the 18 hours must be in literature courses, 9 of which must be in courses at the 200 or 300 level. Every student taking a minor in English must consult with an adviser in the English department in order to ensure a coherent program of studies. The GPA in courses for the minor must be 2.0 or better. Nine of the 18 hours must be taken residence at UM-St. Louis.

No more than three hours taken on a satisfactory/unsatisfactory basis may be counted toward the 18-hour minimum.

Certificate Program in Writing A student may receive the Certificate in Writing by completing a total of 18 hours in writing courses chosen from the following: **Communication 212**, Broadcast Writing and Reporting; **Communication 217**, Script Writing for Business and Industry; **CCJ 200**, Writing in Criminology and Criminal Justice; **English 103**, Poetry Writing; **English 104**, Short Story Writing; **English 105**, Play Writing; **English 209**, Practical Criticism: Writing About Literature; **English 210**, Advanced Expository Writing; **English 211**, Advanced Expository Writing for International Students; **English 212**, Business Writing; **English 213**, Technical Writing; **English 214** or **Communication 214**, News Writing; **English 215**, Feature Writing; **English 218**, Reporting; **English 228** or **Communication 228**, Writing for Public Relations; **English 300**, Writing in the Professions; **English 302**, Writing Literary Criticism; **English 303**, Advanced Poetry Writing; **English 304**, Advanced Fiction Writing; **English 305**, Writing for Teachers; **English 313**, Advanced Business and Technical Writing; **English 316**, Gateway Writing Project; **English 319**, Editing; **English 320**, Independent Writing Project (This course is required. It is to be taken as the last course a student will take in his/her program, and it is to be used to generate an extensive final project.)

Note: **English 313**, Advanced Business and Technical Writing, may be substituted for **English 320** as the required final course for students who wish to do their final projects in business or technical writing.

Courses taken to fulfill requirements for the Writing Certificate may not be taken on a satisfactory/unsatisfactory basis.

English

Graduate Studies

Admission Requirements

To enter the graduate program in English, a candidate must satisfy the requirements both of the Graduate School and of the Department of English. A candidate should have a bachelor's degree, with at least 24 hours in English courses. Normally only students with a grade point average of at least 3.0 in undergraduate English courses and with an overall undergraduate average of 2.75 will be considered. In addition, the English department requires letters of recommendation from two of the applicant's former English teachers. The graduate committee will use the letters, the undergraduate record, and the Graduate Record Examination scores as the basis for its decision. Applications should be submitted according to the following schedule: May 1 for the Fall Semester; May 1 for the Summer Session; and December 1 for the Winter Semester. Late applications will be considered for the upcoming semester only if all spaces for that semester have not been filled.

Teaching Assistantships A number of teaching assistantships are available for qualified applicants. Applications should be submitted to the graduate coordinator of the English department no later than March 15 preceding the academic year for which the appointment is desired.

Degree Requirements

Master of Arts in English In addition to the Graduate School requirements, students must complete at least 24 of the required 30 hours for graduation in 400-level courses, all of which must be approved by the department and Graduate School.

At the outset of the program, students in the literature and writing tracks must take English 400, Introduction to Graduate Study in English, which focuses upon bibliography, research methods, and literary criticism. Students must receive graduate credit for English 400. At the conclusion of the program, students may elect English 499, Master's Essay. While not required, this course is strongly recommended because of the unique opportunity it provides to conduct research and to write a substantial essay under the personal direction of a member of the Graduate Faculty.

Further details regarding the program may be found in *The Master of Arts in English*, available from the English department.

Career Outlook

In addition to traditional employment as teachers at the primary, secondary, and community-college levels, recent UM-St. Louis graduates in English are working in journalism, editing, advertising, public relations, and other fields that place a premium upon creation and interpretation of the written word. Numerous recent English majors have successfully entered law school.

Foreign Languages and Literatures

Faculty

Jeanne Morgan Zarucchi, Associate Professor*;
Chairperson; French
Ph.D., Harvard University
Francisco Carenas, Professor*, Spanish
Ph.D., University of Valencia
Roland A. Champagne, Professor*, French
Ph.D., The Ohio State University
Marcus Allen, Associate Professor Emeritus*, French
Ph.D., University of Pittsburgh
Alfred F. Goessl, Associate Professor Emeritus*, German
Ph.D., Tulane University
Sonja G. Stary, Associate Professor*, French
Ph.D., University of Cincinnati
Lorna V. Williams, Associate Professor*, Spanish
Ph.D., Indiana University
Albert J. Camigliano, Assistant Professor*, German
Ph.D., University of Wisconsin
Ingeborg M. Goessl, Assistant Professor*, German
Ph.D., University of Kansas
Paul R. Hoffman, Assistant Professor Emeritus, German
M.A., University of Michigan
Rolf R. Mueller, Assistant Professor, German
Ph.D., University of Kansas
Deborah Baldini, Senior Lecturer, Spanish
M.A., Washington University
Rita Bergoudian, Senior Lecturer, Spanish and French
M.A., University of South Carolina
Ludmila Bronstein, Lecturer, Russian
M.A., Kiev State University
Fernande Gontier, Lecturer, French
Ph.D., University of Virginia
Geremie Hoff, Senior Lecturer, Italian and Spanish
M.A., Webster University
Tod N. Luethans, Visiting Assistant Professor, French,
Ph.D., Harvard University
Margaret B. Phillips, Visiting Lecturer, Latin
Ph.D., St. Louis University
Alicia Ramos, Senior Lecturer, Spanish
Ph.D., Northwestern University
Susana Walter, Lecturer, Spanish
M.A., Washington University

*members of Graduate Faculty

The department is proud of the quality of its faculty, foreign language instruction, and the performance of its graduates. To achieve and maintain this quality, the department has a faculty whose members have either native or near-native ability in the foreign languages taught. Each year the department arranges to provide the services of native-speaking assistants to enrich the students' language experience on an informal basis.

General Information

Degrees and Areas of Concentration The Department of Foreign Languages and Literatures offers course work in French, German, and Spanish, leading to the B.A. degree, and a field of concentration in each of these languages for those students seeking the B.S. degree in education. In addition, the department offers lower-level courses in Italian, Latin, Ancient Greek, and Russian. A minor in French, German, or Spanish may also be earned in the department. For details, see "Specific Requirements for the Minor," which appears later in this section.

Each of the languages offering a major has an active foreign language club which enables students to meet with each other and their instructors to practice the language in a casual setting. A resource center is maintained where books, journals, magazines, records, and other foreign language realia are available to students. The language laboratory is a cassette-oriented center, housing a cassette library with holdings in the seven languages taught by the department. In addition, a computer-assisted instruction program is available in the language laboratory.

Cooperative Study Courses in Chinese, Hebrew, and Japanese are available to UM-St. Louis students through Washington University. Portuguese is available through St. Louis University. For information, consult the UM-St. Louis registrar's office.

Study Abroad Language students who have been at the University of Missouri-St. Louis at least one semester and have studied the language at least one year may receive 3-6 credits for formal study abroad during the summer. Prior consent of the department must be obtained for summer courses abroad, and the student must present a transcript for evaluation.

Alumni Scholarship Qualified junior and senior language majors may apply for the Foreign Language Alumni Scholarship that is renewable each semester on a competitive basis. For information, contact the department.

German Majors Students of German may apply for UM-St. Louis Strassenfest Summer scholarships that will partially finance their summer studies abroad. Qualified German majors with junior or senior standing may apply for Strassenfest-funded educational fee waivers. For information, contact the department.

Departmental Honors Candidates for departmental honors in French, German, or Spanish must meet the following requirements:

- 1) achieve a GPA of 3.5 in the major for all hours attempted beyond the first two semesters (Language Courses 1 and 2)
- 2) maintain an overall GPA of 3.2
- 3) successfully complete an honors thesis and project.

Undergraduate Studies

General Education Requirements

Each language major must satisfy the general education requirements of the University and the general education requirements of the College of Arts and Sciences. Any literature or civilization course offered by the department may be used to meet the humanities requirement.

Foreign Languages and Literatures

Satisfactory/Unsatisfactory Option

Any course offered by the department may be taken on a satisfactory/unsatisfactory basis by nonmajors except Language 1, 2, and 101 (or equivalent), Elementary and Intermediate French, German, Ancient Greek, Italian, Latin, Russian, or Spanish; and Language 115a, b, and c, Intensive Language. Courses taken as a part of the major may not be taken on a satisfactory/unsatisfactory basis.

Students who have fulfilled the language requirement (thirteen hours: Language Courses 1, 2, and 101) may enroll in a second language on a satisfactory/unsatisfactory basis.

Specific Requirements or Restrictions

Students entering with no high school language units must enroll in Language 1 or may enroll in Language 115. Language 115 (a, b, and c) is the intensive study of a language and will satisfy the foreign language requirement.

Effective Fall 1987 Students with a degree of proficiency equivalent to 13 hours of college-level work may obtain exemption and/or credit by passing the department's placement exam. Upon taking the exam, students will receive credit (up to 13 hours) provided that they take a higher level course and receive a grade of C or better. The specific dates for the exam are announced in the *Schedule of Courses* or may be obtained from the admissions office or the department.

Students who receive two D's in Intensive Language must complete Language 2 and 101. Students who receive three D's must complete Language 1, 2 and 101. Students wishing to major or minor in the language must pass all three sections with a grade of C or better. (Business students choosing Intensive Language as their language option should consult with the School of Business Administration regarding specific requirements.)

A D in a Language 1 course is a passing grade but not an entrance grade for a Language 2 course. A D in a Language 2 course is a passing grade but not an entrance grade for a Language 101 course or its equivalent.

Students may not repeat for either credit or quality points an elementary course if they have already completed a higher level course for which the elementary course or its equivalent is a prerequisite.

Scientific Language 100

Scientific Language 100 or Commercial Language 105 is the equivalent of Language 101 and may be substituted for Language 101.

Degree Requirements

Students electing to major in the department must have completed Course Number 2 in the language selected with a grade of C or better. Any major who receives a grade of D in any course required for the major must repeat that course. No course required for the major may be taken on a satisfactory/unsatisfactory basis.

Bachelor of Arts All students seeking a B.A. in a foreign language must meet the departmental requirement of a minimum of 33 hours (excluding Language 1 and 2). The maximum number of hours that may be taken in the major is 45 (including Language 1 and 2). In addition, students seeking the B.A. in a foreign language who desire a teaching certificate must also take Course 264 (same as SEC ED 274), Curriculum and Methods of Teaching Foreign Languages, and fulfill the professional secondary education requirements of the School of Education.

Bachelor of Science in Education Those students seeking the B.S.Ed. degree, with a concentration in a foreign language, are required to complete 30 hours of work (excluding credit for Language 1 and 2), of which 12 hours must be on the 300 level. Students working toward a degree in elementary education, with related work in a foreign language, should consult the School of Education concerning their program.

Demonstration of a high level of proficiency may reduce the number of hours required for the major. Native speakers of a foreign language should consult with the department concerning appropriate placement.

Note Courses that are prerequisites for higher-level courses may not be taken for credit or quality points if the higher level course has been successfully completed.

Students who have not yet received college-level credit in French, German, and Spanish may receive up to 13 hours advanced standing in that language, provided that they take the Department Placement Exam to qualify for enrollment in an upper-level language course, and complete that course with a grade of C or better. In Italian and Russian, 10 hours advanced standing may be earned.

Transfer Students Transfer students majoring in one of the modern foreign languages must complete at UM-St. Louis a minimum of 12 graded hours in language courses at the 200 level or above with a grade point average of 2.0 or better in these courses.

Foreign Languages and Literatures

Specific Requirements for the Major

French Each major in French must complete the following courses:

- 101**, Intermediate French Language and Culture, or **105**, Commercial French, or the equivalent
- 171**, French Conversation and Pronunciation, or **172**, French Composition
- 180**, Readings in French
- 200**, Advanced Grammar
- 211**, Contemporary French Civilization
- 280**, French Literature I: Middle Ages to Eighteenth Century
- 281**, French Literature II: Nineteenth and Twentieth Centuries

and **four** courses at the 300 level.

After fulfilling the general education and specific major degree requirements, each French major must complete 15 hours of "Additional Requirements" from two or more of the following areas (listings of approved courses may be obtained in the department office): art, English, history, music, philosophy, or political science. Students who major in two foreign languages need to take the 15-hour "Additional Requirements" in only one language. The remaining hours should be selected from university-level courses at UM-St. Louis in one or more of the areas listed below or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

The following courses are also strongly **recommended**:

- German 110**, Masterpieces of German Literature in Translation
- Spanish 110**, Spanish Literature in Translation
- History 332c**, Modern France: To 1870
- History 333a**, Contemporary France: Since 1870

German Each major in German must complete the following courses:

- 101**, Intermediate German Language and Culture
- 171**, German Conversation and Pronunciation, or **172**, German Composition
- 180**, Readings in German
- 201**, Masterpieces of German Literature
- 202**, The German Novelle and Drama
- 208**, Intermediate Composition and Conversation
- 210**, German Culture and Civilization

and **four** courses at the 300 level.

After fulfilling the general education and specific major degree requirements, each German major must complete 15 hours of "Additional Requirements" from two or more of the following areas (listings of approved courses may be obtained in the department

office): art, English, history, music, philosophy, or political science. Students who major in two foreign languages need to take the 15-hour "Additional Requirements" in only one language. The remaining hours should be selected from university-level courses at UM-St. Louis in one or more of the areas listed below or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

The following courses are also strongly **recommended**:

- English 120**, Classical Literature in Translation
- English 337**, Shakespeare: Tragedies and Romances
- French 110**, Modern French Literature in Translation, or **150**, European Literature in Translation: Special Topics
- Spanish 110**, Spanish Literature in Translation, or **150**, European Literature in Translation: Special Topics
- History 333b**, Germany in the Modern Age
- Philosophy 105**, Twentieth-Century Philosophy

Spanish Each major in Spanish must complete the following courses:

- 101**, Intermediate Spanish Language and Culture, or **105**, Commercial Spanish, or the equivalent
- 171**, Spanish Conversation and Pronunciation, or **172**, Spanish Composition, or **180**, Readings in Spanish
- 200**, Syntax of the Spanish Language
- 210**, Hispanic Culture and Civilization: Spain, or **211**, Hispanic Culture and Civilization: Spanish America
- 280**, Introduction to Hispanic Literature: Spain
- 281**, Introduction to Hispanic Literature: Spanish America

and four courses at the 300 level, one of which must be:

- 399**, Seminar on Hispanic Literature

After fulfilling the general education and specific major degree requirements, each Spanish major must complete 15 hours of "Additional Requirements" from two or more of the following areas (listings of approved courses may be obtained in the department office): art, English, history, music, philosophy, or political science. Students who major in two foreign languages need to take the 15-hour "Additional Requirements" in only one language. The remaining hours should be selected from university-level courses at UM-St. Louis in one or more of the areas listed below or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Foreign Languages and Literatures

The following courses are also strongly recommended:

French 110, Modern French Literature in Translation, or **150**, European Literature in Translation: Special Topics
German 110, Masterpieces of German Literature in Translation
History 332a, History of Spain
History 371, History of Latin America: to 1808
History 372, History of Latin America: Since 1808
Political Science 253, Political Systems of South America
Political Science 254, Political Systems of Mexico, Central America, and the Caribbean

Specific Requirements for the Minor

A minor in French, German, or Spanish may be earned by completing six courses in the language beginning with Language 101 or its equivalent. These courses must be completed with a grade of C or better. Transfer students must complete at least two courses for the minor at UM-St. Louis. After Language 101, students must complete the following courses in the language of their chosen minor:

French

French 160, French Phonetics, **French 171**, Conversation and Pronunciation, or **French 172**, Composition
French 180, Readings in French
French 280, French Literature I, or **French 281**, French Literature II

Plus any two additional courses on the 200 level or above.

German

German 171, Conversation and Pronunciation, or **German 172**, Composition
German 180, Readings in German
German 201, Masterpieces of German Literature, or **German 202**, The German Novelle and Drama

Plus any two additional courses on the 200 level or above.

Spanish

Spanish 171, Conversation and Pronunciation, or **Spanish 172**, Composition, or **Spanish 180**, Readings in Spanish
Spanish 200, Syntax of the Spanish Language, or **Spanish 271**, Advanced Spanish Conversation
Spanish 280, Introduction to Hispanic Literature: Spain, or **Spanish 281**, Introduction to Hispanic Literature: Spanish America

Plus any two additional courses on the 200 level or above.

Native Speakers

For all languages, native speakers must complete five courses on the 200 level or above.

Career Outlook

Graduates with a foreign language degree may elect to enter the fields of teaching, business, journalism, communications, or government, or to pursue advanced degrees in their specialty. It is especially recommended that students consider a double major or another discipline and a language. A language then becomes an asset that makes graduates more adaptable to the demands of international communication in their second major discipline and hence more competitive and marketable upon completion of the B.A. degree.

History

Faculty

Charles P. Korr, Professor*; Chairperson
Ph.D., University of California-Los Angeles

Mark A. Burkholder, Professor*
Ph.D., Duke University

Jerry M. Cooper, Professor*
Ph.D., University of Wisconsin

Walter Ehrlich, Professor Emeritus*
Ph.D., Washington University

Louis Gerteis, Professor*;
Ph.D., University of Wisconsin

John R. Gillingham, Professor*
Ph.D., University of California-Berkeley

Steven C. Hause, Professor*
Ph.D., Washington University

William S. Maltby, Professor*
Ph.D., Duke University

Richard H. Mitchell, Professor*
Ph.D., University of Wisconsin

James Neal Primm, Curators' Professor Emeritus of History*
Ph.D., University of Missouri-Columbia

Steven W. Rowan, Professor*; Graduate Coordinator
Ph.D., Harvard University

Arthur H. Shaffer, Professor*; Education Coordinator
Ph.D., University of California-Los Angeles

Blanche M. Touhill, Professor*; Chancellor
Ph.D., St. Louis University

Robert Archibald, Associate Professor*; Director, Missouri
Historical Society
Ph.D., University of New Mexico

J. Frederick Fausz, Associate Professor; Dean, Pierre
Laclede Honors College
Ph.D., William and Mary

Paul Corby Finney, Associate Professor*
Ph.D., Harvard University

Winston Hsieh, Associate Professor*
Ph.D., Harvard University

Richard W. Resh, Associate Professor*
Ph.D., University of Wisconsin

John A. Works, Jr., Associate Professor*; Undergraduate
Coordinator
Ph.D., University of Wisconsin

Fanny E. Bryan, Assistant Professor*
Ph.D., University of Illinois

Andrew J. Hurley, Assistant Professor*
Ph.D., Northwestern University

Cynthia Radding, Assistant Professor*
Ph.D., University of California-San Diego

Gerda W. Ray, Assistant Professor*
Ph.D., University of California-Berkeley

Priscilla Dowden, Lecturer
M.A., Cornell University

Suzanne H. Burkholder, Adjunct Assistant Professor
Ph.D., University of California-San Diego

Eric Sandweiss, Adjunct Assistant Professor
Ph.D., University of California-Berkeley

Louise B. Robbert, Adjunct Associate Professor
Ph.D., University of Wisconsin

Joseph C. Porter, Adjunct Associate Professor
Ph.D., University of Texas, Austin

*members of Graduate Faculty

General Information

The study of history, in addition to providing background for other subjects and disciplines, is an essential part of a liberal arts education. It encourages students to develop self-knowledge and helps them to understand people of widely disparate backgrounds and periods. The history department offers instruction in a wide variety of fields and formats at all levels, and the program is organized to serve as an introduction to the discipline of history.

Cicero said, "To be ignorant of the past is to remain a child," Santayana reminded nations that those who did not know history were doomed to repeat it, and Demosthenes told Athenians that "the time for extracting a lesson from history is ever at hand." Fortunately, the past does not die; we cannot let bygones be bygones. We remember, and we bolster that memory with the written and artifactual record to make it more accurate and lasting. This extension of memory allows us to establish a common pool of wisdom. One of the early acts of the tyrant is to burn the history books. Knowledge of what has been said and done is essential to freedom.

Degrees and Areas of Concentration The department offers work in Asian, African, European, Latin American, Middle Eastern, and United States history from ancient to modern times. At the bachelor's level, the department offers the B.A. in history, and, in cooperation with the School of Education, the B.A. in history with teacher certification and the B.S. in education with an emphasis in social studies.

At the graduate level, the department offers an M.A. in history with work in Latin American, European, East Asian, and United States history.

Departmental Honors

Students majoring in history may be awarded departmental honors upon graduation if they have achieved the following: a) at least a 3.2 overall GPA; b) at least a 3.5 GPA for all hours attempted in history courses; and c) an outstanding research paper in the Senior Seminar as certified by the faculty member responsible for directing it.

Undergraduate Studies

General Education Requirements

History majors must meet the University and College general education requirements. History courses that will satisfy the University's state requirement are:

History 3, American Civilization

History 4, American Civilization

History 107, The History of Missouri

History 302, United States History: Revolution and the New Nation, 1763 to 1815

History 311, Topics in American Constitutional History

History

Students may take any language to fulfill the College's foreign language requirement. Majors may not take required history courses on a satisfactory/unsatisfactory basis. Students enrolled in variable credit reading courses for five credit hours must complete a seminar paper.

Degree Requirements

Bachelor of Arts in History Students are encouraged to take programs which combine breadth of coverage with intensity. The following courses are required:

Courses 1 to 199.

History 3, American Civilization

History 4, American Civilization

History 31, Topics in European Civilization: The Emergence of Western Europe to 1715

History 32, Topics in European Civilization: 1715 to the Present

History 192, Historiography and Historical Method (to be taken as soon as possible after the major is declared)

Non-Euro/American survey: One three-hour course

Courses 201 to 399.

One course in **United States history**, pre-1865

One course in **United States history**, post-1865

One course in **European history**, pre-1715

One course in **European history**, post-1715

One course in **Non-Euro-American history**

History 393, Senior Seminar (May be counted as one of the 300-level courses in United States, European, or Non-Euro-American history, depending upon the topic of the seminar.)

One additional course

Other

39-hour minimum/45 maximum; • No grade below C in major; • Course 255 does not count toward major; • Courses 200 and 204 are optional electives only. After fulfilling the general education and specific major degree requirements, students are to take the remaining 31 hours required to complete the B.A. or B.S. degrees from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Minor in History

Students may minor in history by taking **18 hours** of history courses as follows:

1) One course numbered 1-199 in **each** of the following areas: United States history, European history, and Non-Euro-American history

2) One course numbered 201-399, except 204 and 255,

in **each** of the following areas: United States history, European history, and Non-Euro-American history

No course in which a grade below a "C" is received shall count toward a minor.

Related Areas

Since history is a broad discipline, it can be combined with serious work in any other discipline. Courses in the humanities, social sciences, languages, and the natural sciences may complement the history program. Students should consult with faculty advisers to select courses suited to their individual interests.

Bachelor of Arts with Teacher Certification For information, refer to the School of Education section in this *Bulletin*.

Bachelor of Science in Education; Emphasis in Social Studies The History requirements are the same as for the B.A. degree except students fulfill the School of Education general education requirements rather than those of the College of Arts and Sciences. For information, refer to the School of Education section in this *Bulletin*.

Graduate Studies

Degree Requirements

Master of Arts in History

The Department of History offers students two ways of completing the Master of Arts degree: one path of study emphasizes depth of knowledge and research competence acquired through writing a substantial master's thesis; the second emphasizes breadth of historical knowledge acquired through graduate course work and the writing of research papers. Both paths include a core of substantive courses in history (see "Core") to which the student adds either a thesis (see "Thesis") or additional research papers and seminars (see "Research Papers").

The M.A. program offers all students intermediate training preparatory to doctoral programs, advanced training leading to teaching and other careers, and disciplined advanced work

The department offers study in European history (including Britain and Russia), United States history, East Asian history, Latin American history, and African and Middle Eastern history. Within these general areas of study, students may specialize in the following fields:

Europe to 1715
Europe since 1715
Latin America
China and Japan since 1800
United States to 1865
United States since 1865
Africa and the Middle East

History

Admission Requirements

Applicants must meet several departmental admission requirements in addition to the general criteria of the Graduate School. The applicant's undergraduate studies need not have been in history, but they must demonstrate high academic potential. Normally, only students with a 3.2 grade point average in their undergraduate major are admitted; most successful applicants have higher grades. Applicants must submit three letters of recommendation, preferably from former teachers, and a sample of their written work. The sample may or may not be academic work, and length is not a consideration. Applicants must take the Graduate Record Examination (GRE) Aptitude Test; the Advanced Test is optional. The departmental Graduate Committee bases its admission decisions upon the undergraduate transcript, the letters of recommendation, the sample of written work, and the GRE scores.

Core

All candidates for the M.A. degree in history must complete a core of 26 hours of course work (excluding thesis credit), with no more than nine hours of history and related fields at the 300 level (except History 393). This 26-hour core must include seven courses at three credit hours each (21 hours in all), and one five-credit-hour writing seminar (consisting of a two-credit-hour research paper supplement to a three-credit-hour, 400-level history readings course).

To earn the 26-hour core, candidates select three fields of study, the first with a minimum of four courses (each at three credit hours or more), the second and third with a minimum of two courses each (at three credit hours or more). Each field must include at least one 400-level course.

In addition to this core, each candidate must select one of the two following degree options:

1) Thesis Option—32 hours total

In addition to the Core, the candidate choosing this option must enroll for six hours of thesis credit and submit an acceptable thesis. The thesis is based on original research in primary sources. Normally, theses do not exceed 100 pages of text. Candidates receive a grade for the thesis upon its approval by an advisory committee. The committee consists of professors selected by the candidate after consultation with the major professor. One member of the committee must be outside the candidate's general area of study, and one may be outside the history department.

The advisory committee conducts an oral examination on the thesis during the candidate's last semester of residence. The committee decides whether the candidate shall pass, fail, or fail with the option to repeat the oral examination at a later date. Students may not take the oral examination more than twice. The second examination must be held no less than one and no more than two semesters following the date of the first

examination. Summer session may be counted as a semester under this procedure, but students should be aware of the difficulties involved in assembling faculty committees during the summer.

Thesis candidates must demonstrate competence in one foreign language or in quantitative methods as applied to historical study. Candidates may demonstrate foreign language competence by satisfactory performance on a GSFLT examination or by other means approved by the department Graduate Committee. Candidates may demonstrate quantitative methods competence by satisfactory performance in History 300, Selected Topics in History: Quantitative Methods in Historical Research, or by other means approved by the Graduate Committee.

2) Research Paper Option—36 hours total

To complete this option, the candidate must complete two five-credit-hour seminars (each consisting of a 400-level reading seminar plus two credit hours of supplementary work on a substantial research paper), in addition to the core. The candidate may choose a fourth field in addition to the three already represented in the core to complete this option.

Career Outlook

An important rationale for the discipline of history is its centrality to the university curriculum and to the life experience. The ability to put events or developments into the context of the past is useful as well as pleasurable. Responses to a questionnaire sent to our graduates have indicated that alumni in a wide variety of fields are as conscious of and appreciative of their training in history as those who have chosen it as a profession. Men and women in business, lawyers, bankers, librarians, and foreign service officers have all found it relevant to their careers. Study and research in history sharpens organizational and writing skills that are important to success in business and the legal profession. A growing interest in local history has created employment opportunities in museum, archival, and preservation work, broadening the historian's traditional options of teaching, civil service, and social service.

Writing history accurately is a public service. To break off a significant fragment of the human past and examine it closely is an act of social importance; historical research contributes to society's store of useful memory. Writing a history essay or monograph carries with it the stirring experience of firsthand knowledge. One who paints, writes poetry, or carves in stone understands the problems of the masters better than any armchair critic. The writer of history gains an astuteness in understanding it. In facing social, political, or moral questions, a keenness for historical truth is valuable mental equipment.

Mathematics and Computer Science

Faculty

Gail Ratcliff, Associate Professor*; Chairperson
Ph.D., Yale University

Edward Z. Andalafta, Professor*
Ph.D., University of Missouri-Columbia

Raymond Balbes, Professor*
Ph.D., University of California-Los Angeles

William Connert, Professor*
Ph.D., University of Chicago

Deborah Tepper Haimo, Professor Emeritus*
Ph.D., Harvard University

Wayne L. McDaniel, Professor*
Ph.D., St. Louis University

A. Prabhakar Rao, Professor*
Ph.D., University of California, Berkeley

Alan L. Schwartz, Professor*
Ph.D., University of Wisconsin-Madison

Stephen Seleanick, Professor*
Ph.D., University of London

Jerrold Siegel, Professor*
Ph.D., Cornell University

Grant V. Welland, Professor*
Ph.D., Purdue University

Chal Benson, Associate Professor*
Ph.D., Yale University

Ronald Dotzel, Associate Professor*
Ph.D., Rutgers University

Richard Friedlander, Associate Chairperson; Associate Professor*
Ph.D., University of California-Los Angeles

Lloyd Richardson, Associate Professor*
Ph.D., Peabody College of Vanderbilt University
(primary appointment in the School of Education)

Frederick Wilke, Associate Professor Emeritus*
Ph.D., University of Missouri-Columbia

Sanjiv K. Bhatia, Assistant Professor*
Ph.D., University of Nebraska-Lincoln

Haiyan Cai, Assistant Professor*
Ph.D., University of Maryland

W.L. Golik, Assistant Professor*
Ph.D., New Mexico State University

Cezary Janikow, Assistant Professor*
Ph.D., University of North Carolina at Chapel Hill

Peter E. Maher, Assistant Professor*
Ph.D., University College of Wales, Aberystwyth

Kyungho Oh, Visiting Assistant Professor
Ph.D., Purdue University

Shiying Zhao, Assistant Professor*
Ph.D., University of South Carolina

David Welsh, Specialist in Computer Science
Ph.D., University of Notre Dame

John Antognoli, Senior Lecturer; Coordinator of Evening Mathematics
M.A., University of Missouri-St. Louis

Dorothy Gotway, Lecturer
M.A., University of Kansas-Lawrence

Marlene Gustafson, Senior Lecturer
M.A., Western Reserve University

Mark Nugent, Lecturer
M.S., St. Louis University

Shahla Peterman, Senior Lecturer
M.S., University of Wisconsin-Madison

Gillian Raw, Senior Lecturer
M.A., Washington University

Paul Schneider, Senior Lecturer
M.A., St. Louis University

Cynthia Siegel, Senior Lecturer
M.S., University of Chicago

*members of Graduate Faculty

General Information

Degrees and Areas of Concentration

The Department of Mathematics and Computer Science offers work leading to the B.A. in mathematics, the B.S. in applied mathematics, the B.S. in computer science, and in cooperation with the School of Education, the B.S. in secondary education with a major in mathematics. The applied mathematics program has three emphasis areas: statistics, classical applied mathematics, and computational mathematics.

The department also offers minors in computer science, mathematics, and statistics.

The program leading to the B.A. in mathematics is flexible, providing a broad introduction to the important branches of mathematics but giving students the depth necessary to pursue graduate study successfully. The B.S. in applied mathematics and the B.S. in computer science provide a solid foundation for the student interested in applications of mathematics, including computer-related mathematics. The B.S. in secondary education introduces students to those branches of mathematics most relevant to teaching secondary-school mathematics.

The Department of Mathematics and Computer Science also offers work leading to the M.A. in mathematics. The program is designed to ensure that students will obtain a strong background in the areas of analysis and algebra. Through appropriate choice of electives, students may build upon this background a degree program well-suited to preparation for teaching at the high school, junior college, or four-year liberal arts college level; a program directed toward application of mathematics in industry or business; or a program designed to serve as a basis upon which students may continue toward a Ph.D. in mathematics.

Mathematical Sciences Alumni Scholarship

The Mathematical Sciences Alumni Scholarship is a monetary award for an outstanding junior or senior majoring in mathematical sciences, as evidenced by a grade point average of 3.5 or higher in at least 24 graded hours of course work at the University of Missouri-St. Louis and superior achievement in courses in mathematical sciences. Application forms may be obtained from the Department of Mathematics and Computer Science. The deadline for application is March 15.

Undergraduate Studies

General Education Requirements

All majors must satisfy the University and appropriate School or College general education requirements. All mathematics courses except Mathematics 02 may be used to meet the University's general education breadth of study requirement in science and mathematics.

Mathematics and Computer Science

Satisfactory/Unsatisfactory Restrictions

Majors in mathematics and computer science may not take mathematical sciences or related area courses on a satisfactory/unsatisfactory basis. Students considering graduate study should consult with their advisers about taking work on a satisfactory/unsatisfactory basis.

After fulfilling the general education and specific major degree requirements, students are to take the remaining hours required to complete the B.A. or B.S. degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: criminology and criminal justice, anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, economics, English, foreign languages/literature, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The Department of Mathematics and Computer Science may require students to pass a placement test in order to enroll in the next level course, provided this or an equivalent test is administered to all students seeking to enroll in that course.

Degree Requirements

All mathematical sciences courses presented to meet the degree requirements must be completed with a grade of C or better. At least four courses numbered 250 or above must be taken in residence. Students must have a 2.0 grade point average in the mathematical sciences courses completed.

All introductory courses in mathematics, other than Mathematics 02A, require as a prerequisite a satisfactory score on the Mathematics Placement Test. The dates on which this test is administered are given in the *Schedule of Courses*. Placement into the introductory courses (other than Mathematics 02) assumes a mastery of approximately one and one-half years of high school algebra.

A minimum grade of C shall be required to meet the prerequisite requirement for any course except with permission of the department. Students with a D in college algebra at another institution must take the math placement exam and achieve a satisfactory score before enrolling in Mathematics 30 at UM-St. Louis.

Note: Courses that are prerequisites for higher-level courses may not be taken for credit or quality points if the higher-level course has been satisfactorily completed.

Bachelor of Arts in Mathematics and Bachelor of Science in Education majoring in Secondary Education with Emphasis in Mathematics Candidates for either the B.A. degree or the B.S. in education are required to complete the following course work:

1) All of the following mathematics courses: (B.S. in secondary education majors must also complete **Computer Science 122**, Computers and Programming, or **Computer Science 125**, Introduction to Computer Science.)

80, Analytic Geometry and Calculus I
175, Analytic Geometry and Calculus II
180, Analytic Geometry and Calculus III
202, Introduction to Differential Equations
245, Elementary Linear Algebra
250, Introduction to Modern Mathematics

2) Five courses from at least three of the following blocks.

Analysis and Topology

310, Advanced Calculus I
311, Advanced Calculus II
318, Functions of a Complex Variable
380, Introduction to Topology

Algebra

335, Theory of Numbers
340, Introduction to Abstract Algebra I
341, Introduction to Abstract Algebra II
345, Linear Algebra

Applications

303, Applied Mathematics I
306, Applied Differential Equations
320, Mathematical Statistics I
321, Mathematical Statistics II
323, Numerical Analysis I
324, Numerical Analysis II
327, The Calculus of Variations
355, Discrete Mathematics

Geometry and Logic

(B.S. in secondary education majors must complete 366 or 367.)

358, Mathematical Logic
362, Projective Geometry
364, Introduction to Differential Geometry
366, Foundations of Geometry
367, Introduction to Non-Euclidean Geometry

Bachelor of Science in Applied Mathematics

The following course work is required:

1) Mathematics

80, Analytic Geometry and Calculus I
175, Analytic Geometry and Calculus II
180, Analytic Geometry and Calculus III
202, Introduction to Differential Equations
245, Elementary Linear Algebra
250, Introduction to Modern Mathematics
345, Linear Algebra
310, Advanced Calculus I, or **340**, Introduction to Abstract Algebra I

Mathematics and Computer Science

2) Probability and Statistics

132, Applied Statistics I

3) All the courses in option a, b, or c:

a) Classical Applied Mathematics Option

The following courses in **mathematics** are required:

303, Applied Mathematics I

316, Functions of a Complex Variable

320, Mathematical Statistics I

323, Numerical Analysis I

One of the following computer science courses is required:

Computer Science 122, Computers and Programming, or

Computer Science 125, Introduction to Computer Science.

Also required are **two** additional courses in mathematical sciences, numbered above 250, as well as Physics 111, Physics: Mechanics and Heat, and Physics 112, Physics: Electricity, Magnetism, and Optics.

b) Probability and Statistics Option

The following courses in **probability and statistics** are required:

232, Applied Statistics II

320, Mathematical Statistics I

321, Mathematical Statistics II

330, Multivariate Analysis

333, Nonparametric Methods in Statistics

Also required are the following **computer science** courses:

125, Introduction to Computer Science

225, Data Structures and Problem Solving

Two related courses should be chosen with the approval of the adviser.

c) Computational Mathematics Option

The following courses in **mathematics** and **computer science** are required:

125, Introduction to Computer Science

225, Data Structures and Problem Solving

313, Analysis of Algorithms

323, Numerical Analysis I

324, Numerical Analysis II

355, Discrete Mathematics

Also required are **three** additional courses numbered above 250, one of which must be in computer science, and two in mathematics.

Bachelor of Science in Computer Science The following course work is required:

1) Mathematics

80, Analytic Geometry and Calculus I

175, Analytic Geometry and Calculus II

180, Analytic Geometry and Calculus III

202, Introduction to Differential Equations

245, Elementary Linear Algebra

250, Introduction to Modern Mathematics

Also required is **one** of the following:

320, Mathematical Statistics I

323, Numerical Analysis I

355, Discrete Mathematics

2) Computer Science

125, Introduction to Computer Science

225, Data Structures and Problem Solving

240, Computer Hardware and Small Computer Systems I

241, Computer Hardware and Small Computer Systems II

313, Analysis of Algorithms

328, Programming Languages and Compiling Techniques

376, Operating Systems

3) Probability and Statistics

132, Applied Statistics I

4) Three further courses in mathematical sciences,

numbered above 250, at least one of which must be in computer science. Computer Science 272, Programming Languages Laboratory, may be counted as one of these three courses only if three or more hours of credit are obtained in the course.

Related Area Requirements

In order to broaden student understanding of the sources and uses of mathematics, the department requires all candidates for the B.A. in mathematics, B.S. in education, B.S. in applied mathematics, and B.S. in computer science to complete **all** courses in **any two** of the groups below with a grade of C or better.

Restrictions Students are reminded that related area requirements may not be taken on a satisfactory/unsatisfactory basis. Students in either the computer science degree program or the statistics or computational mathematics emphasis areas for the applied mathematics degree program may not choose group 5; students in the classical applied math emphasis area may not choose group 8. Candidates for the B.S. in applied mathematics and the B.S. in computer science who choose group 9 must satisfy group 9 requirements with Physics 221, Mechanics, and Physics 223, Electricity and Magnetism. Students in the computational mathematics emphasis area for the applied mathematics degree are strongly encouraged to choose group 8 as one of their related areas.

Related Area Courses

1) Biology:

Biology 224, Genetics

Biology 226, Genetics Laboratory

2) Biology:

Biology 342, Population Biology

Biology 344, Population Biology Laboratory

and one additional course at the 200 level or above, excluding Biology 224 and 226. The department recommends Biology 348, Animal Societies and Aggregations, or Biology 380, Advanced Animal Behavior.

Mathematics and Computer Science

3) Chemistry:

Chemistry 11, Introductory Chemistry I
Chemistry 12, Introductory Chemistry II

4) Chemistry:

Chemistry 231, Physical Chemistry I

and another 200-level, or above, chemistry course.

5) Two of the following computer science courses:

Computer Science 225, Data Structures and Problem Solving, and one of either
240, Computer Hardware and Small Computer Systems I, or
313, Analysis of Algorithms.

6) Economics:

Economics 365, Introduction to Econometrics
Economics 366, Applied Econometrics

7) Philosophy:

Philosophy 160, Formal Logic
Philosophy 260, Advanced Formal Logic
Philosophy 280, Philosophy of Science

8) Physics:

Physics 111, Physics: Mechanics and Heat
Physics 112, Physics: Electricity, Magnetism, and Optics

9) Physics:

Physics 221, Mechanics

and another 200-level, or above, physics course

10) Business Administration:

Business Administration 375, Operations Research and one of the following:
Business Administration 308, Production and Operations Management
Business Administration 329, Business Forecasting
Business Administration 385, Operations Research II
Business Administration 487, Advanced Operations Research Applications (with consent of the School of Business Administration)
Business Administration 483, Production and Operations Management (with consent of the School of Business Administration)

Many students are qualified, as a result of having studied calculus in high school, to begin their major with Mathematics 175, Analytic Geometry and Calculus II, or Mathematics 180, Analytic Geometry and Calculus III. These students are urged to consult with a faculty member before planning their programs. Credit for Mathematics 80, Analytic Geometry and Calculus I, will be granted to those students who complete Mathematics 175 with a grade of C or better.

Students preparing for graduate study should take eight or nine mathematics courses at the junior-senior level. The department recommends the following mathematics courses:

310, Advanced Calculus I
316, Functions of a Complex Variable
340, Introduction to Abstract Algebra I
345, Linear Algebra
380, Introduction to Topology

Minor Requirements

The department offers minors in computer science, mathematics, and statistics. **All courses presented for any of these minors must be completed with a grade of C or better.**

Minor in Computer Science The requirements for the minor are:

125, Introduction to Computer Science
225, Data Structures and Problem Solving
240, Computer Hardware and Small Computer Systems I

Two additional courses in Computer Science numbered above 240. At least one of these must be either Computer Science 241, Computer Hardware and Small Computer Systems II, or Computer Science 313, Analysis of Algorithms. Computer Science 272, Programming Languages Laboratory, may be counted as one of these courses only if three or more hours of credit are obtained in this course. A minimum of two computer science courses numbered above 240 must be taken in residence in the Department of Mathematics and Computer Science at UM-St. Louis.

Minor in Mathematics The requirements for the minor are:

80, Analytic Geometry and Calculus I
175, Analytic Geometry and Calculus II
180, Analytic Geometry and Calculus III

and **one** additional three-hour mathematics course numbered above 180. A minimum of two mathematics courses numbered 180 or above must be taken in residence in the Department of Mathematics and Computer Science at UM-St. Louis.

Minor in Statistics The requirements for the minor are:

132, Applied Statistics I
232, Applied Statistics II
320, Mathematical Statistics I
321, Mathematical Statistics II

A minimum of **two statistics** courses numbered above 200 must be taken in residence in the Department of Mathematics and Computer Science at UM-St. Louis.

Mathematics and Computer Science

Graduate Studies

Preliminary Advisement

Incoming students are assigned advisers with whom they should consult before each registration period. First-year students will meet with their advisers to determine proper placement. If necessary, students may have to repeat undergraduate course work for no credit.

Degree Requirements

Master of Arts in Mathematics Candidates for the M.A. degree must complete 30 hours of work including:

a) The following **mathematics** courses:

310, Advanced Calculus

316, Functions of a Complex Variable

340, Introduction to Abstract Algebra I

345, Linear Algebra

380, Introduction to Topology

b) Fifteen hours of mathematics courses numbered above 400, chosen with prior approval of the graduate director.

Note: Students who have already taken courses equivalent to those in **a** as part of their undergraduate degree may substitute other courses numbered above 300 in mathematics or related disciplines. Such substitutions require the prior approval of the graduate director. All courses taken within the program and numbered below 400 must be completed with grades of at least B.

Thesis Option Part of **b** may consist of a thesis written under the direction of a faculty member in the Department of Mathematics and Computer Science. A student who wishes to write a thesis should enroll in six hours of Mathematics 490, Master's Thesis.

Students writing a Master's Thesis must defend their thesis in an oral exam administered by a committee of three department members which includes the thesis director.

Examination Candidates for the degree must take the Master's Qualifying Examination before completing the 21st hour of graduate credit. This examination is based primarily on material covered in the five required 300-level courses. Candidates failing the examination must repeat it during the following semester but are not allowed to take the examination more than twice.

Financial Assistance Financial support is available to full-time graduate students in the form of teaching assistantships. For further information, contact the chairperson of the Department of Mathematics and Computer Science.

Career Outlook

Graduates from the Department of Mathematics and Computer Science have little difficulty in finding positions in industry, government, and education. The demand for individuals well-trained in statistics, in computer science, and in applied mathematics is greater than the available supply. In addition, a number of graduates in mathematics have elected careers in business and other related fields where they have found their logical and analytical skills to be well-rewarded.

Music

Faculty

Leonard Ott, Assistant Professor*; Chairperson
Ph.D., Michigan State University

Warren T. Bellis, Associate Professor Emeritus
D.M.A., University of Michigan

John Hylton, Associate Professor*
D.Ed., Penn State University

Mark Madsen, Associate Professor*
D.M.A., University of Arizona

Kenneth E. Miller, Professor Emeritus
Ph.D., Northwestern University

Evelyn Mitchell, Professor Emerita

Arnold Perris, Professor Emeritus
Ph.D., Northwestern University

James Richards, Associate Professor*
Ph.D., University of Rochester, Eastman School of Music

Diane Toulaitos, Professor*
Ph.D., Ohio State University

Fred Willman, Professor*
Ph.D., University of North Dakota

Rex Matzke, Assistant Professor
M.M., University of Nebraska

Carolee Coombs-Stacy, Lecturer (Voice)

Hubert Drury, Lecturer (Piano)
M.M.

Jan Gippo, Lecturer (Flute)**
M.M.

James Martin, Lecturer (Euphonium)**
B.A.

James Meyer, Lecturer (Clarinet)**
M.A.

Robert Mottl, Lecturer (Bassoon)**
M.M.

Roland Pandolfi, Lecturer (Horn)**

Jan Parker, Lecturer (Voice)
M.M.

Alan Rosenkoetter, Lecturer (Guitar)
B.S.

Janis Smith, Lecturer (Flute)**
B.M.E.

Sue Stubbs, Lecturer (String Bass)
B.M.

Robert Tobler, Lecturer (Trombone)
M.M.

Haruka Watanabe, Lecturer (Violin)**
M.M.

Carolyn White, Lecturer (Double Bass)**
B.M.

*members of Graduate Faculty

**member, Saint Louis Symphony Orchestra

Music faculty members have received recognition for distinguished achievements in conducting, composition, and performance. The faculty is also recognized for research in musicology and music education. Part-time applied music lecturers are all professional musicians.

General Information

Degrees and Areas of Concentration

The Department of Music offers programs of study leading to the B.M. degree in music education (and state teaching certification in grades K-12); the B.M. degree with an emphasis in performance; the B.M. degree with elective studies in business; and the B.A. degree in music.

Instruction in piano, organ, voice, and all band and orchestral instruments is given by full-time faculty and part-time professional musicians, many of whom are members of the Saint Louis Symphony Orchestra. Faculty recitals are regularly scheduled.

Music Minors Three minors in music are available: a minor in music; a minor in music education (choral/vocal, Grades K-9); and a minor in Jazz studies.

Facilities All of the department's facilities, classrooms, rehearsal rooms, studios, practice rooms, and listening labs are located in the Music Building.

Ensembles Thirteen performing ensembles are open to all by audition with credit optional:

40, University Chorus

41, The University Singers

50, University Orchestra

52, University Band

53, University Wind Ensemble

54, Chamber Ensemble: a, brass; b, jazz combo; c, percussion, d, strings; e, voice; f, woodwinds

55, Jazz Ensemble

56, Opera Workshop

Each year about 40 recitals and concerts are presented.

Undergraduate Studies

General Education Requirements

General education requirements apply to all majors, except students in the B.M. with elective studies in business and B.M. in music education degree programs who are not required to take a foreign language. Courses required for degree programs may not be taken on a satisfactory/unsatisfactory basis.

Students may complete any number of hours of applied music (private lesson) toward a degree. Non-music majors may complete no more than eight hours in music-performing organizations (Music 40, University Chorus; 41, University Singers; 50, University Orchestra; 52, University Band, et. seq.) toward graduation, including credit transferred. Courses in applied music (private lessons and performing organizations) do not fulfill the humanities general education requirement. Department courses which meet the non-Euro-American study requirement are Music 9, Non-Western Music, and Music 10, Non-Western Music II.

Music

Degree Requirements

Admission to all music degree programs is by audition and interview to demonstrate musical aptitude and potential, moderate technical proficiency, and seriousness in selecting music as a four-year course of study. Auditions are scheduled from January to May for the Fall Semester; a limited number are held in December for the Winter Semester. **APPLICANTS MUST BE ADMITTED TO THE UNIVERSITY BEFORE REQUESTING AN AUDITION.** All students in Applied Music must pass an examination to confirm their level of performance skills before faculty approval for enrollment in Music 244 is granted. This examination usually will be taken in lieu of the Applied Music jury for Music 145.

Evidence of sound musicianship, a close acquaintance with an appropriate portion of musical literature, and the ability to bring it to actual performance are required for graduation in all music degree programs. Students in the Bachelor of Music-Performance Emphasis fulfill this requirement with junior and senior recitals. Those in all other degree programs must satisfy the requirement by participating in three regularly scheduled student recitals during the last two semesters of applied music study, or by performing for a special jury of faculty members. The faculty may invite students who are not in the Bachelor of Music-Performance Emphasis program to give public senior recitals with the recommendation of the applied music instructor.

Music majors are required to participate in an approved ensemble (Symphonic Band, University Singers, University Chorus, or Orchestra) and to study one applied area progressively each semester of the degree program. (Music education majors are exempt from these requirements during the student teaching semester.) The following specific ensemble enrollments, depending upon the applied music area, are required:

wind and percussion students—Band;
string students—Orchestra;
voice students—University Singers or Chorus;
keyboard and guitar students—any approved ensemble, but those in the Bachelor of Music in Music Education program must enroll in an ensemble compatible with the teaching certification they are pursuing.

Majors are required to appear in performance at the department's discretion and to attend a prescribed number of departmental recitals. Non-keyboard players are required to pass an exam in piano proficiency: Music 118, Intermediate Piano Proficiency, or equivalent for instrumentalists, or Music 120, Intermediate Piano Proficiency, or equivalent for vocalists.

In addition to fulfilling the general education and specific major degree requirements, students are to take the remaining hours required to complete the Bachelor of Arts in Music and Bachelor of Music degrees from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The music department may require students to pass a placement test in order to enroll in the next level course, provided this or an equivalent test is administered to all students seeking to enroll in that course.

Core Curriculum

The following core courses are **required** for all music majors:

Music Theory

30A, Theory of Music I
30B, Aural Training I
31A, Theory of Music II
31B, Aural Training II
130A, Theory of Music III
130B, Aural Training III
131A, Theory of Music IV
131B, Aural Training IV
141, Orchestration

Music History and Literature

101, History of Western Music I
102, History of Western Music II
and at least **one** 300-level course.

In addition to the core curriculum, students must fulfill the requirements for the specific degree program or emphasis area as listed below:

Bachelor of Arts in Music In addition to the required Core Curriculum, candidates must complete the following:

151, Conducting I
192, Senior Research

Applied Area 12 credit hours of private lessons

Ensemble Four hours maximum credit

Bachelor of Music in Music Education In addition to the required Core Curriculum, candidates must complete the following:

Applied Area 10 credit hours of private lessons

Music

Practicum

- 151**, Conducting I
- 152**, Conducting II
- 161**, Junior-Senior High School Materials Laboratory
- 162**, Elementary School Materials-Conducting Laboratory

Instrumental Certification 10 credit hours

- 25A, 26A, 27B, and 28B**, Instrumental Techniques
- 123**, Intermediate Vocal Techniques, or **44T**, Applied Music-Voice
- 124**, Intermediate Vocal Techniques, or **45T**, Applied Music-Voice

Vocal Certification

- 125**, Singer's Diction: French and Italian
- 126**, Singer's Diction: English and German
- 25A, 26A, 27B, or 28B**, Instrumental Techniques (2 credit hours required)

For students whose applied area is **not** Voice, the following courses are also required:

- 123**, Intermediate Vocal Techniques
- 124**, Intermediate Vocal Techniques

Ensemble Four hours maximum credit

Curriculum and Methods of Teaching The following courses are required:

- 257**, Curriculum and Methods of Teaching Elementary School Music
- 267**, Philosophic and Practical Foundations of the Secondary Music Education Curriculum

Proficiency Exam Students working toward certification in choral/vocal or instrumental music K-12 or K-9 are required to pass a proficiency examination before admission to student teaching in music, usually before or during the sixth semester of their program.

Professional Education and Student Teaching The following education courses are required:

- ED FND 111**, The School in Contemporary Society
- ED PSY 312**, The Psychology of Teaching and Learning
- ELE ED 210**, Elementary School Organization, Management, and Techniques of Teaching
- SEC ED 213**, Techniques of Secondary School Teaching
- SEC ED 293**, Student Teaching in Music Education, K-6
- SEC ED 294**, Student Teaching in Music Education, 7-12
- SEC ED 313**, The Psychology and Education of Exceptional Individuals

Bachelor of Music with an Emphasis in Performance

In addition to the required Core Curriculum, candidates must complete the following:

- 311**, Analysis of Twentieth-Century Techniques
- 312**, Tonal Counterpoint
- 151**, Conducting I
- 152**, Conducting II
- 192**, Senior Research

Music History and Literature An additional 300-level course is required.

Applied Area 24 credit hours of private lessons (junior and senior recitals required).

Ensemble Participation required as follows:

- Large Group** Four hours maximum credit
- Chamber Ensemble/Accompanying** Six hours
- 156**, Piano Pedagogy (keyboard students only)

Foreign Language Candidates pursuing this emphasis area with an applied area in voice must complete two semesters of one foreign language selected from French, German, or Italian 1 and Italian 2.

Bachelor of Music with Elective Studies in Business In addition to the required Core Curriculum, candidates must complete the following:

Applied Area Twelve hours of private lessons

Music History and Literature: An additional 300-level course is required.

- 09**, Non-Western Music I, or
- 10**, Non-Western Music II

Practicum

- 151**, Conducting I
- 161**, Junior-Senior High School Materials Laboratory

Ensemble Four hours maximum credit

Internship

- 292**, Internship (replaces Music 192 in Core Curriculum)

English One of the following English courses is required:

- 210**, Advanced Expository Writing
- 212**, Business Writing
- 213**, Technical Writing

Business Administration The following courses in business administration are required:

- 140**, Fundamentals of Financial Accounting
- 145**, Managerial Accounting
- 206**, Basic Marketing
- 210**, Management as a Behavioral Science I

Two courses selected from the following list must also be taken:

- 103**, Introduction to Business Data Processing
- 156**, Legal Environment of Business
- 204**, Financial Management
- 256**, Business Law
- 270**, Management of Promotion
- 301**, Buyer Behavior
- 309**, Personnel Management
- 311**, Management as a Behavioral Science II
- 312**, Industrial and Labor Relations
- 347**, Income Taxes

Note: The following courses fulfill general education requirements and are prerequisites to the required business administration courses:

Music

Psychology 3, General Psychology, or **Sociology 10**,
Introduction to Sociology
Economics 51, Principles of Microeconomics

Curricula for Minors

Minor in Music Candidates must complete the following courses (24 hours):

Music Theory

30A, Theory of Music I
31A, Theory of Music II
30B, Aural Training I
31B, Aural Training II

Music History and Literature

101, History of Western Music I
102, History of Western Music II

Applied Area Four credit hours of private lessons

Ensemble Two credit hours (four hours maximum credit)

Six additional credit hours to be chosen from courses such as the following:

130A, Theory of Music III
130B, Aural Training III
131A, Theory of Music IV
131B, Aural Training IV
141, Orchestration
116, Intermediate Piano Proficiency (Prerequisite: Music 15)
118, Intermediate Piano Proficiency
Any 300-level **Music History and Literature** course
Any **Applied Music** courses in sequence
Any **Ensemble** course

Music education methods courses and instrumental techniques courses may not be taken to complete this minor.

Non-keyboard players are required to pass an exam of piano proficiency (Music 15 or equivalent).

A GPA of 2.5 for all music hours is required to complete this minor.

Minor in Music Education (Choral/Vocal, Grades K-9)

The minor in music education is designed to provide a second classification area for students enrolled in other education programs that lead to initial teaching certification.

Candidates must complete the following courses (41 hours):

Music Theory

30A, Theory of Music I
31A, Theory of Music II
30B, Aural Training I
31B, Aural Training II

Music History and Literature

101, History of Western Music I
102, History of Western Music II

Music Education

***257**, Curriculum and Methods of Teaching Elementary School Music
***267**, Philosophic and Practical Foundations of the Secondary Music Education Curriculum
***269**, Curriculum and Methods of Teaching Middle School/Junior High School General Music

Practicum

151, Conducting I
161, Elementary School Materials: Conducting Laboratory
162, Junior-Senior High School Materials Laboratory

Ensemble

14/15, Piano Proficiency
40/41, Chorus or University Singers
116/118, Intermediate Piano Proficiency

Applied Music, Voice (at least two hours must be private rather than class voice)

*Elementary education majors will omit Music 177 from their regular elementary program to take these courses.

Also required, as applicable, is **SEC ED 393**, Student Teaching.

The student must receive at least a C in each music course and maintain a 2.5 GPA in all music courses (Chorus/Singers is not included in the GPA).

Minor in Jazz Studies Candidates must complete **29 credit hours** from the following:

Music Theory

30A, Theory of Music I
31A, Theory of Music II
32, Theory of Jazz
30B, Aural Training I
31B, Aural Training II

Music History and Literature

7, Introduction to Jazz
102, History of Western Music II

Applied Area Four credit hours of private lessons

Music

Jazz Improvisation

20, Jazz Improvisation Laboratory (two credit hours/Music 20 repeated)

Piano Proficiency

14/15, Piano Proficiency

116, Intermediate Piano Proficiency

117, Jazz Keyboard Harmony

Ensemble Two credit hours minimum, to be selected from:

54b, Jazz Combo

54e, Voice

55, Jazz Ensemble

Career Outlook

A music degree is the basis for a career in professional performance, in music education as a school or private studio teacher, or as a church music director. Opportunities also exist in the music industry in recording, publishing, radio programming, manufacturing, and retail business. A trained artistic mind also can be an advantage in the fields of advertising, public relations, and consumer services.

A number of UM-St. Louis music graduates have been readily accepted into leading graduate schools. Many are pursuing successful careers in music education, in business and industry, or as professional musicians.

Philosophy

Faculty

Lawrence H. Davis, Associate Professor*; Chairperson
Ph.D., University of Michigan

James F. Doyle, Professor*
Ph.D., Yale University

Peter Fuss, Professor*
Ph.D., Harvard University

Robert M. Gordon, Professor*
Ph.D., Columbia University

Ronald Munson, Professor*
Ph.D., Columbia University

Paul A. Roth, Professor*
Ph.D., University of Chicago

David A. Conway, Associate Professor*
Ph.D., Princeton University

John E. Parks-Clifford, Associate Professor*
Ph.D., University of California-Los Angeles

Stephanie A. Ross, Associate Professor*
Ph.D., Harvard University

Piers Rawling, Assistant Professor*
Ph.D., University of California-Berkeley

Henry L. Shapiro, Assistant Professor*
Ph.D., Columbia University

David J. Griesedieck, Senior Lecturer
M.A., Princeton University

*members of Graduate Faculty

Philosophy continues to keep alive the tradition begun by Socrates, Plato, and Aristotle of critically examining one's most cherished assumptions. Moreover, it deals with questions that are common to several areas of inquiry, such as art, ethics, the social sciences, the natural sciences, and the various professions. The study of philosophy also encourages logical precision, a heightened awareness of assumptions used in any discussion, and an attitude of both open-mindedness and responsible criticism toward new and unusual ideas. These skills are particularly useful for students planning careers in law, business, computer science, writing, or other fields requiring such disciplines of mind. For these reasons many students have found it useful to combine a major in another field with a major in philosophy. To accommodate such students, the department has a special program for double majors.

The philosophy faculty has an unusually wide range of research interests. Faculty members have written books and articles addressing not only the classical and traditional concerns of philosophy, but contemporary controversies in the fields of law, psychology, sociology, political theory, biology, medical ethics, theology, logic, and philosophy of history as well. For their research in some of these areas, members have been awarded a number of national research grants, including fellowships from the American Council of Learned Societies and the National Endowment for the Humanities.

In keeping with this emphasis on diversity, the department is represented by scholars trained in widely different approaches to philosophy, such as the analytic tradition, Continental idealism and existentialism, Marxist dialectic, and Oriental modes of thought.

General Information

Degrees and Areas of Concentration The philosophy department offers three options leading to the B.A. degree in philosophy: one for students intending to enter graduate school in philosophy; another for students seeking a general liberal arts education as their ultimate academic objective or as preparation for professional degrees such as law; and the third for students taking a double major in philosophy and another discipline. Each option offers a balance between training in the techniques of logical analysis, study of philosophical classics, and examination of selected problems in philosophy. The department also offers a minor in philosophy for students wishing to pursue a particular interest in philosophy in an organized way.

Undergraduate Studies

General Education Requirements

Majors must meet the University and College general education requirements. Any course in philosophy will satisfy the humanities requirement. Philosophy 120, Asian Philosophy, also satisfies the college non-Euro-American requirement. Majors may not count philosophy courses taken on a satisfactory/unsatisfactory basis toward the degree requirements.

Degree Requirements

Bachelor of Arts in Philosophy

Students must complete one of the following programs. At least 30, but not more than 45, hours are required for a major.

Option One Designed to prepare students for graduate work in philosophy, the program requires:

1) Philosophy 160, Formal Logic

2) History of Philosophy

Choose alternative a or b:

a. Two courses from Philosophy 101-107 sequence and **one** course from Philosophy 201-210 sequence.

b. Philosophy 10, Western Philosophy I, and **Philosophy 11**, Western Philosophy II; **one** course from Philosophy 101-107 sequence; and **one** course from Philosophy 201-210 sequence.

3) Normative Philosophy

One course from the following:

Philosophy 230, Social and Political Philosophy

Philosophy 235, Classical Ethical Theories

Philosophy 238, Recent Ethical Theory

Philosophy 269, The Marxist Heritage

4) **One** of the following courses:

Philosophy 240, Theories of Knowledge

Philosophy 245, Metaphysics

Philosophy

5) Philosophy and Other Disciplines

One course from the Philosophy 270-290 sequence.

When appropriate, Philosophy 250, Special Topics in Philosophy, may be used to satisfy the requirement of number 3, 4, or 5.

Students in this program should take Greek, Latin, French, or German to satisfy the foreign language requirement.

Option Two Less restrictive, this option is intended for general liberal arts students or students whose special interests, such as prelaw preparation, do not fall clearly into any one traditional academic department. Requirements include:

1) Philosophy 160, Formal Logic

2) History of Philosophy

Choose alternative a or b:

a. Two courses from the following:

Philosophy 101—107 sequence

Philosophy 201—210 sequence

b. Philosophy 10, Western Philosophy I, and Philosophy 11, Western Philosophy II, and one course from the following:

Philosophy 101—107 sequence

Philosophy 201—210 sequence

3) Twelve hours at the 200 level.

Option Three Open only to students seeking a double major, the option requires:

**1) Philosophy 60, Logic and Language, or
Philosophy 160, Formal Logic**

2) History of Philosophy

Choose alternative a or b:

a. Two courses from the following:

Philosophy 101—107 sequence

Philosophy 201—210 sequence

b. Philosophy 10, Western Philosophy I, and Philosophy 11, Western Philosophy II, and one course from the following:

Philosophy 101—107 sequence

Philosophy 201—210 sequence

3) Nine hours at the 200 level.

Departmental Honors Majors with a 3.2 grade point average or higher in philosophy and overall may, with the department's consent, earn departmental honors by:

1) completing at least six hours, but not more than nine, of Philosophy 291, Senior Thesis;

2) submitting an acceptable thesis before the end of the senior year; and

3) passing an oral examination.

In such cases, the 30 hours required for the major will include the credit earned in Philosophy 291, Senior Thesis.

Related Area Requirements Majors are urged to acquire a familiarity with some other field above the introductory level.

After fulfilling the general education and specific major degree requirements, students are to take the remaining hours required to complete the B.A. degree in philosophy from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. Transfer students planning to major in philosophy should consult the chairperson of the department as soon as possible in order to have their transcripts evaluated with regard to the above requirement.

Requirements for the Minor Fifteen hours of course work in philosophy are required. Philosophy 60 or Philosophy 160, and four other courses numbered above 100, including two numbered above 200.

All courses presented for the minor must be completed with a grade of C or better.

Prospective minors are encouraged to consult with members of the department for advice in planning an appropriate sequence of courses.

Physics and Astronomy

Faculty

Bernard J. Feldman, Professor*; Chairperson
Ph.D., Harvard University
Donald P. Ames, Adjunct Professor
Ph.D., University of Wisconsin
Ta-Pei Cheng, Professor*
Ph.D., Rockefeller University
Peter Hanggi, Adjunct Professor
Ph.D., University of Basel
Peter H. Handel, Professor*
Ph.D., University of Bucharest
Bob L. Henson, Professor*
Ph.D., Washington University
Mary Leopold, Visiting Assistant Professor
Ph.D., Washington University
Jacob J. Leventhal, Curators' Professor*
Ph.D., University of Florida
Frank E. Moss, Professor*
Ph.D., University of Virginia
Richard D. Schwartz, Professor*
Ph.D., University of Washington
Bruce A. Wilking, Professor*
Ph.D., University of Arizona
Phil Fraundorf, Associate Professor*
Ph.D., Washington University
Ricardo Flores, Assistant Professor*
Ph.D., University of California-Santa Cruz
Wilfred H. Sorrell, Assistant Professor*
Ph.D., University of Wisconsin

*members of Graduate Faculty

General Information

Degrees and Areas of Concentration The physics department offers course work leading to the B.A. in physics, the B.S. in physics, and in cooperation with the School of Education, the B.A. in physics with teacher certification and the B.S. in education with an emphasis in physics.

The department offers meritorious junior and senior students opportunities to participate in teaching and research to help prepare them for the independent effort required in industry or graduate school. The department's faculty members have a diversity of interests and are active in various experimental and theoretical research areas.

Graduate work leading to the master of science in physics is also offered. The M.S. in physics program combines a sound basis in the fundamental areas of classical and modern physics from both a theoretical and an applied perspective. The program is designed to enable students with undergraduate backgrounds in physics or other technical areas to further their professional development and maintain and improve their technical development. The program is offered almost entirely in the evening to serve students who are employed locally.

The department offers the Ph.D. degree in cooperation with the University of Missouri-Rolla physics department. Students must satisfy the UM-Rolla admission standards, and the UM-Rolla Qualifying Exam in

Physics is required of UM-St. Louis Ph.D. students. However, all course work and dissertation research may be completed while the student is in residence at UM-St. Louis.

Undergraduate Studies

General Education Requirements

Majors must complete the University and College general education requirements. Any of the following courses may be used to satisfy the physical science requirement:

Astronomy: 1, 11, 12, 22, 50, 51, 121, 301, 322.

Atmospheric Science: 1.

Engineering: 10, 30, 124, 125, 126, 144, 145, 146, 147, 201, 202.

Geology: 1, 2, 53, 201, 290.

Physics: 1, 10, 11, 12, 50, 111, 112, 113, 170, 171, 172, 173, 200, 201, 202, 221, 223, 281, 282, 289, 301, 311, 312, 323, 325, 331, 335, 341, 343, 344, 350, 351, 353, 354, 356, 365, 370, 381, 390, 395.

Degree Requirements

All physics majors in all programs must complete the physics core curriculum. In addition to the core courses, each individual program has its own specific requirements.

Core Curriculum The following physics courses are required:

111, Mechanics and Heat

112, Electricity, Magnetism, and Optics

200, Survey of Theoretical Physics

221, Mechanics

223, Electricity and Magnetism

231, Introduction to Modern Physics I

Also required are:

Mathematics 80, Analytic Geometry and Calculus I

Mathematics 122, Computers and Programming

Mathematics 175, Analytic Geometry and Calculus II

Mathematics 180, Analytic Geometry and Calculus III

Mathematics 202, Introduction to Differential Equations

Chemistry 11, Introductory Chemistry I or equivalent

Note Students are urged to begin the calculus sequence (Mathematics 80, Analytic Geometry and Calculus I) as soon as possible to avoid delays in graduation.

Students with experience in digital computer programming may be excused from Mathematics 122, Computers and Programming.

Bachelor of Arts in Physics The B.A. program is tailored to students wishing to preserve the option for specialization in graduate school without sacrificing the advantages of a liberal arts education. In addition to the core curriculum, including the foreign language requirement, at least **three electives** at the 200 or 300 level must be completed. At least 31 hours of physics courses, but no more than 45 hours, are required.

Physics and Astronomy

Bachelor of Science in Physics The B.S. degree provides students with four options: general physics, astrophysics, engineering physics, or geophysics.

General Physics Option

This option may be elected by students desiring a greater concentration in physics and mathematics and is recommended for students wishing to enter graduate study in physics. At least 48 hours, but no more than 51, are required. In addition to the core curriculum, the following **physics** courses are required:

201, Elementary Electronics I
311, Advanced Physics Laboratory I
323, Modern Optics
325, Linear Analysis of Physical Systems
331, Introduction to Quantum Mechanics
341, Thermal and Statistical Physics

and **three electives** at the 200 or 300 level.

Also required are:

Mathematics 245, Elementary Linear Algebra
Mathematics 303, Applied Mathematics II
Chemistry 12, Introductory Chemistry II, or equivalent

and **one elective** in math or computer science.

Astrophysics Option

This option may be elected by students who have interests in the aerospace sciences or anticipate graduate studies in astrophysics. At least 47 hours, but not more than 51, must be taken. In addition to the core curriculum, the following courses are required:

Physics 323, Modern Optics
Physics 331, Introduction to Quantum Mechanics
Astronomy 50, Introduction to Astronomy I
Astronomy 51, Introduction to Astronomy II
Astronomy 301, Astrophysics
Astronomy 322, Observational Astronomy

and **two physics electives** at the 200 or 300 level. With permission of the astronomy adviser, there may be substitution of Astronomy 1, 11, or 12 for 50 or 51.

Also required are:

Mathematics 303, Applied Mathematics I

and **one additional elective** in mathematics or computer science.

Engineering Physics Option

Students interested in careers in the research and development field of industry should consider this option. This program exposes the student to a basic engineering curriculum, as well as to areas of physics with industrial applications, such as electronics, modern optics, and linear analysis. At least 46 hours, but no more than 51, are required. In addition to the core curriculum, the following courses are required:

Engineering 30, Engineering Graphics
Engineering 124, Circuits I
Engineering 144, Statics

Engineering 145, Dynamics
Physics 201, Elementary Electronics I
Physics 323, Modern Optics
Physics 325, Linear Analysis of Physical Systems
Physics 341, Thermal and Statistical Physics

Also required are **two** additional courses in computer science or numerical analysis.

Geophysics Option

This option is designed for students who are interested in careers in the geosciences. It provides preparation for careers in industry or for graduate study. At least 46 hours, but no more than 51, are required. In addition to the core curriculum, the following courses are required:

Physics 311, Advanced Physics Laboratory I
Physics 325, Linear Analysis of Physical Systems
Physics 333, Reflection Seismology
Geology 1, General Geology
Geology 2, Historical Geology
Geology 201, Stratigraphy and Sedimentation

and **two additional physics electives** at the 200 or 300 level.

Also required are:

Mathematics 245, Elementary Linear Algebra
Mathematics 303, Applied Mathematics I
Chemistry 12, Introductory Chemistry II, or equivalent

Bachelor of Science in Education with an Emphasis in Physics This program is designed for students wishing to teach physics in secondary schools and gives a firm foundation in the history, philosophy, and principles of physics. Students must fulfill the School of Education's general education requirements. For details, consult the physics department and the School of Education.

Minor in Physics

Students may complete a minor in physics with the flexibility of emphasis on classical physics, modern physics, or a combination of the two areas. The following **physics** courses are required:

111, Mechanics and Heat
112, Electricity, Magnetism, and Optics
200, Survey of Theoretical Physics

and **two additional emphasis courses** chosen from the following **physics** courses:

201, Elementary Electronics
221, Mechanics
223, Electricity and Magnetism
231, Introduction to Modern Physics

A GPA of at least 2.0 is required in courses presented for a minor. It is required that a student complete a minimum of six hours of graded work in 100 level or above courses on the UM-St. Louis campus.

Physics and Astronomy

Graduate Studies

Admission Requirements

In addition to meeting the Graduate School general admission requirements, applicants must submit scores from the Graduate Record Exam (GRE) physics test. The department requires applicants to have adequate backgrounds in such areas as mechanics, thermodynamics, electromagnetism, optics, electronics, and modern physics. Students admitted to the program with deficiencies in these areas are required to take appropriate undergraduate courses. If necessary, a remedial program is determined in consultation with the department graduate studies director at the time of application for admission.

Graduate Degree Requirements

Master's: A student must complete 30 credit hours in graduate physics courses with at least 15 of these at the 400 level; of the latter 15, a maximum of three credit hours may be counted for thesis research. The writing of a thesis is optional. A comprehensive examination must be passed, which includes a defense of the thesis if the student has chosen to write one. A grade point average of 3.0 must be maintained during each academic year. The requirements must be fulfilled within six years from the time of admission. Two-thirds of required graduate credit must be taken in residence. No language requirement.

Doctorate: A minimum of 72 hours with satisfactory performance. Residency requirement of three years/six semesters (for those with master's degree, two years/four semesters) at UM-St. Louis and/or cooperating UM-Rolla campus. Ph.D. qualifying exam, dissertation, dissertation exam administered in cooperation with UM-Rolla. Language requirement—pass examination or equivalent of one year collegiate level course work with grade of B or better; overall requirement of B grades or better.

Thesis: Thesis may be written in absentia.

Special Equipment, Facilities, or Programs: The supporting facilities of the University of Missouri-St. Louis include a modern library with holdings in excess of 390,000 bound volumes, a microtext department containing 72,000 titles, and approximately 87,000 titles in the government documents section. Campus computing facilities include a Hitachi Data Systems EX31 and a network of DEC Micro VAX systems and VAX stations which the department shares with the chemistry department. The department maintains a SPA RC station 2 workstation for image processing. The physics department operates a machine shop and an electronics shop. In addition, the department maintains a library containing some of the most frequently used physics journals.

Typical Program:

First Semester

Physics: 400-level and 300-level course

Total: 6 hours

Second Semester

Physics: 400-level and 300-level course

Total: 6 hours

Third Semester

Physics: 400-level and 300-level course

Physics 490, Thesis Research or Seminar

Total: 9 hours

Fourth Semester

Physics: 400-level and 300-level course

Physics 490 Thesis Research or Seminar

Total: 9 hours

Career Outlook

Many of our students have been successful in subsequent graduate studies in astronomy and meteorology, as well as in physics. Our alumni have pursued graduate studies and earned doctorate degrees at institutions such as Cornell University, University of Wisconsin, Washington University, University of Chicago, and others. The many students who elected a career in industry are now working in a variety of settings for such firms as International Business Machines, Emerson Electric, Southwestern Bell, Hewlett-Packard, McDonnell-Douglas, and the National Center for Atmospheric Research. Several former students are currently teaching physics in high schools around the St. Louis area.

Political Science

Faculty

Lyman T. Sargent, Professor*; Chairperson
Ph.D., University of Minnesota

Norton E. Long, Curators' Professor Emeritus
Ph.D., Harvard University

Edwin H. Fedder, Professor Emeritus
Ph.D., American University

Werner F. Grunbaum, Professor Emeritus
Ph.D., University of Chicago

Kenneth F. Johnson, Professor Emeritus
Ph.D., University of California-Los Angeles

Eugene J. Meehan, Curators' Professor Emeritus
Ph.D., London School of Economics

E. Terrence Jones, Professor*; Dean, College of Arts and Sciences
Ph.D., Georgetown University

Dennis R. Judd, Professor*
Ph.D., University of Illinois

Carol W. Kohfeld, Professor*; Director of MPPA Program
Ph.D., Washington University

Lance T. LeLoup, Professor*; Director of Public Policy Research Centers
Ph.D., Ohio State University

Michael B. MacKuen, Professor*
Ph.D., University of Michigan

J. Martin Rochester, Professor*
Ph.D., Syracuse University

Andrew Glassberg, Associate Professor*
Ph.D., Yale University

Joel N. Glassman, Associate Professor*; Director, Center for International Studies
Ph.D., University of Michigan

Barbara L. Graham, Associate Professor*
Ph.D., Washington University

Michele M. Hoyman, Associate Professor*
Ph.D., University of Michigan

Joyce M. Mushaben, Associate Professor*
Ph.D., Indiana University

David B. Robertson, Associate Professor*
Ph.D., Indiana University

J. Fred Springer, Associate Professor*
Ph.D., University of California-Davis

Lana Stein, Associate Professor*
Ph.D., Michigan State University

Michael S. Bailey, Assistant Professor*
Ph.D., The Ohio State University

Linda Kowalcky, Assistant Professor*
Ph.D., The Johns Hopkins University

Calvin J. Mouw, Assistant Professor*
Ph.D., Michigan State University

Richard L. Pacelle, Jr., Assistant Professor*
Ph.D., The Ohio State University

Eduardo Silva, Assistant Professor*
Ph.D., University of California-San Diego

Kenneth P. Thomas, Assistant Professor*
Ph.D., University of Chicago

*members of Graduate Faculty

Political Science faculty are nationally-known scholars in their respective fields, dedicated to high-quality teaching and education. Department faculty members have received distinctions such as the Chancellor's Award for Excellence in Teaching, AMOCO Good Teaching Awards, the Burlington Northern Faculty

Achievement Award, and the Emerson Excellence in Teaching Award. They have received research grants from such prestigious agencies as the John F. Kennedy Library, the Ford Foundation, the MacArthur Foundation, the National Science Foundation, the German Marshall Fund, the United States Department of Education, and the United States Institute for Peace. The faculty has published its research in more than 70 books and 350 articles in scholarly journals and is devoted to using its research findings to improve teaching.

In 1987 the Department of Political Science was designated as a Center of Eminence by the Board of Curators. This makes political science one of only two such programs on the St. Louis campus and ten in the entire University of Missouri system to be so designated. The department was selected because of its excellence in research and teaching and the potential for the department to achieve even greater national and international recognition in the 1990s.

General Information

Degrees and Areas of Concentration The political science department offers undergraduate work leading to the B.A. degree in political science, B.S. degree in public administration, and, in cooperation with the School of Education, the B.S. in education with an emphasis in social studies. (See School of Education section in this *Bulletin* for details.) Minors in political science are available to students who are majoring in another discipline and who have a special interest in law, government, and politics.

Principal areas of concentration include urban politics, American political processes and behavior, international politics, comparative politics, public policy and administration, public law, and political theory. In many courses, emphasis is placed on the ways in which public policies are developed and administered. In addition to formal course work, internships are available in which the student can relate classroom learning to practical field experience.

The political science department also offers graduate courses leading to the M.A. and Ph.D. in political science. The M.A. program in political science offers advanced education for those seeking careers in government, business, community, or not-for-profit agencies. The principal foci of the 33-hour program are public administration and public policy analysis/evaluation in the local, state, national, and international areas. The flexibility of the general master's degree allows for individualized programs in urban politics, prelegal education, American national government, comparative politics, international relations, and political theory.

Political Science

The Ph.D. in political science emphasizes theoretic, analytic, and substantive approaches to public policy. Core courses include research methods, normative and empirical theory, and policy processes and institutions. Doctoral candidates, in consultation with the faculty, develop a policy concentration, many of which are interdisciplinary. Internships, when appropriate, may be a component of many programs. As a research-oriented Ph.D., all successful doctoral candidates must complete a dissertation which makes a significant contribution to knowledge in the field.

Most graduate classes are scheduled so that those employed outside the University can participate in the programs on a part-time basis.

Special Interdisciplinary Degree The Department of Political Science also cooperates with the Department of Economics in the College of Arts and Sciences and the School of Business Administration in offering a master's degree in public policy administration (MPPA). For information on the MPPA degree program, see that section in this *Bulletin*.

Cooperative Programs Political science students may also study overseas, or obtain a certificate in international studies, European studies, East Asian studies, Latin American studies, women's studies, or writing, in conjunction with their political science major. See Certificate Programs in this *Bulletin* and consult with the Center for International Studies.

Research in political science is encouraged for students at all levels. Assistance is available at UM-St. Louis' Public Policy Research Centers, the Center for International Studies, and the Office of Computing. The department's membership in the Inter-University Consortium for Political and Social Research provides access to a wide range of survey data on local-state-national, comparative, and international politics. In addition, extensive research opportunities are available within the metropolitan St. Louis area. Financial assistance is available for qualified students; details can be obtained from the department office.

Course Designations The department has designated the following instructional areas for the political science student:

- Public Law
- American Politics
- Public Policy and Administration
- Comparative Politics
- Theory and Methodology
- International Relations

In addition to these areas, the department offers several ungrouped courses. All course descriptions are found in a separate *Bulletin*, titled *Description of Courses*.

Undergraduate Studies

General Education Requirements

Majors must satisfy the University and College general education requirements. Political science courses may be used to satisfy the social sciences requirement. The foreign language requirement for the B.A. degree may be satisfied in any language. Students may count six hours in political science taken on a satisfactory/unsatisfactory basis toward the major. However, no required departmental course may be taken on a satisfactory/unsatisfactory basis.

Departmental Honors

The department awards honors to students having a grade point average (GPA) of 3.2 in the major, an overall GPA of 3.2 (except in extraordinary circumstances), and successfully completed an honors thesis, project, or report.

Degree Requirements

Bachelor of Arts in Political Science

Students must take at least 36 hours, but no more than 45, of political science **including** Political Science 11, Introduction to American Politics; Political Science 12, Introduction to Comparative Politics; and Political Science 395, Senior Seminar in Political Science. Students must also take at least one course in the political theory and methodology field, and at least one course in four of the following other fields:

- Public Law
- American Politics
- Public Policy and Administration
- Comparative Politics
- International Relations

Students must take at least 18 hours of their political science course work in courses at the 200 or 300 level.

After fulfilling the general education and specific major degree requirements, students are to take the remaining hours required to complete the B.A. in Political Science from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The political science department will require students not satisfying course prerequisites to receive permission of the instructor prior to enrollment.

Political Science

Note As early as possible, students should determine their educational objectives and consult with advisers regarding a plan of study. Depending on career and other interests, students may wish to concentrate their course work in one or two of the above-mentioned fields. (See Political Science Minors, which is suggestive of the tracks of courses that majors might wish to pursue in some depth.) The plan of study should include recommended electives in other departments to complement a student's political science course work. Students are encouraged to take at least one course in statistics or accounting.

Bachelor of Science in Public Administration

Majors must take at least 33, but no more than 45, hours in political science. The following **political science** courses are **required**:

- 11**, Introduction to American Politics
- 12**, Introduction to Comparative Politics
- 140**, Public Administration
- 242**, Introduction to Public Policy
- 295**, Public Affairs Internship, or **296**, State Legislative Internship (when appropriate)
- 342**, Public Personnel Management
- 344**, Public Budgeting
- 395**, Senior Seminar in Political Science

The following courses from other departments are **required**:

- Business Administration 140**, Fundamentals of Financial Accounting
- Economics 51**, Principles of Microeconomics
- Economics 52**, Principles of Macroeconomics

plus **one** of the following **statistics** courses:

- Business Administration 131**, Elementary Statistics
- CCJ 220**, Statistical Analysis in Criminology and Criminal Justice
- Economics 265**, Economic Statistics
- Sociology 220**, Sociological Statistics

plus **one** of the following **research methods** courses:

- Political Science 102**, Research Methods in Political Science
- Political Science 308**, Program Evaluation
- CCJ 210**, Research Methods
- Sociology 230**, Research Methods

(Completion of one of the statistics courses listed above is a prerequisite for any research methods course.)

plus establishment of computer literacy through one of the following:

- Business Administration 103**, Computers and Information Systems
- Extension Courses (Data Base, Lotus, Spreadsheet)
- Independent study supervised by a faculty member

Two of the following nine political science courses are required:

- 130**, State Politics
- 135**, Introduction to Urban Politics
- 228**, The Federal Judicial System: Politics, Process, and Behavior
- 230**, The American Presidency
- 231**, Congressional Politics
- 245**, Urban Administration
- 248**, Environmental Politics
- 340**, Organizational Politics, or **Sociology 336**, Organizations and Environments
- 351**, Comparative Public Policy and Administration (A comparative politics area course may be used for this requirement by permission of BSPA coordinator.)

Satisfactory/Unsatisfactory Option

From the list of courses above, BSPA students may take a maximum of three hours on a satisfactory/unsatisfactory basis, *except* for the following (which may *not* be taken on a satisfactory/unsatisfactory basis): PS 11, 12, 140, 242, 295/296, 342, 344, and 395.

Area of Specialization: 12 hours required

Each major must specialize in some substantive or topical area within public administration. Possible areas of specialization include, but are not limited to, planning, budgeting, personnel, management, and evaluation/analysis. Courses designed to fulfill the specialization requirement must be selected in conjunction with the B.S. in Public Administration coordinator. These hours may be used in partial satisfactory of the general education requirement in social science.

Note: Students considering the B.S. in Public Administration should see a political science adviser as early as possible to plan their program.

After fulfilling the general education and specific major degree requirements, students are to take the remaining hours required to complete the B.S. in Public Administration from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The political science department will require students not satisfying course prerequisites to receive permission of the instructor prior to enrollment.

Political Science

Requirements for the Minors

A general minor in political science can be arranged, as well as specialized minors in eight different subfields of the discipline. Interested students should see a faculty adviser to plan a coherent program of study as a minor field.

Students must achieve a cumulative 2.0 GPA in the political science courses chosen to qualify for the minor.

Minor in Political Science, General

Fifteen hours of political science with a 2.0 grade point average. Students may count no more than three hours in political science taken on a satisfactory/unsatisfactory basis toward the minor.

Minor in American Politics

Fifteen hours, chosen from the following political science courses:

- 11**, Introduction to American Politics
- 130**, State Politics
- 135**, Introduction to Urban Politics
- 165**, American Political Thought
- 228**, The Federal Judicial System: Politics, Process, and Behavior
- 230**, The American Presidency
- 231**, Congressional Politics
- 232**, African Americans and the Political System
- 233**, Introduction to Political Behavior
- 234**, Politics and the Media
- 235**, Political Parties and Elections
- 240**, Bureaucratic Politics
- 241**, The Politics of Business Regulation
- 242**, Introduction to Public Policy
- 282**, United States Foreign Policy
- 295**, Public Affairs Internship (when appropriate)
- 296**, State Legislative Internship (when appropriate)
- 331**, Legislative Processes
- 332**, Studies in American Politics
- 333**, Mock Constitutional Convention
- 390**, Special Readings (when appropriate)

Minor in Comparative Politics

Political Science 12, Introduction to Comparative Politics, plus **12 hours** from the following **political science** courses:

- 155**, Asian Comparative Politics
- 251**, Comparative Politics of Europe
- 252**, The Politics of Modernization
- 253**, Political Systems of South America
- 254**, Political Systems of Mexico, Central America, and the Caribbean
- 256**, Russia and the New Republics
- 351**, Comparative Public Policy and Administration
- 359**, Studies in Comparative Politics
- 390**, Special Readings (when appropriate)

Minor in International Relations

Fifteen hours, chosen from the following **political science** courses:

- 80**, Global Issues
- 180**, World Politics
- 282**, United States Foreign Policy
- 284**, European International Relations
- 285**, International Institutions and Global Problem-Solving
- 288**, African Politics
- 289**, Middle Eastern Politics
- 295**, Public Affairs Internship (when appropriate)
- 381**, Comparative Foreign Policy
- 385**, International Law
- 386**, Studies in War and Peace
- 388**, Studies in International Relations
- 390**, Special Readings (when appropriate)

Minor in Political Theory

Fifteen hours, chosen from the following **political science** courses:

- 60**, Civilization and Politics
- 101**, Theory and Policy
- 160**, Contemporary Political Ideologies
- 165**, American Political Thought
- 261**, Ancient and Medieval Political Thought
- 262**, Modern Political Thought
- 265**, Recent Political Thought
- 269**, The Marxist Heritage
- 368**, Studies in Political Theory
- 390**, Special Readings (when appropriate)

Minor in Public Administration

Political Science 140, Public Administration, plus **12 hours** chosen from the following **political science** courses:

- 240**, Bureaucratic Politics
- 241**, The Politics of Business Regulation
- 242**, Introduction to Public Policy
- 245**, Urban Administration
- 295**, Public Affairs Internship (when appropriate)
- 340**, Organizational Politics
- 342**, Public Personnel Management
- 343**, Studies in Policy Formation
- 344**, Public Budgeting
- 346**, Urban Planning and Politics
- 348**, Program Evaluation
- 349**, Studies in Public Administration
- 351**, Comparative Public Policy and Administration
- 390**, Special Readings (when appropriate)

Political Science

Minor in Public Law

Fifteen hours, chosen from the following **political science** courses:

- 20**, Foundations of Law: Introduction to Legal Studies
- 129**, Women and the Law
- 225**, Jurisprudence
- 227**, Urban Law: Poverty and the Justice System
- 228**, The Federal Judicial System: Politics, Process, and Behavior
- 320**, Constitutional Law
- 321**, Civil Liberties
- 327**, Urban Judicial Systems
- 329**, Studies in Public Law
- 385**, International Law
- 390**, Special Readings (when appropriate)

Minor in Public Policy

Political Science 242, Introduction to Public Policy, plus **12 hours** chosen from the following **political science** courses:

- 130**, State Politics
- 135**, Introduction to Urban Politics
- 140**, Public Administration
- 230**, The American Presidency
- 241**, The Politics of Business Regulation
- 245**, Urban Administration
- 246**, The Politics of Poverty and Welfare
- 295**, Public Affairs Internship (when appropriate)
- 296**, State Legislative Internship (when appropriate)
- 344**, Public Budgeting
- 346**, Urban Planning and Politics
- 348**, Program Evaluation
- 351**, Comparative Public Policy and Administration
- 390**, Special Readings (when appropriate)

Minor in Urban Politics

Political Science 135, Introduction to Urban Politics, plus **12 hours** chosen from the following **political science** courses:

- 227**, Urban Law: Poverty and the Justice System
- 245**, Urban Administration
- 246**, The Politics of Poverty and Welfare
- 295**, Public Affairs Internship (when appropriate)
- 296**, State Legislative Internship (when appropriate)
- 327**, Urban Judicial Systems
- 346**, Urban Planning and Politics
- 390**, Special Readings (when appropriate)

Graduate Studies

Master of Arts in Political Science

Admission Requirements For admission, a student should have a baccalaureate degree with a minimum grade point average of 2.75 and an undergraduate background in the social sciences. The Graduate Record Examination is required, and scores should be submitted at the time of application. Two letters of recommendation are also requested for each student applying to the program. Students who do not meet these requirements may be admitted upon approval of the department and the dean of the Graduate School. Application materials may be obtained from and should be returned to the office of the director of admissions. Deadlines are July 1 for the Fall Semester; December 1 for the Winter Semester; and May 1 for the summer term.

Degree Requirements

Beyond the general requirements of the Graduate School, the department requires a minimum of 27 semester hours of course work, of which 18 hours must be at the 400 level and 12 hours must be in core courses in **political science**, including:

- 401**, Introduction to Policy Research

and **three** of the following **political science** courses:

- 410**, Introduction to Policy Analysis
- 420**, Proseminar in Public Law
- 430**, Proseminar in American Politics
- 440**, Proseminar in Public Policy Administration
- 450**, Proseminar in Comparative Politics
- 460**, Proseminar in Political Theory
- 470**, Proseminar in Urban Politics
- 480**, Proseminar in International Relations

Students can plan their degree program to reflect the following six emphasis areas:

- American Politics
- Comparative Politics
- International Politics
- Political Process and Behavior
- Public Administration and Public Policy
- Urban and Regional Politics

Students must also select one of the following exit projects: a six-hour thesis, a six-hour internship, or six hours of additional course work and an approved paper. Students will have a midprogram review at the end of 12-15 hours of course work, at which time they will discuss their academic performance and program with a faculty committee and determine the most appropriate exit project. Each candidate is given a final oral review conducted by a faculty committee and focused on the course work completed and the student's chosen exit project.

Political Science

Ph.D. in Political Science

The doctoral program emphasizes theoretical, analytic, and substantive approaches to public policy analysis and administration. Students are provided an opportunity to link core skills in policy analysis and political science with substantive emphasis in specific policy areas. The program is designed to prepare precareer and midcareer students for advanced positions in policy research and administration, as well as for academic research and teaching.

Admission Requirements Admission and financial aid decisions are made on the basis of past academic record, intellectual ability, and career commitment and performance. Applications are accepted from students who have baccalaureate or graduate degrees. Past graduate work will be credited toward degree requirements as appropriate. Applicants must submit a) complete academic transcripts, b) three letters of recommendation, c) aptitude tests of the Graduate Record Examination and d) a statement of objectives for the course of study. Application materials may be obtained from and should be returned to the office of the director of admissions. Application deadlines are April 1 for Fall Semester and October 15 for Winter Semester.

Graduate Assistantships Stipends for teaching and research assistantships (nine month/20 hours per week) are awarded on a competitive basis. Out-of-state educational fees are waived for graduate assistants.

Degree Requirements

The department requires 60 credit hours beyond the baccalaureate degree for completion of the Ph.D. To ensure sufficient background for doctoral-level policy courses, students must demonstrate appropriate competence in computing and intermediate economics during their course of study. Course requirements are as follows:

Core courses (21 credit hours)

Twenty-one credit hours will be required in the areas of research methods, normative and empirical theory, and policy process and institutions. Contact the department for specific courses.

Additional Requirements (12 credit hours)

In addition, students will select a minimum of 12 credit hours in public policy, theory, or process.

Policy Concentration (15 credit hours)

Students, in consultation with the Program Director, will develop expertise in a substantive policy area. Policy concentrations (many interdisciplinary) include:

- American National Policy
- Urban Politics and Planning

- Comparative/International Policy
- Policy Analysis and Research
- Public Budgeting and Finance
- Labor and Employment
- Criminal Justice
- Social Welfare

Internship (six credit hours) optional.

The Ph.D. intern program offers an opportunity to gain first-hand experience in select research and administrative positions.

General Examination and Dissertation

Upon completion of course work, students are advanced to candidacy by successfully completing two general examinations, the first covering the fields of public policy institutions, processes and analysis, and the second covering the student's chosen subfield and area of policy concentration. The degree is awarded upon completion and defense of the Ph.D. dissertation.

Career Outlook

Bachelor of Arts, Bachelor of Science, and Master of Arts in Political Science

Political science graduates have done well in obtaining appropriate employment and in pursuing graduate education. Majors develop communications and decision-making skills, learn to analyze complex policy issues, both domestic and international in scope, and have a thorough understanding of government and politics. Political science is a particularly good undergraduate major for prelaw students. Many other majors pursue graduate education in business, education, public administration, public policy administration, journalism, and many other fields. Guides to careers in political science are available in the department office.

Ph.D. in Political Science

The Ph.D. in Political Science prepares students for three career areas: **1)** government leadership and management positions at the local, state, and federal levels (both for new employees and in-service employees); **2)** careers in the private sector, particularly positions in public affairs, policy research, and governmental relations departments of corporations, as well as consulting firms and nonprofit organizations; and **3)** research and teaching careers in academic institutions.

Requests for further information about the M.A. or Ph.D. program should be sent to the Director of Graduate Studies, Department of Political Science, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, MO 63121-4499.

Psychology

Faculty

Gary K. Burger, Professor*; Chairperson
Ph.D., Loyola University

Robert J. Calsyn, Professor*; Director of Gerontology
Ph.D., Northwestern University

Edmund S. Howe, Professor Emeritus*;
Ph.D., University of London

Arthur L. Irion, Professor Emeritus
Ph.D., University of Iowa

Alan G. Krasnoff, Professor Emeritus
Ph.D., University of Texas

Miles L. Patterson, Professor*; Director, Doctoral Program
in Experimental Psychology Emphasis Area
Ph.D., Northwestern University

Patricia A. Resick, Professor*
Ph.D., University of Georgia

Jayne E. Stake, Professor*; Director, Doctoral Program
in Clinical Psychology Emphasis Area
Ph.D., Arizona State University

George T. Taylor, Professor*
Ph.D., University of New Mexico

Fred J. Thumin, Professor*+
Ph.D., Washington University

James T. Walker, Professor Emeritus
Ph.D., University of Colorado

Dominic J. Zerbolio, Jr., Professor*
Ph.D., Michigan State University

James A. Breugh, Associate Professor*+
Ph.D., Ohio State University

Dennis L. Dossett, Associate Professor*+
Ph.D., University of Washington

Michael Harris, Associate Professor*+
Ph.D., University of Illinois-Chicago

Samuel J. Marwit, Associate Professor*
Ph.D., State University of New York at Buffalo

Suzanna M. Rose, Associate Professor*
Ph.D., University of Pittsburgh

Mark E. Tubbs, Associate Professor*; Director, Doctoral
Program in Industrial/Organizational Psychology Emphasis
Area
Ph.D., University of Houston

Brian Vandenberg, Associate Professor*
Ph.D., University of Rochester

John J. Boswell, Assistant Professor*
Ph.D., Tulane University

Karen J. Maher, Assistant Professor+
Ph.D., University of Akron

Peter J. DePaulo, Assistant Professor*+
Ph.D., Bryn Mawr College

Donald D. Lisenby, Assistant Professor*; Associate
Chairperson
Ph.D., Washington University

Therese M. Macan, Assistant Professor*
Ph.D., Rice University

Paul W. Paepe, Assistant Professor*
Ph.D., University of Illinois

Vetta L. Sanders Thompson, Assistant Professor*
Ph.D., Duke University

Kenneth Bohm, Adjunct Professor
Ph.D., St. Louis University

Carl Greenberg, Adjunct Professor
Ph.D., Wayne State University

David E. Smith, Adjunct Associate Professor
Ph.D., Colorado State University

Marsha J. Avedon, Adjunct Assistant Professor
Ph.D., George Washington University

Alene S. Becker, Adjunct Assistant Professor
Ph.D., University of Missouri-St. Louis

Tanya Clemons, Adjunct Assistant Professor
Ph.D., Louisiana State University

Carol J. Dye, Adjunct Assistant Professor
Ph.D., Washington University

Michael J. Haines, Adjunct Assistant Professor
Ph.D., St. Louis University

Timothy J. Jovick, Adjunct Assistant Professor
Ph.D., St. Louis University

Judith A. McGee, Adjunct Assistant Professor
Ph.D., St. Louis University

Lynn J. McLaughlin, Adjunct Assistant Professor
Ph.D., Yale University

Gary A. Morse, Adjunct Assistant Professor
Ph.D., University of Missouri-St. Louis

Dean L. Rosen, Adjunct Assistant Professor
Ph.D., University of Illinois-Champaign-Urbana

Michele B. Ruffy, Adjunct Assistant Professor
Ph.D., University of Geneva

Robert A. Soarkin, Adjunct Assistant Professor
Ph.D., Washington University

James H. Wallhermfachtel, Adjunct Assistant Professor
Ph.D., St. Louis University

*members of Graduate Faculty

+Primary appointment in the School of Business
Administration

General Information

Degrees and Areas of Concentration The psychology department offers work leading to the B.A. degree in psychology. In conjunction with course work in the department, students have the opportunity to do research in a wide variety of areas, including animal and human learning, physiological, industrial-organizational, cognitive processes, personality-social, developmental, clinical, and community psychology. Students should consult with their adviser in selecting a program of study. However, the department offers a number of focused areas of study as an aid to students in selecting courses. These include child care and development, community mental health, and applied (industrial/organizational) psychology.

The department also offers a terminal M.A., as well as a Ph.D. in psychology. The emphasis areas within the Ph.D. program are clinical psychology, experimental psychology, and Industrial/Organizational psychology.

Facilities Among the department's physical facilities are an environmental chamber; comparative, social, and human experimental laboratories; and a wide range of research equipment, including portable videotaping systems. The department also has an electronics technician.

Minor in Psychology The department offers a minor in psychology to students with a special interest in this field but who wish to major in another discipline.

Psychology

Undergraduate Studies

General Education Requirements

Majors must satisfy the University and College general education requirements. Courses in psychology may be used to meet the social sciences requirement. Majors may not take psychology courses on a satisfactory/unsatisfactory basis.

Undergraduate Psychology Office

Advisers in the Undergraduate Psychology Office (Room 108 Stadler Hall; 553-6676) are available to answer questions regarding career options in psychology, as well as provide specific information on degree requirements. The advisers can process all necessary materials for registration and graduation.

Degree Requirements

Bachelor of Arts in Psychology

At least 32, but no more than 45, hours must be completed in courses taught by or cross-listed with the psychology department. Candidates must have a cumulative grade point average of 2.0 or better in the major. Psychology courses taken on a satisfactory/unsatisfactory basis may not be applied to the major. The following **core curriculum is required:**

Psychology 3, General Psychology
Psychology 201, Psychological Statistics
Psychology 219, Research Methods

Note Students must take Mathematics 30, College Algebra, or the equivalent, before taking Psychology 201, Psychological Statistics. Psychology 201 is a prerequisite for Psychology 219.

In addition to the core curriculum, at least 22 additional credit hours in psychology must be taken. At least **three** of these courses totaling a minimum of nine hours must be at the 300 level. Multiple enrollments in Psychology 390, Directed Studies, count as no more than one 300-level course. No more than six hours of independent study courses (Psychology 295, Selected Projects in Field Placement, and Psychology 390, Directed Studies) may be counted toward the 32-hour minimum needed for graduation.

Graduate School Preparation This program is designed for students planning to pursue doctoral studies in psychology. In addition to the core curriculum, students are advised to take Psychology 361, History and Systems of Psychology, and at least one laboratory course in psychology.

Students intending to pursue graduate programs in clinical psychology should, in addition, take courses from the following group:

160, Social Psychology
211, Physiological Psychology
212, Principles of Learning
216, Personality Theory
245, Abnormal Psychology

270, Child Psychology
271, Adolescent Psychology
272, Adult Development and Aging

Students are also encouraged to become involved in independent research (Psychology 390, Directed Studies).

Child Care and Development This focus area is ideal for double majors in education and psychology or for students interested in working with children in a variety of career fields. In addition to the core curriculum, students are advised to take at least **five** of the following **psychology** courses with at least **two** at the **300 level:**

150, The Psychology of Individual Differences
216, Personality Theory
269, Infancy
270, Child Psychology
271, Adolescent Psychology
272, Adult Development and Aging
295, Selected Projects in Field Placement
305, Cognitive Development
306, Social Development
340, Clinical Problems of Childhood
349, Human Learning and Memory
356, Thinking and Cognition

Community Mental Health Designed for students interested in counseling and community programs. This focus area is especially suitable for double majors in another social science, particularly in social work and sociology. In addition to the core curriculum, students are advised to take at least **five** of the following courses in **psychology**, with at least **two** at the **300 level:**

160, Social Psychology
161, Helping Relationships
162, Applied Skills
225, Behavior Modification
232, Psychology of Victims
235, Community Psychology
245, Abnormal Psychology
256, Environmental Psychology
295, Selected Projects in Field Placement
340, Clinical Problems of Childhood
346, Introduction to Clinical Psychology
365, Psychological Tests and Measurements

Industrial-Organizational This focus area is designed for students interested in human resource management, performance assessment, personnel training, organizational behavior, and related fields. This area would be suitable for psychology majors pursuing either a double major or a minor in business administration. In addition to the core curriculum, students are advised to take at least **five** of the following **psychology** courses with at least **two** at the **300 level.**

160, Social Psychology
222, Group Processes in Organizations
318, Industrial and Organizational Psychology
320, Personnel Assessment
360, Attitude Structure and Change
365, Psychological Tests and Measurement
370, Human Factors in Industry

Psychology

Students interested in this area might also wish to consider one or two of the following courses which are offered outside the psychology department:

- Business Administration 210**, Management as a Behavioral Science I
- Business Administration 311**, Management as a Behavioral Science II
- Business Administration 312**, Industrial and Labor Relations
- Business Administration 319**, Employee Training and Development
- Sociology 304**, Survey Research Practicum

Requirements for the Minor

Candidates must take a minimum of 15 hours in courses taught by or cross-listed with the psychology department, including at least six hours at the 300 level.

Candidates must have a cumulative grade point average of 2.0 or better in the minor. Psychology courses taken on a satisfactory/unsatisfactory basis may not be applied to the minor.

Graduate Studies

Admission Requirements

In addition to meeting the general admission requirements of the Graduate School, applicants should have completed undergraduate courses in general psychology, psychological statistics, and research methods. Each doctoral program has additional admission requirements specific to the emphasis area.

Teaching Assistantships Stipends for teaching assistantships are available for the doctoral program only. Out-of-state tuition fees are waived for teaching assistants.

Applications Each emphasis area has its own deadline for completed applications. They are as follows:

Ph.D. in Psychology:

- Clinical Psychology**—January 15
- Industrial/Organizational Psychology**—February 1
- Experimental Psychology**—February 1
- M.A. in General Psychology**—February 1

Master of Arts in Psychology

The University of Missouri-St. Louis offers a flexible program of studies leading to the Master of Arts degree in general psychology. Course work is possible, depending upon student demand, in several areas of experimental and applied psychology (e.g., psychobiology and animal behavior; human learning, memory, and cognition; personnel and industrial and organizational psychology, and social psychology). The M.A. degree does not constitute a license to practice in Missouri or elsewhere as a professional psychologist. The M.A. program does not offer course work in either counseling or clinical psychology.

There is no thesis or language requirement. Part-time or full-time enrollment is permissible. The M.A. degree is a terminal degree and is separate from the Ph.D. program in psychology.

The M.A. in psychology requires a total of 32 semester hours of course work. Students must take either **one** of the following sets of quantitative courses:

Set I

Psychology 427, Quantitative Measurement and Evaluation of Psychology I

Psychology 428, Quantitative Measurement and Evaluation of Psychology II

or

Set II

Psychology 421, Quantitative Methods I, and
Psychology 422, Quantitative Methods II

Two courses in General Psychology are required and may be fulfilled by two courses from **either** of the following sets:

Set I

Psychology 408, Proseminar in Experimental Psychology I, and

Psychology 409, Proseminar in Experimental Psychology II

Set II

(Any two courses from the following:)

Psychology 405, Personality

Psychology 411, Learning and Cognitive Processes

Psychology 412, Social Psychology

Psychology 417, Human Factors

Psychology 461, Learning

Psychology 467, Conceptual Systems

Psychology 468, Cognitive Processes

Elective courses will constitute the remaining hours needed for the degree. All programs of study for M.A. students require the approval of a member of the departmental M.A. advisory committee.

Ph.D. in Psychology

The doctoral program is organized around courses and directed research experience that emphasize the scientific approach to the study of psychology. Courses in the areas of quantitative methods, design and methodology, personality, motivation, social psychology, learning, and cognition are focal in the program.

Emphasis Areas

There are three distinct emphasis areas within the Ph.D. program. Each emphasis area has its own specific course and research requirements. Handouts describing these requirements are available from the department on request. The following briefly describes each emphasis area.

Psychology

Clinical Psychology The clinical psychology emphasis area is accredited by the American Psychological Association and is patterned upon the scientist-practitioner model of clinical training. The clinical psychology program requires five years of full-time participation. Part-time students are not considered for admission. Through the medium of courses, practicum, and research experiences, this emphasis area prepares clinical psychologists for careers in research, teaching, and clinical practice.

Students in the clinical psychology program participate at each year level in the psychology department's Community Psychological Service. This facility provides psychological services to the public and consultation to outside agencies. Students also receive clinical experience in practicum settings in the community and during a full-time year-long internship. Research requirements include an initial independent research project, a major critical review of research in a specialty area, and a dissertation.

General Experimental Psychology The general experimental emphasis area provides opportunities for study and research in the areas of human learning, memory and cognition, personality and social psychology, and psychobiology. Part-time or full-time enrollment is possible.

Industrial-Organizational Psychology The Industrial-organizational psychology emphasis area is offered in cooperation with selected faculty from the School of Business to prepare students for careers in industry or academia. This emphasis provides training in personnel selection, training, test development/validation, and organizational psychology. Research and other training experiences in various settings are also incorporated. Both part-time and full-time enrollment is possible.

Clinical Psychology Respecialization—Advanced Graduate Certificate Program

This program is designed for graduates of accredited doctoral programs in psychology who wish to receive training in the specialty field of clinical psychology. Respecialization students are trained within the context of the UM-St. Louis Clinical Psychology Doctoral Program, which is accredited by the American Psychological Association. The program provides an integrated sequence of training experiences, including didactic course work and practicum placements. Core graduate-level psychology educational requirements not completed elsewhere also are included in the respecialization student's course of study.

Career Outlook

The undergraduate major in psychology can lead to further training at the graduate level, function as a major within a general liberal arts degree, or offer some degree of specialization in such areas as child care and development and community mental health. Job opportunities with a bachelor's degree include working in business, social welfare, and probation and parole. For more career information see an adviser in the Undergraduate Psychology Office (Room 108 Stadler). To function specifically as a psychologist, a graduate degree is required, and students with such an interest should plan for this additional training.

Social Work

Faculty

Lois Pierce, Chairperson; Associate Professor*
Ph.D., Washington University
Muriel Pumphrey, Professor Emeritus*
D.S.W., Columbia University
Norman Flax, Associate Professor*
Ph.D., St. Louis University
Joan Hashimi, Associate Professor*
Ph.D., Washington University
Uma Segal, Associate Professor*
Ph.D., Washington University
Margaret Sherraden, Assistant Professor*
Ph.D., Washington University
Beverly Sprieder, Lecturer
M.S.W., Washington University

*members of Graduate Faculty

The social work faculty reflects a cross section of the social work profession. Many specialties are represented, including child welfare, gerontology, community organization, and medical social work. The faculty, in addition to maintaining high standards of teaching, provide many hours of community service and practice to the numerous social service agencies in St. Louis. Research is also an integral part of the faculty's activities and many papers are given by our faculty to local, national, and international meetings.

General Information

Degrees and Areas of Concentration The Department of Social Work offers courses leading to a Bachelor of Social Work degree (B.S.W.) and a Graduate Certificate in Gerontological Social Work. The B.S.W. program is fully accredited by the Council on Social Work Education. The faculty stresses the scientific and applied aspects of social work. Professional social work education enables students to integrate the knowledge, values, and skills of the profession into competent practice. Throughout, the contribution of arts and sciences toward a well-rounded liberal arts education is emphasized. A minor in social work is also offered.

The department's approach is reflected in an emphasis on the development of adequate theoretical and methodological tools. There is a strong emphasis on practice, with community and social agency field work as important parts of the program. Many faculty members are engaged in research on urban-related issues and work with various urban agencies, particularly in the areas of health care, family violence, social welfare, gerontology, and education.

Social work majors should obtain a copy of the *Student Handbook*. Students must set up an appointment with the practicum coordinator one semester prior to enrolling in the practicum and attend a series of prepracticum classes.

Undergraduate Studies

General Education Requirements

Majors must satisfy the University and College general education requirements, except that proficiency in a foreign language is not required.

Courses required for the B.S.W. degree may not be taken on a satisfactory/unsatisfactory basis except Social Work 320 and Social Work 321.

Degree Requirements

Bachelor of Social Work Students completing this degree may enter beginning positions as social workers or choose to enter professional schools of social work, working toward eventual careers in supervision, administration, research, and other specialized areas of practice. Candidates for this degree program must complete the **core requirements** including the following **social work** courses:

- 100**, Introduction to Social Service
- 150**, Social Welfare as a Social Institution
- 151**, Social Welfare as a Social Institution Laboratory
- 210**, Introduction to Interventive Strategies
- 280**, Human Behavior in the Social Environment
- 285**, Social Issues and Social Policy Development
- 300**, Interventive Strategies for Social Work with Individuals, Families, and Groups
- 305**, Interventive Strategies for Social Work with Organizations and Communities
- 320** and **321**, Supervised Field Experience in Social Work I and II
- 320a** and **321a**, Integrative Field Experience Seminar I and II

A minimum of 34 hours and a maximum of 50 hours may be taken in social work. A minimum of 37 hours is required in related area departments.

Evaluation of social work transfer credits will be done by a social work adviser on an individual basis.

Related Area Requirements

The following courses, or their alternatives, are required:

- Biology 1**, General Biology, or **Biology 11**, Introductory Biology I
- Economics 40**, Introduction to the American Economy
- Political Science 11**, Introduction to American Politics
- Psychology 3**, General Psychology
- Sociology 10**, Introduction to Sociology
- Sociology/Psychology 160**, Social Psychology
- Sociology 220**, Sociological Statistics
- Sociology 230**, Research Methods
- Sociology 231**, Research Methods Lab

and **one additional biology course** from the following:

- 110**, Human Biology
- 113**, Human Physiology and Anatomy
- 115**, Human Heredity and Evolution
- 120**, Environmental Biology
- 140**, Female Sexuality

Social Work

At least **nine additional hours** must be taken in social work, sociology, political science, psychology, anthropology, criminology and criminal justice, or economics at the 100 level or above. Hours taken in social work will apply toward the maximum of 50 hours that may be taken in social work courses.

After fulfilling the general education and specific major degree requirements, students are to take the remaining 31 hours required to complete the Bachelor of Social Work degree from courses, which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary. The social work department may require students to pass a placement test in order to enroll in the next level course, provided this or an equivalent test is administered to all students seeking to enroll in that course.

Social work majors must have a cumulative grade point average of **2.5 or better in all course work specifically required** for the major, with satisfactory grades in practicum.

Note Anthropology, biological sciences, and Spanish are strongly advised by graduate social work schools.

Requirements for the Minor in Social Work

Candidates must complete the following **social work** courses:

- 100**, Introduction to Social Service
- 150**, Social Welfare as a Social Institution
- 210**, Interventive Strategies in Social Work Practice
- 285**, Social Issues and Social Policy Development

and **one** course at the 200 level or above.

Graduate Certificate in Gerontological Social Work

The Graduate Certificate in Gerontological Social Work is a program designed for students who wish to pursue advanced study in social work practice with the elderly. While the program draws from several disciplines, the focus is on practice and/or administration in gerontological settings. The program can be taken by itself or in conjunction with the pursuit of a graduate degree in another field.

Admission Requirements

Program applicants must have the following:

- 1)** baccalaureate degree;
- 2)** a 2.75 grade point average (students with exceptions should contact the director of the Gerontology program);
- 3)** official transcripts of all previous undergraduate/graduate work;
- 4)** three letters of recommendation.

Certificate Requirements

Eighteen credit hours are required to complete the certificate. Students must complete 15 hours of required core courses and three hours of gerontology electives at the 300 level or above.

Required Core Courses

Social Work 316, Clinical Gerontology
Psychology 373, Psychology of Aging, or **Sociology 351**, Social Gerontology
Political Science 444 (or **Public Policy Administration 444**), Public Policy and Aging
Social Work 412, Research Design in Social Work
Social Work 491, Professional Leadership Practice

Career Outlook

The bachelor of social work program is designed to prepare persons for employment in social welfare agencies, schools, hospitals, correctional institutions, or day care, geriatric, or rehabilitation centers. Individuals currently working in social welfare settings can improve their skills or increase their opportunities for job advancement.

Sociology

Faculty

K. Peter Etzkorn, Professor*; Chairperson
Ph.D., Princeton University

Jerome Himelhoch, Professor Emeritus*
Ph.D., Columbia University

George J. McCall, Professor*
Ph.D., Harvard University

Herman W Smith, Professor*
Ph.D., Northwestern University

Harry H. Bash, Associate Professor Emeritus*
Ph.D., University of Pennsylvania

Sarah L. Boggs, Associate Professor Emeritus*
Ph.D., Washington University

Kay Young McChesney, Assistant Professor*
Ph.D., University of Southern California

Nancy M. Shields, Assistant Professor*; Assistant Dean,
Evening College
Ph.D., Southern Illinois University-Carbondale

Chikako Usui, Assistant Professor*
Ph.D., Stanford University

Frances Hoffmann, Visiting Associate Professor; Director,
Women's Studies
Ph.D., University of Oregon, Eugene, Oregon

Edith Graber, Adjunct Professor
Ph.D., University of Denver

Patsy West, Adjunct Associate Professor
Ph.D., St. Louis University

Gretchen Arnold, Adjunct Assistant Professor
AbD, Boston University

Michael Bowling, Adjunct Assistant Professor
Ph.D., University of Illinois

Andrew Cotlar, Adjunct Assistant Professor
Ph.D., Brandeis University

Rumi Price, Adjunct Assistant Professor
Ph.D., University of California-Berkeley

Miranda Duncan, Adjunct Lecturer
LL.B., University of California-Berkeley

Robert Keel, Senior Lecturer
A.M., Washington University

*members of Graduate Faculty

The faculty prides itself on its commitments to high standards of teaching and sound scholarly research. Systematic course evaluations by students each semester are taken seriously, and individual faculty have been singled out as nominees and recipients of University Excellence in Teaching Awards. The ongoing scholarly research of the faculty is reflected in the department's upper-level and graduate courses, as well as in the numerous publication credits of faculty in journals and books or presentations at national and international meetings.

General Information

Degrees and Areas of Concentration The sociology department offers courses leading to the B.A. in sociology, the B.S. in sociology; in cooperation with the School of Education, the B.A. in sociology with teacher certification; in cooperation with the School of Business Administration, the B.A. in sociology with a

business option; and cooperative minor or certificate programs in American Studies, Black Studies, Legal Studies, Urban Studies, Women's Studies, and International Studies.

The sociology department is accredited by the American Sociological Association. Students completing the B.A. or B.S. degree in sociology are well-prepared for graduate study in sociology or careers in industry, health and social services, urban, intergroup, political or community issues.

Since the sociology department also offers work leading to the M.A. degree in sociology (see below), opportunities are available for graduate-level instruction to selected undergraduate students. The graduate emphasis areas include (1) demography and population; (2) social problems and social change; (3) social and family networks; and (4) applied analysis, measurement, and program evaluation. Undergraduate students with exceptional records at UM-St. Louis are encouraged to enroll in graduate-level classes in the last year of their undergraduate program. Graduate credit for such course work is given only in the student's last undergraduate semester and each course must be approved in advance by the Graduate School on the recommendation of the department.

In addition to a balanced program of basic undergraduate to advanced graduate courses, the department provides a range of opportunities for students to develop concrete research design and data analysis skills. Focused topics courses, specialized research methods seminars, and internship placements are offered in support of this goal and are typically designed around the ongoing research interests of department faculty. Currently, faculty are investigating such areas as homelessness, industrial competitiveness, racial and ethnic conflict, international business, popular culture, and mental illness. The department provides students with opportunities for intensive direction and guidance from faculty. Students and faculty working in particular subject areas consult freely with members working in other areas.

Research interests of sociology faculty extend beyond the department into a wide variety of joint projects with faculty in other departments and programs, including Criminology and Criminal Justice, Political Science, Women's Studies, Gerontology, Public Policy Administration, the Bush Center for Law, Social Change and Conflict Resolution, the Center for International Studies, and the Dispute Resolution Program. The department currently includes nine full-time and six part-time members.

A minor in sociology is available to students majoring in related areas.

Sociology

Department Awards

The department offers several annual awards to outstanding students on the basis of merit.

The **Ray Collins Alumni Award** is given annually by the Sociology Alumni Association to the top graduating senior. The awardee is selected by the faculty on the basis of GPA, and the award consists of first-year membership dues in the Sociology Alumni Association and a cash award.

Honors Program Student Association Awards are given annually to exceptional seniors and graduate students. The awards include student affiliate memberships in the Honors Program Student Association of the American Sociological Association to aid the establishment of a network of colleagues who are at similar points in their career development.

The **Alumni Agent Scholarship** and the **Sociology Alumni Scholarship** are given to deserving junior or senior sociology majors annually. The awardees are selected by the faculty on the basis of merit, and the scholarships consist of a stipend for books and educational materials.

A series of undergraduate awards are given to outstanding students. The **Freshman Sociology Award** is given to the outstanding freshman student in lower-division sociology course work; the **Outstanding Junior Sociology Major Award** is given to the outstanding junior sociology major; the **Outstanding Sociology Minor Award** is presented to the graduating student with the most outstanding minor GPA record; and the **Outstanding Sociological Statistics and Methods Award** is given to the junior sociology major with the best overall record in Sociology 220, 230, and 231. This award carries tuition remission for a three-credit hour Sociology 350, Independent Study, to act as an undergraduate course assistantship for Sociology 220, 230, and 231.

Department Honors The sociology department will award Department Honors to those B.A. and B.S. degree candidates in sociology with an overall grade point average of 3.2 or better. They must also successfully complete an independent study through Sociology 350, Special Study.

Undergraduate Studies

General Education Requirements

Students must satisfy the University and College general education requirements. Courses in sociology may be used to meet the social science requirement. The foreign language requirement for the B.A. degree may be satisfied in any language. Not more than 10 hours of junior college transfer credit may be applied toward the combined minimum of required credit hours for the B.A. (31 credit hours) or B.S. (30 credit hours) major.

Satisfactory/Unsatisfactory Restrictions Sociology majors may not take courses counting toward their major requirements on a satisfactory/unsatisfactory basis.

Degree Requirements

Bachelor of Arts in Sociology

In addition to specific Baccalaureate Degree Requirements of the College of Arts and Sciences, candidates must complete 31 hours of sociology course credit including the following required **core courses**:

Sociology 10, Introduction to Sociology

Sociology 210, Sociological Theory

Sociology 220, Sociological Statistics, or **Mathematics 31**, Elementary Statistical Methods, or **Mathematics 102**, Finite Mathematics I

Sociology 230, Research Methods

Sociology 231, Research Methods Lab

Note Students planning to continue their studies in graduate school are urged to meet the statistics requirement by taking Sociology 220 rather than one of the optional mathematics courses.

Beyond these **core courses**, B.A. sociology majors are required to take at least 18 additional hours of sociology courses, selected according to career objectives, of which **at least six hours** are at the **300 level** (other than Sociology 350, Special Study). No more than three hours in sociology below the 100 level can count toward this 18-hour requirement.

Applied training through one or more practicum courses may be used as part of the requirements for the major.

A minimum of 2.0 average must be maintained for all sociology courses.

After fulfilling the general education and specific major degree requirements, students are to take the remaining 49 hours required to complete the B.A. degree from courses which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Sociology

Bachelor of Science in Sociology

In addition to specific Baccalaureate Degree Requirements of the College of Arts and Sciences, Bachelor of Science in Sociology candidates must complete a total of 36 hours of sociology course credit, including the following **core courses**:

Sociology 10, Introduction to Sociology
Sociology 210, Sociological Theory
Sociology 220, Sociological Statistics
Sociology 230, Research Methods

and six credit hours from among the following **sociology** research practicum courses:

Sociology 298, Practicum in Field and Laboratory Research
Sociology 304, Survey Research Practicum
Sociology 330, Field Research in Criminology
Sociology 331, Qualitative Methods in Social Research
Sociology 346, Demographic Techniques
Sociology 370, Selected Topics in Techniques of Applied Research

Six additional **sociology** courses (18 hours), chosen with the concurrence of the student's faculty adviser from offerings of the department's focused areas of study, are required for the B.S. degree in sociology, including a minimum of two courses (six hours) at the 300 level (exclusive of Sociology 350, Special Study).

After fulfilling the general education and specific major degree requirements, students are to take the remaining 51 hours required to complete the B.S. degree from courses which the appropriate department has evaluated as being of university-level quality, from one or more of the following areas or their university-quality equivalents at other institutions: anthropology/archaeology, art (appreciation, history, studio), biology, chemistry, communication, criminology and criminal justice, economics, English, foreign languages/literatures, history, mathematics/computer science, music (appreciation, history, performance), philosophy, physics, political science, psychology, social work, sociology, business, education, engineering, and interdisciplinary.

Also required are:

Economics 40, Introduction to the American Economy
Psychology 3, General Psychology
Political Science 11, Introduction to American Politics

one of the following **philosophy** courses:

Philosophy 60, Logic and Language
Philosophy 282, Philosophy of Social Science

and one of the following **political science** courses:

Political Science 140, Public Administration
Political Science 240, Bureaucratic Politics
Political Science 245, Urban Administration
Political Science 343, Studies of Policy Formation

Practicum courses in other departments may be applied to the required six hours of practicum with the written consent of the student's faculty adviser.

B.A. or B.S. in Sociology with Teacher Certification

Students must complete the B.A. or B.S. in sociology requirements, as well as the requirements for teacher certification. (See the School of Education section of this *Bulletin*.)

B.A. or B.S. in Sociology with an Interest in Business

The following courses are suggested for students seeking careers in sales, market research, and so forth. In addition to the B.A. or B.S. in sociology requirements, the following core courses are suggested:

Economics 51, Principles of Microeconomics
Sociology 220, Sociological Statistics
Sociology 346, Demographic Techniques
Business Administration 140, Fundamentals of Financial Accounting

Students may then choose to complete **one** of the following three sets of courses:

1) Marketing Management

Business Administration 206, Basic Marketing
Business Administration 275, Marketing Intelligence
Business Administration 303, Industrial marketing

2) Financial Management

Business Administration 204, Financial Management
Business Administration 334, Investments
Business Administration 350, Financial Policies

3) Accounting

Business Administration 145, Managerial Accounting
Business Administration 340, Intermediate Accounting I
Business Administration 345, Cost Accounting

Focused Areas of Study

For those students who wish to focus on one area of sociological study, one of the following areas is suggested.

Urban Problems

Sociology 040, Social Problems
Sociology 099, The City
Sociology 202, Urban Sociology
Sociology 312, Sociology of Wealth and Poverty
Sociology 314, Social Change
Sociology 316, Power, Ideology and Social Movements
Sociology 342, World Population and Ecology
Sociology 344, Problems of Urban Community
Sociology 380, Selected Topics in Social Policy

Sociology

Minorities and Power

Sociology 100, Women in Contemporary Society
Sociology 105, Group Prejudice and Minority Identity
Sociology 202 Urban Sociology
Sociology 312, Sociology of Wealth and Poverty
Sociology 316, Power, Ideology, and Social Movements
Sociology 360, Sociology of Minority Groups

Deviance, Conformity, and Social Control

Sociology 75, Crime and Punishment
Sociology 99, The City
Sociology 164, Criminological Theory
Sociology 175, Women, Crime and Society
Sociology 180, Alcohol, Drugs, and Society
Sociology 200, Sociology of Deviant Behavior
Sociology 214, Juvenile Delinquency and Youth Crimes
Sociology 300, Communities and Crime
Sociology 320, Forms of Criminal Behavior
Sociology 325, Gender, Crime, and Justice
Sociology 326, Criminology
Sociology 328, Institutions and the Control of Crime and Delinquency
Sociology 340, Race, Crime, and Justice

Social Psychology: The Individual and Society

Sociology 102, Sex Roles in Contemporary Society
Sociology 160, Social Psychology
Sociology 240, Selected Topics in Micro-Sociology
Sociology 260, Social Interaction in Small Groups
Sociology 270, Socialization
Sociology 361, Social Gerontology
Sociology 377, Personality and Culture
Sociology 378, Selected Topics in Social Psychology
Sociology 380, Selected Topics in Social Policy

Organizational Dynamics: Conflict and Consensus

Sociology 218, Social Choice in Political-Economic Systems
Sociology 224, Sociology of the Family
Sociology 234, Political Sociology
Sociology 241, Selected Topics in Macro-Sociology
Sociology 264, Sociology of Religion
Sociology 268, Sociology of Conflict
Sociology 278, Sociology of Law
Sociology 286, Society, Arts, and Popular Culture
Sociology 336, Organizations and Environments
Sociology 338, Sociology of Health
Sociology 354, Sociology of Business and Work Settings
Sociology 356, Sociology of Education

Applied Analysis and Measurement

Sociology 205, Introduction to Models in the Social Sciences
Sociology 240, Selected Topics in Micro-sociology
Sociology 298, Practicum in Field and Laboratory Research
Sociology 304, Survey Research Practicum
Sociology 330, Field Research in Criminology
Sociology 331, Qualitative Methods in Social Research
Sociology 342, World Population and Ecology
Sociology 346, Demographic Techniques
Sociology 370, Selected Topics in Techniques of Sociological Research
Sociology 394, Methods in Theory Construction

Requirements for the Minor

Students must apply for the minor in sociology. Candidates must complete at least **15** hours of course work in **sociology**, of which at least six hours must be at the 300 level (other than Sociology 350, Special Study).

Candidates who anticipate that their background in sociology may play a substantial role in their career plans are strongly encouraged to take some or all of the **core requirements**.

Candidates must have a cumulative grade point average of 2.0 or better in all courses pertaining to the minor. Department courses taken on a satisfactory/unsatisfactory basis may not be applied to the minor.

Graduate Studies

Curriculum

The department offers a flexible program of studies leading to the Master of Arts degree in sociology with a general orientation toward Urban Problems and Social Change. Course work combines intensive examination of the core areas of sociology with acquisition of the analytical skills of sociological investigation. A variety of career options are available to the Master's-level graduate, including program evaluation and research; field or case work related to community issues; administrative roles in social agencies and planning organizations; or doctoral studies in sociology or related fields.

The curriculum is designed to serve the needs of full-time students, as well as working students who are able to engage only in part-time studies. This design allows pre-career and mid-career students to prepare for employment in education, service agencies, community organizations, government agencies, or businesses. The curriculum also invites students to take advantage of the University's urban setting through integration of selected work experiences with practicum courses and academic seminars under faculty guidance. The curriculum emphasizes theoretical, analytic, and substantive approaches to urban-related problem solving.

Admission Requirements

Individuals with at least the equivalent of the department's B.A. or B.S. degree in sociology may be admitted to the Graduate School as candidates for the M.A. degree. Students with bachelor's degrees in fields other than sociology may be admitted to pursue graduate sociology studies under the condition that they make up core deficiencies prior to graduate work.

Sociology

In addition to meeting the general admission requirements of the Graduate School, a student should ordinarily have

- 1) a baccalaureate degree with a minimum grade point average of 3.00;
- 2) at least 15 hours in the social sciences, of which 12 should be in upper-level courses;
- 3) three letters of recommendation from persons qualified to judge the candidate's potential for success in the program; and
- 4) a statement describing the applicant's interest in graduate study in sociology.

Students who do not meet these requirements may be provisionally admitted upon approval of the department and the dean of the Graduate School. Admission and financial aid decisions are made on the basis of past academic record, program performance, and career commitment. Students wishing to continue regular employment outside the University may enroll on a part-time basis. Requests for further information about the program should be sent to the Director of Graduate Studies, Department of Sociology, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, MO 63121-4499. Students admitted to the program are assigned a graduate adviser from whom they should obtain a copy of the *Graduate Student Handbook* and with whom they should consult periodically on academic and career considerations.

Students meeting departmental M.A. degree requirements may be admitted to the coordinated Ph.D. program with the sociology departments of the University of Missouri at Columbia and Kansas City.

Degree Requirements

Master of Arts in Sociology Each student shall prepare an adviser-approved course of study during the first semester of enrollment. Candidates for the M.A. degree shall complete a minimum of 30 hours of approved study, at least 21 of which must be taken in courses offered by the department.

Core Curriculum

Sociology 400, Proseminar in Sociology
Sociology 402, Advanced Quantitative Techniques
Sociology 404, Advanced Methodology

The sociology department participates in a joint quantitative techniques and methodology series of courses with the other social sciences which can be substituted for the above.

Concentration The department offers opportunities for intensive work in one of the several research areas of department faculty members, which allows the flexibility for comprehensive and coherent exposure to the methods and insights of the discipline. Matriculating students are encouraged to plan, with their advisers, a coherent program of studies consistent with their career interests.

Exit Requirements A student's program must include one of the following exit projects: a six-hour internship (Sociology 480, Individual Study) or a six-hour preparatory sequence and an approved paper (Sociology 490, Supervised Research, and Sociology 495, Sociological Reporting). Each candidate is given a final oral review conducted by a faculty committee and focused on the course work completed and the student's chosen exit project or thesis.

Career Outlook

The undergraduate major in sociology can lead to further training at the graduate level. Job opportunities include working in business, government, social welfare, and probation and parole. Majors learn to analyze complex social and urban issues and to develop a thorough understanding of the workings of major social institutions. Sociology is a particularly good major for prelaw, pre-M.B.A., and pre-M.S.W. students. For more career information, see a sociology adviser.

To function specifically as a sociologist, a graduate degree in the discipline is required, and students with such an interest should plan for this additional training. The M.A. in Sociology prepares students with skills suitable for the career areas of 1) administrative and supervisory positions at the local, state, and federal level; 2) private sector positions in evaluation and policy research, marketing, consulting, and nonprofit organizations; and high school level sociology teaching for persons with a teaching certificate.

Interdisciplinary Studies

Minors in Interdisciplinary Studies

The College of Arts and Sciences offers a number of interdisciplinary programs leading to either a minor or a certificate in a designated area of study. There are also a number of courses which are designated as interdisciplinary and which may or may not be part of a particular interdisciplinary minor or certificate program.

These interdisciplinary courses and programs bring together the resources of two or more subject areas in order to focus on topics that benefit from being studied from the point of view of more than one discipline. In some cases, faculty from several departments teach as a team, giving students the opportunity to experience faculty dialogue in a cross-disciplinary fashion.

These courses are listed and described in the companion volume to this book, the *University of Missouri-St. Louis Bulletin: Description of Courses*.

Minor in American Studies

American studies is an internationally recognized discipline and a minor is available at the University of Missouri-St. Louis. The minor is primarily an organization of courses from several departments that focus on America and on American culture. Students interested in this minor should see the coordinator of American studies for advice and information.

Candidates must have a cumulative grade point average of 2.0 or better in the **18 credit hours** required for the minor. Three hours (excluding Interdisciplinary 295) may be taken on a satisfactory/unsatisfactory basis.

Requirements

The following **interdisciplinary courses** are required.
90, The Foundations of American Culture
91, American Culture in the Twentieth Century
295, Issues in American Culture

Candidates must also select **three courses** from the following lists. No two courses can be in the same department. One course must be taken from the humanities list and one from the social sciences list. Two of the three courses must be taken at the 100 level or above.

Humanities courses applicable to the minor.

Art:

116, North American Indian Art
158, American Art
159, American Architecture
258, Topics in American Art
276, Women and the Visual Arts

English:

70, African-American Literature
171, American Literature I

172, American Literature II
373, Selected Major American Writers I
374, Selected Major American Writers II
375, American Fiction to World War I
376, Modern American Fiction

Music:

6, Introduction to African American Music
7, Introduction to Jazz

Philosophy:

107, American Philosophy

Interdisciplinary:

65, Photography and Society

Social Science courses applicable to the minor.

Anthropology:

122, Indians of North America
132, Archaeology of North America

Communication:

243, Communications in American Politics
343, The Rhetoric of Protest
350, Mass Communication History and Criticism

Criminology and Criminal Justice:

10, Introduction to Criminology and Criminal Justice
120, Criminal Law
345, Rights of the Offender

History:

105, History of the Family in the United States
112, United States Diplomatic History
120, Black History in the United States
204, The History of the American Labor Movement
301, United States History: Colonial America to 1763
302, United States History: Revolution and the New Nation, 1763 to 1815
303, United States History: Nationalism and Sectionalism, 1815 to 1860
304, United States History: 1860-1900
305, United States History: 1900-1940
306, United States History: 1940 to the Present
311, Topics in American Constitutional History
313, American Military History
314, American Foreign Policy Since 1941
321, History of Women in the United States
327, History of the American South

Political Science:

121, Civil Liberties
129, Women and the Law
131, Congressional Politics
135, Introduction to Urban Politics
165, American Political Thought
227, Urban Law: Poverty and the Justice System
228, The Federal Judicial System: Politics, Process, and Behavior
230, The American Presidency
232, Ethnic and Racial Politics
235, Political Parties
320, Introduction to American Constitutional Law
327, Urban Judicial Systems
331, Legislative Processes

Interdisciplinary Studies

Social Work:

200, Social Welfare as a Social Institution

Sociology:

40, Social Problems

202, Urban Sociology

360, Sociology of Minority Groups

Interdisciplinary:

75, Crime and Punishment

In addition, courses with variable topics such as Topics in . . . , Studies in . . . , and seminars may be taken when the topics are appropriate. See the coordinator of American studies.

Minor in Black Studies

This minor is designed to provide a focus for new and existing courses in the area of black and African studies. A faculty member from the department of art, history, or sociology is designated as coordinator. Students planning to pursue this minor should consult the coordinator for advisement.

Candidates must have a cumulative grade point average of 2.0 or better in the minor. Courses taken on a satisfactory/unsatisfactory basis may not be applied to the minor. Courses applied to the minor may not be counted for a major.

Special topics courses relevant to black studies may be included in the minor when approved by the coordinator of black studies.

Requirements

Students must take:

Interdisciplinary 40, The Black World

and a minimum of **two** courses from the following:

Anthropology 124, Cultures of Africa

Art 117, African Art

English 70, African-American Literature

History 81, African Civilization to 1800

History 82, African Civilization Since 1800

History 120, Black History in the United States

Music 6, America's Black Musical Heritage

Sociology 105, Group Prejudice and Minority Identity

and a minimum of **three** courses from the following:

History 381, West Africa Since 1800

History 382, Crisis in Southern Africa

Political Science 232, Black Americans and the Political System

Sociology 360, Sociology of Minority Groups

Minor in Classical Studies

The Minor in Classical Studies is an interdisciplinary course of studies intended to encourage undergraduates in various disciplines to come to a fuller awareness of the cultures of ancient Greece and Rome and of the classical tradition that underlies much of modern Western civilization.

In addition to appealing to any student's curiosity about the early stages of society in the West, the minor provides an especially valuable supplement to those who are majoring in many liberal arts areas including history, literature, philosophy, modern languages, and art.

The Classical World (Interdisciplinary 10), the only required course in the minor, is an introductory survey focusing on central issues and themes and major works from the entire period.

Students pursuing the minor will acquire a foundation in either Greek or Latin. They may choose to use either sequence to fulfill the foreign language requirement in the College of Arts and Sciences.

Requirements

Candidates for the minor must complete **19 credit hours** of course work including:

Interdisciplinary 10, The Classical World

and **either**

Latin 1, Latin 1

Latin 2, Latin 2

or

Ancient Greek 1, Ancient Greek 1

Ancient Greek 2, Ancient Greek 2

and **two courses** from the following list.

Ancient Greek 101, Ancient Greek 101

Art 111, Art and Archeology of the Ancient World

Art 112, Greek Art and Archeology

Art 113, Roman Art and Archeology

Art 212, Topics in Ancient Art and Archeology

English 20, Classical Mythology

English 120, Classical Literature in Translation

History 130, Ancient Civilization

History 330b, The Ancient World: History of Greece to the End of the Hellenistic Period

History 330c, The Ancient World: Rome

Interdisciplinary 200, Special Topics in Classical Studies

Latin 101, Latin 101

Philosophy 101, Ancient Philosophy

Philosophy 201, Plato

Philosophy 202, Aristotle

Minor in Legal Studies

A Minor in Legal Studies requires **18 hours** of course work. Candidates must have a cumulative grade point average of 2.0 or better in the minor. Courses taken on a satisfactory/unsatisfactory basis may not be applied to the minor.

Interdisciplinary Studies

Requirements

Candidates must take:

Interdisciplinary 20, Foundations of Law: An Introduction to Legal Studies

and **five courses** from the following list. At least **three** courses must be taken at the 200 level and above. No more than **two** courses from a single discipline may be included in the minor.

CCJ 10, Introduction to Criminology and Criminal Justice
CCJ 75, Crime and Punishment
CCJ 130, The Criminal Justice Policy
CCJ 227, Urban Law: Poverty and the Justice System
CCJ 325, Rights of the Offender
Communication 355, Media Law and Regulation
Economics 219, Law and Economics
History 311, Topics in American Constitutional History
History 330f, Medieval England
Philosophy 287, Philosophy of Law
Political Science 20, Foundations of Law: An Introduction to Legal Studies
Political Science 121, Civil Liberties
Political Science 129, Women and the Law
Political Science 225, Jurisprudence
Political Science 227, Urban Law: Poverty and the Justice System
Political Science 320, Introduction to American Constitutional Law
Political Science 327, Urban Judicial Systems
Political Science 328, The Federal Judicial System: Politics, Process, and Behavior
Political Science 385, International Law
Sociology 175, Women, Crime, and Society
Sociology 278, Sociology of Law

Minor in Public Affairs Journalism

The Minor in Public Affairs Journalism provides students with an overview of media operations, including basic writing and reporting skills, as well as a specialty area of advanced study. Ordinarily the specialty or cognate area focuses on a particular field, such as consumer affairs, economics, or political science—areas in which a journalist would specialize. Cognate areas are proposed by students seeking the minor and approved by a faculty committee.

A minimum grade point average of 2.0 is required in the minor. No more than three hours credit may be taken on a satisfactory/unsatisfactory basis. A total of 18 hours is required for the minor. At least 12 of the 18 required hours must be taken at UM-St. Louis.

Requirements

A. Nine hours in communication/English professional training:

English 214, News Writing, or **Communication 214**, News Writing
English 218, Reporting, or **Communication 212**, Broadcast Writing and Reporting
English 320, Independent Writing Project, or
Communication 399, Internship in Communication

B. Nine hours in Public Affairs at the 200 level or above

1. Students earning a Writing Certificate or majoring in Communication with a mass communication emphasis must take 15 hours (at least nine of these at the 200 level or above) in economics, political science, or sociology.

2. Students majoring in economics, political science, or sociology must take nine hours (in addition to the required English/communication courses) at the 200 level or above in addition to English/communication courses chosen from those listed above and/or in the two cognate areas outside their major (i.e., economics, political science, or sociology).

Minor in Urban Studies

A Minor in Urban Studies includes **18 hours** of course work. Candidates must have a cumulative grade point average of 2.0 or better in the minor. Courses taken on a satisfactory/unsatisfactory basis may not be applied to the minor.

Special topics courses relevant to urban studies may be included in the minor when approved in advance by the coordinator of the urban studies minor.

Requirements

Students must take:

Interdisciplinary 99, The City

and **five courses** selected from the following list, at least **three** courses at the 200 level or above. No more than **two** courses from a single discipline may be included in the minor.

Courses Applicable to the Minor

Anthropology 142, The Culture of Cities
Art 159, American Architecture
CCJ 227, Urban Law: Poverty and the Justice System
CCJ 260, Police in the Urban Community
CCJ 230, Crime Prevention
Economics 270, Urban and Regional Economics
Economics 317, Public Finance: State and Local
Geography 210, Urban Geography
Geography 211, Location Theory
History 300, Selected Topics in History (when urban or St. Louis history)
Political Science 135, Introduction to Urban Politics
Political Science 227, Urban Law: Poverty and the Justice System
Political Science 245, Urban Administration
Political Science 327, Urban Judicial Systems
Political Science 346, Urban Planning and Politics
Psychology 235, Community Psychology
Psychology 256, Environmental Psychology
Sociology 40, Social Problems
Sociology 202, Urban Sociology
Sociology 344, Problems of the Urban Community

Certificate Programs

Certificate programs are offered in biochemistry, biotechnology, photographic studies, studies in religions, women's studies, writing, and East Asian, Latin American, European, and international studies. These programs, which usually combine course offerings from different departments, make it possible for students to earn the equivalent of a minor in a given area in addition to their major.

Biochemistry Certificate

The University of Missouri-St. Louis offers a certificate program for science majors who are interested in careers in biochemistry. The Biochemistry Certificate is an interdisciplinary specialization which may be earned by completing the core requirements and either a **chemistry track** or a **biology track**. All students complete the following **core requirements**:

Biology 11, Introductory Biology I
Biology 12, Introductory Biology II
Biology 210, Cell Structure and Function
Biology 224, Genetics
Chemistry 11, Introductory Chemistry I
Chemistry 12, Introductory Chemistry II
Chemistry 122, Quantitative Analysis
Chemistry 261, Structural Organic Chemistry
Chemistry 262, Organic Reactions
Chemistry 263, Techniques of Organic Chemistry

and **one** of the following **biology** courses:

216, Microbiology
235, Development
310, Cell Physiology
326, Gene Expression in Eukaryotes

Students choosing to complete the certificate through the **biology track** must take these **additional courses**:

Biology 376, Topics in Biological Chemistry
Biology 378, Topics in Biological Chemistry Laboratory
Biology 389, Senior Seminar
Chemistry 230, Physical Chemistry for the Life Sciences

Students choosing to complete the certificate through the **chemistry track** must take these additional **chemistry courses**:

231, Physical Chemistry I
232, Physical Chemistry II
233, Laboratory in Physical Chemistry
289, Seminar
371, Biochemistry
372, Advanced Biochemistry
373, Biochemical Techniques

Biotechnology Certificate

The University offers a certificate program for science majors who are interested in careers in biotechnology. A student may receive the Certificate in Biotechnology by completing a total of **18 hours** taken from the following requirements.

Students must take:

Biology 326, Gene Expression in Eukaryotes
Biology 328, Techniques in Molecular Biology
Biology 338, Gene Expression in Prokaryotes
Chemistry 230, Physical Chemistry for the Life Sciences

The remaining hours can be taken from the following:

Biology 310, Cell Physiology
Biology 329, Molecular Evolution
Biology 334, Virology
Biology 344, Gene Activity During Development
Biology 376, Topics in Biological Chemistry
Biology 378, Topics in Biological Chemistry Laboratory
Biology 417, Advanced Immunology

Photographic Studies Certificate

UM-St. Louis students, graduates, and postbaccalaureate candidates may obtain a certificate in photographic studies by coordinating courses in and related to photography.

To be eligible for the certificate, undergraduates must complete a degree in a chosen major field. A faculty member of the Interdisciplinary Photographic Studies Committee will act as adviser to all students and will consult with the faculty adviser in the student's major to plan appropriate credits.

The Photographic Studies Certificate is the only such program in the country and should be of special interest to those considering a career in the arts, communications, history, science, business, advertising, or in photography itself. The program should also interest professional photographers, teachers, interested lay people, and graduates who are returning to school. This certificate is designed for all who have an intense interest in the myriad aesthetic and practical aspects of the medium.

Requirements

The following courses are required:

Art 60, Photography I
Art 160, Photography II
Art 165, History of Photography, or **History 168**, Photohistory
Interdisciplinary 65/Art 65, Photography and Society
Art 360, Advanced Photography, or **Interdisciplinary 390**, Independent Studies in Photographic Studies

Students must also take at least **one three-hour course** selected from the following departmental offerings: (New courses will be reviewed periodically for inclusion.)

Art 5, Introduction to Art
Art 260, Photography: Color Printing
Art 277, Printmaking: Photolithography
Art 360, Advanced Photography
Art 263, Photography Since 1945
Biology 360, Techniques in Electron Microscopy
Communication 50, Introduction to Mass Media
Communication 70, Introduction to Cinema

Certificate Programs

Communication 210, Television Production
English 214/Communication 214, News Writing
English 215, Feature Writing
History 168, Photohistory
Interdisciplinary 40, The Black World
Interdisciplinary 365, Seminar in Photographic Studies
Interdisciplinary 390, Independent Studies in Photographic Studies
Philosophy 274, Philosophy of Art
Physics 172, Light and Color
Physics 173, Applications of Light and Color
Psychology 213, Principles of Perception
Psychology 355, Psychology of Perception
Extension course, Professional Photography Seminar

Studies in Religions Certificate

A Certificate in Studies in Religions requires the completion of **18 hours** with a grade of C or better.

Courses must be chosen from two or more departments (interdisciplinary offerings excluded), and the program must include two or more courses which focus on different, major religious traditions. (Courses which fulfill this requirement are marked with an asterisk [*] in the list below.)

In addition, students are encouraged to broaden their understanding of religions and religious experience by enrolling in several courses in which these subjects are studied in philosophical or cultural contexts.

Students must obtain the approval of the coordinator of studies in religions before completing twelve hours toward this certificate.

Requirements

Students must take:

Interdisciplinary 70, Introduction to the Study of Religion

and **15 hours** chosen from the following list in accordance with the guidelines above:

Anthropology 144, Religion, Magic, and Science
Art 125, Medieval Art
***Art 325**, Early Christian Art and Archaeology
***Art 326**, Monasteries, Cathedrals, and Preaching Churches
***English 13**, Topics in Literature: Jewish Folklore
***English 123**, Jewish Literature
***English 124**, Literature of the New Testament
***English 125**, Literature of the Old Testament
***History 144**, Christianity: Jesus to Martin Luther
***History 252**, The World of Islam
***History 330a**, The Ancient World: Israel
***History 330d**, History of the Church: Early Christianity
***History 330e**, History of the Church: The Middle Ages
History 331b, The Age of Reformation
Music 103, Music in Religion
Philosophy 85, Philosophy of Religion
Philosophy 102, Medieval Philosophy
Philosophy 120, Asian Philosophy
***Philosophy 185**, Topics in Philosophy of Religion
Philosophical 285, Problems in Philosophical Theology
Political Science 165, American Political Thought
Political Science 261, Ancient and Medieval Political Thought
Sociology 264, The Sociology of Religion

Women's Studies Certificate

Faculty

Frances Hoffmann, Director; Visiting Associate Professor of Sociology
 Ph.D., University of Oregon
Janet Berlo, Professor of Art
 Ph.D., Yale University
Carol K. Peck, Professor of Optometry
 Ph.D., University of California-Los Angeles
Jayne Stake, Professor of Psychology
 Ph.D., Arizona State University
Diane Toulaitos, Professor of Music
 Ph.D., Ohio State University
Sarah Boggs, Associate Professor of Sociology
 Ph.D., Washington University
Yael Even, Associate Professor of Art
 Ph.D., Columbia University
Michele Hoyman, Associate Professor of Political Science
 Ph.D., University of Michigan
Joyce Mushaben, Associate Professor of Political Science
 Ph.D., Indiana University
Gail Ratcliff, Associate Professor of Mathematics
 Ph.D., Yale University
Suzanna Rose, Associate Professor of Psychology
 Ph.D., University of Pittsburgh
Stephanie Ross, Associate Professor of Philosophy
 Ph.D., Harvard University
Victoria Sork, Associate Professor of Biology
 Ph.D., University of Michigan
Zuleyma Tang Martinez, Associate Professor of Biology
 Ph.D., University of California-Berkeley
Lorna Williams, Associate Professor of Modern Foreign Languages
 Ph.D., Indiana University
Kathy Gentile, Assistant Professor of English
 Ph.D., University of Oregon
Margo-Lea Hurwicz, Assistant Professor of Anthropology
 Ph.D., University of California-Los Angeles
Barbara Kachur, Assistant Professor of Communication
 Ph.D., Ohio State University
Kimberly Kempf Leonard, Assistant Professor of Criminology and Criminal Justice
 Ph.D., The Wharton School, University of Pennsylvania
Key McChesney, Assistant Professor of Sociology
 Ph.D., University of Southern California
Gerda Ray, Assistant Professor of History
 Ph.D., University of California-Berkeley
Cynthia Radding, Assistant Professor of History
 Ph.D., University of California-San Diego
Sally Reagan, Assistant Professor of English
 Ph.D., University of Indiana
Margaret Sherraden, Assistant Professor of Social Work
 Ph.D., Washington University
Nina Tumosa, Assistant Professor of Optometry
 Ph.D., State University of New York-Albany
Carol Kelly, Visiting Assistant Professor, Department of Biology
 Ph.D., University of Illinois-Champaign
Linda Kick, Lecturer, Department of English
 M.A., University of Toronto
 M.A., University of Missouri-Columbia
Nanora Sweet, Senior Lecturer, Department of English
 Ph.D., University of Michigan

Certificate Programs

The Women's Studies Program at the University of Missouri-St. Louis draws upon feminist scholarship to create new ways of studying human experience that include women. The program seeks to correct the oversights and omissions of traditional education, which typically ignores the experiences and contributions of women in virtually all areas of society. Courses in Women's Studies look specifically at women's lives, roles, and contributions among different cultures and times, enabling students to broaden their educational experience and develop new insights into their own lives and aspirations. The program offers both day and evening courses.

The faculty and students in Women's Studies believe in cooperative education. Women's Studies classes promote the exchange of knowledge among women and men of different classes, races, sexual orientations, and social conditions.

The Women's Studies Program offers an undergraduate Certificate which is similar to a minor. (For graduate study, see listing for Women's Studies Graduate Certificate.) A Certificate is meant to supplement a student's traditional academic major, to encourage a reassessment of women's roles in society, and to facilitate career goals that focus on women's issues. The opportunity to earn a Certificate is available to all undergraduates pursuing a degree at UM-St. Louis and to individuals with a bachelor's degree from any university who want to earn one.

Women's Studies courses are open to all students, whether or not they are working toward a Certificate.

Candidates for the Certificate should register with the Women's Studies Program after they have taken one or two courses. To register, students should complete the Women's Studies Certificate form available from any Women's Studies faculty or from the Women's Studies office. Students interested in the program should contact the director of the program or any member of the Women's Studies faculty.

Requirements

A student must complete **18 hours** in Women's Studies courses, including:

Interdisciplinary 50, Interdisciplinary Perspectives on Women

and **either** a 300-level course in Women's Studies **or** an independent study (3 hours) to be taken in the junior or senior year. Students choosing the independent study option will write a research paper on some aspect of Women's Studies.

Also required are **four additional courses** chosen from the following list. These shall be distributed among at least **two** of the following areas: social science, humanities, and natural science. They should also be distributed among at least **three** academic departments. No more than three hours may be taken on a satisfactory/unsatisfactory basis.

Interdisciplinary 350, Topics in Women's Studies (e.g., Women and Science; Women and Religion; Survival Strategies of Third World Women; Women, Race, and Class)

Interdisciplinary 351, Theories of Feminism

Art 276, Women and the Visual Arts

Biology/Psychology 140, Female Sexuality

English 13, Topics in Literature (when appropriate topic)

English 280, Topics in Women and Literature (e.g., Black Women Writers; Women and Theater)

History 101, History of Women in Comparative Cultures

History 300, Selected Topics in History (Topics in American History: Women and Work)

History 320, History of Feminism in Western Society

History 321, History of Women in the United States

Music 108, Women in Music

Nursing 365, Women's Issues in Health Care

Philosophy 153, Philosophy and Feminism

Political Science 129, Women and the Law

Political Science 247, Women, Power, and Public Policy

Psychology 230, Psychology of Women

Social Work 312, Women's Social Issues

Sociology 100, Women in Contemporary Society

Sociology 175, Women, Crime, and Society

Women's Studies Certificate Graduate

The Graduate Certificate in Women's Studies is designed for those students who wish to receive post-baccalaureate training in Women's Studies. This program provides a multidisciplinary course of study for students wishing to specialize in women's issues. It is appropriate for students in the College of Arts and Sciences or any of the Schools of the University. (See Women's Studies Certificate for listing of faculty.)

Admission Requirements

Program applicants must have the following:

- 1) Baccalaureate degree;
- 2) 2.75 grade point average (students with exceptions should contact the director of Women's Studies);
- 3) Official transcripts of all previous undergraduate/graduate work;
- 4) Two letters of recommendation.

Certificate Requirements

A student may earn the Graduate Certificate in Women's Studies by completing a total of 18 hours from the following courses listed. At least nine hours of course work must be at the 400 level; no more than six hours of course work may be Independent Study.

Certificate Programs

Core Courses

English 416, Feminist Critical Theory
History 320, History of Feminism
History 321, History of Women in the United States
History 300, Topics in History: Women and Work in U.S. History
Interdisciplinary 350, Topics in Women's Studies
Interdisciplinary 351, Theories of Feminism
Nursing 365, Women's Issues in Health Care
Psychology 418, Human Sexuality
Psychology 410, Women and Mental Health
Social Work 312, Women and Social Issues
 Six hours of Women's Studies electives at the 400 level.

Writing Certificate

The Writing Certificate provides an opportunity for students to obtain a focused specialty in writing in addition to their major. A student may earn a Certificate in Writing by completing a total of **18 hours** in writing courses chosen from the following:

CCJ 200, Writing in Criminology and Criminal Justice
Communication 212, Broadcast Writing and Reporting
Communication 217, Script Writing for Business and Industry
English 103, Poetry Writing
English 104, Short Story Writing
English 105, Play Writing
English 112, Topics in Writing
English 209, Practical Criticism: Writing About Literature
English 210, Advanced Expository Writing
English 211, Advanced Expository Writing for International Students
English 212, Business Writing
English 213, Technical Writing
English 214 or **Communication 214**, News Writing
English 215, Feature Writing
English 218, Reporting
English 228 or **Communication 228**, Writing for Public Relations
English 300, Writing in the Professions
English 302, Writing Literary Criticism
English 303, Advanced Poetry Writing
English 304, Advanced Fiction Writing
English 305, Writing for Teachers
English 313, Advanced Business and Technical Writing
English 319, Editing

Required: English 320, Independent Writing Project. Students serve a supervised writing internship or work with the instructor to complete an extensive writing project.

Courses taken to fulfill requirements for the Writing Certificate may not be taken on a satisfactory/unsatisfactory basis.

International Studies Certificates Undergraduate

Through the Center for International Studies, the College offers certificate programs in East Asian, Latin American, European, and International Studies. Students seeking certificates must take an independent study course (three hours) in which a research paper will be written focusing upon some aspect of the particular field or on one of the fields offered in the program.

Interested students should petition for one of these certificates through the Center for International Studies by the first semester of the senior year. For further information, contact the Center at 553-5753.

Requirements for Each Program

East Asian Studies Certificate

1) First- and second-year Chinese, Japanese, Korean, or other appropriate Asian language (20 hours taken in four semesters).
2) **History 61** and **History 62**, East Asian Civilization
3) **One** course in **three** of the following six areas, a total of nine hours:

Area 1: Anthropology

110, Cultures of Asia

Area 2: Art

107, The Arts of China
108, The Arts of Japan
208, Topics in Asian Art

Area 3: History

162, The Chinese Revolution: Readings in Chinese Literature
361, Modern Japan: 1850 to Present
362, Modern China: 1800 to Present
***393**, Senior Seminar

***Note** Students should take History 393 only when the topic is appropriate to East Asia.

Area 4 Music

9, Non-Western Music I
10, Non-Western Music II

Area 5: Philosophy

120, Asian Philosophy

Area 6: Political Science

155, Asian Comparative Politics
***359**, Studies in Comparative Politics
***388**, Studies in International Relations

***Note** Students should take Political Science 359 or Political Science 388 only when the specific topic is appropriate.

Certificate Programs

European Studies Certificate

- 1) Four semesters of college work or the equivalent in a modern European foreign language.
- 2) **History 32**, Topics in European Civilization: 1715 to the Present.
- 3) **One** course each from at least **four** of the following eight areas, a total of 12 hours. Students should consult advisers at the Center to determine how these courses can best be arranged to meet their interests.

Area 1: Art

- 135, Renaissance Art
- 145, Baroque Art
- 235, Topics in Renaissance Art
- 245, Topics in Seventeenth- and Eighteenth-Century European Art
- 255, Topics in Nineteenth- and Twentieth-Century European Art

Area 2: Economics

- 238, Comparative Economic Systems

Area 3: English

- 127, Survey of European Literature from 1650 to the Second World War
- 128, The Contemporary World in Literature
- 132, English Literature II
- 323, Continental Fiction
- 346, Restoration and Eighteenth-Century Drama
- 364, The Eighteenth-Century English Novel
- 365, The Nineteenth-Century English Novel
- 372, The Later Nineteenth Century
- 383, Modern British Fiction

Area 4: History

- 31, Topics in European Civilization: Emergence of Western Europe to 1715
- 331a, The Age of the Renaissance
- 331b, The Age of Reformation
- 332d, The Rise of the Modern British State
- 332e, Europe from the French Revolution to World War I, 1789-1914
- 333a, Contemporary France: Since 1870
- 333b, Germany in the Modern Age
- 333c, History of Russia From 1917-Present
- 333d, Europe in the Twentieth Century
- 333e, Contemporary Europe, 1939-Present

Area 5: Foreign Languages and Literatures

FRENCH

- 110, Modern French Literature in Translation
- 150, European Literature in Translation: Special Topics
- 211, Contemporary French Civilization
- 281, French Literature II: Nineteenth and Twentieth Centuries
- 341, Seventeenth-Century French Theatre and Poetry
- 342, Seventeenth-Century French Prose
- 353, Eighteenth-Century French Literature
- 354, Eighteenth-Century French Theatre and Novel
- 362, Nineteenth-Century French Novel
- 371, Twentieth-Century French Novel
- 375, Modern French Theatre

GERMAN

- 110, Masterpieces of German Literature in Translation
- 150, European Literature in Translation: Special Topics
- 201, Masterpieces of German Literature
- 202, The German *Novelle* and Drama
- 210, German Culture and Civilization
- 315, German Classicism and Romanticism
- 320, German Realism and Naturalism
- 345, Modern German Literature
- 397, Survey of German Literature Part I
- 398, Survey of German Literature Part II

SPANISH

- 110, Spanish Literature in Translation
- 150, European Literature in Translation: Special Topics
- 310, Spanish Literature from 1898 to 1939
- 315, Spanish Literature from 1939 to the Present
- 320, Realism and Naturalism in the Nineteenth-Century Spanish Novel
- 321, Poetry and Drama of the Nineteenth Century
- 325, Poetry and Drama of the Golden Age

Area 6: Music

- 322, Music of the Renaissance
- 323, Music of the Baroque
- 324, Music of the Classic Period
- 325, Music of the Romantic Period

Area 7: Philosophy

- 103, Early Modern Philosophy
- 104, Kant and Nineteenth-Century Philosophy
- 105, Twentieth-Century Philosophy
- 205, The Rationalists
- 206, The British Empiricists

Area 8: Political Science

- 251, Comparative Politics of Europe
- 256, Russia and the New Republics
- 284, European International Relations
- *351, Comparative Public Policy and Administration
- *359, Studies in Comparative Politics
- *388, Studies in International Relations

*Note Students should take Political Science 351, Political Science 359, or Political Science 388 only when the topic is appropriately European.

Latin American Studies Certificate

- 1) Thirteen credit hours or the equivalent in Spanish.
- 2) **Either History 71**, Latin American Civilization, or **Spanish 211**, Hispanic Culture and Civilization: Spanish America.
- 3) A total of **12 hours** from at least **three** of the following areas:

Area 1: Anthropology

- 134, The Inca, Aztec, and Maya
- 140, Cultures of Mexico and Central America
- 145, Indians of South America

Area 2: Art

- 119, Pre-Columbian Art of Mexico and Central America

Certificate Programs

Area 3: History

- 371**, History of Latin America: To 1808
372, History of Latin America: Since 1808

Area 4: Political Science

- 253**, Political Systems of South America
254, Political Systems of Mexico, Central America, and the Caribbean
***359**, Studies in Comparative Politics

***Note** Students should take Political Science 359 only when the topic is appropriate to Latin America.

Area 5: Spanish

- 111**, Spanish-American Literature in Translation
211, Hispanic Culture and Civilization: Spanish America
281, Introduction to Hispanic Literature: Spanish America
340, Spanish-American Literature of the Nineteenth Century
341, Modernismo
345, Spanish-American Literature of the Twentieth Century
351, Spanish-American Fiction in the Twentieth Century
360, Spanish-American Poetry from Modernismo to the Present

International Studies Certificate

- 1) Satisfactory completion of the language requirements for the degree program in which the student is enrolled.
- 2) **Political Science 180**, World Politics.
- 3) A total of **12 hours** from **at least three** of the following nine areas:

Area 1: Anthropology

- 201**, Comparative Economic Behavior
202, Culture, Politics, and Social Organization

Area 2: Biology

- 120**, Environmental Biology

Area 3: Business Administration

- 316**, International Marketing
317, International Management
380, International Business

Area 4: Communication

- 332**, Intercultural Communication
354, Comparative Telecommunication Systems
356, International Communication

Area 5: Economics

- 230**, International Economic Analysis
231, International Finance
238, Comparative Economic Systems
331, International Economic Analysis: Finance

Area 6: Geography

- 102**, World Regions

Area 7: History

- 112**, America in World Affairs
332e, Europe from the French Revolution to World War I, 1789-1914
333d, Europe in the Twentieth Century
333e, Contemporary Europe, 1939-present

Area 8: Political Science

- 80**, Global Issues
282, United States Foreign Policy
285, International Institutions and Global Problem Solving
289, Middle Eastern Politics
381, Comparative Foreign Policy
385, International Law
386, Studies in War and Peace
388, Studies in International Relations

Area 9: Sociology

- 314**, Social Change
342, World Population and Ecology
354, Sociology of Business and Work Settings

International Studies Certificate Graduate

A Graduate Certificate in International Studies is a program of study featuring advanced, multidisciplinary course work designed for individuals, including teachers and other professionals, who wish to expand their knowledge and understanding of international and cross-cultural affairs. The Certificate is sponsored by the Center for International Studies, and the Departments of Economics, History, Foreign Languages and Literatures, and Political Science. A broad set of course offerings is available in these and other departments, with the flexibility for students to tailor the program to their particular interests and needs. The program has been developed as a vehicle for bringing together the resources of a distinguished faculty in international studies and for providing an opportunity for further graduate learning. For further information, contact the Center for International Studies at 553-5753.

Applicants to the Certificate program must meet the general requirements for admission to Graduate School as explained in the graduate study section of this *Bulletin*. The Certificate is awarded after completion of 18 hours, including a minimum of 12 hours drawn from a list of core courses and an additional six hours selected from a wide variety of offerings in eight different disciplines. No more than 12 hours may be from any one discipline. Students may simultaneously earn a graduate degree and count credits earned in their degree program toward the Certificate when appropriate.

Requirements

Students must complete **at least 12 hours** chosen from the following list of **core courses**:

Anthropology

- 425**, Peoples and Cultures of Southeast Asia
430, Global Refugee Crisis

Business Administration

- 416**, International Finance, Investment, and Commercial Relations
417, International Business Operations
443, International Accounting

Certificate Programs

Economics

- 430**, International Trade
431, International Monetary Analysis

History

- 419**, Readings in East Asian History
431, Readings in European History
460, Readings in Latin American History
470, Readings in African History

Political Science

- 450**, Proseminar in Comparative Politics
451, Seminar in Comparative Politics
480, Proseminar in International Relations
481, Seminar in International Relations
488, Studies in International Relations

Sociology

- 410**, Comparative Social Structures

Students may complete an additional six hours chosen from the following:

Art

- 356**, Nineteenth-Century Art
357, Twentieth-Century Art

Business Administration

- 316**, International Marketing
317, International Management
380, International Business

Communication

- 332**, Intercultural Communication
354, Comparative Telecommunication Systems
356, International Communication

Criminology and Criminal Justice

- 305**, Comparative Criminology and Criminal Justice

Economics

- 331**, International Economic Analysis: Finance
350, Special Readings

English

- 323**, Continental Fiction

History

- 314**, American Foreign Relations Since 1941
320, History of Feminism in Western Society
332a, History of Spain
332b, Russian History to 1917
332c, Modern France: to 1870
332d, The Rise of the Modern British State
332e, Europe from the French Revolution to World War I, 1789-1914
333a, Contemporary France: Since 1870
333b, Germany in the Modern Age
333c, History of Russia from 1917-Present
333d, Europe in the Twentieth Century
333e, Contemporary Europe, 1939-Present
361, Modern Japan: 1850 to Present
362, Modern China: 1800 to Present
372, History of Latin America: Since 1808
381, West Africa: Since 1800
382, Crisis in Southern Africa
390, Special Readings

Foreign Languages and Literatures

- French 362**, Nineteenth-Century French Novel
French 365, Modern French Poetry
French 371, Twentieth-Century French Novel
French 375, Modern French Theatre
German 315, German Classicism and Romanticism
German 320, German Realism and Naturalism
German 345, Modern German Literature
German 398, Survey of German Literature Part II
Spanish 310, Spanish Literature from 1898-1939
Spanish 315, Spanish Literature from 1939 to Present
Spanish 320, Realism and Naturalism in the Nineteenth-Century Spanish Novel
Spanish 321, Poetry and Drama of the Nineteenth Century
Spanish 340, Spanish-American Literature of the Nineteenth Century
Spanish 341, Modernismo
Spanish 345, Spanish-American Literature of the Twentieth Century
Spanish 351, Spanish-American Fiction in the Twentieth Century
Spanish 360, Spanish-American Poetry from Modernismo to the Present

Music

- 325**, Music of the Romantic Period
326, Music of the Twentieth Century

Political Science

- 351**, Comparative Public Policy and Administration
359, Studies in Comparative Politics
381, Comparative Foreign Policy
385, International Law
386, Studies in War and Peace
388, Studies in International Relations
485, Directed Readings and Research in International Relations

Sociology

- 342**, Population Dynamics

Gerontological Studies Certificate

The requirements for an undergraduate Certificate in Gerontological Studies are listed in the Interschool Studies in this *Bulletin*.

Preprofessional Programs

Students at the University of Missouri-St. Louis may develop preprofessional study programs from the University's academic offerings in architecture, engineering, dentistry, journalism, law, medicine, optometry, or pharmacy. With early and careful advising, students may develop a two-year study program in preparation for transfer into a professional program in the junior year, or they may select a major field of study and related area courses which provide strong undergraduate preparation for graduate professional study.

Students should seek preprofessional faculty advisers in their interest area early in their academic careers to ensure development of sound, comprehensive study programs which fulfill the admission requirements of the professional program to which they wish to apply.

The following information on preprofessional study at UM-St. Louis is provided to give students minimal guidelines and assistance in planning a program.

Pre-Architecture

The Department of Art sponsors the 3+4 Program for the School of Architecture at Washington University. A student who transfers to the School of Architecture, Washington University, at the end of the junior year may graduate from UM-St. Louis after the satisfactory completion of the first year of professional school upon meeting one or more of the following conditions:

- 1) The student has completed all general education requirements and all requirements for a major and lacks only the total hours (electives) necessary for a degree.
- 2) A student who has not completed required courses for a degree must remedy the deficiency with courses taken at the University of Missouri-St. Louis within three years of entering the professional school. At the time of graduation the student must remain in good standing in the professional school or have successfully graduated from professional school.
- 3) A student who has not completed all the courses required for a major may, if the major department at UM-St. Louis agrees, substitute up to six hours of appropriate course work from the professional school.

The requirement that 24 of the last 30 hours of course work for a degree be taken at UM-St. Louis shall be waived where necessary for students graduating under this procedure.

Pre-Engineering

The pre-engineering program provides the student with a solid scientific base in mathematics, chemistry, physics, and communications. Jointly prepared transfer guides to UMC, UMR, Washington University, and SIU-Edwardsville are available from the pre-engineering adviser or the Admissions Office. Curricula for all the engineering fields are listed in detail therein. Usually, transfer can be effected without loss of credit and with full standing since the curricula have been approved by the participating engineering schools and departments.

Students also may remain at UM-St. Louis to pursue B.S. degrees in pure science or in an applied area of physics, mathematics, or chemistry. The program's built-in flexibility allows students to explore various areas in engineering and applied science in order to discover the most appropriate and rewarding directions in which to aim their talents.

Undergraduate degrees in electrical and mechanical engineering are now available through the UM-St. Louis/Washington University Joint Engineering Program. The focus of the program is on the needs of nontraditional students in the St. Louis region. Courses are taught on a part-time basis during the evening. Students will enter the program at the junior level and are expected to have completed the appropriate pre-engineering curriculum. Contact the Office of Admissions for details.

General Education Requirements

In addition to general admission requirements, prospective students must take a mathematics placement test, given at UM-St. Louis, the semester before enrollment.

Although there is no required pattern of high school units for admission to the program, students are urged to complete **at least three** units of mathematics, including units in algebra (excluding general mathematics) and trigonometry. Calculus, if available, is also recommended.

The following courses **are required** in the first two years for most of the engineering curricula that are part of the pre-engineering program.

Chemistry:
Chemistry 11, Introductory Chemistry I

English:
English 10, Freshman Composition

Computer Science:
Computer Science 125, Programming Methods I

Preprofessional Programs

Engineering:

Engineering 30, Engineering Graphics
Engineering 85, Statics and Elementary Strength of Materials
Engineering 185, Introduction to Dynamics

Humanities and Social Sciences:

Twelve hours of electives.

Mathematics:

Math 80, Analytic Geometry and Calculus I
Math 175, Analytic Geometry and Calculus II
Math 180, Analytic Geometry and Calculus III
Math 202, Introduction to Differential Equations

Physics:

Physics 111, Physics: Mechanics and Heat
Physics 112, Physics: Electricity, Magnetism, and Optics
Physics 124, Circuit Analysis I

See the transfer guides for specific requirements if you intend to transfer to one of the participating universities.

Upper-Division Students

Students should be aware that there is a cooperative program between Rolla and St. Louis area employers which allows the student to alternate periods of study with periods of work in industry or business. Students may be interested in knowing there are about 50 St. Louis-area industries now cooperating in this program. Normally the cooperative program involves one semester of college study at Rolla, followed by one semester of work.

Specific inquiries about the pre-engineering program should be made to: Pre-engineering Program, A216 Benton, telephone 553-5931.

Prejournalism

Students wishing to pursue a journalism degree should review the entrance requirements of the schools they would like to attend for information on suggested prejournalism courses of study.

Students seeking a journalism degree from the University of Missouri must complete their junior and senior years at the School of Journalism, University of Missouri-Columbia. For admission, students must present to the UMC School of Journalism 60 acceptable credit hours with a cumulative grade point average of 3.0 or higher at the University of Missouri or another accredited two- or four-year institution.

Required Courses

The following studies are required for admission to the School of Journalism:

1) **English Composition:** Six credit hours. English 10, Freshman Composition, and English 210, Advanced Expository Writing, satisfy the requirement with a grade of B or better in English 210.

2) **Foreign Language:** Thirteen credit hours are required unless the student has completed four or more high school units in a single foreign language.

3) **Behavioral, Biological, Physical, and Mathematical Science:** Fourteen hours from four of six areas including anthropology, psychology, sociology, and biological, physical, and mathematical science. The fourteen hours must include at least one course with a lab (minimum four hours credit).

4) **Social Science:** Three hours in each of these three areas: economics, history, and political science.

5) **Humanistic Studies:** Eight hours in three of seven areas including appreciation or history of art or music; foreign civilizations; classics; literature; philosophy; speech and dramatic art; humanities sequence.

Nontransferable courses at the School of Journalism are basic military science, basic physical education, typing or shorthand, journalism or communication, and no more than three hours each of applied or performance music, dance, drama, or studio art.

Recommended, but not required, are courses in American history, general sociology, general psychology, introductory philosophy, principles of marketing, elementary accounting, statistics, and general anthropology.

For advisement and information, contact the Advising Office, College of Arts and Sciences, 303 Lucas, telephone 553-5300.

Prelaw

A "prelaw curriculum" is a myth, a mistaken notion based on an inexact analogy to premedical programs, which are quite specific and virtually obligatory for medical school candidates. While no single curricular path is the ideal preparation for law school, a broadly based undergraduate program that includes training in analytical reasoning and writing will serve the student well.

English language and literature courses are virtually indispensable. An awareness of the institutional processes of government obtained through study in political science is needed. Since law is inseparable from historical experience, an acquaintance with American history is important. Students should acquire a knowledge of macro- and microeconomics. Statistics, accounting, and computer science are valuable in understanding special legal subjects and the practice of law.

The University of Missouri has law schools at Columbia and Kansas City. University of Missouri-St. Louis students will find everything needed in planning an undergraduate program, preparing for the LSAT, and applying to law school in the office of the prelaw adviser, 303 Lucas, 553-5300. Students should contact the prelaw adviser early in their undergraduate career.

Preprofessional Programs

Premedical Sciences

Students wishing to enter medical, dental, optometry, or veterinary medicine schools should pursue the B.A. or B.S. degrees with majors in the disciplines of their choice, but they should take whatever additional courses may be necessary for admission to the professional school. Prevetterinary students will have to obtain certain animal sciences courses not offered at the University of Missouri-St. Louis.

Since medical school admission requirements vary, students are urged to consult the catalogs of the schools to which they intend to apply. Updated information may be found in Medical School Admission Requirements (United States and Canada) for the current year, available from the Association of American Medical Colleges, One Dupont Circle, N.W., Washington, D.C. 20036. The dean's office has a copy available for student use within the office.

Suggested Courses

Many medical schools recommend the following undergraduate courses:

Biology: **Biology 11**, Introductory Biology I; **Biology 12**, Introductory Biology II; **Biology 224**, Genetics; and additional courses in developmental biology and/or physiology.

Chemistry: **Chemistry 11**, Introductory Chemistry I; **Chemistry 12**, Introductory Chemistry II; **Chemistry 261**, Structural Organic Chemistry; **Chemistry 262**, Organic Reactions; **Chemistry 263**, Techniques of Organic Chemistry; and additional courses in organic chemistry and quantitative analysis.

Mathematics: Students should take courses at least through calculus, as appropriate for the major degree.

Physics: Eight credit hours or as appropriate for the degree chosen.

Since students are not confirmed for admission to professional schools until the science requirements for admission are fulfilled, students should meet the science requirements before the end of the junior year. To complete these requirements in time, premedical students should take Chemistry 11 and 12, Introductory Chemistry I and II, during the freshman year.

Students also should take the required national standardized examination before or during the junior year; the Medical College Admission Test for premed students; the Veterinary Medical Aptitude Test for prevet students; the Dental Aptitude Test for pre-dental students; and the Optometry Admission Test for pre-optometry students.

Each year the number of applicants to health profession schools exceeds the number of available places. Students, therefore, are encouraged to have alternative plans should they not gain entrance. Pharmacy, nursing, and laboratory technology may be considered as alternative fields.

For further information, testing dates, or premedical advising, contact the premedical adviser, 303 Lucas Hall, telephone 553-5300.

Pre-Optometry

The University of Missouri-St. Louis offers a four-year program of study leading to the Doctor of Optometry degree. This professional degree is administered by the School of Optometry. It is one of only 19 schools of optometry nationwide and the only one in the state of Missouri.

Because the University offers the Doctor of Optometry degree, it is an ideal institution for pre-optometry education. Undergraduate students have access to the optometry school students, faculty, and staff for career and academic guidance.

For more information contact the Office of Student Affairs at the School of Optometry (553-6263).

Preprofessional 3+4 Program

The Department of Biology sponsors a 3+4 Program for the UM-St. Louis School of Optometry. In this program students may be admitted to the School of Optometry after completing three years (90 semester hours) of study in the Department of Biology. The undergraduate degree is granted when students satisfactorily complete the first year of optometry school. One or more of the following conditions must be met in order to qualify for the undergraduate degree.

- 1)** All general education requirements and all requirements for the major, except electives, must be completed.
- 2)** Any deficiency in required courses must be remedied with courses taken at UM-St. Louis within three years after entering the School of Optometry.
- 3)** Up to six hours from the School of Optometry may be substituted for undergraduate degree requirements, with approval of the Department of Biology.

Preprofessional Programs

Prepharmacy

Admission to a school of pharmacy usually requires one to two years of college work in specified areas. Most colleges of pharmacy recommend the 1+4 plan which includes one year of college work followed by four years of professional courses in the college of pharmacy. In some cases the old 2+3 program is used. Since entrance requirements vary, students should consult the catalog of the college to which they intend to apply.

One-Year Prepharmacy Course Sequence. A typical one-year sequence for prepharmacy students which meets the admission requirements of the School of Pharmacy at the University of Missouri-Kansas City and also those of the St. Louis College of Pharmacy is as follows:

Freshman Year

First Semester (16 Hours)

Chemistry 11, Introductory Chemistry I

English 10, Freshman Composition

Mathematics 30, College Algebra, and **Mathematics 35**, Trigonometry

(At UMKC mathematics through survey calculus,

Mathematics 101, is preferred.)

Elective*: One three-hour course

*Courses in statistics, psychology, communication, economics, and accounting are most often recommended or required.

Second Semester (16 hours)

Biology 11, Introductory Biology I

(At UMKC a physics course, Physics 11, is preferred to the biology course.)

Chemistry 12, Introductory Chemistry II

Literature: Any three-hour course

Elective*: One three-hour course

*Courses in statistics, psychology, communication, economics, and accounting are most often recommended or required.

Sophomore Year (for 2+3 programs)

First Semester (15 hours)

Biology 12: Introductory Biology II

Chemistry 261, Structural Organic Chemistry

Literature: Any three-hour course

Physics 11, Basic Physics

Elective*: One three-hour course

*Courses in statistics, psychology, communication, economics, and accounting are most often recommended or required.

Second Semester (14 hours)

Biology: One biology elective

Chemistry 262, Organic Reactions

Chemistry 263, Techniques of Organic Chemistry

Physics 12, Basic Physics

Elective*: One three-hour course

*Courses in statistics, psychology, communication, economics, and accounting are most often recommended or required.

For additional information and prepharmacy advising, contact the chemistry department, 324 Benton Hall, telephone 553-5311.

University
of Missouri
St. Louis

SCHOOL OF BUSINESS ADMINISTRATION

Business Administration

Faculty

- Robert M. Nauss**, Dean; Professor*
Ph.D., University of California, Los Angeles
- John J. Anderson**, C.P.A., C.M.A., Associate Dean;
Professor*
Ph.D., University of Wisconsin-Madison
- David R. Ganz**, Associate Dean and Director of
Undergraduate Studies in Business; Assistant Professor
M.S. in C., St. Louis University
- Albert P. Ameiss**, Professor Emeritus*
Ph.D., St. Louis University
- Howard B. Baltz**, Professor Emeritus*
Ph.D., Oklahoma State University
- James A. Breugh**, Coordinator in Management; Professor*
Ph.D., Ohio State University
- William P. Dommermuth**, Professor Emeritus*
Ph.D., Northwestern University
- Sioma Kagan**, Professor Emeritus*
Diplom-Ingenieur, Ph.D., Columbia University
- Joseph S. Martinich**, Professor*
Ph.D., Northwestern University
- L. Douglas Smith**, Director, Center for Business and
Industrial Studies; Professor*
Ph.D., University of Minnesota
- Robert S. Stich**, Professor Emeritus*
Ph.D., New York University
- Fred J. Thumin**, Professor*
Ph.D., Washington University
- Nasser Arshadi**, Associate Professor*
Ph.D., University of Nebraska
- James F. Campbell**, Associate Professor*
Ph.D., University of California, Berkeley
- Dennis L. Dossett**, Associate Professor*
Ph.D., University of Washington
- Donald H. Driemeier**, Deputy to the Chancellor; Associate
Professor*
D.B.A., Washington University
- Thomas H. Eyssell**, Associate Professor*
Ph.D., Texas A & M
- Timothy A. Farmer**, C.P.A., Associate Professor*
Ph.D., Ohio State University
- Michael M. Harris**, Associate Professor*
Ph.D., University of Illinois-Chicago
- Marius A. Janson**, Associate Professor*
Ph.D., University of Minnesota
- Kailash Joshi**, Associate Professor*
Ph.D., Indiana University
- Charles R. Kuehl**, Associate Professor*
Ph.D., University of Iowa
- Donald R. Kummer**, Coordinator in Finance (1993);
Associate Professor*
Ph.D., University of Oregon
- Edward C. Lawrence**, Coordinator in Finance (1994);
Associate Professor*
Ph.D., Pennsylvania State University
- Silvia A. Madeo**, C.P.A., Coordinator in Accounting;
Associate Professor*
Ph.D., North Texas State University
- R. Frank Page**, C.P.A., Associate Professor*
Ph.D., University of Illinois
- David Ronen**, Acting Coordinator in Management Science
and Information Systems; Associate Professor*
Ph.D., Ohio State University
- Susan M. Sanchez**, Associate Professor*
Ph.D., Cornell University
- Vicki L. Sauter**, Associate Professor*
Ph.D., Northwestern University
- Robert A. Schuchardt**, Associate Professor Emeritus*
D.B.A., Washington University
- James P. Tushaus**, Associate Professor Emeritus*
Ph.D., University of Illinois
- Steven L. Wartick**, Director of Graduate Studies in Business;
Associate Professor*
Ph.D., University of Washington
- George C. Witteried**, Associate Professor Emeritus*
M.B.A., J.D., Northwestern University
- Michael J. Alderson**, Assistant Professor*
Ph.D., University of Illinois
- Frank H. Alpert**, Assistant Professor*
Ph.D., University of Southern California
- William N. Dilla**, Assistant Professor
Ph.D., University of Texas-Austin
- Michael T. Elliott**, Assistant Professor*
D.B.A., Mississippi State University
- Joseph P. Giljum**, C.P.A., Assistant Professor*
L.L.M., New York University
- D'Anne G. Hancock**, Assistant Professor*
Ph.D., University of New Orleans
- Geraldine E. Hynes**, Assistant Professor*
Ph.D., St. Louis University
- Julius H. Johnson, Jr.**, Assistant Professor*
Ph.D., George Washington University
- James M. Krueger**, C.P.A., Vice Chancellor for Managerial
and Technological Services; Assistant Professor*
D.B.A., Indiana University
- Mary Lacity**, Assistant Professor*
Ph.D., University of Houston
- Karen J. Maher**, Assistant Professor*
Ph.D., University of Akron
- Haim Mano**, Assistant Professor
Ph.D., University of Chicago
- William K. Meade II**, Assistant Professor*
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- Mary Beth Mohrman**, Assistant Professor*
Ph.D., Washington University
- Anthony C. Nelson**, Assistant Professor*
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M.B.A., University of Missouri-St. Louis
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- Robert W. Dempsey**, Lecturer
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- Terry C. Killian**, C.P.A., Lecturer
M.B.A., University of Missouri-St. Louis
- Peggy A. Lambing**, Lecturer
M.B.A., University of Missouri-St. Louis
- William R. Link**, C.P.A., Lecturer
M.B.A., University of Missouri-Columbia
- Laurence A. Madeo**, Lecturer*
Ph.D., University of Michigan
- Donald C. Malm**, Lecturer
M.B.A., University of Missouri-St. Louis

*members of Graduate Faculty

Business Administration

Undergraduate Studies

Degrees and Emphasis Areas

The School of Business Administration offers work leading to the bachelor of science degree in business administration (BSBA). The program is accredited by the American Assembly of Collegiate Schools of Business, the authorized professional accrediting body in collegiate business education.

The BSBA program represents a concentrated professional education in business. Professional credit requirements have been kept to a minimum to allow for a balanced liberal arts professional program. Students have ample opportunity to develop a professional emphasis area in accounting, finance, management and organizational behavior, management information systems, management science, or marketing. Specific information with respect to the emphasis area requirements may be obtained from the School of Business Administration's Office of Undergraduate Academic Advising.

Minor in Business Administration

The School also offers a minor in business administration for students pursuing other degree programs.

Minor in Employee Training and Development

The School of Business Administration and the Evening College offer a minor in employee training and development. Information on this minor can be found in the Evening College section of this book.

Business Development Center (BDC)

The Business Development Center is a part of the School of Business Administration and the University of Missouri Extension Division. The BDC is a unique vehicle that mobilizes students, faculty, and other professional resources for small business and community economic development.

Cooperative Education and Internship Programs

Cooperative Education and Internship Programs are available for students seeking career-related employment while enrolled in school. These programs afford business students an opportunity to gain practical experience and earn a substantial income. Co-ops and internships are administered through the Career Placement Services Office, 308 Woods Hall.

Admission to the School of Business Administration

The school offers a two-year, junior/senior-level program. Admission prerequisites are:

- 1) At least a 2.0 overall grade point average for all work attempted within the University of Missouri system.
- 2) A minimum of 60 total credit hours. Normally, the following introductory courses are included within the 60 hours:
 - Business Administration 103**, Computers and Information Systems
 - Business Administration 131**, Elementary Statistics
 - Business Administration 140**, Fundamentals of Financial Accounting
 - Business Administration 145**, Managerial Accounting
 - Business Administration 156**, Legal Environment of Business
 - Economics 51**, Principles of Microeconomics
 - Economics 52**, Principles of Macroeconomics

Transfer Students

Transfer students must meet all admission requirements; students failing to do so may be accepted for admission to the University but not directly to the School of Business Administration. Students transferring to UM-St. Louis are expected to take most of their specific business work during their junior and senior years. Business courses which are offered at the freshman or sophomore level and which are transferred in lieu of those offered at UM-St. Louis at the 200 level or above must be validated. Validation is determined by the appropriate discipline and may include:

- 1) Passing an approved 200-level or above course in that area with a grade of C or better
- or
- 2) Passing a proficiency examination.

Business students must complete 48-60 hours in business for the BSBA degree. At least half of the 48-60 business hours must be completed in residence at UM-St. Louis on a regular graded basis. Students must also meet the School's residency requirement.

Degree Requirements

General Education Requirements

All undergraduate business administration majors must complete the general education requirements of both the University and the School of Business Administration. The School's general education requirements are in keeping with those of the University. Many of the courses needed to complete the School's degree requirements, as outlined below, may be taken to fulfill the University's general education requirements.

Business Administration

General Degree Requirements

All undergraduate business administration majors must complete the specific non-business courses which are business degree requirements. To satisfy the BSBA general degree requirements, the following pre-business administration requirements must be met:

- 1) Demonstration of basic skills in written communication by a minimum grade of C in English 10, English Composition, or a satisfactory score on the English placement test. For more information refer to the University General Education Requirements.
- 2) Students wishing to complete a degree at UM-St. Louis must complete a junior-level English requirement with a grade of C or better.
- 3) Three courses in the humanities, to be chosen from selected offerings in art, English, music, philosophy and communication (applied courses do not count). See the Office of Undergraduate Academic Advising for a detailed listing of courses which fulfill this requirement.
- 4) Five courses in social science, to include: Economics 51, Principles of Microeconomics, and Economics 52, Principles of Macroeconomics; one course which meets the state requirement (see the University General Education Requirements); and two courses in the behavioral sciences, chosen from anthropology, psychology, or sociology.
- 5) Three courses in mathematics and science which must include: a minimum proficiency in Mathematics 101, Survey Calculus, and Mathematics 103, Matrix Algebra and Probability Theory, and at least one lecture course in either a biological or physical science.

(Note: Mathematics 30, College Algebra, is a prerequisite to Mathematics 101; also students planning to pursue a more in-depth knowledge of calculus should take Mathematics 80 in lieu of Mathematics 101).

- 6) Global Awareness Requirement:
Mathematics Option Students - 9 hours;
Foreign Language Option Students - 6 hours

A. Non-Euro-American studies: to expose students to a culture radically different from their own and to enhance their sensitivity to and awareness of cross-cultural differences, the School of Business Administration requires that students complete a **three-hour course** which focuses upon aspects of a culture and not upon the interactions of that culture with Euro-American cultures. This requirement may be met by one of the courses listed in the College of Arts and Sciences general information.

B. International Studies: Graduates will work and live in an interdependent world; they will be part of a global economy and will work in an increasingly competitive global marketplace. Success in this changing environ-

ment requires knowledge and understanding of the international system, the global economy and other global issues. Towards meeting that objective the School of Business Administration requires that:

i. Mathematics option students complete **two three-hour courses** in international studies. These courses are upper division courses, and will ordinarily be completed in the junior or senior year; at least one of the courses must be taken in the College of Arts and Sciences. A list* of the courses that satisfy this requirement is available in the School of Business Administration Undergraduate Academic Advising Office.

ii. Foreign language option students complete **one three-hour course** in international studies. This course will be an upper division course and will ordinarily be taken in the junior or senior year. A list* of the courses that satisfy this requirement is available in the School of Business Administration Undergraduate Academic Advising Office.

*This list will be updated periodically by the Undergraduate Studies Committee with the advice of the Director of the Center for International Studies. Check with your adviser for the most up-to-date list of courses that will satisfy these requirements.

Language and Mathematics Option

In addition to the above, degree candidates must complete one of the following options:

- 1) Thirteen hours in one foreign language. (These are counted as approved electives since they do not meet any specific general education requirements.)
- or
- 2) One quantitative course from the following:
Business Administration 308, Production and Operations Management
Business Administration 329, Business Forecasting
Business Administration 330, Quality Assurance in Business,
Business Administration 331, Multivariate Analysis
Business Administration 375, Operations Research
Economics 365, Introduction to Econometrics

School of Business Administration Core Degree Requirements

Candidates for the Bachelor of Science in Business Administration degree must complete the following business administration core courses:

- 103**, Computers and Information Systems
- 131**, Elementary Statistics
- 140**, Fundamentals of Financial Accounting
- 145**, Managerial Accounting
- 156**, Legal Environment of Business
- *202**, Fundamentals of Production
- *204**, Financial Management
- *206**, Basic Marketing
- *210**, Management as a Behavioral Science I
- *391**, Strategic Management (seminar)

Business Administration

Students must earn a minimum grade of "C" in each course included in the thirty (30) hour business core except Business Administration 391, Strategic Management.

School of Business Administration Degree Requirements

All students who begin college as of Fall 1991 and who pursue the Bachelor of Science in Business Administration (BSBA) degree are required to complete a minimum of 33 hours in business courses at the **junior/senior level** (UM-St. Louis courses numbered 200 and above). Fifteen (15) of these hours are business **core** courses (those with an asterisk, above) and eighteen (18) hours are business **electives**.

Transfer courses used to partially fulfill this requirement must be from four-year accredited schools and must be restricted to junior/senior level students at those schools. Business courses taken in the freshman/sophomore year at any accredited school may be granted transfer credit, but the credit will not be included within the thirty-three hours required at the junior/senior level. If the freshman/sophomore transfer course in business appears to be similar to a junior/senior level business course at UM-St. Louis, one may request to validate the transfer course. Successful validation will result in a waiver from the need to take the validated course at UM-St. Louis but the transfer credit will not be counted at UM-St. Louis as part of the minimum thirty-three (33) hours required at the junior/senior level.

Approved Electives

In addition to the above, students must complete a minimum of 24 hours of approved electives. A list of the approved electives is available in the Undergraduate Advising Office of the School of Business Administration. Courses that are not on this list may not be used as approved electives, except with the approval of the School's Undergraduate Studies Committee. At least 12 of these hours must be taken outside the School of Business Administration; the remaining may be earned within the School. A minimum of 60 hours must be taken in non-business administration course work.

Graduation Requirements

The degree program requires a minimum of 48 hours in business administration courses, a minimum of 72 hours in business administration and approved electives combined, and a minimum of 120 hours for all course work. The student must earn a minimum grade point average of 2.0 overall and a minimum grade point average of 2.0 for all business courses attempted. All grades from within the University of Missouri system are computed in the GPA. Grade modification cannot be used for calculating the business grade point average.

School of Business Administration Residency Requirement

Business administration students must take their last 30 hours at the University of Missouri-St. Louis. Exceptions to this residency requirement would have to be approved by the School's Undergraduate Studies Committee.

Time Limitations on Courses

Business Administration is a continually changing field, so courses taken many years before graduation may no longer reflect current needs, business practices, or regulations. In addition, students must be competent in prerequisite material to benefit fully from subsequent courses. Therefore, the School of Business Administration has adopted the following time limitation policies.

1. All business courses used to satisfy degree requirements must be completed no more than 10 years before graduation.
2. No course may be used to satisfy a prerequisite for a business course if it was completed more than 10 years earlier.

In many cases a student will have kept knowledge up-to-date by additional course work or by professional experience. In these cases, the Undergraduate Studies Committee will frequently waive this time limitation for some or for all courses.

Students are encouraged to consult an adviser in the School of Business Administration to initiate a review of courses exceeding these time limits.

Limitation on Discipline Concentration

While a certain level of concentration in one of the various business fields is desirable, students should not concentrate their course selection to the extent of limiting their career flexibility. Therefore, no more than 15 hours beyond required core courses are allowed in any discipline, with the exception of management information systems and accounting, in which 21 hours and 24 hours, respectively, beyond the required core courses are allowed. The combined hours in business and economics courses may not exceed 78 within the 120-hour program.

Satisfactory/Unsatisfactory Option

Business students in good standing may take up to 18 hours on a satisfactory/unsatisfactory basis. Exempt from this option are specific degree requirements, including such courses as Economics 51, Economics 52, mathematics courses, English 10, and junior-level English courses; courses fulfilling the mathematics-language option; and the required business administration core courses. Up to nine of the allowable 18 hours of work taken on a satisfactory/unsatisfactory basis may, however, be in business electives. Students should consult the School of Business Administration's regulations on this option regarding particular emphasis area courses.

Business Administration

Restrictions

A student who has not been formally admitted to the School of Business Administration, or who is not currently admissible to the School of Business Administration may take no more than thirty (30) hours of business courses. Admissibility to the School of Business Administration requires that one complete at least sixty (60) credit hours and have a minimum 2.0 grade point average.

The School of Business Administration faculty is currently considering the implementation of a higher GPA requirement for admission and graduation. This will be no more than 2.5 and may be imposed in the future on all students entering the School.

Requirements for the Minor in Business Administration

In order to obtain an academic minor in business administration, a student must satisfy the following requirements:

Pre-Business General Education Requirements

A student must complete the following economics courses: 51, Principles of Microeconomics; 52, Principles of Macroeconomics

Statistics Requirement

A student must take one of the following statistics courses:

Business Administration 131, Elementary Statistics (Prerequisite: Mathematics 103)

Economics 265, Economic Statistics (Prerequisite: Economics 51 and Economics 52 and Mathematics 30)

Mathematics 232, Applied Statistics II (Prerequisite: Statistics 31 or Statistics 132 or equivalent)

Psychology 201, Psychological Statistics (Prerequisites: Psychology 3 and Mathematics 30, or equivalents)

Business Course Requirements

A student must complete a minimum of 24 hours in business. The following six business administration courses must be taken:

103, Computers and Information Systems

140, Fundamentals of Financial Accounting (Prerequisite: 27 credit hours and Mathematics 30)

145, Managerial Accounting (Prerequisite: Business Administration 140 or equivalent and Mathematics 30)

204, Financial Management (Prerequisites: Business Administration 140, Economics 52, Statistics requirement and a 2.0 overall GPA)

206, Basic Marketing (Prerequisites: Economics 51 and junior standing and a 2.0 overall GPA)

210, Management as a Behavioral Science I (Prerequisites: three hours in anthropology, psychology, or sociology; junior standing and a 2.0 overall GPA)

and any two additional business courses other than those listed under Statistics and Business Course Requirements.

In addition to completing the above courses, the following requirements for a minor in business administration must also be met:

1) A student must not take more than 30 hours of business courses within the 120 required for the degree program.

2) A student must earn an average of C or better in all business courses taken.

3) No course taken on a satisfactory/unsatisfactory basis may be applied toward fulfilling the minor requirements.

4) At least 12 credits of the business course requirements must be taken in residence at UM-St. Louis.

Graduate Studies

The School of Business Administration offers three graduate degrees: the Master of Business Administration (MBA), the Master of Science in Management Information Systems (MS in MIS), and the Master of Accounting (MAcc).

Admission Requirements

The admissions decision is based on a combination of factors. Consideration is given to a candidate's academic record, GMAT scores, work and leadership experience, a personal narrative on the application form, and recommendations.

Applicants are required to take the Graduate Management Admissions Test (GMAT). This test is given four times each year. This three and one-half hour aptitude test is designed to measure certain mental capabilities important in graduate business studies. The examination tests ability to read, understand, and reason logically with both verbal and quantitative material. The test is not a measure of achievement or knowledge of business administration curriculum. Applications for the examination may be made directly to the Graduate Management Admissions Test, Educational Testing Service, CN6103, Princeton, New Jersey 08541. Information concerning the GMAT may also be obtained from the admission advisers or the Office of Graduate Studies in Business.

Master of Business Administration Program (MBA)

The MBA program is fully accredited by the American Assembly of Collegiate Schools of Business, the authorized professional accrediting body in collegiate business education, and is designed to prepare students for administrative positions. It also provides an appropriate foundation for students contemplating doctoral work and eventual careers in college teaching or in research. The program is designed for students who have bachelor's degrees from accredited institutions, including those with undergraduate backgrounds in the sciences, engineering, humanities, or arts. Students with undergraduate degrees in business administration or economics may pursue modified degree programs.

Business Administration

A 60-hour or two-year program, the MBA curriculum provides training in the fundamental areas of administration. The core program is designed to generate a working knowledge of the concepts and interrelationships of four broad categories fundamental to management training:

- The external environment confronting business organizations and management's response to interactive legal, economic, social, and political issues.
- The internal operation of various business organizations and management's role in channeling human behavior to satisfy both personal and organizational goals.
- Basic concepts, terminology, and interaction of the accounting, marketing, finance, and production disciplines.
- Quantitative management decision-making models put to use in the context of current management information systems.

The total degree program is integrated by a course in strategy formulation and implementation in the student's last semester. There is no thesis requirement; however, students interested in undertaking an individual research project may earn elective credit by enrolling in a supervised independent study course.

MBA Program Degree Requirements

Students must take at least 39 hours of graduate work within a six-year period, 30 hours of which must be taken while enrolled as MBA candidates at UM-St. Louis.

Candidates must take at least **one** course, required or elective, in each of the following areas: accounting, finance, management, management science and information systems, and marketing.

Students are **also required** to have completed the equivalent of Economics 351, Quantitative Methods for Economics and Business Analysis, with a grade of C or better by the end of their first semester. Graduate credit is not given for this course.

Students who have not completed Economics 52, Principles of Macroeconomics, or its equivalent with a grade of B or better, within five years preceding entry into the program, will be required to take Business Administration 411, Analysis of National Economic Environment. Graduate credit is awarded for this course and may be included as elective credit.

Required Basic Courses

The following courses or their equivalents are required of all degree candidates:

- Business Administration 405**, Managerial Communication
- Business Administration 410**, Managerial Economic Analysis
- Business Administration 412**, Public Policies Toward Business
- Accounting 440**, Financial Accounting: Theory and Practice
- Finance 450**, Financial Management
- Management 460**, Organizational Behavior and Administrative Processes
- Marketing 470**, Contemporary Marketing Concepts
- Management Science and Information Systems 480**, Management Information Systems
- Management Science and Information Systems 481**, Statistical Analysis for Management Decisions
- Management Science and Information Systems 482**, Operations Research Methods
- Business Administration 490**, Strategy Formulation and Implementation

Required Second-Level Courses

At least **three** of the following courses are also required:

- Accounting 441**, Concepts in Management Accounting
- Finance 451**, Advanced Financial Management
- Management 461**, Managing Human Resources
- Marketing 471**, Marketing Planning and Strategy
- Management Science and Information Systems 483**, Production and Operations Management

Electives

The 18 hours of electives allow students to tailor the degree program according to individual interests. Up to nine hours of electives may be selected from any one area. A maximum of six hours of electives may be taken at the 300 level. Nine elective hours may be taken outside the School of Business Administration if the student has approval in advance from a graduate adviser for the specific courses desired.

Previous Education

Students with previous education in business or economics may waive certain courses. Depending upon the student's transcripts and the applicability of the course work, students with an undergraduate background in business may waive up to 21 hours of the 60-hour program. At least 39 hours must be taken to earn the degree regardless of the number of courses waived.

Business Administration

Master of Science in Management Information Systems (MS in MIS)

The MS in MIS program is designed to provide students with a foundation in functional business areas and in managerial and analytical skill areas required in modern organizations. A specialized program in computer-based management information systems is then built on this foundation. The objective of the program is to offer students sufficient technical and managerial knowledge and skills to operate successfully in the rapidly changing careers associated with the design, development, and management of computer-based information and telecommunications systems. The program is designed for students who have bachelor's degrees from accredited institutions, but it is not restricted to any single undergraduate major.

MS in MIS Program Degree Requirements

The curriculum involves a 60-hour or two-year program including a 30-hour core curriculum that is identical to that of the MBA program. Students with the appropriate academic background may waive some or all of this core curriculum. The second 30 hours involves a specialized curriculum oriented around computer-based management information and telecommunications systems—their design, development, and management.

Students also are required to have successfully completed the equivalent of Economics 351, Quantitative Methods for Economics and Business Analysis, by the end of their first year. While graduate credit is not given for this course, it will be included in grade point calculation.

Students who have not completed Economics 52, Principles of Macroeconomics, or its equivalent with a grade of B or better, within five years preceding entry into the program, will be required to take Business Administration 411, Analysis of National Economic Environment. Graduate credit is awarded for this course.

Required Basic Courses

The following courses, or their equivalents, are required of all degree candidates:

Business Administration 405, Business Communication
Business Administration 410, Managerial Economic Analysis
Business Administration 412, Public Policies Toward Business
Accounting 440, Financial Accounting: Theory and Practice
Finance 450, Financial Management
Management 460, Organizational Behavior and Administrative Processes
Marketing 470, Contemporary Marketing Concepts
MS/IS 480, Management Information Systems
MS/IS 481, Statistical Analysis for Management Decisions
MS/IS 482, Operations Research Methods

Required Specialization Courses

The following courses are required:

MS/IS 484, Business Programming and File Systems
MS/IS 485, Theoretical Foundations of Management Information Systems
MS/IS 488, Information Systems Analysis
MS/IS 489, Database Management Systems
MS/IS 495, Information Systems Design
Business Administration 490, Strategy Formulation and Implementation

At least two of the following courses are also required:

MS/IS 491, Computer Systems: Architecture and Programming
MS/IS 492, Information Systems Management
MS/IS 493, Simulation for Managerial Decision Making
MS/IS 496, Telecommunications: Design and Management (or Business Administration 305)
MS/IS 497, Expert Systems (or Business Administration 306, Decision Support and Expert Systems)
MS/IS 498, Fourth Generation Languages and End-User Computing (or Business Administration 307)
MS/IS 424, Seminar in Current MIS Topics
MS/IS 425, Advanced MIS Applications

Electives

Each student must take six hours in a "related discipline" from an approved list available in the Graduate Studies in Business Office. Both courses must be taken in the same related discipline area. The six hours may also be met by the completion of a thesis.

Master of Accounting Program (MAcc)

The MAcc program is intended for students preparing to enter the accounting profession or furthering existing accounting careers. Designed to accommodate both students with undergraduate accounting majors and students with other undergraduate backgrounds, the program permits students to take a generalized course of study or specialize in income taxation. It may require as few as 30 credit hours for students with undergraduate accounting degrees or as many as 72 credit hours for students with no business background.

MAcc Program Degree Requirements

All students must meet course requirements in mathematics, general business, and accounting. Students must complete a minimum of 30 credit hours beyond the general business background requirements. At least 15 credit hours in accounting must be completed, including at least 12 credit hours at the 400-level. At least 9 credit hours of the student's program must be in non-accounting courses. At least one-half of the credits in a student's program must be taken at the 400-level.

Business Administration

Math Background Requirement

Students are required to have completed by the end of their first semester in the program the equivalent of **Economics 351**, Quantitative Methods for Economics and Business Analysis, with a grade of C or better. Graduate credit is not given for this course.

General Business Requirements

Students must complete the equivalent of one three-credit-hour course in each of the following subject areas: macroeconomics, microeconomics, statistics, financial accounting, managerial accounting, marketing, production, finance, business law, management, business policy, and management information systems. These requirements may be met with graduate-level courses (numbered 400 or above) or with courses taken as an undergraduate.

Professional Core Requirements

Students must complete the equivalent of each of the following three-credit-hour courses while in the MAcc program or have completed them in their undergraduate programs:

- Business Administration 340A**, Financial Accounting and Reporting I
- Business Administration 340B**, Financial Accounting and Reporting II
- Business Administration 341**, Financial Accounting and Reporting III
- Business Administration 342**, Financial Accounting and Reporting IV
- Business Administration 344**, Computer Applications in Accounting
- Business Administration 345**, Cost Accounting (or **Accounting 441**, Concepts in Management Accounting)
- Business Administration 347**, Income Taxes
- Business Administration 348**, Auditing

Graduate Accounting Requirements

Students must complete at least one course in each of the following categories: research, seminar, business communication.

(1) **Research course**—At least one of the following courses must be completed:

- Accounting 421**, Professional Accounting Research
- Accounting 431**, Tax Research

(2) **Seminar**—At least one seminar related to the research course must be completed:

- Accounting 445**, Seminar in Financial Accounting Theory
- Accounting 439**, Seminar in Taxation

(3) **Business Administration 405**, Business Communication

Taxation Emphasis

Students desiring an emphasis in taxation must complete **Accounting 431**, Tax Research, **Accounting 439**, Seminar in Taxation, and at least two courses from the following list of electives:

- Accounting 432**, Taxation of Estates, Gifts, and Trusts
- Accounting 433**, Taxation of Corporations and Shareholders
- Accounting 434**, Taxation of Partnerships and Partners
- Accounting 435**, Tax Practice and Procedure
- Accounting 436**, Advanced Topics in Taxation

Special Interdisciplinary Degree

The School of Business Administration also cooperates with the Departments of Economics and Political Science in the College of Arts and Sciences in offering a master's degree in public policy administration (MPPA). For information on the MPPA degree program, see the Inter-School Studies section of this *Bulletin*.

General Statement of Policy Applicable to All Students Taking Business Courses

Academic Misconduct

The School of Business Administration views academic dishonesty as a serious offense. Unless instructed by their instructor to the contrary, students should assume that all class assignments are to be done independently. For independent assignments (e.g., a case analysis, take-home or in-class exams), giving or receiving aid, unless authorized by the instructor, is considered academic dishonesty. If the student is uncertain concerning the nature of an assignment, it is his/her responsibility to seek the instructor's guidance. For more information on academic misconduct, refer to the appendix of this *Bulletin* and the *UM-St. Louis Student Handbook*.

Career Outlook

The current economic climate appears to favor students with business training. Business school graduates with the B.S.B.A. degree usually obtain entry-level positions in areas requiring accounting, finance, management, management information systems, marketing, and quantitative backgrounds. Recent graduates of the School of Business Administration hold positions with a variety of local and national firms as accountants; internal auditors; sales representatives; cost, budget, and systems analysts; executive trainees; merchandisers; systems programmers; and purchasing agents.

Many graduates of the University's graduate business programs are employed in staff-level positions in local and national businesses, and opportunities for managerial posts are promising for the graduate with a master's degree in business administration. Additionally, several graduates have chosen to pursue careers in college teaching.

University
of Missouri
St. Louis

SCHOOL OF EDUCATION

Undergraduate Studies in Education

Accreditation

The University of Missouri-St. Louis, through the School of Education, is accredited by the National Council for Accreditation of Teacher Education for the preparation of elementary and secondary school teachers and school service personnel.

Undergraduate Studies

Degrees and Areas of Concentration

The School of Education offers work leading to the B.S. in Education with specialization in any of the following: early childhood education, elementary education, special education, and secondary education. Courses are also available for those seeking certification for middle school/junior high teaching. In cooperation with other Schools and Colleges of the University, the School provides a program for students pursuing other degrees but planning on a teaching career in secondary education. The School is divided into three departments: Behavioral Studies; Educational Studies; Elementary, Early Childhood Education, and Physical Education. Each offers course work toward one or more of the above areas.

Course Designations in the School of Education

The following abbreviations are used to indicate instructional areas in the course listings and descriptions in the School of Education. The page numbers refer to the *University of Missouri-St. Louis Bulletin: Description of Courses*, a separate booklet.

Adult Education Courses (**ADU ED**), p. 136
 Counselor Education Courses (**CNS ED**), p. 130
 Early Childhood Education Courses (**ECH ED**), p. 144
 Educational Administration Courses (**ED ADM**), p. 137
 Educational Foundations Courses (**ED FND**), p. 138
 Educational Psychology Courses (**ED PSY**), p. 131
 Educational Research and Evaluation Methods (**ED REM**), p. 132
 Educational Technology Courses (**ED TEC**), p. 139
 Elementary Education Courses (**ELE ED**), p. 145
 Physical Education Courses (**PHY ED**), p. 148
 School-Wide Education Courses (**EDUC**), p. 128
 Secondary Education Courses (**SEC ED**), p. 140
 Special Education Courses (**SPC ED**), p. 133

General Education Requirements

Students in the School of Education must meet University and departmental general education requirements specified for their degrees.

Academic Residence

Students must be in residence for 30 of the last 30 semester hours of graded credit. Courses graded on a satisfactory/unsatisfactory basis are not accepted within these last 30 semester credit hours.

Admission Policies

Types of Admission Students who wish to become teachers must be aware of two types of admission that pertain to them. One is admission to the School of Education, the other is admission to the Teacher Education Program. These serve completely different purposes and are separate procedures handled by different offices.

Admission to the School of Education After completing two years of college work at an accredited institution, students intending to teach in elementary, early childhood, middle school/junior high, secondary, special education, business education, or physical education settings must apply for admission to the School of Education. However, Evening College students do not need to apply to the School of Education, but should declare their major as education in the Evening College office when they have accumulated 40 credit hours. Students intending to teach in secondary-school classrooms other than specified above may elect to pursue the B.S. in Education or to receive degrees from other University Colleges and Schools and also meet teacher certification requirements. Students admitted to the School must also be admitted to the Teacher Education Program.

Application to the School of Education

Application to the School is processed through the Admissions Office. Eligibility is based upon the following criteria:

- 1) Satisfactory completion of two years of college work, with a minimum of 60 semester hours with a grade point average of 2.0 or above.
- 2) Having no more than nine hours of deficiencies in general education.
- 3) Completion of the specific prerequisites and/or other special requirements of the curriculum areas for which students are applying.

Admission to the Teacher Education Program

All students (pre- and post-degree) who wish to become teachers must be admitted to the Teacher Education Program regardless of the College or School in which they are enrolled. The admission program requires student action at the following two levels.

Level I Application to the Teacher Education Program

Applications to the Teacher Education Program are processed through the Office of Undergraduate Studies in Education. Eligibility is based upon fulfillment of the following requirements:

Undergraduate Studies in Education

Effective September 1, 1988

Students not previously admitted to the Teacher Education Program (acceptance of 60-hour form) must submit qualifying scores on the College Basic Academic Subjects Evaluation (C-BASE) in the areas of English, Writing, Mathematics, Science, and Social Studies as mandated by the Missouri Excellence in Education Act of 1985. Consult the Office of Undergraduate Studies in Education, School of Education, for test descriptions, cost, required scores, dates of administration, retest policies, etc. Acceptable C-BASE scores are required in addition to acceptable ACT or SAT scores. (C-BASE not applicable to students with a bachelor's degree.)

- 1) Scored either 18 on the ACT Composite (20, when taken after 10/1/89) or 800 on the SAT (verbal plus math)*.
- 2) Completed 60 hours of college or university courses (at UM-St. Louis or another accredited school).
- 3) Accumulated a grade point average of 2.5.
- 4) Completed ELE ED 101, PHY ED 101, or SPC ED 101, Introduction to Classroom Teaching, or the equivalent, with a grade of C or better. (Not applicable for secondary education or early childhood education majors).
- 5) Completed ED FND 111, The School in Contemporary Society, or the equivalent, with a grade of C or better.
- 6) Received screening test in hearing (at no cost at the UM-St. Louis Health Center or off campus at personal expense).
- 7) Received screening test in vision (at no cost at UM-St. Louis Optometry Clinic or off campus at personal expense).
- 8) Agreed to adhere to ethical codes which have particular pertinence during clinical experiences. (These codes are available in the Office of Undergraduate Studies in Education, School of Education.)
- 9) Agreed to subscribe to a standard of preprofessional behavior which will enhance greater self-awareness if social or emotional difficulties arise which may affect future teacher effectiveness. (This standard is available in the Office of Undergraduate Studies in Education.)
- 10) Submitted an Affidavit of Moral Character, notarized by a Notary Public.

*Policy for Students Scoring Below ACT and SAT Qualifying Requirements

Students who do not achieve satisfactory scores of 18 (enhanced 20) on the ACT or 800 on the SAT may re-take the test(s) until the requirement is met. Students who initially score below the required ACT score of 18 or SAT score of 800 may petition the Dean of Education to attest that basic educational competencies are met if their grade point average from 60 hours of college or university courses is at least 2.50 and they have performed satisfactorily on a norm-referenced achievement test other than ACT or SAT. The Form to Record Alternate Basic Education Competencies is available in the Office of Undergraduate Studies in Education, Room 155, Marillac Hall. Students must produce evidence that the ACT or SAT was initially completed and a score recorded.

Students with a documented disabling condition, preventing valid test administration of the ACT or SAT, may be evaluated for basic educational competencies through appropriate testing instruments and/or procedures designated and approved by the dean of the School of Education.

Students who do not meet the initial ACT or SAT qualifying scores may seek assistance in upgrading basic competencies through contact with one or more of the following University of Missouri services:

Center for Academic Development
 Women's Center
 Counseling Service
 Veteran Affairs Office
 Discovery Program
 Video Instructional Program
 Horizons (Peer Counseling Center)

In addition, assistance may be available through correspondence courses, University of Missouri-Columbia. Copies of this policy are available in the Office of Undergraduate Studies in Education.

Level II Application to the Student Teaching Program

Students must make formal application to student teaching at least **one full semester** (excluding summer session) prior to the semester in which they plan to do their student teaching. Students must attend one of three repeated meetings at the beginning of the semester. One will be on the first Saturday, one on the second Tuesday, and one on the second Wednesday of the semester. Dates and times will be posted on the bulletin board in the lobby of Marillac Hall. Applications must be filed during the first four weeks of the semester in the Office of Undergraduate Studies in Education, 155 Marillac Hall.

Health Certificate

A Missouri School Personnel Health Certificate signed by a licensed physician and valid for the year in which students do their student teaching must accompany the application forms. Missouri School Personnel Health Certificates are available in the Office of Undergraduate Studies in Education.

Upon receipt, formal applications for both pre- and post-degree students are checked to ensure they have met the following requirements:

- 1) Full admission to the teacher education program for both pre- and post-degree students.
- 2) Completion of 90 hours of approved course work at the time of application.
- 3) A cumulative grade point average of 2.5 or above by the semester prior to the one in which students plan to do their student teaching. The 2.5 cumulative grade point average must be maintained in order to graduate with a B.S. in education degree and/or be certified to teach in the state of Missouri.
- 4) Completion of English 210, Advanced Expository Writing, with a grade of C or better.
- 5) Completion of Communication 40, Introduction to Public Speaking, with a grade of C or better.

Undergraduate Studies in Education

6) Completion of general education requirements and near completion of course requirements in the teaching major.

7) A grade of C or better in all professional education courses so designated. Lists of these courses are available in the Office of Undergraduate Studies in Education and from advisers.

8) Satisfactory recommendations by students' teaching area representatives in the teacher education program.

9) Completion at UM-St. Louis of no less than 12 hours of approved course work.

10) Grade point average of 2.5 in the teaching field (secondary education students only).

11) Completion of prerequisite courses in professional education and psychology.

Student Teaching

The student teaching experience in the Early Childhood, Elementary Education, Middle School, Physical Education, and Special Education certification programs has been strengthened by providing assignments in two different school settings and appropriately increasing the amount of time devoted to it. Students will be expected to do student teaching on a full day basis for an entire semester.

Student teaching, which must be done in residence, is not offered during the summer except for people who hold a Missouri teaching certificate and want to add another Special Education area for certification. Secondary student teaching in science education, mathematics education, and foreign language education is offered only during the Winter Semester. Secondary education majors student teach for an entire semester, full days.

While enrolled in student teaching, students may not carry more than 15 credit hours. When students are admitted to student teaching, the Office of Undergraduate Studies in Education arranges assignments with appropriate school district officials. **Students should not contact school officials or teachers about possible student teaching assignments.** Failure to observe this request is grounds for removal from student teaching.

Upon special request student teachers may be placed in outlying areas provided there are three students located in approximately the same geographic area. Individual requests cannot be honored.

Students who withdraw from student teaching at any time after being admitted for a given semester must formally reapply during the designated application period for the subsequent semester in which they plan to do their student teaching. This must be done in person in the Office of Undergraduate Studies in Education. Students who withdraw in this way three times must wait a minimum of one calendar year after the third such withdrawal before they may re-apply for student teaching. At the time of re-application they must present evidence that the circumstances which prevented them from continuing in student teaching

during their last admission no longer pertain. In all instances of re-application, students must meet the requirements in effect for the semester during which they plan to do their student teaching.

Student teachers who fail the course or are allowed to withdraw because they are failing to meet minimum requirements must wait at least one full semester and fulfill the remedial requirements established at the time of the failure or withdrawal before they may re-apply for admission to student teaching. The remedial requirements will be determined by the Office of Undergraduate Studies in Education after consultation with the cooperating teachers, University supervisors, and student teachers involved. The students must provide appropriate evidence that the remedial requirements have been met at the time they re-apply for admission to student teaching. It is understood that meeting the remedial requirements does not guarantee success in the subsequent student teaching experience.

For further information regarding certification, contact the Office of Undergraduate Studies in Education, 155 Marillac Hall.

Application for Degree and/or Certificate

Bachelor of Science in Education Candidates for the B.S.Ed. degree must complete degree and certificate application forms in the Office of Undergraduate Studies in Education when they apply for admission to student teaching or during the semester before the one in which they expect to finish degree requirements.

Evening College students should complete degree application forms in the Evening College office and certification application forms in the Office of Undergraduate Studies.

Bachelor of Arts Students seeking the B.A. degree with teacher certification must complete a state certification form with the Office of Undergraduate Studies in Education during the last month of the semester in which their requirements will be completed.

Certification

In cooperation with the Missouri State Department of Elementary and Secondary Education, the School of Education is responsible for issuing teaching certificates to students completing B.S. in education degree requirements, recommending for certification students completing degrees in other UM-St. Louis Colleges and Schools, as well as all certification requirements, advising, and recommending for certification those postdegree students who meet requirements.

Beginning September 1, 1990, all individuals must pass the appropriate National Teacher's Examination in order to meet graduation and/or certification requirements.

Graduate Studies in Education

By completion of specified undergraduate courses at the University of Missouri-St. Louis, certification may be obtained in the following fields: elementary education; early childhood education; middle school/junior high; music education; physical education; special education: behavioral disorders (BD), educable mentally handicapped (EMH), learning disabilities (LD); as well as the secondary education areas of biology, business, chemistry, English, foreign languages (French, German, Spanish), mathematics, physics, social studies, and speech/theatre. Graduate programs leading to certification in counseling; reading; psychological examiner; school administration (elementary and secondary principal, school superintendent); and special education: behavioral disorders (BD), learning disabilities (LD), educable mentally handicapped (EMH), and early childhood special education ECSE) are also available; see Graduate Studies sections for each department of the School of Education.

Graduate Studies

Degrees and Areas of Emphasis

M.Ed. programs are offered in counseling, educational administration, elementary education, secondary education, and special education. Within the counseling program are the emphasis areas of elementary, secondary, and general counseling. Within the Educational Administration program are the emphasis areas of community education, elementary administration, and secondary administration. Within the Elementary Education program is the emphasis area of reading. Within the Secondary Education program are the emphasis areas of adult education, curriculum and instruction, and reading. Within the Special Education program are the emphasis areas of behavioral disorders, learning disabilities, mental retardation, and early childhood/special education. Courses are available for areas of specialization in early childhood education, physical education, and severe handicaps.

Advanced certification studies (60-hour concentrations) are offered in elementary and secondary educational administration.

Programs leading to the Ed.D. degree are offered in two broad interdisciplinary emphasis areas: learning-instructional processes and behavioral-developmental processes.

Master of Education Degree

Admission and General Requirements The School of Education follows Graduate School policies relating to admissions, academic standards, residency, transfer credit, time limitations, and thesis options (see Graduate Study in this *Bulletin*). The minimum number of hours required for the M.Ed. degree is 32 except for the general counseling emphasis which requires 48 hours,

effective Fall Semester, 1988. The school has adopted a flexible policy on exit requirements which are determined departmentally.

Advisement and Program Planning After acceptance, each student completes a graduate advisory form, available in the School of Education's Office of Graduate Studies, 201 ED LIB. An adviser is then appointed who counsels the student in registration and program planning. A program for master's degree form must be submitted for approval during the first two-thirds of the student's program. This form includes all course work in the program and the exit requirement. Once approved, the degree program may be changed only by petition.

Students working toward teacher and/or school service personnel certification as graduate students should complete state certification forms in the Office of Undergraduate Studies in Education, 155 Marillac Hall, during the semester in which those requirements will be completed.

Doctor of Education Degree

The Ed.D. degree is designed primarily for the field practitioner, and is, therefore, a comparatively broad-based interdisciplinary degree. The two emphasis areas, learning instructional processes and behavioral-developmental processes, embrace two general categories of professional activities.

Learning-instructional processes place primary emphasis on the teaching-learning relationship, as well as on general planning and development of organizational programs to carry on this relationship successfully. Traditional programs that tend to fall under this heading are school administration, elementary and secondary teaching, supervision/curriculum, and reading instruction.

Behavioral-developmental processes place primary emphasis on the nature of individuals. Doctoral studies focus on such elements as learners' behavioral and developmental characteristics, typical and atypical development within varied environments, motivation, strategies of behavioral change, and counseling processes. Traditional programs that tend to fall under this heading are counseling, special education, educational psychology, and measurement.

Students seeking the Ed.D. degree are expected to meet the doctoral degree requirements and procedures adopted by the Graduate School. (See Doctoral Degree Requirements for details.)

Graduate Studies in Education

Admission and General Requirements

In addition to meeting the application and admissions requirements of the Graduate School, students must submit three letters of recommendation, preferably from individuals with earned doctorates (one letter must be from an individual with an earned doctorate), along with a professional resume. Because enrollment is competitive, admission standards are comparatively high. Successful candidates must exhibit significantly above-average academic records and GRE scores. In exceptional cases, other criteria may outweigh these customary indicators of probable academic success.

At least two years of teaching or other school service experiences are required for admission. Exceptions may be made by substituting a supervised internship during the first year of the program.

Admission Application In order to ensure time for review and decision, complete applications and accompanying materials must reach the Office of Admissions by September 15 for the Winter Semester and January 15 for the Summer or Fall Semester. In addition, applicants are urged to request transcripts and letters of recommendation two weeks before submitting their papers. Consideration of applications cannot be undertaken until all materials are available.

Degree Requirements

1) Core Studies

General Foundations, 12 hours from:
Philosophical, historical, psychological, sociological, anthropological, and comparative foundations of education, as well as curriculum, instruction, and supervision.

Research Methods, 12 hours from:
Statistics
Research design
Computer applications
Nonquantitative research
Tests, measurements, and evaluation

Common doctoral seminars, 6 hours

2) Role Specialization, 48 hours from:
Emphasis area doctoral seminars (6—12)
Emphasis area electives (15—17)
Related area (12—18)
Internship (3—9)

3) Dissertation, 12 hours

Support Services

The School of Education maintains a number of offices and centers to directly assist students, faculty, and people in the metropolitan area and to support its instructional, research, and service activities.

Office of Undergraduate Studies in Education—155 MH
This Office supplies advisement services for undergraduate teacher education and certification students. It coordinates the clinical experiences of the School of Education and directs the student teaching program.

Office of Graduate Studies in Education—201 ED LIB
Information about admission to, and requirements of, graduate programs in education may be obtained in this Office. The Office also assists students with advisement, registration, and related topics, and maintains student records.

Teacher Education Resource Center—G01
The Center is designed as an instructional media laboratory. The Instructional Technology Center located in Lucas Hall also has an office in the Center.

Human Services Unit—B23A ED LIB
The Human Services Unit is a training facility for graduate students supervised by faculty in the Department of Behavioral Studies. Career counseling and assistance with vocational, adult, or adolescent developmental concerns are available to individuals in the community.

Reading Clinic—B9 ED LIB
The Reading Clinic provides a laboratory setting for graduate level elementary and secondary teachers who are seeking certification as reading specialists. The Clinic has been providing services to the surrounding community in diagnosing and treating severe reading problems in children and adults since 1966. The Clinic also serves as a demonstration and materials center for pre-service and in-service teacher education, as well as a clinical research facility for the faculty.

University Child Development Center—130 SCB
The Center provides University students with observation, participation, research, and similar educational and clinical opportunities; it also offers quality child care programs for children of student, faculty, staff, and community families.

Midwest Community Education Development Center—202 Service Building
Graduate students interested in community and continuing education may receive assistance from the Center in the form of information, materials, and training programs. The Center serves Missouri in the promotion and development of community schools and continuing education. It is a cooperative venture of the School of Education and Continuing Education-Extension.

Behavioral Studies

Faculty

- Arthur E. Smith**, Professor*; Chairperson (On Leave)
Ph.D., St. Louis University
- William L. Franzen**, Professor*; Dean Emeritus
Ph.D., University of Wisconsin
- Rickey L. George**, Professor*
Ph.D., Northwestern University
- Patricia A. Jakubowski**, Professor*
Ed.D., University of Illinois
- Thomas E. Jordan**, Curators Professor* of Child Development
Ed.D., Indiana University
- George E. Mowrer**, Professor Emeritus
Ed.D., University of Missouri-Columbia
- Donald W. Robinson**, Professor* (on leave)
Ph.D., Bradley University
- W. Ray Rhine**, Professor*
Ph.D., University of Texas
- Harold W. Richey**, Professor Emeritus
Ph.D., University of Kansas City
- Margaret W. Cohen**, Associate Professor*
Ph.D., Washington University
- R. Rocco Cottone**, Professor*
Ph.D., St. Louis University
- Theresa A. Cristiani**, Associate Professor*
Ed.D., Indiana University
- Lowe S. (Sandy) MacLean**, Adjunct Associate Professor*;
Vice Chancellor for Student Affairs
Ed.D., Indiana University-Bloomington
- Steven D. Spaner**, Associate Professor*
Ph.D., Southern Illinois University-Carbondale
- Gaylen R. Wallace**, Associate Professor*
Ed.D., Oklahoma State University
- W. Glenn White**, Associate Professor*
Ph.D., University of Missouri-Columbia
- George J. Yard**, Associate Professor*, Acting Chairperson
Ph.D., St. Louis University
- Peggy S. Filer**, Assistant Professor*
Ed.D., Oklahoma State University
- Howard P. Brown, Jr.**, Assistant Professor*
Ph.D., Mississippi State University
- Delores M. John**, Assistant Professor*
Ph.D., University of Missouri-Columbia
- MaryAnn Lingg**, Assistant Professor*
Ph.D., University of North Texas
- Robert J. Loyd III**, Assistant Professor*
Ph.D., University of Missouri-Columbia

*members of Graduate Faculty

General Information

The Department of Behavioral Studies is housed on the fourth floor of Marillac Hall. Information about offerings and related matters may be obtained in the departmental office, 469 Marillac Hall.

At the undergraduate level the department coordinates work in educational psychology, counseling, measurement, special education, and related areas. Offerings leading to the B.S. in Education degree are available in special education.

The Special Education program prepares students to teach educable mentally retarded, severe developmentally disabled, emotionally disturbed, or learning disabled children. Students also receive certification as regular elementary school teachers upon completion of the curriculum. New Missouri certification standards require a student teaching experience in each area of special education. It is possible for students to become certified as secondary special education teachers with appropriate advising.

At the graduate level the Department of Behavioral Studies offers work leading to the M.Ed. and requisite course work for state certification in Elementary and Secondary Guidance and Counseling, Special Education, and as School Psychological Examiner. Non-certification degree work is available in General Counseling and is designed to prepare students to take the state examination for Licensed Professional Counselor after they have completed the necessary hours of supervised counseling.

Areas of emphasis in the Counseling degree program are Elementary School, Secondary School, or General Counseling. Areas of emphasis in the Special Education program are Behavioral Disorders, Learning Disabilities, Educable Mentally Handicapped, and Early Childhood-Special Education. Courses concentrating in the areas of the Severe Developmentally Disabled and Gifted Education are also offered.

Students wishing to receive Missouri certification in Elementary School Counseling or Secondary School Counseling or School Psychological Examiner must complete all required courses in addition to holding teaching certificates valid in Missouri. Non-degree certification meeting the requirements for School Psychologist has been approved by the Missouri Department of Elementary and Secondary Education. Consult your adviser. The General Counseling area, for which there are no certification requirements, is only appropriate for the practice of counseling in non-school settings.

All degree students should consult with their advisers about the requirement of a scholarly paper.

Undergraduate Studies

Bachelor of Science in Education: Special Education

General Education Requirements (46 hours required):
English and Communication (6 hours)
English 10, Composition
Communication, 3 hours
English 210, 3 hours

Mathematics (3 hours)
Mathematics 50, Structure of Mathematical Systems I

No credit toward graduation is granted for **Mathematics 15**, Mathematics: Ideas and Structures, unless **Mathematics 50** is completed.

Behavioral Studies

Science (8 hours)
Biology (3)
Physical Science (3)
Science Lab (2)

Humanities (8 hours)
Music 177, An Introduction to Music for the Elementary School Teacher (Recommended)
plus two courses from art, music, philosophy, or literature

Social Science (21 hours)

Geography 101, Introduction to Geography
History 3, American Civilization, **or**
History 4, American Civilization
Political Science 11, Introduction to American Politics
Psychology 3, General Psychology
Psychology 270, Child Psychology
Economics 306, Microeconomics for the School Curriculum, **or**
Economics 40, Introduction to the American Economy
Sociology 10, Introduction to Sociology, **or** any Anthropology course

Related Area Requirements (12 hours)
PHY ED 130, Elements of Health Education
PHY ED 261, Physical Activity of the Exceptional Learner

Program Requirements (24 hours)
SPC ED 101, Introduction to Classroom Teaching
ED FND 111, The School in Contemporary Society
ED PSY 312, Psychology of Teaching and Learning

and these **Elementary Education (ELE ED)** courses:

230, Children's Literature and Reading
246, Teaching Mathematics in the Elementary School
336, Teaching Language Arts and Reading, N-9
342, Teaching Remedial Mathematics
385, Teaching Reading in the Elementary School

Special Education Requirements (33 hours)
The following courses are required:
SPC ED 290 Student Teaching in Special Education I
SPC ED 291 Student Teaching in Special Education II

Note **SPC ED 290** and **SPC ED 291** must be taken during the same semester.

ED REM 310, Interpretation of Educational Tests and Measurements
SPC ED 313, The Psychology and Education of Exceptional Individuals
SPC ED 315, Speech and Language Problems of Exceptional Children
SPC ED 320, Behavior Management
CNS ED 331, Counseling Individuals with Special Needs
ELE ED 389, The Analysis and Correction of Reading Problems in the Classroom

and at least **two** of the following **Special Education (SPC ED)** courses. (It is important that an adviser be consulted.)

330, Introduction to Mental Retardation and Severe Handicaps
332, Education of the Mentally Retarded
345, Introduction to Emotional Disturbance and Learning Disabilities
347, Teaching in the Learning Disabilities Classroom
350, Instructional Techniques for the Emotionally Disturbed Student
371, Methods and Curricula for the Severely Handicapped
372, Screening and Diagnosis of the Developmentally Delayed

Electives may be taken from among the following (strongly recommended): **9 hours**

SPC ED 322, Teaching Mainstreamed Students
ELE ED 241, Teaching of Science in the Elementary School
ELE ED 253, Teaching of Social Studies in the Elementary School

Total: 120 hours

Graduate Studies

Admission

In addition to meeting the general admission requirements of the Graduate School, applicants to the Master's of Education with an emphasis in General or School Counseling must complete a separate application to the Counselor Education Program and must have an undergraduate GPA of 3.0.

1. Since it is the objective of the Counselor Education faculty to identify students with low effectiveness potential as early as possible and to initiate the necessary procedures for dealing with such students, the faculty of the Counselor Education Program reserves the right to review students at any stage of their course work. Any grade less than a B in any core counseling course (CNS ED 327, Personal and Professional Development in Counseling; CNS ED 411, Theories of Counseling; CNS ED 493, Guidance Practicum I; CNS ED 494, Guidance Practicum II; and CNS ED 490, Internship) will automatically trigger a review process which may result in the termination of the student's degree program.

2. Students admitted to the Master's Degree Program in Counseling on restricted status must attain a 3.00 CA for the first twelve hours of graduate course work at UM-St. Louis with no grades less than a B. Restricted students must include the following courses in the first twelve hours of course work: CNS ED 327, Personal and Professional Development in Counseling; CNS ED 411, Theories of Counseling, and CNS ED 493, Guidance Practicum I. A student earning any grade less than a B in any of these three courses, but still maintaining a 3.0 GPA, will be allowed to repeat the course one time and must earn a grade of B or better to be admitted.

Behavioral Studies

Master of Education: Emphasis in Elementary School Counseling

The courses listed below meet both M.Ed. degree and certification requirements for those who have **completed** their work prior to September, 1988. Those who did not receive certification by that date should consult their adviser now for the new requirements. At this time the degree may be completed without obtaining certification providing:

CNS ED 327, Personal and Professional Development in Counseling
ED PSY 411, Psychology of Learning Processes
CNS ED 411, Theories of Counseling
CNS ED 420, Group Procedures in Counseling
CNS ED 493, Guidance Practicum I
CNS ED 494, Guidance Practicum II

are included in the program. Students should check with their advisers about teaching and noneducational work experience requirements for certification, as well as course prerequisites and sequencing.

Area of Specialization

In addition to the above, the following **Counselor Education (CNS ED)** courses are required for certification in elementary school counseling:

327, Personal and Professional Development in Counseling
411, Theories of Counseling
414, Individual Inventory
420, Group Procedures in Counseling
431, Foundations of School Guidance
443, Career Development
490, Internship
493, Guidance Practicum I

Psychological Foundations and Human Development

ED PSY 411, Psychology of Learning Processes
ED PSY 413, Personality Development and Adjustment
ED PSY 417, Psychology of the Elementary School Child
***SPC ED 412**, Psychology of Exceptional Children, or **SPC ED 313**, The Psychology and Education of Exceptional Individuals

***SPC ED 313** or **SPC ED 412** is required for certification if it has not been taken previously at the undergraduate or graduate level. It is not a degree requirement.

Educational Research and Evaluation Methods

ED REM 421, Educational and Psychological Measurement
ED REM 422, Individual Assessment of Cognitive Abilities
ED REM 431, Educational Research Methods I

Master of Education: Emphasis in General Counseling

The General Counseling emphasis area allows flexibility for developing counseling programs appropriate to particular nonschool settings. Students must have their adviser's approval before taking other than required courses.

Students should consult advisers about the requirements for licensure as a professional counselor.

Core Curriculum

The following courses in **Counselor Education (CNS ED)** are required:

327, Personal and Professional Development in Counseling
411, Theories of Counseling
414, Individual Inventory
420, Group Procedures in Counseling
443, Career Development
490, Internship
493, Guidance Practicum I
494, Guidance Practicum II
495, Foundations for Multicultural Counseling

Psychological Foundations and Human Development

At least one course from the following **Educational Psychology (ED PSY)** courses:
411, The Psychology of Learning Processes
413, Personality Development and Adjustment
417, Psychology of the Elementary School Child
418, The Psychology of Adolescence

Educational Research and Evaluation Methods

The following courses are required:
ED REM 421, Educational and Psychological Measurement
ED REM 431, Educational Research Methods I

Area of Specialization (15 hours)

Course work in the area of specialization is to be selected in consultation with advisers.

Master of Education: Emphasis in Secondary School Counseling

The courses listed below meet both M.Ed. degree and certification requirements for those who have **completed** their work prior to September, 1988. Those who did not receive certification by that date should consult their adviser now for the new requirements. At this time the degree may be completed without obtaining certification providing:

Behavioral Studies

CNS ED 327, Personal and Professional Development in Counseling

ED PSY 411, Psychology of Learning Processes

CNS ED 411, Theories of Counseling

CNS ED 420, Group Procedures in Counseling

CNS ED 493, Guidance Practicum I

CNS ED 494, Guidance Practicum II

are included in the program. Students should check with their advisers about teaching and noneducational work experience requirements for certification, as well as course prerequisites and sequencing.

Area of Specialization

The following **Counselor Education (CNS ED)** courses are required for certification in secondary school counseling:

327, Personal and Professional Development in Counseling

411, Theories of Counseling

414, Individual Inventory

420, Group Procedures in Counseling

431, Foundations of School Guidance

442, Career Information, or **443**, Career Development

490, Internship

493, Guidance Practicum I

Psychological Foundations and Human Development

At least **one** of the following:

ED PSY 411, Psychology of Learning Processes

ED PSY 413, Personality Development and Adjustment

Note *SPC ED 313 or SPC ED 412 is required for certification if it has not been taken previously at the undergraduate or graduate level. It is not a degree requirement.

Educational Research and Evaluation Methods

ED REM 421, Educational and Psychological Measurement

ED REM 422, Individual Assessment of Cognitive Abilities

ED REM 431, Educational Research Methods I

Master of Education: Program in Special Education

Graduate students should understand that completion of the M.Ed. program in Special Education does not assure teaching certification. Students seeking the degree and certification should consult with their advisers.

Following is the recommended curriculum for students enrolled in the Learning Disabilities, Mental Retardation, Behavioral Disorders, or Early Childhood-Special Education options.

Area of Specialization Students are required to complete 9-18 hours from the following areas:

Knowledge Base (3-6 hours)

SPC ED 497, Problems

SPC ED 431, Problems in Mental Retardation

SPC ED 443, Learning Disabilities

SPC ED 450, Introduction to Behavioral Disorders

SPC ED 462, Introduction to Early Childhood-Special Education

Curriculum (3-6 hours)

SEC ED 415, The Secondary School Curriculum

SEC ED 416, Curriculum Construction for Secondary Schools

ELE ED 410, Current Research in the Elementary School Curriculum

SPC ED 413, Organizational Foundations for Special Education

SPC ED 421, Prescriptive Teaching of Exceptional Children

SPC ED 430, Education of the Mentally Retarded

SPC ED 444, Education of Children with Learning Disabilities

SPC ED 452, Education of Behaviorally Disordered Children

SPC ED 463, Curriculum, Methods and Materials for Early Childhood-Special Education

Practicum (3-6 hours)

At least three hours must be taken in SPC ED 492, Practicum in Special Education.

Psychological Foundations and Human Development

(3-6 hours)

ED PSY 411, Psychology of Learning Processes

ED PSY 417, Psychology of the Elementary School Child

ED PSY 418, The Psychology of Adolescence

SPC ED 412, Psychology of Exceptional Children

SPC ED 416, Current Research in Psychology of Exceptional Children

Educational Research and Evaluation Methods

(3-6 hours)

ED REM 330, Educational Statistics

ED REM 420, Classroom Measurement and Evaluation

ED REM 421, Educational and Psychological Measurement

ED REM 422, Individual Assessment of Cognitive Abilities

Electives may be chosen from the courses listed here and from other courses with approval of the adviser and department chairperson.

Behavioral Studies

Elementary and Secondary School Intern Supervisors and Sites

The Department of Behavioral Studies in the School of Education wishes to recognize the contributions to the profession made by the following counselors, their school and district, and by the administrators who cooperated in the supervision of our counseling interns:

- Marcia Alexander**, Pierremont Elementary School
Parkway School District
- Andrea Allgood**, Jennings Senior High School
Jennings School District
- Phyllis Atkins**, McCluer Senior High School
Ferguson-Florissant R-II School District
- Ann Barber**, Clayton Senior High School
Clayton School District
- Kathy Bargeon**, Francis Howell North High School
Francis Howell School District
- Tom Barrow**, Crestview Junior High School
Rockwood School District
- Jim Beattie**, Montgomery R-II Elementary School
Montgomery R-II School District
- Michael Beaverson**, Berkeley Middle School
Berkeley School District
- Duane Becker**, Pacific High School
Meramec Valley R-III School District
- Sue Bell**, Sullivan Middle School
Sullivan C-2 School District
- Sandy Bergesch**, Troy Senior High School
Troy R-III School District
- Louise Besand**, Kehrs Mill Elementary School
Rockwood School District
- Dr. Hal Bloss**, Parkway North High School
Parkway C-2 School District
- Sherry Blough**, Westminster Christian Academy
- Kay Blunt**, Northwest High School
Northwest R-1 School District
- Jim Boley**, Maplewood High School
Maplewood-Richmond Heights School District
- Tom Bookstaver**, Clyde Hamrick Elementary School
Windsor C-1 School District
- Michael Brennan**, St. Joseph's Academy
Archdiocese of St. Louis
- Roberta Brennan**, St. Charles West High School
St. Charles School District
- Myrtiss Briggs**, Selvidge Junior High School
Rockwood School District
- Pamela Brill**, Logos High School
- Ruth Brown**, Avery Elementary School
Webster Groves School District
- Ann Broyles**, Parkway South Junior High School
Parkway C-2 School District
- Edell Buhlig**, Holman Middle School
Pattonville School District
- Joan Butts**, Wentzville Middle School
Wentzville R-IV School District
- Ralph Caraffa**, Commons Lane Elementary School
Ferguson-Florissant School District
- Mike Cole**, Cedar Hill Middle School
Northwest R-I School District
- Nancy Cole**, Truman Elementary School
Lindbergh School District
- Dr. Terry Coleman**, Festus High School
Festus R-6 School District
- Janice Contejean**, Vashon High School
St. Louis Public School System
- Carlene Cox**, Jennings Senior High School
Jennings School District
- Ramona Culp**, South Middle School
Ft. Zumwalt R-II School District
- Dr. Michael Cundiff**, Parkway South High School
Parkway C-2 School District
- Claire Dickerson**, Clayton Senior High School
Clayton School District
- Terry Diehl**, Nipher Middle School
Kirkwood R-VII School District
- Sandra Dobnikar**, Parkway North High School
Parkway C-2 School District
- Virginia Donnison**, Crestview Junior High School
Rockwood School District
- Paul Dormeyer**, Parkway South Junior High School
Parkway C-2 School District
- Helen Dozier**, Marshall School
St. Louis Public School System
- Patricia Dugan**, Afton Senior High School
Webster Groves School District
- Gary Edler**, Becky David School
Francis Howell School District
- Vivian Edwards**, O'Fallon Technical High School
St. Louis Public School System
- Renny Eisenberg**, St. Peters Elementary School
Fort Zumwalt School District
- Ann Eissfeldt**, Ellisville Intermediate Center
Rockwood R-VI School District
- Martha Fields**, Hazelwood Junior High School
Hazelwood School District
- Jim Fischer**, Hillsboro Senior High School
Hillsboro R-III School District
- Dr. Hazel Freeman**, Horton Watkins Senior High School
Ladue School District
- Billie Fray**, Clyde Hamrick Elementary School
Fox C-6 School District
- Mark Friedman**, Hardin Middle School
St. Charles School District
- DiAnna Fulkerson**, Carrollton Elementary School
Pattonville School District
- Dr. Barbara Fulton**, Chesterfield Day School
- Carol Fuss**, Airport Elementary School
Ferguson-Florissant R-II School District
- Eileen Garrison**, Wentzville Middle School
Wentzville R-IV School District
- Bill Gegg**, St. Francis Borgia Regional High School
Archdiocese of St. Louis
- Hardina Graham**, Lafayette Elementary School
St. Louis Public School System
- Jack Greany**, Fox Senior High School
Fox C-6 School District
- Cathy Grindler**, Garrett Elementary School
Hazelwood School District
- Delores Guyton**, McKelvey Elementary School
Parkway C-2 School District
- Midge Haas**, Lewis & Clark Area Vocational
Technical High School, City of St. Charles School District
- Carlene Hamlin**, McKinley Elementary School
Normandy School District
- Margie Hanneman**, Garrett Elementary School
Hazelwood School District
- Edward Harris**, Hazelwood East High School
Hazelwood School District
- Patricia Harrison**, Koch Elementary School
Riverview Gardens District
- Janet Henry**, Iveland Elementary School
Ritenour School District
- Lynn Hicks**, Harvest Ridge School
Francis Howell School District

Behavioral Studies

- Jeanette Hollman**, Wentzville Middle School
Wentzville R-IV School District
- Mary Ann Hoppe**, Enright Classical Junior Academy
St. Louis Public School System
- Gayle Horn**, St. Charles High School
City of St. Charles School District
- Pauli House**, Fairmount Elementary School
Francis Howell R-III School District
- Yvonne Hughes**, Koch Elementary School
Riverview Gardens District
- Dennis Hugo**, Parkway Central High School
Parkway C-2 School District
- Jacalyn Hunt**, Clark Elementary School
St. Louis Public School System
- Mary Hurst**, Bierbaum Elementary School
Mehlville School District
- Glinda Hutcherson**, Wentzville Elementary West School
Wentzville R-IV School District
- Sandra Ivy**, Ridgewood Junior High School
Fox C-6 School District
- Dr. Marlin Jackoway**, Pattonville School District
- Jean Jarkins**, Hazelwood West High School
Hazelwood School District
- Bob Jennings**, Lafayette Elementary School
St. Louis Public School System
- Andrew Jepsen**, Lincoln Elementary School
St. Charles R-VI School District
- Audrey Johnson**, Jamestown Elementary School
Hazelwood School District
- Randy Jones**, Pattonville High School
Pattonville School District
- Sherry Kaiser**, Bierbaum Elementary School
Mehlville School District
- Ken Kialty**, Robert W. Barnwell Junior High School
Francis Howell R-III School District
- Sr. Susan Kienzler**, Ursuline Academy
Archdiocese of St. Louis
- Dr. R. Kinsey**, Mehlville Senior High School
Mehlville R-IX School District
- Dr. Rosemary Kline**, Southwest High School
St. Louis Public School System
- Sharon Koenig**, Crestview Junior High School
Rockwood School District
- Dr. Lucy Klostermann**, Academy of the Visitation
Archdiocese of St. Louis
- Sharon Koenig**, Crestview Junior High School
Rockwood School District
- Judith Koski**, Green Pines Elementary School
Rockwood School District
- Betty Lack**, Fairmount Elementary School
Francis Howell R-III School District
- Sheila Lampkin**, Joseph L. Mudd Elementary School
Fort Zumwalt R-II School District
- Judi Land**, St. Charles High School
City of St. Charles School District
- Carole Lander**, Claymont Elementary School
Parkway School District
- Sr. Debbie Liesen**, Project Achievement
Archdiocese School District
- Nancy Lovagreen**, Montgomery R-II Elementary School
Montgomery R-II School District
- Lynn Lowrance**, Fairmount Primary School
Francis Howell R-III School District
- Ann Lowry**, Francis Howell North High School
Francis Howell School District
- Marie Mahaffy**, South Middle School
Fort Zumwalt R-II School District
- Dottie Mang**, Project Achievement
Archdiocese School District
- Michelle Mangall**, McKelvey Elementary School
Parkway C-2 School District
- Jeanette Mathews**, Vashon High School
St. Louis Public School System
- Gale McKiddy**, Hardin Middle School
St. Charles School District
- Vernon McIntire**, Mark Twain Elementary School
Brentwood School District
- Dale Menke**, Washington Junior High School
Washington School District
- Alice Menne**, Sherwood Elementary School
Fox C-6 School District
- Tom Messner**, O'Fallon Technical High School
St. Louis Public School System
- Mary Ellen Meyer**, Student Support Center
Ferguson-Florissant School District
- Dr. Lorraine Mild**, Oakville Elementary School
Mehlville School District
- Louvenia Moore**, Normandy High School
Normandy School District
- Barbara Mueller**, Mason Ridge Elementary School
Parkway School District
- Barbara Natoli**, Neil Armstrong Elementary School
Hazelwood School District
- Mrs. G. Newsom**, Hazelwood Junior High School
Hazelwood School District
- Dr. Pamela Nickels**, Webster Groves High School
Webster Groves School District
- Carolyn Niederkorn**, Pattonville School District
- Bennet Ozwald**, Green Trails Elementary School
Parkway School District
- Pat Perryman**, University City Senior High School
St. Louis County School District
- Carolyn Peterson**, St. Charles West High School
City of St. Charles School District
- Peggy Peterson**, Emil E. Holt Wentzville Senior High School
Wentzville R-IV School District
- Betty Portman**, Becky David School
Francis Howell School District
- Nancy Powell**, Ritenour High School
Ritenour School District
- Carol Pressley**, Hazelwood West High School
Hazelwood School District
- Margie Rich**, Larimore Elementary School
Hazelwood School District
- Cathy Richter**, Tillman Elementary School
Kirkwood School District
- Aureline Rockette**, Buder School
Ritenour School District
- Dixie Rodgers**, Oakville Senior High School
Mehlville R-IX School District
- Robin Rone-Baden**, Progress South Elementary School
Fort Zumwalt School District
- Carol Rosenband**, Point Elementary School
Mehlville School District
- Alta Royal**, Parkway East Junior High School
Parkway C-2 School District
- Willie Royal**, Kirkwood High School
Kirkwood School District
- Dr. Shirley Salmon**, Combs Elementary School
Ferguson-Florissant School District
- Barbara Schegel**, Mason Ridge Elementary School
Parkway School District
- Jan Schneider**, Fairmount Elementary School
Francis Howell R-III School District
- Sue Ann Schrum**, Rockwood Valley Middle School
Rockwood School District
- Marcia Jones-Scott**, Normandy Junior High School
Normandy School District
- Charlie Sens**, Oakville Senior High School
Mehlville R-IX School District

Behavioral Studies

Linda Siegfried, North Glendale Elementary School
Kirkwood R-7 School District

John Smith, St. Charles High School
City of St. Charles School District

Dr. Mildred Smith, Beaumont High School
St. Louis Public School System

Nancy Smith, Bristol Elementary School
Webstr Groves School District

Bernie Spaunhorst, Central Elementary School
Francis Howell School District

Ben Stewart, DeSoto High School
DeSoto School District

Charles Stubbs, South County Technical High School
Special School District

Paulette Tarantola, Parkway East Junior High School
Parkway School District

Nancy Tinsley, Ladue Junior High School
Ladue School District

Mark Tobin, Pattonville Heights Middle School
Pattonville School District

Allen Turner, St. Clair Junior High School
St. Clair R-XIII School District

Mary Jo Tweedie, Potosi High School
Potosi School District

Benita Vaughn, M. Gene Henderson Elementary School
Francis Howell R-III School District

Julie Walker, Ferguson Middle School
Ferguson-Florissant School District

Lena Waters, Lafayette Elementary School
St. Louis Public School System

Alice Watson, Parkway Central Junior High School
Parkway C-2 School District

Mary Watson, Brittany Woods Junior High School
University City School District

Sandy Weis, Parkwood School
Pattonville School District

Mary Wheeler, Kennerly Elementary School
Lindbergh School District

Bill White, Buder School
Ritenour School District

Dr. Shirley White, Combs Elementary School
Ferguson-Florissant School District

Ben Williams, Aquinas/Mercy High School
Archdiocese of St. Louis

Malva Williams, Ford Elementary School
St. Louis City School System

Michael Williams, Parkway South High School
Parkway C-2 School District

Shirley Williams, Hickey Middle School
St. Louis Public School System

Stan Williams, Pattonville High School
Pattonville School District

Karen Williams, Brennan Woods Elementary School
Northwest R-I School District

Ann Wilson, Lafayette Elementary School
St. Louis Public School System

Edna Wilson, Central Visual & Performing Arts High School
St. Louis Public School System

David Winkler, Woodland School
Jennings School District

Roy Wolverton, Hazelwood East High School
Hazelwood School District

Barbara Wright, Commons Lane School
Ferguson-Florissant School District

Cindy Wynn, Jefferson Middle School
St. Charles R-VI School District

Rene Yoessel, Orchard Farm R-V Elementary School
Orchard Farm R-V School District

Jan Zajac, Ross Elementary School
Parkway School District

Career Outlook

Elementary and Secondary School Counselors

Future growth in the employment of school counselors may depend on the amount of funds that the federal government provides to the states. The most recent survey in Missouri shows that the supply and demand for counselors is about average for educational personnel. Many teachers who do not intend to leave the classroom pursue this program in order to be better able to meet the needs of their students. Some graduates of the program have left the field of education and have obtained positions such as those cited under General Counseling. With little additional work the school counselor may qualify for certification as a school psychological examiner.

General Counselors

Graduates have been employed in a wide variety of settings: as counselors in community colleges, universities, employment agencies, vocational rehabilitation agencies, probation and parole work, juvenile detention, alcoholism and drug abuse clinics, career planning and placement centers, community mental health agencies, family and children services, and various federally-funded public service projects. Additionally, graduates are employed in career development, business and industry positions, especially in training and personnel areas. Others have moved into roles calling for research and evaluation skills.

Note It should be noted that in Missouri, persons who engage in "professional counseling" in many of these settings are required by law to be licensed as professional counselors.

Special Education

The employment outlook for special education teachers continues to be favorable, especially in certain positions. In addition to special classroom teaching, graduates of the area have been employed as resource-room teachers, clinical diagnostic personnel, itinerant teachers, educational-resource teachers, consultants, educational therapists, sheltered workshop evaluators, and in various supervisory and administrative positions in agencies and schools.

In combination with counseling, educational psychology, physical education, or other areas, careers can be planned in such occupations as vocational evaluator, counselor for special-needs individuals, and special physical educators.

Educational Studies

Faculty

James E. Walter, Chairperson; Associate Professor*
Ph.D., University of Wisconsin-Madison

Charles Granger, Professor*
Ph.D., University of Iowa

Arthur H. Shaffer, Professor*
Ph.D., University of California, Los Angeles

Blanche Touhill, Professor*; Chancellor
Ph.D., St. Louis University

Paul D. Travers, Director, Undergraduate Teacher
Education; Professor*
Ed.D., George Peabody College

Harold E. Turner, Professor Emeritus*
Ed.D., George Peabody College

Henry R. Weinstock, Professor*
Ed.D., University of Georgia

Joy E. Whitener, Dean Emeritus; Professor Emeritus*
Ed.D., Washington University

Fred Willman, Professor*
Ph.D., University of North Dakota

Charles J. Fazzaro, Associate Professor*
Ed.D., West Virginia University

Richard J. Friedlander, Associate Professor*
Ph.D., University of California-Los Angeles

Donald R. Greer, Associate Professor*
Ph.D., University of Missouri-Columbia

John A. Henschke, Associate Professor*; Continuing
Education Specialist, University Extension-East Central
Region

Ed.D., Boston University

Everette E. Nance, Associate Professor*; Director, Midwest
Community Education Development Center

Ed.D., Western Michigan University

Angelo H. Puricelli, Associate Professor*; Associate Dean
for Continuing Education-Extension

Ph.D., St. Louis University

Edith M. Young, Associate Professor*

Ed.D., University of Missouri-Columbia

Jane Zeni, Associate Professor*

Ed.D., University of Missouri-St. Louis

Sandra S. Gottfried, Assistant Professor*

Ph.D., University of Connecticut

Cathy Vatterott, Assistant Professor*

Ph.D., St. Louis University

Wendell L. Smith, Assistant Professor*; Associate Vice
Chancellor for Academic Affairs; Dean of Continuing
Education-Extension

Ph.D., Ohio State University

Fred E. Bradley, Visiting Assistant Professor*

Ph.D., Southern Illinois University-Carbondale

Beth Pike, Visiting Assistant Professor

Ed.D., University of Missouri-St. Louis

Gayle Wilkinson, Assistant Professor*

Ed.D., University of Illinois

Robert H. Clapp, Lecturer; Director, Instructional Technology
Center

Ed.S., University of Connecticut

Mimi J. LaMerca, Lecturer; Director of Admissions and
Registrar

M.Ed., University of Missouri-St. Louis

*members of Graduate Faculty

General Information

The faculty of the Department of Educational Studies are housed on the second floor of Marillac Hall. Answers to questions about the department and its offerings may be obtained from the department office, 269 Marillac Hall.

The department coordinates programs that prepare students for teaching these subjects in secondary schools (grades 7-12) and middle schools: biology, chemistry, English, French, German, history, mathematics, music, physics, psychology, social studies, speech, and Spanish. A special feature of these programs is the close interdisciplinary cooperation between the professional School and other University departments. The business education major is offered within the School of Education.

Students may choose to pursue the bachelor's degree in the College of Arts and Sciences plus certification, or the Bachelor of Science in Education degree (B.S.Ed.) which includes Missouri certification. Business education students have only the latter option.

Note The General Assembly enacted a law during 1984 eliminating Life Teaching Certificates after September 1, 1988. The State Board of Education is authorized to develop new standards for one or more renewable professional certificates, based on specific requirements for training and experience. Details regarding these newly developing standards are available in the Office of Undergraduate Studies in Education.

At the graduate level the department provides a program leading to the M.Ed. in secondary education, secondary education with emphasis in adult education, certification studies with Adult Basic Education, secondary education with emphasis in reading, and secondary education and certification. It offers master's degree work and advanced certification studies in elementary and secondary school administration and the school superintendency.

Community education is an additional emphasis offered in the educational administration program. Work in educational technology and adult education is also available.

Undergraduate Studies

Degree Requirements

Interdisciplinary Program: Bachelor of Science in Education in Secondary Education or Bachelor's Degree in the College of Arts and Sciences

General Education Requirements Bachelor's degree candidates in secondary education must complete the University General Education Requirements and must meet the new Missouri secondary teacher certification general education standards as follows.

Educational Studies

Humanities

Three courses required from the following fields: music (excluding applied music), art, foreign language, Western and non-Western cultures, philosophy, literature, classical studies, and theatre and drama.

Communication Skills

At least **two** courses in English composition and **one** in oral communications.

Social Studies

Courses in American history and American government, and **one** additional course selected from the following areas: geography, sociology, economics, anthropology, psychology.

Natural Science

One course in a physical or earth science; **one** course in a biological science. At least one of these courses must have a laboratory component.

Mathematics

One college-level mathematics course.

Note All of the courses above must be a minimum of two semester hours.

Program Requirements

28 hours required

The following education and psychology courses meet the state professional education standards:

ED FND 111, The School in Contemporary Society
Psychology 271, Adolescent Psychology
ED PSY 312, Psychology of Teaching and Learning
SEC ED 213, Techniques of Secondary School Teaching and Field Experience
SEC ED 290, Secondary School Student Teaching
SPC ED 313, The Psychology and Education of Exceptional Individuals
SEC ED 385, Problems of Teaching Reading in Secondary Schools

and the appropriate course titled Curriculum and Methods of Teaching _____.

Note Music education students take the following courses instead of SEC ED 290: SEC ED 293, Student Teaching in Music Education K-6, and SEC ED 294, Student Teaching in Music Education 7-12. These two courses must be taken during the same semester.

Area of Concentration: Teaching Fields

Degree candidates must complete 30 to 40 hours of specific subject requirements in one of the following fields: English, foreign language (French, German, Spanish), mathematics, music, science (biology, chemistry, physics), or social studies education.

Social studies students must complete a major in one of the following disciplines: anthropology, economics, geography, history, political science, psychology, or sociology; and meet these minimum social science

requirements: American history, 12 hours; European or world history, 9 hours; United States and/or state government, 6 hours; economics, 3 hours; behavioral science (sociology, anthropology, or psychology), 6 hours; geography, 3 hours; and 2 hours of elective social studies credit.

Total: 120 hours

Bachelor of Science in Education: Secondary Education with Emphasis in Business Education

General Education Requirements Business education majors must complete the University General Education Requirements, Missouri certification requirements, and the following education and psychology courses:

Program Requirements

32 hours required

ED FND 111, The School in Contemporary Society
Psychology 271, Adolescent Psychology
ED PSY 312, Psychology of Teaching and Learning
SEC ED 213, Techniques of Secondary School Teaching and Field Experience
SEC ED 290, Secondary School Student Teaching
SEC ED 204, Seminar: Business Education Student Teaching
SPC ED 313, The Psychology and Education of Exceptional Individuals
SEC ED 385, Problems of Teaching Reading in Secondary Schools

Academic Major

36 hours required

These **Secondary Education (SEC ED)** courses:

162, Computer Keyboarding and Formatting
261, Methods of Teaching Keyboarding and Formatting
***262**, Methods of Teaching Shorthand/Alpha Systems
263, Methods of Teaching Accounting
264, Methods of Teaching Basic Business Subjects
***265**, Secretarial Practice
267, The Secondary Business Curriculum
***362**, Shorthand/Alpha Systems: Theory and Application
361, Information Processing: Applications and Techniques of Teaching

plus these Business Administration courses

103, Computers and Information Systems
140, Fundamentals of Financial Accounting
145, Managerial Accounting
156, Legal Environment of Business
256, Business Law I
206, Basic Marketing
and
Economics 51, Principles of Microeconomics

Note Grades of C or better are required in all courses in the academic major. This long standing policy will be rigorously enforced.

*Majors working toward shorthand certification must take these additional courses, and are **not** required to take Business Administration 206.

Educational Studies

Electives

Electives are to be selected only after consulting with a faculty adviser.

Total: 120 hours

Graduate Studies

Master of Education: Secondary Education

The M.Ed. program in secondary education is flexibly designed to allow for the special interests of teachers, department chairpersons, curriculum workers, instructional supervisors, reading specialists, and those working in adult education. Programs must be planned with advisers and meet the approval of the department, School, and Graduate School.

Degree Requirements for All Secondary Education Majors

The minimum 32-hour program for all secondary education majors includes the following requirements:

Core Requirements (9 hours)

ED FND 421, Philosophy of Education
SEC ED 415, The Secondary School Curriculum
SEC ED 420, The Improvement of Secondary School Teaching

Exit Requirement (3 hours)

One of the following courses must be taken as part of the last nine hours in the M.Ed. program in secondary education:

ED FND 422, Analysis of Educational Issues
SEC ED 416, Curriculum Construction for Secondary Schools

In addition to the above courses, the following is a third exit course option, limited solely to those in the Adult Education Emphasis or Business Education teaching field:

ADU ED 490, Internship (in Adult Education)

Any of the above courses, when **not** used to meet the exit requirement, may be included as an elective in the program.

Master of Education: Secondary Education with Emphasis in Curriculum and Instruction

The M.Ed. with an emphasis in curriculum and instruction is designed to enable candidates to further their competencies as teachers or curriculum/instructional leaders.

Degree Requirements (32 hours)

1) Core Requirements (9 hours as specified above)

2) Curriculum/Instruction Core (8 hours)

Courses are to be selected in consultation with an adviser in the curriculum/instruction field from among the following:

EDUC 415, Seminar II, Curricular Issues and Problems
SEC ED 385, Problems of Teaching Reading in Secondary Schools
SEC ED 414, Teaching the Gifted and Talented in Secondary Schools
SEC ED 416, Curriculum Construction for Secondary Schools
SEC ED 418, The Junior High/Middle School
SEC ED 422, Individualizing Instruction in Secondary Schools
PHY ED 462, The Physical Education Curriculum

3) Teaching Field Core (8 hours)

Courses approved by the Graduate School for M.Ed. programs are to be selected in consultation with an adviser in secondary education.

4) Electives

Additional courses may be taken in the School of Education and/or curriculum and instruction areas to provide a consistent program upon the recommendation of the adviser.

Master of Education: Secondary Education with Emphasis in Adult Education

The M.Ed. with an emphasis in adult education is designed to enable candidates to further their competencies as teachers, administrators, and program planners in various adult education settings through the study of core courses in adult education, plus a minimum of eight hours of elective work appropriate to the candidates' particular needs. Adult Basic Education (ABE) practitioners can complete course requirements for certification within the scope of or independent from the master's degree program.

Degree Requirements (32 hours)

1) Core Requirements (9 hours as specified above)

2) Adult Education Core (8 hours)

Courses are to be selected in consultation with an adviser in the adult education teaching field from among the following courses:

***ADU ED 412**, Foundations of Adult Education
***ADU ED 413**, Improvement of Instruction in Adult Education
***ADU ED 414**, Curriculum Theory and Development in Adult Education
***ED ADM 480**, Administration of Adult and Community Education
ADU ED 490, Internship, or **ADU ED 497**, Problems in Adult Education

Educational Studies

3) Electives

Additional courses may be taken in the School of Education and/or teaching field to provide a consistent program upon the recommendation of the adviser.

Adult Basic Education Certification

***ADU ED 311**, Teaching Basic Reading Skills to Adults
***ELE ED 445**, Problems of Teaching Arithmetic in the Elementary School, or **ELE ED 346**, Advanced Methods in Elementary School Mathematics

*Eight semester hours from these six courses, and three hours of Adult Education electives, in addition to SPC ED 313, Psychology and Education of Exceptional Individuals, are required for five-year certification from the Missouri Department of Elementary and Secondary Education. New requirements will be implemented in 1994 and are currently required for all new ABE teachers.

Adult Basic Education (ABE) Certification

1) Requirements for two-year teacher's certificate in ABE:

- A holder of a bachelor's degree from a four-year college or university.
- Annual attendance at Department of Elementary and Secondary Education (DESE) approved Adult Basic Education teacher certification workshops. (The two-year ABE certificate may be renewed twice. Requirements for a five-year certificate must be completed by the end of the sixth year.)

2) Requirements for a five-year teacher's certificate in ABE:

- A holder of a bachelor's degree from a four-year college or university.
- Earn eight semester hours in DESE approved Adult Education classes, institutes, or workshops. (The five-year ABE certificate may be renewed an unlimited number of times by repeating the requirements during the previous five years.)

Note This would provide certification for (1) ABE teachers who are teaching less than half-time and/or without a contract and/or not in a public school or an accredited private school; and for (2) ABE teachers with bachelor's degrees and experience teaching adults who do not have regular teacher certification. Information is available for Professional Certificates for full-time ABE teachers.

Master of Education: Secondary Education with Emphasis in Reading

The M.Ed. with an emphasis in secondary reading is designed to enable candidates to further their competencies as teachers of reading and to prepare for positions as reading specialists, reading consultants, and/or further graduate study.

Degree requirements (32 hours)

1) Core Requirements (9 hours as specified above)

2) Reading Core

Required courses in reading should be taken in the following sequence:

SEC ED 385, Problems of Teaching Reading in Secondary Schools
ELE ED 486, Clinical Diagnosis and Treatment of Reading Disabilities
ED REM 422, Individual Assessment of Cognitive Abilities
ELE ED 493, Clinical Methods in Child Study I
ELE ED 494, Clinical Methods in Child Study II
ELE ED 482, Problems and Research in Teaching Elementary School Reading

To complete Missouri reading certification for grades K-12, the following must be taken or have been completed at the undergraduate level. Students should see an adviser.

SPC ED 315, Speech and Language Problems of Exceptional Children, or **ECH ED 331**, Language Acquisition and Development in Early Childhood
SPC ED 320, Behavior Management
CNS ED 327, Personal and Professional Development in Counseling
ED PSY 417, Psychology of the Elementary School Child
ED PSY 418, The Psychology of Adolescence

3) The same exit requirement exists as outlined above for all students in the Master of Education degree program in Secondary Education.

Master of Education: Secondary Education and Certification

The M.Ed. in secondary education requires a minimum of 32 hours of graduate credit. Depending upon the area of secondary school specialization, certification may require from 28 to 36 semester hours of undergraduate course work, making a total of over 60 semester hours of graduate and undergraduate work. Under the combined program up to 15 hours of graduate courses may be substituted for the same number of undergraduate courses. Students seeking such certification must obtain advisement from the office of Undergraduate Studies in Education, the Department of Educational Studies, and from the appropriate faculty joint appointee in the Department of Educational Studies and respective Arts and Sciences department.

Degree Requirements

Required and Recommended Courses

1) Professional Requirements

SEC ED 2XX, Curriculum and Methods of Teaching _____
SEC ED 213, Techniques of Secondary School Teaching and Field Experience
SEC ED 290, Secondary School Student Teaching
SEC ED/A&S Dept., 2XX or 3XX Teaching Intern Seminar (1-3)

Educational Studies

2) Certification and M.Ed. Requirements

ED PSY 312, The Psychology of Teaching and Learning
SEC ED 385, Problems of Teaching Reading in Secondary Schools

ED PSY 418, The Psychology of Adolescence
SPC ED 412, Psychology of Exceptional Children
ED FND 421, Philosophy of Education
SEC ED 415, The Secondary School Curriculum

Electives

Selected graduate courses, including at least eight hours in the teaching specialty or in curriculum/instruction.

Educational Administration Options

The options in educational administration include elementary and secondary school administration and certification for school district administration. They are part of a continuous two-phase, NCATE-approved program. In the first phase, students earn the M.Ed. The second phase leads to the completion of a two-year course of study in educational administration and is designated the Advanced Certification Studies (ACS) program. Both phases are correlated with current Missouri requirements for certification as either a principal or director of elementary or secondary education or school superintendent in Missouri schools.

The options in educational administration are more than simply lists of courses. Each is an organized curricular offering.

Responsibility for developing appropriate individual programs rests primarily with students. They are, therefore, encouraged to take full advantage of the program planning assistance provided by advisers, especially during the early phase of the program(s).

Master of Education and Advanced Certification Studies (ACS): Educational Administration

The recommended curriculum for the M.Ed. in Educational Administration is 33 credit hours. The curriculum for Advanced Certification Studies is 60 credit hours.

Requirements

1) Educational Core (Required for M.Ed. and ACS)

ED FND 421, Philosophy of Education
ED FND 435, History of Western Education, or **ED FND 330**, History of American Education
ED ADM 411, Organizational Theory & Analysis in Education
ED ADM 416, Policymaking in Education

2) Research Core (Required for both M.Ed. and ACS)

***ED ADM 435**, Education Administration Policy Research
ED REM 330, Educational Statistics

3) Educational Administration Core (Required for both M.Ed. and ACS)

ED ADM 414, Foundations of Educational Administration
ED ADM 460, School Law
ED ADM 471, School Staff Development & Supervision

4) School Administration Specialization (Required for both M.Ed. and ACS)**

For Elementary School Administration

ED ADM 441, Elementary School Administration
ELE ED 411, Curricular Issues in the Elementary School, or
ELE ED 422, Curriculum Construction in Elementary Schools

For Secondary School Administration

ED ADM 451, Secondary School Administration
SEC ED 415, Secondary School Curriculum, or **SEC ED 416**, Curriculum Construction for Secondary Schools

5) Internship (Required for state certification, but not for M.Ed.)

ED ADM 490, Internship

6) Technical Aspects of Educational Administration

(Electives, 12 hours for ACS. This list is suggestive; other approved courses may be used to meet the 12-hour requirement.)

ED ADM 425, Organizational Change in Education
ED ADM 429, The Department Head
ED ADM 465, State and Federal Financing of Public Education
ED ADM 466, Principles of Public School Finance in Missouri
ED ADM 475, School Buildings and Sites
ED ADM 480, Administration of Adult and Community Education
ED ADM 481, Programming in Community Education and Adult Education
ED ADM 485, Financing of Community Education
ELE ED 410, Current Research in the Elementary School Curriculum
ELE ED 411, Curricular Issues in the Elementary School
ELE ED 422, Curriculum Construction in the Elementary School
ELE ED 423, Curricular Implementation in the Elementary School
SEC ED 415, The Secondary School Curriculum
SEC ED 416, Curriculum Construction for Secondary Schools
SEC ED 418, The Junior High/Middle School
SEC ED 420, The Improvement of Secondary School Teaching
SEC ED 422, Individualizing Instruction in Secondary Schools
ED TEC 433, Educational Technology Systems Management
ED REM 420, Classroom Measurement and Evaluation

7) Human Aspects of Educational Administration

(Electives, 12 hours for ACS. This list is suggestive; other approved courses may be used to meet 12-hour requirement.)

ED ADM 422, Leadership in Educational Administration
ED ADM 432, Problems in School Public Relations
ED ADM 456, Extracurricular Activities
ED ADM 470, School Personnel Administration
ED ADM 473, Collective Negotiations in Educational Organizations
ED FND 422, Analysis of Educational Issues
ELE ED 425, Elementary School Supervision
SEC ED 425, Secondary School Supervision
ED PSY 418, The Psychology of Adolescence
SPC ED 313, The Psychology and Education of the Exceptional Individual
ED FND 431, Foundation of School Guidance

Educational Studies

*Exit Requirement for M.Ed. and ACS. This course must be taken within the last nine (9) semester hours of either M.Ed. or ACS.

**Students choose either the sequence for elementary school administration or the sequence for secondary school administration.

Master of Education: Educational Administration with Emphasis in Community Education

This is a 32-credit hour program for those students interested in community education.

Degree Requirements

1) **Common Educational Foundations** (9 hours required)

ED FND 421, Philosophy of Education

***SPEC ED 313**, The Psychology and Education of Exceptional Individuals

ED REM 420, Classroom Measurement and Evaluation or
ED REM 330, Educational Statistics

*Students who have already had an undergraduate course related to Psychology of Exceptional Children need not take **SPC ED 313**.

2) **Administrative Foundations** (12 hours required)
ED ADM 411, Theory and Organizational Development in Educational Administration

For elementary administration community education

ED ADM 441, Elementary School Administration

ELE ED 425, Elementary School Supervision

ELE ED 410, Current Research in the Elementary School Curriculum

For secondary administration community education

ED ADM 451, Secondary School Administration

SEC ED 425, Secondary School Supervision

SEC ED 415, The Secondary School Curriculum, or **SEC ED 416**, Curriculum Construction for Secondary Schools

3) **Community Education Emphasis Area** (9 hours required)

ED ADM 480, Administration of Community and Adult Education

ED ADM 481, Programming in Community and Adult Education

ED ADM 490, Internship

4) Recommended Electives

ED ADM 485, Financing of Community Education

ED ADM 432, Problems in School Public Relations

ED ADM 460, School Law

ED ADM 485, State and Federal Financing of Public Education

ED ADM 414, Foundations of School Administration

5) **Minor Area of Concentration** (6 hours required for ACS)

Students are expected to demonstrate competence in at least one other field. Other fields may include sociology, political science, business administration (industrial-labor relations or other area), economics, educational research, and other approved fields. Competence may be shown by successful completion of at least six hours in one of these fields.

6) **Internship or Field Study** (Required ACS only)

ED ADM 490, Internship

Career Outlook

Secondary school teaching positions are more plentiful than in the recent past. Most certificated teachers can find jobs if they are willing to go where there are openings.

Teachers of mathematics and the sciences are in extremely high demand. The fields of humanities and social sciences have somewhat better immediate prospects than in the past. The preparation that teacher education graduates receive enables them to do well in service and sales positions. Job opportunities in the educational and training facets of these fields are good.

People with preparation in secondary education, educational technology, adult education, and educational administration find positions in education/training units in businesses, industries, health care organizations, governmental units, community agencies, and service institutions.

School administration opportunities are available to qualified individuals, particularly those who have completed advanced graduate programs. Community education is an expanding field and will need increasing numbers of people with preparation in that specialty.

Elementary and Early Childhood Education

Faculty

Richard W. Burnett, Chairperson; Professor*; Director of Reading Clinic

Ed.D., Indiana University

Donna M. Bagley, Assistant Professor

Ph.D., University of Oregon

Joan Gilley, Lecturer

M.Ed., University of Missouri-St. Louis

Anne D. Lally, Lecturer

M.Ed., University of Missouri-St. Louis

Carole A. Murphy, Assistant Professor

Ed.D., Texas A & M University

Kathryn Mitchell Pierce, Assistant Professor*

Ph.D., Indiana University

Lloyd I. Richardson, Jr., Associate Professor*

Ph.D., George Peabody College

Thomas R. Schnell, Associate Professor*

Ph.D., Southern Illinois University-Carbondale

Cynthia Searcy, Lecturer

M.Ed., Northeast Missouri State University

Helene Sherman, Assistant Professor*

Ed.D., University of Missouri-St. Louis

Doris A. Trojcek, Professor*; Coordinator of Graduate Studies in Education

Ed.D., Indiana University

Gwendolyn Turner, Associate Professor*

Ed.D., University of Arkansas

Huber M. Walsh, Professor Emeritus

Ed.D., University of California-Los Angeles

*members of Graduate Faculty

General Information

The faculty of the Department of Elementary and Early Childhood Education have their offices on the third floor of Marillac Hall. Questions about departmental matters should be directed to 369 Marillac Hall.

The department coordinates programs leading to the B.S. in Education degree in early childhood education and elementary education. The B.S.Ed. in elementary education may also be tailored to the middle school/junior high teaching certificate. A special feature of these programs is the many opportunities to work with children in schools as part of the professional course work.

Note The General Assembly enacted a law during 1984 eliminating Life Teaching Certificates after September 1, 1988. The State Board of Education developed standards for renewable professional certificates, based on specific requirements for training and experience. Details regarding these standards are available in the Office of Undergraduate Studies in Education.

For graduate students, the Department of Elementary and Early Childhood Education offers three programs leading to the M.Ed. in elementary education: general-ized or specialized elementary education; elementary education with certification in reading; and elementary education with teaching certification.

Undergraduate Studies

General Education Requirements

Elementary Education (1-8)

English and Communication (9 hours)

English 10, Composition

English 210, Advanced Expository Writing

Communication: 3 hours

Mathematics (6 hours)

Mathematics 50, Structure of Mathematical Systems I and

Mathematics 151, Structure of Mathematical Systems II

Science (8 hours)

Biological Science: 3 hours

Physical Science: 3 hours

and two hours of a science **laboratory**

Humanities (8 hours)

Three courses from **two** of the following fields: art, music, philosophy, and literature.

Social Science (21 hours)

Psychology 3, General Psychology

Psychology 270, Child Psychology

Political Science 11, Introduction to American Politics or equivalent

and **one** of the following **history** courses:

History 3, American Civilization

History 4, American Civilization

and the following courses:

one **geography** course

Economics 40, Introduction to the American Economy or

Economics 305, Macroeconomics for the School Curriculum or

Economics 306, Microeconomics for the School Curriculum

Sociology 10, Introduction to Sociology, or any

anthropology course

Early Childhood Education (P-3)

General education requirements are the same as for Elementary Education except that Mathematics 151, geography, and economics are not required.

Middle School/Junior High (4-9)

General education requirements are the same as for Elementary Education except that Psychology 271, Adolescent Psychology, is taken in lieu of Psychology 270, Child Psychology.

Elementary and Early Childhood Education

Degree Requirements

Bachelor of Science in Education: Early Childhood Education The early childhood program is designed for students wishing to teach and direct programs for children from pre-kindergarten through grade three. Students electing this program will work directly with young children as a part of their professional courses.

General Education Requirements

Students are required to take the general education requirements as indicated for Early Childhood Education above.

Program Requirements

ED FND 111, The School in Contemporary Society
ED PSY 312, Psychology of Teaching and Learning
SPC ED 313, The Psychology and Education of Exceptional Individuals

and these **Elementary Education (ELE ED)** courses:

230, Children's Literature and Reading
336, Teaching Language Arts and Reading, N-9
385, Teaching Reading in the Elementary School
389, The Analysis and Correction of Reading Problems in the Classroom

plus these **Early Childhood Education (ECH ED)** courses:

290, Student Teaching in Early Childhood Education I
291, Student Teaching in Early Childhood Education II

Note ECH ED 290 and ECH ED 291 must be taken during the same semester.

312, Principles of Early Childhood Education
314, Curriculum, Methods, and Materials for Early Childhood Education
317, Assessing Individual Needs for Early Childhood Education
321, Parent and Community Resources in Early Childhood Education
331, Language Acquisition and Development in Early Childhood
333, Creative Experiences for Young Children
346, The Acquisition of Mathematical Concepts

Related Area Requirement

PHY ED 130, Elements of Health Education
PHY ED 282, Physical Growth and Motor Development

Post-degree certification students may take ED FND 330, History of American Education, or ED FND 421, Philosophy of Education, in lieu of ED FND 111.

Total: 120 hours

Bachelor of Science in Education: Elementary Education The elementary education program prepares students to teach in grades kindergarten through six, nondepartmentalized grades, seven and eight, and in departmentalized social studies (4-8).

Related Area Requirements

PHY ED 130, Elements of Health Education
PHY ED 165, Physical Education Activities for the Elementary School
ELE ED 177, Elementary School Music
ELE ED 179, (Art 139), Art Activities for Elementary School

Program Requirements

ELE ED 101, Introduction to Classroom Teaching
ED FND 111, The School in Contemporary Society
ED PSY 312, Psychology of Teaching and Learning
SPC ED 313, The Psychology and Education of Exceptional Individuals

and these **Elementary Education (ELE ED)** courses:

230, Children's Literature and Reading
246, Teaching Mathematics in the Elementary School
253, Teaching of Social Studies in the Elementary School
***290**, Elementary School Student Teaching I
***291**, Elementary School Student Teaching II
336, Teaching Language Arts and Reading, N-9
341, Teaching of Science in the Elementary School
385, Teaching Reading in the Elementary School
389, The Analysis and Correction of Reading Problems in the Classroom

***Note** ELE ED 290 and ELE ED 291 must be taken during the same semester.

Post-degree certification students may take ED FND 330, History of American Education, or ED FND 421, Philosophy of Education, in lieu of ED FND 111.

Total: 120 hours

Bachelor of Science in Education: Elementary Education (Middle School/Junior High Certification) This area of specialization in elementary education prepares students to teach in middle school/junior high school, grades 4-8 or 7-9.

Related Area Requirement

PHY ED 132, Personal Health

Program Requirements

ELE ED 101, Introduction to Classroom Teaching
ED FND 111, The School in Contemporary Society
ED PSY 312, Psychology of Teaching and Learning
SPC ED 313, The Psychology and Education of Exceptional Individuals

and these **Elementary Education (ELE ED)** courses:

230, Children's Literature and Reading
246, Teaching Mathematics in the Elementary School
253, Teaching of Social Studies in the Elementary School
***290**, Elementary School Student Teaching I
***291**, Elementary School Student Teaching II
336, Teaching Language Arts and Reading, N-9
341, Teaching of Science in the Elementary School

***Note** ELE ED 290 and ELE ED 291 must be taken during the same semester.

plus these **Secondary Education (SEC ED)** courses:

222, Middle School/Junior High School Organization, Philosophy and Curriculum
385, Problems of Teaching Reading in Secondary Schools

Elementary and Early Childhood Education

Area of Concentration for State Certification Middle School 4-8 requires a minimum of 21 hours in the content area.

Post-degree certification students may take ED FND 421, Philosophy of Education, in lieu of ED FND 111.

Total: 120 hours

Graduate Studies

Master of Education: Elementary Education

General Curricular Program or Specialization in Selected Curricular Areas

The M.Ed. student in elementary education may elect either of these programs. Please note, however, that in either case the degree is the Master of Education in Elementary Education. Diplomas and transcripts do not show areas of specialization nor are special certificates awarded.

1) Core Competencies (12 hours)

To include ELE ED 410, Current Research in the Elementary School Curriculum; ELE ED 411, Curricular Issues in the Elementary School; and six hours selected, in consultation with advisers, from among cognate fields or professional education.

2) Content Competencies (12 hours)

Students desiring to specialize through a sequence of courses should select at least nine hours in one of the following areas: Children's Literature, Early Childhood, Language Arts, Mathematics Education, Reading, Science Education, Social Studies Education, or Special Education. Students who elect a general sequence should take no more than six hours in any one area.

3) Curricular Applications Competencies (9 hours)

Students must select, in consultation with their advisers, a measurement course, and complete the following: ELE ED 422, Curriculum Construction in Elementary Schools, and ELE ED 423, Curriculum Implementation in the Elementary School.

Upon completion of ELE ED 410 and ELE ED 411 in phase one, each candidate selects a curricular area or areas, identifies an adviser from the elementary and early childhood education faculty, and plans appropriate course sequences. A candidate enrolling in the specialist program should select an adviser in the area of specialization.

The sequence of courses, ELE ED 410 and ELE ED 411 should be taken at the beginning of the program; ELE ED 422 and ELE ED 423 constitute the final two program courses. Students should note that ELE ED 411 is typically offered only during the Winter and Summer Semesters, ELE ED 422 is offered only during the Fall Semester and ELE ED 423 only during the Winter Semester.

Electives should be selected according to candidates' needs and/or interests.

Emphasis in Reading

The M.Ed. program with emphasis in reading is designed to enable candidates to further their competencies as reading teachers and prepares them for positions as remedial reading specialists, reading consultants, and/or for further graduate study. The minimum required and recommended courses are as follows:

1) Core Requirements

At least one graduate-level course in each of the following areas: learning psychology; research, statistics, and measurements; and elementary curriculum.

2) Courses in Reading

The following required courses in reading should be taken in sequence. **Courses denoted by asterisks are required for certification in remedial reading by Missouri teacher certification regulations.** Students, with their advisers' permission, may substitute other courses for any requirement if they have had a recent upper-class undergraduate course covering the same material. Required are:

- ELE ED 385, Teaching Reading in the Elementary School
- SEC ED 385, Problems of Teaching Reading in the Secondary School

these **Elementary Education (ELE ED)** courses:

- 486, Clinical Diagnosis and Treatment of Reading Disabilities
- 493, Clinical Methods in Child Study I
- 494, Clinical Methods in Child Study II

Note ELE ED 493 is offered in Fall and Summer Semesters; ELE ED 494 is offered in the Winter and Summer.

and also:

ELE ED 482, Problems and Research in Teaching Elementary School Reading (offered only in the Winter Semester).

- ED REM 420, Classroom Measurement and Evaluation
- SPC ED 315, Speech and Language Problems, or
- ECH ED 331, Language Acquisition and Development
- SPC ED 320, Behavioral Management
- CNS ED 327, Personal and Professional Development in Counseling
- ED PSY 417, Psychology of the Elementary School Child
- ED PSY 418, Psychology of Adolescence

Note SPC ED 412, Psychology of Exceptional Children, is required for certification if it has not been taken previously at the undergraduate or graduate level. It is not a degree requirement.

Elementary and Early Childhood Education

3) Electives

Following is a list of possible elective courses. Other courses may be selected from cognate fields after conferring with an adviser in reading.

English 220, Development of the English Language
ED FND 421, Philosophy of Education
ADU ED 311, Teaching Basic Reading Skills to Adults
ELE ED 484, Developmental Reading (K-13)
ELE ED 488, Supervision of School Reading Programs

Certification Options

A combined M.Ed. and certification option exists. Options include Elementary Education (1-8), Early Childhood Education (P-3), and Middle School/Junior High (4-9). Students should consult certification advisers. Graduate credit will not be given for courses at the 100 or 200 level.

Career Outlook

Undergraduate and graduate degrees in Early Childhood Education and Elementary Education are most directly applicable to teaching at the level appropriate to the program emphasis. Increasing specialization of teaching assignments and downward extensions of "ages of schooling" continue to open employment opportunities. As in the past, early childhood and elementary education graduates at all degree levels also continue to be attractive candidates for employment in many positions which require (or are well suited to) training in social and behavioral sciences. Positions in constant contact with and service to the general public such as sales, service, public relations, and general business are most common examples. Future expansions of opportunities in schools are tied to population growth, increased specialization of services, and reduction in ratios between professional staff and children served. Many presently employed teachers will retire within the next 5-10 years; consequently, a shortage of teachers is anticipated.

Physical Education

Faculty

Bruce A. Clark, Associate Professor*
Ph.D., University of Illinois
Kathleen M. Haywood, Professor*
Ph.D., University of Illinois-Urbana-Champaign
Michael Hopkins, Assistant Professor
Ph.D., University of Southern Mississippi
B. Darlene Johnston, Assistant Professor
Ph.D., University of New Mexico
Thomas J. Loughrey, Associate Professor*
Ph.D., University of Iowa
Charles G. Smith, Associate Professor*; Athletic Director
Emeritus
M.S., Washington University

*members of Graduate Faculty

General Information

The Department of Physical Education is housed on the second floor of the Mark Twain Building. Information about offerings and related matters may be obtained in the departmental office, 234 Mark Twain.

The department coordinates work in physical education. At the undergraduate level this work leads to the B.S. in Education degree with emphasis in either elementary or secondary physical education.

Note The General Assembly enacted a law during 1984 eliminating Life Teaching Certificates after September 1, 1988. The State Board of Education developed standards for renewable professional certificates, based on specific requirements for training and experience. Details regarding these standards are available in the Office of Undergraduate Studies in Education.

The master of education degree in elementary and secondary education provides courses for graduate students who choose physical education as their teaching field. Graduate students should consult their advisers about the requirements.

Undergraduate Studies

Bachelor of Science in Education: Physical Education

General Education Requirements (42 hours required):

Humanities

At least one course from two of the following fields: music (excluding applied music), art, foreign language, Western and non-Western cultures, philosophy, literature, classical studies, and theatre and drama.

Communication Skills

At least two courses in English composition and one in oral communications.

Social Studies

Courses in American history and American government, and one additional course selected from the following areas: geography, sociology, economics, anthropology, and psychology.

Natural Science

One course in a physical or earth science; one course in a biological science. At least one of these courses must have a laboratory component.

Mathematics

One college-level mathematics course.

Note All of the courses above must be a minimum of two semester hours.

Electives 11-14 hours

Program Requirements

Students must pass Proficiencies in first aid, cardio-pulmonary resuscitation, personal physical fitness, and water safety instructor. The proficiency evaluations are regularly scheduled each semester. Contact the department for further information. Students are urged to complete these requirements as early in the program as possible. **Successful completion is required prior to student teaching.** No credit hours are granted for satisfying this requirement.

Elementary School Emphasis

Students are required to take **12 hours** of analysis and teaching courses in **Physical Education (PHY ED)**:

- 121**, Analysis and Teaching of Physical Activities I
- 122**, Analysis and Teaching of Physical Activities II
- 123**, Analysis and Teaching of Physical Activities Laboratory

The following is a list of laboratories for PHY ED 123:

Offered Fall Semester Only

Golf, Bowling, and Archery
Ballroom, Folk, and Square Dancing
Racquet Sports
Gymnastics and Tumbling
Outdoor Education

Offered Winter Semester Only

Soccer/Basketball
Rhythmic Activities and Modern Dance
Track and Field
Aquatics
Baseball/Softball/Volleyball

The following theory of **Physical Education (PHY ED)** courses are required (**38 hours**):

- 130**, Elements of Health Education
- 165**, Physical Education Activities in the Elementary School
- 232**, Sports Medicine
- 261**, Physical Activity for the Exceptional Learner
- 275**, Psychology of Sport
- 276**, Sociocultural Foundations of Sport and Physical Education
- 280**, Human Anatomy and Physiology, or **Biology 113**, Human Physiology and Anatomy I

Physical Education

282, Physical Growth and Motor Development

283, Kinesiology

284, Physiology of Human Exercise

The following **Professional Education** courses are required (**28 hours**):

PHY ED 101, Introduction to Classroom Teaching

ED FND 111, The School in Contemporary Society

Psychology 270, Child Psychology

ED PSY 312, Psychology of Teaching and Learning

SPC ED 313, The Psychology and Education of Exceptional Individuals

SEC ED 385, Problems of Teaching Reading in Secondary Schools

PHY ED 268, The Curriculum and Methods of Teaching Physical Education

PHY ED 290, Student Teaching in Physical Education I

PHY ED 291, Student Teaching in Physical Education II

Total: 120 hours

Secondary School Emphasis

Students are required to take **12 hours** of analysis and teaching courses in **Physical Education (PHY ED)**:

121, Analysis and Teaching of Physical Activities I

122, Analysis and Teaching of Physical Activities II

123, Analysis and Teaching of Physical Activities Laboratory

The following is a list of laboratories for PHY ED 123:

Offered Fall Semester Only

Golf, Bowling, and Archery

Ballroom, Folk, and Square Dancing

Racquet Sports

Gymnastics and Tumbling

Outdoor Education

Offered Winter Semester Only

Soccer/Basketball

Rhythmic Activities and Modern Dance

Track and Field

Aquatics

Baseball/Softball/Volleyball

The following theory of **Physical Education** courses are required (**32 hours**):

165, Physical Education Activities in the Elementary School

232, Sports Medicine

261, Physical Activity for the Exceptional Learner

275, Psychology of Sport

276, Sociocultural Foundations of Sport and Physical Education

280, Human Anatomy and Physiology, **or Biology 113**, Human Physiology and Anatomy I

282, Physical Growth and Motor Development

283, Kinesiology

284, Physiology of Human Exercise

The following **Professional Education** courses are required (**31 hours**):

ED FND 111, The School in Contemporary Society

SEC ED 213, Techniques of Secondary School Teaching and Field Experience

Psychology 271, Adolescent Psychology

ED PSY 312, Psychology of Teaching and Learning

SPC ED 313, The Psychology and Education of Exceptional Individuals

SEC ED 385, Problems of Teaching Reading in Secondary Schools

PHY ED 268, The Curriculum and Methods of Teaching Physical Education

PHY ED 290, Student Teaching in Physical Education I

PHY ED 291, Student Teaching in Physical Education II

Total: 120 hours

Athletic Coaching Minor

An Athletic Coaching Minor is available (minimum of 20 hours). The following courses are required:

PHY ED 280, Human Anatomy and Physiology (this course is a prerequisite to PHY ED 232, PHY ED 283, and PHY ED 284)

PHY ED 232, Sports Medicine

PHY ED 275, Psychology of Sports

PHY ED 283, Kinesiology

PHY ED 284, Physiology of Human Exercise

PHY ED 121, Analysis and Teaching of Physical Activities I

PHY ED 123, Analysis and Teaching of Physical Activities Laboratory

PHY ED 312, Management of Sports Programs

PHY ED 330, Prescribing Physical Activity

All courses apply to, but do not complete, teaching certification in Missouri.

Graduate Studies

Master of Education: Elementary or Secondary Education with Physical Education as Teaching Field

Students in elementary or secondary education master's degree programs may elect physical education as their teaching field. For further information about this option, consult an adviser or faculty from the Department of Physical Education.

Career Outlook

The employment outlook for physical educators has been improving, especially at the elementary school level. In addition to elementary or secondary physical education teaching, graduates may want to consider coaching, athletic training, dance, research, and gerontological careers. Graduates have been employed as specialists in recreation and physical fitness organizations, as special physical educators and coaches.

Students are urged to consult with their advisers in order to broaden the career options available by combining physical education with other specialties for positions in community agencies, business, and industry.

University
of Missouri
St. Louis

EVENING COLLEGE

Evening College

Administration

Everette E. Nance, Dean

Ed.D., Western Michigan University

Harry Gaffney, Assistant Dean

Ph.D., St. Louis University

Nancy Shields, Assistant Dean

Ph.D., Southern Illinois University-Carbondale

General Information

The Evening College provides undergraduate degree programs for students who, for various reasons, choose to attend evening classes. Courses meeting pre-engineering requirements and others needed as prerequisites for graduate programs are offered. In addition, persons who want to maintain their professional competence or broaden their educational background without pursuing degree work will find a broad array of courses which may be taken for credit or on an audit basis.

Recognizing the value of continuing education and career advancement, many St. Louis institutions, businesses, and industries encourage their employees to avail themselves of the educational opportunities offered by the Evening College. The Veterans Administration has approved either full-time or part-time study for educational benefits.

Since most Evening College students are employed full time, they normally carry less than a full academic load. To enable students to carry as many courses as they wish, the Evening College schedules classes after 5:00 p.m. Classes and degree programs are conducted according to the same standards as the day program.

Course Areas

The Evening College offers courses in 28 academic areas: anthropology, art, astronomy, biology, business administration, chemistry, communication, computer science, criminology and criminal justice, cytotechnology, economics, education, English, French, geography, geology, German, history, mathematics, medical technology, music, philosophy, physics, political science, psychology, sociology, social work, and Spanish.

Academic Advising and Program Planning New students are encouraged to consult with an academic adviser to help develop programs appropriate to their needs. Appointments may be made by calling the Evening College, 553-5162.

Transfer students or students with 40 or more credit hours who wish to be assigned advisers and to graduate from the Evening College must file a Declaration-of-Major form.

Facilities The facilities of the University of Missouri-St. Louis, including the computer center, library, laboratories, cafeteria, bookstore, health service, placement service, and admissions office, are open in the evening. Evening College students are also eligible to participate in any of the University sports programs that interest them. The athletic facilities of the Mark Twain Building are available. For information on hours, contact the athletics office at 553-5641.

Alpha Sigma Lambda The Beta Epsilon Chapter of Alpha Sigma Lambda is a national honorary scholastic society for Evening College students. To be eligible for membership, a student must have completed at least four semesters of college or university work, completed a minimum of 30 semester hours in the Evening College, have a cumulative grade point average of 3.2, and be enrolled in the Evening College. Individuals already in possession of a college degree are not eligible for membership.

Degree Programs

General Education Requirements All candidates for a degree through the Evening College must meet the University general education requirements.

Bachelor of Arts Majors available for the B.A. degree are biology, chemistry, communication, economics, English, history, mathematics, physics, political science, psychology, and sociology. For further information, consult the appropriate departmental section of the College of Arts and Sciences portion of this *Bulletin*.

Bachelor of Science The B.S. degree is available in applied mathematics, biology, chemistry, computer science, economics, physics, public administration, and sociology. For further information, consult the appropriate departmental section of the College of Arts and Sciences portion of this *Bulletin*.

Specialized Bachelor's Degrees Also available are the specialized Bachelor of Science in Administration of Justice (B.S.A.J.), the Bachelor of Science in Business Administration (B.S.B.A.), and the Bachelor of Science in Education (B.S.Ed.). The B.S. in Education offers specialization in any of the following: early childhood education, elementary education, middle school/junior high school, special education, and secondary education (in 11 teaching areas). Students should consult the appropriate departmental section of the College of Arts and Sciences portion of this *Bulletin* or the sections for the School of Business Administration or the School of Education.

Evening College

Bachelor of Social Work The B.S.W. degree program is designed to prepare persons for employment in social welfare agencies, schools, hospitals, correctional institutions, or day care, geriatric, or rehabilitation centers. Individuals currently working in social welfare settings can improve their skills or increase their opportunities for job advancement. For further information, consult the Social Work section of this *Bulletin*.

Bachelor of General Studies Degree

The Bachelor of General Studies degree (B.G.S.) is also offered through the Evening College. It is designed to provide mature students with a meaningful alternative to traditional degree programs. It appeals to a variety of students whose circumstances, goals, and aspirations are different from those of the "typical" college student. The B.G.S. program provides the flexibility needed to enable students, with careful advisement, to develop individualized programs of study.

Some of the educational goals pursued by students in the program are designed to reflect students' interests in the fields of public relations, corporate communication, and medical technology.

The Evening College, in cooperation with Jewish Hospital's School of Medical Technology and Barnes Hospital's Cytotechnology program, has made courses in medical technology and cytotechnology available for students.

Admission Requirements for the B.G.S. Program

Candidates for the B.G.S. degree must be admitted to the Evening College and must complete an application for admission to the program. Applications must be approved by the General Studies Committee and the Evening College dean. The criteria for admission are:

- 1) Students must be mature and their programs of study reasonable.
- 2) Students should have a broad education and must have demonstrated the equivalent of academic proficiency required for any other undergraduate degree at UM-St. Louis.
- 3) Study programs should be structured to meet students' unique educational goals and should not be readily available under any other UM-St. Louis degree program.
- 4) That the degree will better qualify the recipients to deal with their life goals than if they had some other degree.

Degree Requirements for the B.G.S. Program

General Education Requirements

Students must complete the University's general education requirements. For details refer to the General Education Requirements section of this *Bulletin*.

Personal Emphasis Area In consultation with a faculty adviser, students shall develop a personal emphasis area of at least 30 advanced semester hours of graded credit that meets their educational goals. Graded credit consists of degree credit courses in which the student received a letter grade of A, B, C, or D. Regardless of the focus, theme, or purpose, the personal emphasis area should result from self-examination and contribute to self-realization and an advanced level of academic competence and achievement. The study program must be approved by the faculty adviser, dean, and General Studies Committee. Students and advisers periodically review the program toward attaining the goal or objective and make appropriate modifications where necessary, subject to the dean's approval.

Hour and Grade Requirements The degree requires completion of 120 semester hours with a 2.0 grade point average overall and in the personal emphasis area. No more than 30 hours may be taken in any one department without written consent of the departmental chairperson. At least 45 hours must be earned in courses beyond the introductory level. A minimum of 24 hours of graded credit must be completed in residence at UM-St. Louis, of which 15 hours must be in the personal emphasis area. No more than 18 hours may be taken on a satisfactory/unsatisfactory basis. Each candidate must be in residence for 24 of the last 30 hours of graded credit (exclusive of courses taken on a satisfactory/unsatisfactory basis).

Credit for Experience, Special Projects, Examinations, and Non-Traditional Forms of Study Credit may be earned through the College Level Examination Program in accordance with University policy or through examinations proposed or approved by University departments. Credit also may be earned through correspondence study, supervised independent research study, and college-level courses offered by television or similar education media. Students are responsible for obtaining approval for credit applied under this option.

Students also may receive credit for vocational experience, community service projects, or cultural activities after they have completed 24 hours of course work in residence.

Vocational Experience Credit may be granted for vocational experience when related to the personal emphasis area. Credit cannot exceed three semester hours for each year of experience with a maximum of 12 hours allowed only in exceptional circumstances. Petitions for vocational experience credit must be accompanied by a job description verified by the employer or similar appropriate evidence. Credit may be granted only upon recommendation of the adviser and approvals of the dean and the General Studies Committee.

Evening College

Community Service Projects/Cultural Activities Credit not exceeding six hours may be earned for participation in approved community service projects or cultural activities. The projects or activities must be formulated by the student and carried out under the supervision of a faculty member with the approval of the adviser, dean, and General Studies Committee. Students must submit a written report approved by the supervisor upon completion of the projects or activities.

Credit for vocational experience or community service/cultural activities may be applied toward the credits required for the degree but may not be used to complete the personal emphasis area or general education requirements. Students must file a degree application form in the Evening College at least one year before the expected graduation date.

Minors

Minor in Employee Training and Development

The Evening College and the School of Business Administration offer a minor in employee training and development. The requirements are:

Business Administration 318, or **Psychology 318**,

Industrial and Organizational Psychology

Business Administration 319, Employee Training and Development

ED PSY 312, Psychology of Teaching and Learning

ED TEC 340, Selection and Utilization of Educational Media

Psychology 219, Research Methods

One additional course selected from these approved electives:

Business Administration 309, Personnel Management

Communication 141, Business and Professional Speaking

Sociology 354, Occupations and Their Work Settings

Students should consult with an adviser when planning their programs. A 2.0 grade point average is required for the minor. No courses may be taken on a satisfactory/unsatisfactory basis. At least 12 credits of those required must be completed in residence at UM-St. Louis.

This minor is designed for personnel managers in small companies and training managers or personnel specialists in larger companies. The required 18 hours, including the approved elective course, enable the student to be exposed to different skills essential for the occupational area.

Other Minors

Minors are also available in biology, black studies, business administration, chemistry, communication, computer science, criminology and criminal justice, economics, English, history, legal studies, mathematics, political science, psychology, sociology, and urban studies. For currently offered minors, consult your adviser.

Certificates

Certificate programs are available in biochemistry, gerontology, women's studies, and writing. For more information consult the Certificate Programs section of this *Bulletin*.

Career Outlook

Many graduates of the Evening College have found their careers advanced upon obtaining their degree. Some have entered new careers in mid-life and others have found personal satisfaction in the acquisition of knowledge for its own sake. The Evening College staff consists of advisers with extensive experience concerning adult students' needs. For an appointment, call the Evening College office.

University
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St. Louis

INTER-SCHOOL STUDIES

Public Policy Administration Graduate Degree Program

Faculty

Carol W. Kohfeld, Director of MPPA Program; Professor of Public Policy Administration and Political Science*
Ph.D., Washington University

E. Terrence Jones, Professor of Public Policy Administration and Political Science*; Dean, College of Arts and Sciences
Ph.D., Georgetown University

George J. McCall, Professor of Public Policy Administration and Sociology*
Ph.D., Harvard University

Eugene J. Meehan, Curators' Professor Emeritus of Public Policy Administration and Political Science*
Ph.D., London School of Economics

Donald Phares, Professor of Public Policy Administration and Economics*
Ph.D., Syracuse University

Dennis L. Dossett, Associate Professor of Public Policy Administration and Management*
Ph.D., University of Washington

Andrew D. Glassberg, Associate Professor of Public Policy Administration and Political Science*
Ph.D., Yale University

Michele M. Hoyman, Associate Professor of Public Policy Administration and Political Science*
Ph.D., University of Michigan

J. Fred Springer, Associate Professor of Public Policy Administration and Political Science*
Ph.D., University of California-Davis

Lana Stein, Associate Professor of Public Policy Administration and Political Science*
Ph.D., Michigan State University

James M. Krueger, C.P.A., Assistant Professor of Public Policy Administration and Accounting*; Associate Vice Chancellor for Budgeting and Academic Planning
D.B.A., Indiana University

Timothy D. McBride, Assistant Professor of Public Policy Administration, Gerontology, and Economics
Ph.D., University of Wisconsin-Madison

Anne E. Winkler, Assistant Professor of Public Policy Administration and Economics*
Ph.D., University of Illinois

Jane C. Sweney, Internship Coordinator
M.A., St. Louis University

*members of Graduate Faculty

The Master's Program in Public Policy Administration (MPPA) is an interdisciplinary program designed to prepare students for managerial positions in the public sector or in agencies having substantial interaction with the public sector. The program is a unit of the Graduate School and is accredited by the National Association of Schools of Public Affairs and Administration. Faculty are on joint appointment in public policy administration and in either economics, political science, sociology, or business administration. The program includes courses in policy analysis, public administration, management, accounting, and economics in the basic curriculum.

The MPPA program at the University of Missouri-St. Louis differs from existing programs available in the Missouri-Illinois region in its interdisciplinary nature and emphasis on the development of analytic and administrative skills. It is designed to meet the needs of prospective full-time students, as well as those who wish to earn a degree in the evening while continuing to work.

In addition to the distinguished doctoral-level faculty in public policy administration, students have access to courses and faculty in business and other social sciences, in the Center for Metropolitan Studies, and in the Center for International Studies. The MPPA Program, together with similar programs at UM-Columbia and UM-Kansas City, is responsible for the editorship of the *American Review of Public Administration*.

The full facilities of the Office of Computing, including the urban data program, are available. UM-St. Louis is also a member of the Inter-University Consortium for Political and Social Research.

Admission Requirements

Applicants to the MPPA program must meet the general requirements for admission to Graduate School as explained in the Graduate Study section of this *Bulletin*. Students entering the MPPA program may be required to take up to nine hours of prerequisites in mathematics, accounting, and social science. Up to three hours of graduate-level work at UM-St. Louis, taken to meet prerequisite requirements, may be applied to the 40 hours required for the MPPA degree.

Degree Requirements

The program includes 40 hours, 25 in the core curriculum sequence and 15 in a special field chosen by students in consultation with their advisers.

Prerequisites

Students must demonstrate competency in micro-computer-based applications, including spreadsheets and data bases. These competencies must be acquired at the beginning of the degree program, if students are not already familiar with these applications. Competency may be demonstrated by examination, or by successfully completing approved short courses in spreadsheets and data bases, or by completing **Public Policy Administration 480**, Management Information Systems.

Core Curriculum

All candidates for the MPPA degree must complete 25 hours in the core curriculum sequence composed of the following public policy administration courses:

Administration

440, Proseminar in Public Policy Administration

460, Organizational Behavior and Administrative Processes

Public Policy Administration Graduate Degree Program

Accounting and Budgeting

418, Governmental Budgeting and Financial Control

Economics

421, Public Sector Microeconomics

Policy Analysis

410, Introduction to Policy Analysis

419, Cases in Public Policy Analysis

Statistics and Applications

401, Introduction to Policy Research

475, Introduction to Evaluation Research Methods

Exit Project

499, Exit Project Research

A thesis is not required, but students must complete written analyses as part of their course work and/or internships. There is also a one credit hour exit project examining a problem in public policy administration in the final semester. Public Policy Administration 419 is a capstone course and should be taken toward the end of the program.

Students may select one of four emphasis areas in which to concentrate their advanced studies: (1) Public Sector Human Resource Management, (2) Public Policy Analysis, (3) Public Policy Processes, or (4) the Individualized Policy Emphasis Area. Possible fields for the latter include financial administration, health care policy, criminal justice policy, and urban policy. Specific requirements for each emphasis area are as follows:

Public Sector Human Resource Management Emphasis Area (15 hours)

a. Required Courses (6 hours)

Management 461, Managing Human Resources

Public Policy Administration 449, Human Resources in the Public Sector

b. Choose **one** of the following courses (3 hours); additional courses may be applied toward optional electives (c).

Management 462, Advanced Organizational Behavior and Administrative Processes

Management 466, Personnel Administration: Theory and Practice

Psychology 452, Survey of Industrial/Organizational Psychology

c. **Optional Electives** (6 hours—may include courses listed but not counted in (b)).

Public Policy Administration 495, Internship (up to 6 hours).

Management 463, Organizational Training

Management 464, Compensation

Management 467, Dynamics of Interpersonal Relations

Psychology 429, Psychometric Theory

Economics 480, Labor Economics: Theory and Public Policy

Public Policy Analysis Emphasis Area (15 hours)

a. Required Course (3 hours)

Public Policy Administration 365, Introduction to Econometrics or **Political Science 402**, Intermediate Techniques in Policy Research

b. Choose **two** of the following courses (6 hours); additional courses may be applied toward optional electives (c).

Political Science 411, Seminar in Policy Analysis

Political Science 422, Law, Courts, and Public Policy

Sociology 304, Survey Research Practicum

Sociology 331, Qualitative Methods in Social Research

c. **Optional Electives** (6 hours—may include courses listed but not counted in (b)).

Public Policy Administration 495, Internship (up to 6 hours).

Economics 366, Applied Econometrics or

Political Science 403, Advanced Techniques in Policy Research

Economics 317, Public Finance: State and Local

Economics 450, Topics in Managerial Economic Analysis

Economics 470, The Political Economy of Metropolitan Areas

Economics 480, Labor Economics: Theory and Public Policy

Economics 490, Advanced Topics in Economic Analysis

Public Policy Processes Emphasis Area (15 hours)

Required Electives

a. Required Course (3 hours)

Political Science 442, The Policy Process

b. Choose **two** of the following courses (6 hours); additional courses may be applied toward optional electives (c).

Political Science 420, Proseminar in Public Law

Political Science 430, Proseminar in American Politics

Political Science 432, Intergovernmental Relations

Political Science 470, Proseminar in Urban Politics

Political Science 448, Political Economy and Public Policy

Sociology 430, Policy Mediation Processes

c. **Optional Electives** (6 hours—may include courses listed but not counted in (b) above).

Public Policy Administration 495, Internship (up to 6 hours).

Economics 470, The Political Economy of Metropolitan Areas

Economics 480, Labor Economics: Theory and Public Policy

Economics 450, Topics in Managerial Economic Analysis

Economics 317, Public Finance: State and Local

Economics 490, Advanced Topics in Economic Analysis

Individualized Policy Emphasis Area (15 hours)

Prior to completion of 15 hours in the MPPA program, the student must present a proposal of specific course work for 15 credit hours of optional electives for approval by the MPPA faculty. No more than 9 hours in a given area (e.g., Financial Administration, Health Policy, Criminal Justice Policy, Urban Policy) may be applied toward degree requirements. The fifteen hours may include Public Policy Administration 495 (Internship) for up to 6 hours.

Public Policy Administration Graduate Degree Program

Internships

There currently exists a need for well-trained policy administrators and analysts. Frequent contact is maintained with public practitioners and public officials in the St. Louis metropolitan area, providing valuable input for program development, creation of a wide variety of internship possibilities, and assistance with a vigorous placement program for MPPA graduates. Interns may be placed in planning agencies, city managers' offices, administrative departments, or budgeting offices.

MPPA students employed in public agencies may receive up to six hours of credit for internships in those agencies. To do so, students must develop, in consultation with their advisers, special research projects outside the scope of their regular employment duties. Credit is granted after successful completion of the project and a written paper at the end of the semester.

Career Outlook

The current outlook for graduates of the interdisciplinary Master's Degree in Public Policy Administration program is quite promising. Recent graduates of this program have found careers as budget analysts, personnel analysts, transportation planners, and human resources planners with local, regional, state, and federal agencies.

Gerontology

Faculty

Robert J. Calsyn, Director; Professor* of Psychology
Ph.D., Northwestern University

Carl J. Bassi, Assistant Professor of Optometry
Ph.D., Vanderbilt University

Anna Biggs, Assistant Professor* of Nursing
Ph.D., University of Colorado Health Sciences Center

Bruce Clark, Associate Professor* of Physical Education
Ph.D., University of Illinois

K. Peter Etzkorn, Professor* of Sociology
Ph.D., Princeton University

Norman Flax, Associate Professor* of Social Work
Ph.D., St. Louis University

Joan Hashimi, Associate Professor* of Social Work
Ph.D., Washington University

Margo-Lea Hurwicz, Assistant Professor of Anthropology
Ph.D., University of California-Los Angeles

W. Howard McAlister, Assistant Professor of Optometry
O.D., Ohio State University

Timothy D. McBride, Assistant Professor of Public Policy
Administration, Economics, and Gerontology
Ph.D., University of Wisconsin-Madison

Nanora L. Sweet, Senior Lecturer of English
M.A., University of Missouri-Columbia

Nina Tumosa, Assistant Professor of Optometry
Ph.D., State University of New York at Albany (SUNYA)

Chikako Usui, Assistant Professor of Sociology
Ph.D., Stanford University

Timothy A. Wingert, Assistant Professor of Optometry
O.D., Illinois College of Optometry

*members of Graduate Faculty

Faculty from 10 departments and Schools are involved in the undergraduate and graduate programs in gerontology.

Master of Science in Gerontology

The Master of Science Degree in Gerontology program is a multidisciplinary program designed to prepare students for management or direct service positions working with the aged. The program of study includes courses from a variety of departments including anthropology, biology, nursing, political science, psychology, sociology, social work, physical education, English, public policy administration, and optometry. Courses are offered primarily in the evening to accommodate part-time, as well as full-time, students.

Admission Requirements

Program applicants must have the following:

1. Baccalaureate degree
2. 3.0 or (B) average (students with exceptions should contact the Director of the Gerontology Program)
3. Official transcripts of all previous undergraduate/graduate work
4. Three letters of recommendation

In addition students must meet the other general requirements for admission to the Graduate School as explained in the Graduate Study section of the *Bulletin*.

Degree Requirements

The students are required to complete 45 credit hours including 27 hours in gerontology courses, a three-hour research methods course, and a 15-hour specialization that is individually tailored to the student's career goals. Depending on the student's prior course work in gerontology, up to fifteen hours of credit may be waived. The required courses are listed below.

Gerontology Distribution Requirements

A. Public Policy and Aging—6 credits

Gerontology (Public Policy Administration, Political Science) 443, Health Care Policy

Gerontology (Public Policy Administration, Political Science) 417, Income and Pension Policy for the Aged or
Gerontology (Sociology) 449, Issues in Retirement

B. Health Behavior of the Elderly—2 credits

Gerontology (Nursing) 401, Health and Wellness in the Elderly, or
Gerontology 441, Aging and Health Behavior

C. Physiological Theories of Aging—2 credits

Biology 311, Physiology of Aging

D. Psychological Aspects of Aging—3 credits

Gerontology (Psychology) 373, Psychology of Aging, or
Gerontology (Psychology) 376, Mental Health and Aging

E. Sociocultural Aspects of Aging—3 credits

Gerontology (Sociology) 361, Sociology of Aging, or
Gerontology (Anthropology) 440, Cultural Aspects of Aging

F. Gerontology 494, Integrative Research in Gerontology—2 credits

G. Gerontology 495, Practicum in Gerontology—3 credits depending on courses taken to meet gerontology distribution requirements.

Other Requirements

A. Graduate level statistics course, approved by the Director of Gerontology. Acceptable courses include Public Policy Administration (Political Science) 401, Introduction to Policy Research; ED REM 432, Educational and Research Methods II, 3 credits.

B. Specialization Area—15 credits

Each student develops a 15-hour specialization area with the guidance of the Director of Gerontology. Most specialization areas focus on administration or counseling.

Gerontology

Graduate Certificate in Gerontology

The Graduate Certificate in Gerontology is designed for those students who wish to receive postbaccalaureate training in gerontology. The Graduate Certificate in Gerontology can be taken by itself or in conjunction with pursuit of a graduate degree in another field. Eighteen credit hours are required.

Admission Requirements

Program applicants must have the following:

1. Baccalaureate degree
2. 2.75 grade point average (students with exceptions should contact the director of the Gerontology Program)
3. Official transcripts of all previous undergraduate/graduate work
4. Two letters of recommendation

Distribution Requirements

A. Public Policy—3 credits

Gerontology (Public Policy Administration, Political Science) 443, Health Care Policy, or **Gerontology (Public Policy Administration, Political Science) 417**, Income and Pension Policy for the Aged, or **Gerontology (Sociology) 449**, Issues in Retirement

B. Health and Physical Aspects of Aging—2 credits

Gerontology (Nursing) 401, Health and Wellness in the Elderly, or **Gerontology 441**, Aging and Health Behavior, or **Biology 311**, Physiology of Aging, or **Gerontology 458 (Optometry 558)**, Geriatric Optometry, or **Gerontology (Optometry) 497**, Interdisciplinary Geriatric Care

C. Psychological Aspects of Aging—3 credits

Gerontology (Psychology) 373, Psychology of Aging, or **Gerontology (Psychology) 376**, Mental Health and Aging

D. Sociocultural Aspects of Aging—3 credits

Gerontology (Sociology) 361, Sociology of Aging, or **Gerontology (Anthropology) 440**, Cultural Aspects of Aging

E. Electives in Gerontology—6-7 credits depending on courses taken to meet distribution requirements listed above.

Graduate Certificate in Gerontological Social Work

The Graduate Certificate in Gerontological Social Work is a program designed for students who wish to pursue advanced study in Social Work practice with the elderly. While the program draws from several disciplines, the focus is on practice and/or administration in gerontological settings. The program can be taken by itself or in conjunction with the pursuit of a graduate degree in another field.

Admission Requirements

Program applicants must have the following:

1. Baccalaureate degree
2. 2.75 grade point average (students with exceptions should contact the director of the Gerontology program)
3. Official transcripts of all previous undergraduate/graduate work
4. Two letters of recommendation

Certificate Requirements

Eighteen credit hours are required to complete the certificate. Students must complete 15 hours of required core courses and three hours of gerontology electives at the 300 level or above.

Required Core Courses

Gerontology 316, Clinical Gerontology, or **Social Work 316**, Clinical Gerontology
Gerontology 373, Psychology of Aging, or **Psychology 373**, Psychology of Aging
Gerontology 361, Social Gerontology, or **Sociology 361**, Social Gerontology
Gerontology 444, Public Policy and Aging, or **Political Science 444** Public Policy and Aging
Social Work 412, Research Design in Social Work
Social Work 491, Professional Leadership Practice

Undergraduate Certificate in Gerontological Studies

A Certificate in Gerontological Studies, a multidisciplinary course of study, is available at the University of Missouri-St. Louis. This program provides an opportunity for students to obtain a focused specialty in gerontology in addition to their majors. It utilizes offerings in the College of Arts and Sciences and the Schools of Business Administration, Nursing, and Education. It is appropriate for students in the College of Arts and Sciences or any of the Schools of the University.

Gerontology

Certificate Requirements

A student may earn the Certificate in Gerontological Studies by completing a total of fifteen hours. Courses must be chosen from at least two of the following four topic areas. No more than three credit hours from Research/Practicum Experience courses will be allowed. The student must have the approval of the Director of the Gerontology Program before enrolling in the course. Courses taken to fulfill the requirements may not be taken on a satisfactory/unsatisfactory basis. New courses continually are added, so it is advisable to check with the Director each term. Many courses are cross-listed and also have a Gerontology designation.

Humanities

English 13, Topics in Literature: Images of Age in Literature
Gerontology 156, Medical Ethics, or **Philosophy 156**,
 Medical Ethics

Natural Sciences and Mathematics

Gerontology 111, Issues in Geriatric Health Care, or
Biology 111, Issues in Geriatric Health Care, or
Nursing 111, Issues in Geriatric Health Care
Biology 311, Physiology of Aging

Social Sciences

Gerontology 272, Adult Development and Aging, or
Psychology 272, Adult Development and Aging
Gerontology 280, The Psychology of Death and Dying, or
Psychology 280, The Psychology of Death and Dying
Gerontology 373, The Psychology of Aging, or
Psychology 373, The Psychology of Aging
Gerontology 316, Clinical Gerontology, or **Social Work
 316**, Clinical Gerontology
Gerontology 361, Social Gerontology, or **Sociology 361**,
 Social Gerontology

Education

Gerontology 190, Clinical Experience in Physical
 Gerontology, or **PHY ED 190**, Clinical Experience in
 Physical Gerontology
Gerontology 292, Internship in Physical Gerontology, or
PHY ED 292, Internship in Physical Gerontology
Gerontology 330, Prescribing Physical Activity, or
PHY ED 330, Prescribing Physical Activity

Career Outlook

The increasing number of elderly in the population has greatly expanded job opportunities in gerontology in the last decade, and job prospects for the future are equally bright. Career possibilities include nursing home administration, administration and planning of community-based programs for the elderly, recreational programming, and counseling of the elderly.

University
of Missouri
St. Louis

SCHOOL OF NURSING

School of Nursing

Faculty

- Shirley A. Martin**, Dean; Professor*
R.N., Ph.D., St. Louis University
- Janice M. Attala**, Assistant Professor*
R.N., Ph.D., Southern Illinois University-Carbondale
- Jean Bachman**, Assistant Professor*
R.N., D.S.N., University of Alabama
- Cynthia Bechtel**, Adjunct Assistant Instructor
M.S.N., St. Louis University
- Anna J. Biggs**, Lecturer
R.N., Ph.D., University of Colorado
- Donna Bridgman Musser**, Adjunct Assistant Professor
R.N., M.S.N., Southern Illinois University-Edwardsville
- Mary Reardon Castles**, Professor Emeritus*
R.N., Ph.D., St. Louis University
- Ruth L. Jenkins**, Associate Professor*, Associate Dean
R.N., Ph.D., St. Louis University
- Connie K. Koch**, Assistant Professor*
R.N., Ed.D., Southern Illinois University-Edwardsville
- Barbara C. McDonnell**, Assistant Professor*
R.N., Ph.D., St. Louis University
- Maryellen McSweeney**, Professor*
Ph.D., University of California-Berkeley
- Marlene Strader**, Adjunct Associate Professor*
R.N., Ph.D., St. Louis University
- Margaret Ulione**, Assistant Professor*
R.N., Ph.D., University of Maryland

*members of Graduate Faculty

General Information

About the Faculty The School of Nursing faculty includes accomplished leaders in professional nursing and research. The dean serves as a leader in both state and national professional organizations. Faculty members are clinical specialists in the various areas of nursing practice and research. Research interests include developmental disabilities, stress management, assertiveness, nursing management, death and dying, sex-role behavior, aging, self-care, health-seeking behaviors, and professional socialization.

The School of Nursing A national movement in the nursing profession encourages preparation for entry into professional nursing practice to begin at the baccalaureate level. The majority of practicing registered nurses today have earned either a diploma in nursing from a hospital school of nursing or an associate degree in nursing. The UM-St. Louis School of Nursing offers a baccalaureate program for registered nurses in the St. Louis area. The program is designed so that studies may be pursued on either a full- or part-time basis. Qualified students are admitted each semester. The UM-St. Louis School of Nursing is located on the South Campus Complex. The Schools of Nursing at the University of Missouri-Kansas City and the University of Missouri-St. Louis also offer a Cooperative Graduate Nursing Program on the St. Louis campus.

Undergraduate Studies

Bachelor of Science in Nursing Degree The bachelor of science in nursing program is designed to provide the registered nurse with the opportunity to continue nursing education at the baccalaureate level. The curriculum builds on the student's knowledge and skills acquired through diploma or associate degree education, as well as nursing practice experience. The expansion of nursing practice into a variety of settings will provide opportunities to apply knowledge from nursing and related disciplines. Recent employment in clinical nursing is recommended.

Assumptions The bachelor of science in nursing degree (B.S.N.) is designed to build on the student's previous education and experience and is based on the following assumptions.

- 1) Most of the students will be employed full-time and attend the program on a part-time basis.
- 2) Registered nurse students are adult learners, and the concepts and techniques related to adult learners are appropriate for this program.
- 3) Registered nurse students are licensed practitioners and do not require the same type of clinical activities found in generic programs.
- 4) Lower-division nursing courses, completed either in an associate degree program or a hospital diploma program, provide a base of nursing content for baccalaureate nursing education taught at the upper-division level.
- 5) Quality baccalaureate nursing education can be designed to build on students' prior education and experience without duplicating content or experiences.
- 6) Students enrolled in the upper-division nursing program have an academic background equivalent to the academic background required for junior standing in any undergraduate program at the University of Missouri-St. Louis.

Purposes The purpose of the program is to provide the registered nurse student with:

- 1) upper-division content in general education and nursing courses necessary to practice at the professional level;
- 2) the foundation for continued personal and professional development, as well as preparation for graduate study;
- 3) the ability to adapt to a rapidly changing health care delivery system; and
- 4) the knowledge and skills necessary to practice in a variety of health care settings.

Accreditation The School of Nursing is fully accredited by the National League for Nursing.

School of Nursing

Admission Policies

Admission Requirements

A candidate for admission to the School of Nursing:

- 1) must meet all requirements for admission to the University of Missouri-St. Louis (see the Undergraduate Admissions section in this *Bulletin*);
- 2) must be a graduate of either a diploma or associate degree program in nursing;
- 3) must hold a current license as a registered nurse in the state of Missouri;
- 4) must have a cumulative grade point average of 2.5 (4.0 scale) on all previous college-level course work;
- 5) must have at least 30 hours of college credit applicable to a degree.

Credit by Transfer and Examination

The curriculum of the upper-division nursing major is based on the lower-division program of study in general education which most associate degree graduates will have acquired. Currently most diploma graduates will have these credits as well, because hospital schools of nursing are utilizing college courses for their general education requirements.

For the diploma nurse who graduated before hospital schools affiliated with colleges, various testing methods can be used to grant college credit, such as NLN science scores and CLEP (College Level Examination Program).

General education courses are taught at UM-St. Louis and at various off-campus sites, thereby facilitating students' matriculation into the B.S.N. program.

Acceptance into the B.S.N. Program

Following the completion of the University's admission requirement, the Student Affairs Committee of the School of Nursing will review the application for acceptance into the program.

For specific information regarding the B.S.N. degree program, please contact: UM-St. Louis, School of Nursing, Office of Student Services and Records—(314) 553-6066.

Degree Requirements

A total of 120 credit hours is needed for graduation. The lower-division requirements of the B.S.N. program will be met by most associate degree or diploma graduates with transferable college credit.

Satisfactory/Unsatisfactory Restrictions All prerequisite courses to the nursing major and all nursing courses are exceptions to the satisfactory/unsatisfactory option.

I Lower-Division Requirements

(59-60 hours total)

These courses are prerequisite to the nursing major and must be completed prior to matriculation into the nursing courses. Lower-division general education courses must meet the prerequisite requirements for upper-division general education courses.

General Education Courses (29-31 hours)

Subject Area	UM-St. Louis Equivalent
English Composition (3)	English 10 , English Composition (3)
Approved Sciences	
Anatomy and Physiology (6-8)	Biology 113 , Human Physiology and Anatomy I (4) Biology 114 , Human Physiology and Anatomy II (4)
Microbiology (4-5)	Biology 116 , Microbiology and Man (3) Biology 118 , Microbiology and Man Laboratory (2)
Chemistry (4-5)	Chemistry 1 , General Chemistry (3) Chemistry 3 , General Chemistry Laboratory (2)
American History or Government (3) (State Requirement)	History 3 , American Civilization (3) History 4 , American Civilization (3) History 107 , The History of Missouri History 311 , Topics in American Constitutional History Political Science 11 , Introduction to American Politics Political Science 121 , Civil Liberties Political Science 130 , State Politics Political Science 135 , Introduction to Urban Politics Political Science 230 , The American Presidency Political Science 233 , Introduction to Political Behavior Political Science 235 , Political Parties and Elections Political Science 240 , Bureaucratic Politics Political Science 245 , Urban Administration Political Science 320 , Introduction to American Constitutional Law Political Science 331 , Legislative Processes Political Science 346 , Urban Planning and Politics
Psychology (6)	Psychology 3 , General Psychology (3) Psychology 268 , Human Growth and Behavior (3), or Psychology 270 , Child Psychology (3)

School of Nursing

Sociology (3)

Sociology 10, Introduction to Sociology (3)

Mathematics Proficiency

Mathematics 02, a, b, c, Fundamentals of Algebra (no credit toward graduation) or Proficiency by mathematics placement examination or by college level course work (3-4)

II Upper-Division Requirements (58-63 hours total)

The upper-division program of study leading to the B.S.N. degree integrates general education and advanced professional nursing knowledge and skills. The upper-division requirements of 58-63 credit hours, to complete the 120 hours needed for the degree, may be earned in a two-year period by most full-time students. A student must earn a grade of C or better in all courses **required** for the degree, both in general education course work and in nursing course work.

General Education Course Work (30-31 hours)

English 210, Advanced Expository Writing, or equivalent (3 hours) **is required**.

Humanities (9 hours) Three courses are selected, one course in logic and two courses from art or music appreciation, literature or philosophy.

Electives (3-9 hours) Students take 3 to 9 credit hours of electives to meet the 120-hour degree requirement and the University requirement of 45 hours above the introductory level.

Statistics (3 or 4 hours) **One** of the following courses is **required**:

- Sociology 220**, Sociological Statistics (3)
- Psychology 201**, Psychological Statistics (4)
- Mathematics 31**, Elementary Statistical Methods (3)
- Business Administration 131**, Elementary Statistics (3)
- Nursing 473**, Quantitative Analysis in the Health Sciences (3)

Also required:

- Biology 213**, Vertebrate Physiology (3)
- Chemistry 2**, General Organic Chemistry (3)

Nursing Courses (32 hours)

The nursing courses have been developed to expand the student's nursing knowledge and skill in patient teaching, leadership, interpersonal communication, and health assessment. A number of courses are designed to acquaint the registered nurse with nursing theory, research, and family and community health. The following nursing courses are **required** for the degree.

Junior-Level Nursing Courses Admission to the School of Nursing is required for the student to begin the nursing course sequence.

200, Dimensions of Professional Nursing Practice (3)

Note: Nursing 200 is a prerequisite or corequisite to other junior-level nursing courses.

N215, Computer Systems for Health Care Professionals (2)
216, Teaching and Interpersonal Systems in the Practice of Nursing (3)

220, Health Assessment (3), contains lab component

236, Family and Community Nursing (6) (Contains clinical component)

All junior-level courses must be completed successfully prior to enrolling in senior-level courses.

Senior-Level Nursing Courses

316, Management and Leadership in Nursing (3)

326, Research in Nursing (3)

332, Dimensions of Health Care Policy: Implications for Professional Nursing Practice (3)

340, Synthesis in Nursing Practice (4) (Contains clinical component)

350, Contemporary Nursing Issues (2)

Note: Nursing 350 must be taken in the student's last semester.

Graduate Studies

Cooperative Graduate Programs in Nursing

Master of Science in Nursing The Schools of Nursing at the University of Missouri-St. Louis and the University of Missouri-Kansas City offer a Cooperative Graduate Nursing Program on the St. Louis campus. The program requires 36 semester credits to complete and is fully accredited by the National League for Nursing. The full-time student, taking nine credits a semester, can complete the program in four semesters.

Students may choose one of the three Clinical majors:
Health Care of the Adult
Health Care of Children
Health Care of Women

In addition, the student may select one of four functional role areas: Education, Administration, Clinical Nurse Specialist, or Nurse Practitioner.

School of Nursing

Admission Requirements

Program applicants must have the following:

- 1) B.S.N. from NLN-accredited college/university-based program or from a B.S.N. program comparable to UM-St. Louis School of Nursing's B.S.N. program.
- 2) Minimum cumulative grade point average of 3.0.
- 3) Acceptance to Nurse Practitioner option is available on a limited basis. Interview is required.

Matriculation Requirements

- 1) Current Missouri licensure.
- 2) Basic Cardiac Life Support Certification.
- 3) Graduate Record Examination.
- 4) Upper-division or comparable statistics course with minimum grade of "B."
- 5) Free standing health assessment course with minimum grade of "B" or integrated courses approved by submission of syllabi.

See an academic adviser in the School of Nursing for specific courses in the M.S. in Nursing program.

Doctoral education has recently been approved for the University Schools of Nursing (St. Louis, Columbia, and Kansas City). Both academic (Ph.D.) and clinical (N.D.) options are planned.

Professional Organizations

American Nurses Association

Students, as registered nurses, are eligible for membership in the American Nurses Association. Membership and participation in this professional organization is strongly urged for all nurses practicing today. Nurses, as the largest group of health professionals, have a responsibility to assume leadership positions in the determination of health care policy, and this activity can best be accomplished by participating in the professional organization.

Rho Nu

Rho Nu is the student association of the School of Nursing. It is a collegial group providing professional development activities for the registered nurse student. All students enrolled in the School of Nursing are eligible for membership.

Honor Society

The Nursing Honor Society has been in existence for two years. In Spring 1993 it was approved by International Sigma Theta Tau to become an official chapter of Sigma Theta Tau in Spring 1994. Nurses are invited to membership based on G.P.A. and number of academic credits completed in undergraduate and graduate studies. B.S.N. graduates are nominated based on their outstanding contribution to nursing in the areas of education, clinical practice, research, administration, and publication.

Continuing Education-Extension

Continuing education offerings in the field of nursing are currently presented to provide nurses with new information, techniques, and trends within the nursing profession.

Credit courses which will apply to the B.S.N. program are offered at the following off-campus sites: Jewish Hospital, St. Mary's Health Center, St. John's Health Center, DePaul Health Center, St. Louis Children's Hospital, and East Central Community College. Credit courses are offered in both nursing and general education.

Career Outlook

The increased expertise in nursing skills and the broad base of managerial skills acquired by the registered nurse in a baccalaureate program will qualify our graduates for many positions of leadership in nursing. Moreover, the current growth in community health nursing has created a demand for nurses with the bachelor's degree in nursing.

B.S.N. graduates have an awareness of the complexity of influences on the health care of individuals, families, and groups, and this makes them a valuable member of health care teams in both the hospital and community health setting.

University
of Missouri
St. Louis

SCHOOL OF OPTOMETRY

School of Optometry

Faculty

Jerry L. Christensen, Dean; Professor*

O.D., Ph.D., Ohio State University

Carol K. Peck, Professor*; Director, Graduate Programs

Ph.D., Postdoctoral Fellow, University of California-Los Angeles

Edward S. Bennett, Associate Professor*; Chief, Contact Lens Clinic

M.S.Ed., O.D., Indiana University-Bloomington

Robert E. Carty, Clinical Associate Professor

M.S.Ed., Troy State University; O.D., Southern College of Optometry

David W. Davidson, Associate Dean; Associate Professor*

M.S., University of Alabama-Birmingham; O.D., University of California-Berkeley

Gerald A. Franzel, Associate Dean for Clinical Education, Continuing Education and Community Relations; Clinical Associate Professor

O.D., University of Houston

Ralph P. Garzia, Associate Professor*; Chief, Pediatric Binocular Vision Services

O.D., Residency, Pediatric Optometry, Pennsylvania College of Optometry

James M. Gordon, Clinical Assistant Professor of Ophthalmology

M.D., University of Minnesota; Residency, Ophthalmology, Washington University, Barnes Affiliated Hospitals

Stephen W. Lehmkuhle, Associate Professor*

Ph.D., Vanderbilt University; Postdoctoral Fellow, University of Virginia

William F. Long, Associate Professor*

Ph.D., Michigan State University; O.D., Indiana University

Leonard L. Naeger, Adjunct Associate Professor of Pharmacology

Ph.D., University of Florida; Residency, Hospital-Based Pharmacy, VA Medical Center, St. Louis

Frank O. Donnell, Jr., Clinical Associate Professor of Ophthalmology

M.D., Johns Hopkins University; Residency, Ophthalmology, Wilmer Institute, Johns Hopkins University

Faye DeClue Allen, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

W. Gary Bachman, Assistant Professor*; Director, Center for Cornea and Contact Lens Research

M.S., University of Alabama-Birmingham; O.D., Southern College of Optometry

Gail J. Bass, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

Carl J. Bassi, Assistant Professor*

Ph.D., Vanderbilt University; Postdoctoral Fellow, University of Southern California, Doheny Eye Institute

P. Douglas Becherer, Clinical Assistant Professor

O.D., Southern College of Optometry

Paul R. Boyt, Clinical Assistant Professor

O.D., Illinois College of Optometry

James A. DeClue, Clinical Assistant Professor

O.D., Illinois College of Optometry

Frank D. Fontana, Clinical Assistant Professor

O.D., Illinois College of Optometry

Aaron S. Franzel, Assistant Professor

M.S., University of Alabama-Birmingham

O.D., University of Missouri-St. Louis

Gary Fredericksen, Clinical Assistant Professor

O.D., New England College of Optometry

Carrie S. Gaines, Clinical Assistant Instructor

O.D., University of Missouri-St. Louis

John M. Garber, Clinical Assistant Professor

O.D., Southern College of Optometry

N. Rex Ghormley, Clinical Assistant Professor

O.D., Southern California College of Optometry

Steven J. Grondaleki, Clinical Assistant Professor; Chief, Primary Care Services

O.D., Pennsylvania College of Optometry Residency, Hospital-Based Optometry, VA Medical Center, Wilkes Barre, PA

James C. Hancock, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

Alexander D. Harria, Clinical Assistant Professor; Chief, External Rotations

M.A., Washington University; O.D., University of Missouri-St. Louis

Timothy Harkins, Adjunct Assistant Professor

O.D., Southern California College of Optometry

Vinita A. Henry, Clinical Associate Professor

O.D., Residency, Contact Lenses, University of Missouri-St. Louis

Lesla M. Klein, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

Robert A. Koetting, Clinical Assistant Professor

O.D., Southern College of Optometry

Susan Kovacich, Clinical Assistant Professor

O.D., Indiana University

W. Howard McAlister, Associate Professor*

M.A., Webster College; M.P.H., University of Illinois-Chicago;

O.D., Ohio State University

Harvey Mack, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

Joseph H. Maino, Clinical Assistant Professor

O.D., Illinois College of Optometry; Residency, Rehabilitative Optometry, VA Medical Center, Kansas City

Carol F. Merritt, Assistant Professor*

O.D., University of Missouri-St. Louis

Robert L. Mobley, Clinical Assistant Professor

O.D., Illinois College of Optometry

R. Payson Moreland, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

Bruce Morgan, Clinical Assistant Professor

O.D., Northeastern State University

Robert L. Morgan, Clinical Assistant Professor

O.D., Southern College of Optometry

William P. Ridley, Adjunct Associate Professor

Ph.D., University of Minnesota

Thomas S. Sandler, Clinical Assistant Professor

O.D., Pennsylvania College of Optometry

Daniel D. Seibert, Clinical Assistant Professor

O.D., Illinois College of Optometry

Jane E. Shea, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

Donald E. Simpson, Clinical Assistant Professor

O.D., Indiana University-Bloomington

Nina Tumosa, Assistant Professor*

Ph.D., State University of New York-Albany; Postdoctoral Fellow, University of Calgary; Postdoctoral Fellow, University of Wisconsin

Robert Vandervort, Clinical Assistant Professor

O.D., Indiana University

Diane G. Wilson, Clinical Assistant Professor

O.D., University of Missouri-St. Louis

Dwayne D. Young, Clinical Assistant Professor

O.D., Indiana University-Bloomington; Residency, Hospital-Based Optometry, VA Medical Center, Newington, CT

Timothy A. Wingert, Assistant Professor*

O.D., Illinois College of Optometry

Robert R. Smith, Lecturer

M.S., University of Georgia

Marian C. Welling, Assistant Instructor; Chief, Dispensing Services

B.S., Ferris State College

*members of Graduate Faculty

School of Optometry

General Information

The UM-St. Louis School of Optometry enrolled its first class in 1980, graduating 32 students in May 1984. It is located on the South Campus complex of the University of Missouri-St. Louis at 7800 Natural Bridge Road. A modern five-story building houses the School's classrooms, laboratories, research facilities, administrative offices, health-science library, and the Center for Eye Care and Vision Research campus facility (the University Eye Center). The complex also includes a student lounge and an impressive 350-seat amphitheater.

The University Eye Center facility located on campus is open to the public, as well as to the faculty, staff, and students of the University. The primary goal of the center is to provide patients with high-quality vision care. This purpose is consistent with the overall goal of training well-qualified eye care practitioners.

In addition to the University Eye Center on the UM-St. Louis campus, the School's Center for Eye Care and Vision Research operates the Optometric Center of St. Louis, a full-scope optometric eye care facility in the Central West End of the city and, in early 1994, will open the East St. Louis Eye Center, jointly owned and operated by the Um-St. Louis School of Optometry and Southern Illinois University at Edwardsville. Both Centers will serve as important clinical rotations for third- and fourth-year student interns.

A number of externships have been established to provide additional sites for the advanced clinical training of fourth-year student interns. These programs have been established to broaden the patient care experiences of the senior clinicians. Through these programs, the students are able to examine more patients than they would see at the UM-St. Louis eye care facilities, and students are usually exposed to different types of patients than seen on campus. Currently, the following are off-campus eye care sites: Indian Health Service Hospitals (Oklahoma: Anadarko and Ada); Veterans Administration Hospitals (Missouri: St. Louis and Kansas City); Colorado Optometric Center in Denver; OMNI Center in Denver, Colorado; St. Louis Community Services (Grace Hill, New Life Evangelistic Center, and Metro Health Center); Ciba Vision Corporation in Atlanta, Georgia; and military base hospitals (Missouri: Ft. Leonard Wood; Illinois: Scott Air Force; Mississippi; Kessler Air Force; Delaware: Dover Air Force; and, Hawaii: Kaneohe Medical Center. Students may also arrange their own off-campus externships which may include private practices and/or institutional sites with the approval of the Director of Externships.

Situated in Missouri's largest metropolitan area, the School enjoys the city's strong community and professional support. The urban setting offers many opportunities for outreach programs, expanding the scope of optometric education and making available highly diverse programs of clinical training. Another asset of the School is the location of the national headquarters of the American Optometric Association, approximately twelve miles from the campus.

The curriculum leading to the Doctor of Optometry degree is a four-year, full-time program of study. The first year of the professional curriculum stresses optics and basic health sciences, and introduces students to optics of the visual system. The second year covers vision science and training in eye examination techniques. The third year emphasizes patient care and introduces the student to various specialty areas within optometry, such as contact lenses, pediatric and geriatric vision care, binocular vision and vision training, and low vision rehabilitation. The second and third years also include course work and clinical training in ocular disease and pharmacology. The fourth year provides additional patient care experiences and includes rotations through a variety of outreach programs, giving the student added experience in the treatment of eye diseases, as well as valuable experience in other optometric clinical specialties.

In 1986 the Missouri Optometry Practice Act was revised by the state legislature to include treatment of certain eye diseases utilizing pharmaceutical agents. Thus, optometry students at UM-St. Louis are uniquely situated to receive excellent training in this aspect of optometric practice. Roughly half of the states in the United States now have laws authorizing optometrists to prescribe drugs in the treatment of certain eye diseases. The training and clinical experience optometry students receive at UM-St. Louis in the diagnosis, treatment, and management of ocular disease is excellent and qualifies UM-St. Louis graduates to practice optometry in any state in the nation.

A student who satisfactorily completes all four years of the professional curriculum will be eligible to receive the Doctor of Optometry degree.

The School of Optometry is a member of the Association of Schools and Colleges of Optometry and is accredited by the Council on Optometric Education of the American Optometric Association, the official optometric agency recognized by the National Commission on Accrediting and by the International Association of Boards of Examiners in Optometry.

School of Optometry

All optometry students enrolled in the University of Missouri-St. Louis School of Optometry are eligible for membership in the student optometric association, which is affiliated with the American Optometric Association. Through this organization, students become involved in local and national optometric activities. The organization provides an environment for the cultivation of professional leadership skills, and members have organized and participated in a variety of community service activities, including community health screenings and vision care to residents of nursing homes, convalescent hospitals, and mental institutions. Furthermore, optometry students have formed local chapters of SVOSH (Student Volunteer Optometric Services to Humanity), an international organization of optometrists providing free vision care to people in impoverished nations and the NOSA (National Optometric Student Association), which strives to recruit minority students into optometry and encourages retention of minority students.

In addition to the many activities through the School of Optometry, optometry students are able to take advantage of all the activities provided by the University to the entire University community. These include intramural sports; movies and cultural activities; a modern, fully-equipped gymnasium; and access to many social and cultural opportunities in St. Louis at reduced cost.

Admission Requirements

Semester

English - 2

Biology (including laboratory)* - 2

Physics (including laboratory) - 2

Chemistry

General (including laboratory) - 2

Organic (including laboratory) - 1

Mathematics**

Calculus - 1

Statistics - 1

Psychology - 2

Social and Behavioral Sciences - 2

or

Quarter

English - 3

Biology (including laboratory)* - 3

Physics (including laboratory) - 3

Chemistry

General (including laboratory) - 3

Organic (including laboratory) - 2

Mathematics **

Calculus - 1

Statistics - 1

Psychology - 2

Social and Behavioral Sciences - 2

*One semester (or one quarter) of Microbiology is a requirement. Other biological science courses that are recommended include: genetics; cellular physiology; embryology.

**Trigonometry as a prerequisite course for Calculus must be completed either in high school or college.

All courses used to satisfy the admission requirements must have been taken at a fully accredited institution or must be acceptable by an accredited institution toward degree credit. Applicants must have completed 90 semester or 135 quarter hours (the equivalent of three years of college education) prior to the start of classes. The applicant cannot apply more than 60 semester hours or 90 quarter hours which were earned at a two-year institution toward the credit-hour requirement. Applicants holding a bachelor's degree will be given preference over applicants with similar academic credentials who do not have a degree. Applicants to the School come from a variety of undergraduate backgrounds, such as biological sciences, psychology, education, and business.

Admission Test All applicants are required to take the Optometry Admission Test (OAT). The OAT is offered twice each year in February and October. Results are sent to the applicant and colleges of optometry approximately six to eight weeks following the date of testing. Official test scores are acceptable for up to three years from the testing date.

Applicants are encouraged to take the examination in February or October of the year preceding anticipated application to the School of Optometry. If applicants wish to enhance their scores, they are encouraged to repeat the examination. For an OAT application packet and additional information, contact: Optometry Admission Testing Program, 211 East Chicago Ave., Chicago, IL 60611, (312) 440-2693.

Application Procedures

The Admissions Committee begins to process applications on August 1 for the class entering the following year. An applicant's file will be considered complete and ready for consideration by the Admission Committee when the following material has been received:

- 1) Application.
- 2) \$25 non-refundable application fee
- 3) Official high school and college transcripts, followed by updated transcripts as they become available.
- 4) Academic Record form.
- 5) Official OAT results.
- 6) A composite evaluation prepared by the preprofessional advisory committee at the educational institution the applicant is attending. Those applicants not currently attending college or who are at an institution that does not offer a committee evaluation will be required to submit four letters of recommendation.

In addition to the standard application procedures, prospective students living outside the United States and its possessions must take the Test of English as a Foreign Language (TOEFL).

School of Optometry

Applications are processed and considered as they are received. Applicants are encouraged to begin the admissions process approximately one year in advance of their planned entrance date. Early submission of applications is encouraged.

Applications must be complete by March 15 to be considered for admission to the class entering in August of the same year. Application materials received after March 15 will not be evaluated for the class entering in August of the same year.

All correspondence and inquiries, including transcripts, should be addressed to: Chairperson, Admissions Committee, School of Optometry, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, Missouri 63121-4499, (314) 553-6263.

Selection Procedures

The Admissions Committee has the responsibility to review and evaluate all applicants and select the best qualified candidates. The Committee considers: an applicant's overall grade point average, the grade point achieved in the sciences, any grade trends over the years in college, and the scores on the Optometry Admission Test (OAT). Concurrently, candidates are evaluated on less quantitative measures such as extracurricular activities and interests, related or unrelated work experience, written narrative, and letters of recommendation.

Those applicants whom the committee feels to be most competitive will be scheduled for an on-campus interview. The on-campus interview facilitates the committee's assessment of the applicant's interests, motivation, and personal characteristics. In addition, the on-campus interview allows the applicant to tour the facilities, meet with currently enrolled students, have questions answered regarding financial aid and housing, and learn more about the School. From this group of interviewed applicants, the entering class of 40 students will be selected. The policies of the University of Missouri-St. Louis and the School of Optometry comply with the provisions under those laws which forbid discrimination on the basis of race, color, sex, national origin, religion, age, handicap, or veteran status. The School of Optometry encourages minority applicants.

Acceptance Procedures

Students accepted for admission will begin receiving notices of acceptance in December prior to the year of anticipated matriculation. Notices of acceptance may be received as late as the following May. If acceptance to the class is conditional, the terms of the condition must be completed prior to matriculation. Applicants who have indicated that degree requirements will be completed prior to matriculation, and who have been selected for admission, may receive a conditional offer of acceptance contingent upon completion of the degree.

Financial Aid

The University of Missouri-St. Louis maintains an Office of Student Financial Aid to assist eligible students in financing their education when their own and/or their families' resources are insufficient for this purpose. For information regarding available sources of student financial assistance contact: Student Financial Aid, Room 209 Woods Hall, University of Missouri-St. Louis, 8001 Natural Bridge Road, St. Louis, Missouri 63121-4499, (314) 553-5526. In addition, the UM-St. Louis School of Optometry Office of Student Affairs has up-to-date information on numerous scholarships and grants. This information is given to a prospective student during the pre-interview process.

Fees

Tuition/Fees Summer 1993*

Resident - \$1845.90
Non-resident - \$3278.10

Tuition/Fees Fall 1993

Resident - \$4888.20
Non-resident - \$8707.40

Tuition/Fees Winter 1994

Resident - \$4888.20
Non-resident - \$8707.40

*A Summer Session is required between the third and fourth professional year.

The above figures include the Education Fee, Student Facility and Activity Fee; and the Instructional Computing Fee and the Health Service Fee; they do not include the optional Parking Fee.

Class Size

Each entering class will be limited to 40 students.

Residence

The UM-St. Louis School of Optometry is state-supported and therefore gives preference to individuals who are bona fide residents of Missouri. Twenty of the forty available positions are reserved for Missouri residents. This number may be revised slightly (upward or downward) based on annual variations in the applicant pool. The remaining places will be allocated to residents of other states with some preference given to qualified applicants from states that provide contract support.

School of Optometry

Currently, eight of these nonresident positions are allocated by State Affiliation and Reciprocal Agreements. Of the eight, three positions are reserved for residents of Arkansas and five positions are reserved for residents of Kansas. Individuals who are admitted under these Agreements will pay reduced educational fees. For additional information, contact: Optometry Program, Kansas Board of Regents, Suite 609, Capitol Tower, 400 S.W. Eighth, Topeka, KS 66603 (913) 296-3517; or Ms. Mary Beth Sudduth, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201.

Optometry students will be required to pay Nonresident Educational Fees if they do not meet the University's residency requirements at the time of their enrollment. The definition of "residency" is outlined in the pamphlet *Tuition and Residency Rules* available from the Cashier's Office, (314) 553-5151.

Four-Year Professional Degree (O.D.) Curriculum

First Year

Fall Semester

- 504, Neuroanatomy
- 505, Geometric Optics
- 506, Practice Management I
- 508, Human Anatomy and Physiology
- 512, Biochemistry

First Year

Winter Semester

- 510, Ocular Anatomy
- 513, Physical Optics and Photometry
- 514, Clinical Optometry I
- 515, Ocular Optics
- 516, Physiological Optics Laboratory
- 517, Ocular Motility
- 522, Systemic Disease

Second Year

Fall Semester

- 520, Ophthalmic Optics
- 521, Clinical Optometry II
- 523, Ocular Physiology
- 524, Monocular Sensory Processes
- 541, Practice Management II
- 555, General Pharmacology

Second Year

Winter Semester

- 530, Ophthalmic Dispensing
- 531, Clinical Optometry III
- 532, Binocular Vision and Space Perception
- 533, Ocular Disease I
- 535, Epidemiology
- 565, Ocular Pharmacology

Third Year

Fall Semester

- 550, General Clinic I
- 553, Contact Lenses I
- 554, Binocular Vision Anomalies
- 556, Ocular Disease II
- 558, Geriatric Optometry
- 596, Public Health

Third Year

Winter Semester

- 557, Vision Performance
- 560, General Clinic II
- 561, Specialty Clinic I
- 563, Contact Lenses II
- 564, Low Vision
- 567, Pediatric Optometry
- 582, Practice Management III Elective

Fourth Year

- 570, External Rotation in General Patient Care
- 571, Community Service Rotation in Patient Care
- 572, East St. Louis Center Patient Care
- 573, UM-St. Louis Pediatric/Binocular Vision Patient Care
- 574, UM-St. Louis Contact Lens Patient Care
- 575, UM-St. Louis Co-Management Patient Care
- 576, Optometric Center Patient Care
- 577, Optometric Center Low Vision Patient Care
- 578, External Rotation in Contact Lens Patient Care
- 579, External Rotation in Pediatric/Binocular Vision Patient Care
- 583, Practice Management IV
- 585, External Rotation in Ocular Disease Patient Care
- 586, External Rotation in Institutional Patient Care
- 592, External Rotation in Low Vision Patient Care
- 593, Clinic Seminar

Students must complete a minimum of five credit hours of approved elective courses during the course of their professional curriculum. Fourth year students must complete three elective clinic courses during their fourth year.

Graduate Studies

Physiological Optics

Physiological Optics is a multidisciplinary area concerned with the study of normal and anomalous vision. The goal of this program in Physiological Optics is to train the next generation of researchers in clinical and basic vision science, to conduct research, and to educate faculty for schools of optometry. Students will be required to integrate basic skills in vision science with focal studies in an area of research emphasis. This program will emphasize research aimed at new treatments and cures for vision disorders, as well as research in basic mechanisms of visual functions. The School of Optometry offers both an M.S. degree and a Ph.D. degree. Students may apply to the Graduate School for admission to either the M.S. or the Ph.D. program.

School of Optometry

Admission Requirements

Students should have the appropriate background for graduate training in physiological optics and appropriate undergraduate courses for their anticipated research emphasis. Applicants must have a bachelor's degree from an accredited college or university within the United States or from an equivalent institution outside of the United States. In order to be admitted as regular graduate students, applicants must have a grade point average of at least 3.0 in their overall undergraduate work, in their undergraduate major, and in any post-baccalaureate academic work. Students must arrange for transcripts to be submitted from all post-secondary academic work and to have at least three letters of recommendation sent by faculty members at previously attended colleges and universities. Students must also submit Graduate Record Examination (GRE) scores (verbal, quantitative, and analytic). In addition, students from countries where English is not a primary language must submit Test of English as a Foreign Language (TOEFL) scores of 550 or better. All materials and scores must be submitted before an application for admission can be decided.

Master of Science in Physiological Optics

Degree Requirements

The M.S. degree requires 30 semester hours of course work, including the core courses. At least 25 of these hours will normally be taken from courses offered by the School of Optometry with no more than 10 of these in Physiological Optics 490, Graduate Research in Physiological Optics. Each M.S. student will be required to teach at least two semesters in areas determined by the Graduate Committee in Physiological Optics.

The M.S. degree requires 30 semester hours of course work, including the core courses. At least 25 of these hours will normally be taken from courses offered by the School of Optometry with no more than 10 of these in Physiological Optics 490, Graduate Research in Physiological Optics. Each M.S. student will be required to teach at least two semesters in areas determined by the Graduate Committee in Physiological Optics.

The Core Courses for this program are:

- Physiological Optics 400**, Sensory Processes and Perception (3 credits)
- Physiological Optics 401**, Visual Optics (3 credits)
- Physiological Optics 402**, Ocular Anatomy and Physiology (3 credits)
- Physiological Optics 403**, Psychophysical Methods and Experimental Design (3 credits)
- Physiological Optics 404**, Sensory Neuroscience (3 credits)

Special Topics, Individual Studies, and Advanced Topics courses in Physiological Optics are also offered.

Each M.S. student must also complete a thesis based on research conducted during the program. The thesis must be approved by a committee of at least three members of the graduate faculty, at least two of which must be from the graduate faculty in Physiological Optics.

Ph.D. in Physiological Optics

Degree Requirements

The doctoral degree requires 60 semester hours of course work, including the core courses. Each Ph.D. student will also be required to demonstrate proficiency in a foreign language, computer language, advanced statistical methods, or another acceptable tool skill. The tool skill and level of proficiency must be selected in advance in consultation with the Graduate Committee in Physiological Optics. Students will be required to teach at least two semesters in areas determined by the Graduate Committee in Physiological Optics.

Written qualifying examinations will be offered at the beginning of each semester and regular summer session. Full-time students must attempt qualifying examinations before beginning their third year of study. Students must declare their intent to take the examinations at least one month prior to the beginning of that semester or summer session. In addition to completing the general qualifying examination, students must complete a major area paper in their area of specialty focus by the end of the semester following the one in which they successfully complete the qualifying examination.

The preparation of the dissertation will be supervised by a dissertation committee, which will be selected by the student and the student's adviser and will consist of at least three members of the graduate faculty, at least two of which must be from the doctoral faculty in Physiological Optics. An oral examination of the written dissertation proposal will be conducted by the Committee. This will be required of all students for advancement to candidacy. An oral defense of the completed written dissertation before the Committee is also required.

The Core Courses for this program are:

- Physiological Optics 400**, Sensory Processes and Perception
- Physiological Optics 401**, Visual Optics
- Physiological Optics 402**, Ocular Anatomy and Physiology
- Physiological Optics 403**, Psychophysical Methods and Experimental Design
- Physiological Optics 404**, Sensory Neuroscience

Special Topics, Individual Studies, and Advanced Topics courses in Physiological Optics are also offered.

School of Optometry

Career Outlook

Doctor of Optometry Degree

A Doctor of Optometry or "optometrist," is an independent health care professional who is specifically educated, clinically trained, and licensed to examine, diagnose, and treat conditions or impairments of the human vision system. Optometrists examine the eyes and related structures to determine the presence of vision problems, eye disease, and other ocular abnormalities.

Optometrists are the major providers of vision care. They provide treatment by prescribing ophthalmic lenses or other optical aids, provide vision therapy to preserve or restore maximum efficiency in vision, and in some states (including Missouri) are authorized to prescribe drugs in the treatment of certain eye diseases.

Optometrists can also detect certain general diseases of the human body such as diabetes, hypertension, and arteriosclerosis that have the potential capacity to affect vision. When an eye examination reveals diseases in other parts of the body, the optometrist will refer patients to the appropriate health care practitioner for treatment. Like physicians and dentists, optometrists are primary health care professionals.

The scope of optometry requires an understanding of the development of vision from infancy through adulthood, and the therapeutic and rehabilitative methods required to care for the problems of vision from infancy through the declining years.

Optometry is the largest eye care profession and one of the largest independent health care professions in the United States. Currently, some 26,400 doctors of optometry practice in America. They are widely distributed across the nation, practicing in more than 6,600 different municipalities. As such, optometrists provide the major portion of primary eye care services in the United States. Nationwide, optometrists' services are available in more than 75 percent of all counties.

Optometric studies indicate that a ratio of one practicing optometrist to every 7,000 people (a ratio of 14.3 practicing optometrists per 100,000 population) is a reasonable average for the United States. Despite recent growth in the profession, few states meet this criteria.

As our society becomes more technically oriented, vision requirements become more exacting. The number of persons needing professional help for reading and other near-point visual tasks, including both older citizens and school children, is steadily growing. Increased demands for vision care result not only from population growth but also from increased understanding of how good vision relates to industrial production, student achievement, adjustments to aging, and other areas crucial to modern society.

The patients whom the practicing optometrist treats may have varied and challenging needs. On any given day, an optometrist might be involved in restoring vision to a partially sighted patient; fitting glasses for a child whose vision problem is affecting academic achievement; treating an eye infection with antibiotics; improving the function of a patient's eyes through vision training; helping an elderly patient in a nursing home cope with changing vision through critical eye health education; and performing comprehensive eye examinations for those who need glasses or contact lenses to correct astigmatism, nearsightedness, and numerous other vision problems.

The practice of optometry offers independence, flexibility, and diversity. Optometrists have a wide range of modes of practice. They may choose to practice in the inner cities, suburbs, and rural areas. Opportunities exist for solo practice, associateship, optometric or multidisciplinary group practice, government or military service, and clinical or hospital settings. Additional optometric employment opportunities may be found in teaching, research, or both.

Optometry is a rewarding career, both economically and personally. Based on data from the Bureau of Labor Statistics and surveys by professional associations, optometry is one of the top 10 income-earning professions in the country.

Graduate Degrees

The Master of Science program provides research-oriented training beyond that offered in the professional program in optometry. Many optometry schools require that applicants for faculty positions hold an M.S. or Ph.D. degree, as well as an O.D. degree. Additional employment possibilities for individuals with M.S. degrees are found in industry and in both public and private research foundations.

The Ph.D. program prepares students as research professionals in vision science. Employment opportunities are available in college or university teaching and research, in research institutes, and in industry. Within academic optometry, individuals with both O.D. and Ph.D. degrees are in high demand as faculty members.

University
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St. Louis

PIERRE LACLEDE HONORS COLLEGE

Pierre Laclède Honors College

General Information

The Honors College's goal is to enrich significantly the educational experience of a select group of highly motivated and intelligent undergraduates. With this in mind, it enrolls promising students who give clear indication that they are ready to accept academic challenges and become creatively involved in the learning process together with a team of similarly committed instructors.

Given this special mission, the College has a unique structure and identity. Unlike the University's other Schools and Colleges, it has no academic departments or areas or faculty of its own, and it grants no degrees. Instead, it brings together a cross section of the University's students and teachers in a special curriculum.

Beginning with the Fall 1991 semester, the College will offer two academic formats:

- 1) A **Four-Year Program** open to entering freshmen and extending over a student's entire undergraduate career;
- 2) A **Two-Year Program** open to a select group of third-year students who are either continuing at or have transferred to the University and are engaged in work on a major.

Faculty

Honors College instructors are drawn from the various academic departments and areas in those Colleges and Schools which have an undergraduate component. What these teachers have in common is a willingness to work closely with a select, diverse group of intellectually curious and academically high-achieving students. They demonstrate this by designing courses directed toward such an audience. This faculty is an organic body. Each term it adds members to its roster. The newcomers invariably include individuals whose teaching and scholarship have been singled out for special distinction. Their talents add to the Honors College's already rich instructional pool.

Honors Scholars

The Honors College's student Scholars are highly qualified graduates from a broad range of public and private secondary schools predominantly in the St. Louis metropolitan area. They enter the College with different interests and remain part of it while simultaneously enrolling in classes and pursuing Bachelor of Arts and Bachelor of Science degrees in other academic divisions.

Many students major in liberal arts areas spanning the humanities, social sciences, and natural sciences, while others focus on preparing for careers in business or education. Among the Scholars are prospective engineers, lawyers, and doctors. Several plan to go on to graduate study or professional schools.

Curriculum

Four-Year Program

Approximately 40 percent of the 120 hours Honors Scholars earn toward graduation carries Honors credit. Most of this is associated with a sequence of Honors courses designed specifically for them, the majority of which are taken during the first two years. During this period, these students fulfill virtually all of the University's General Education Requirements, usually in innovative ways. In their junior and senior years, Honors Scholars also earn Honors credit for work done within their major fields.

First Year

- Honors 10**, Freshman Composition
- Honors 20**, Contemporary Issues and Events Symposium
- Honors 30**, Critical Analysis
- Honors 101**, Western Traditions
- Honors 102**, American Traditions
- Honors 103**, Non-Western Traditions

Second Year

Scholars take four of the following classes:

- Honors 201**, Inquiries in the Humanities
- Honors 202**, Inquiries in the Fine and Performing Arts
- Honors 203**, Inquiries in the Social and Behavioral Sciences
- Honors 204**, Inquiries in Business and Economics
- Honors 205**, Inquiries in Mathematics and the Natural Sciences

During the first two years, a typical Honors Scholar will also take additional course work in other areas, such as mathematics, natural science, foreign language, and major prerequisite classes to satisfy various University, Honors College, and specific degree requirements. Scholars must satisfy special mathematics and natural science requirements.

Third and Fourth Years

- Honors 300**, Honors Seminar
- Six hours of work in the major field taken for Honors credit.

Two-Year Program

Scholars in this program will take a combination of Honors College courses and also earn Honors credit for work done in their major fields. They must also satisfy the College's special mathematics and natural science requirements if this has not been done prior to their admission into the College.

Pierre Laclède Honors College

Third Year

Honors 20, Contemporary Issues and Events Symposium

Honors 200 (one course in this sequence)

Honors 300, Honors Seminar

Six hours of work in the major field taken for Honors credit

Fourth Year

Same as for Third Year with the exception of Honors 20.

The satisfactory/unsatisfactory option does not apply to any course work undertaken for Honors credit.

Admission and Retention

To be considered for admission into either the Four-Year or Two-Year Honors Program, a candidate must file a special Honors College application. Prospective freshmen must also submit a regular application for admission into the University. These forms and additional information concerning scholarship and stipend awards, general eligibility guidelines, the admission process, and other features associated with participation in the Honors College can be obtained by contacting the College's administrative office: 389-0096.

To remain in good standing, a student must maintain both a cumulative and Honors GPA of at least 3.00 while remaining actively engaged in Honors studies.

Additional Honors College Features

Community Mentorship Program

Since students at UM-St. Louis are part of a thriving metropolis and most are likely to remain so, the Honors College seeks to instill a high degree of urban awareness in them. Based on their intellectual and career interests, Honors Scholars are matched with appropriate role models working in various sectors of the community. Some of these relationships may eventually lead to internships.

Scholarships and Stipends

Every new freshman admitted into the Honors College is awarded some form of academic scholarship. Scholars continue to receive these awards as long as they meet the criteria associated with them.

University
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St. Louis

OTHER PROGRAMS

UM-St. Louis/Washington University Joint Undergraduate Engineering Program

Faculty

William P. Darby, Professor; Dean
Ph.D., Carnegie Mellon University

Barry E. Spielman, Professor
Ph.D., Syracuse University

Salvatore P. Sutera, Professor
Ph.D., California Institute of Technology

Richard A. Gardner, Associate Professor
Ph.D., Purdue University

H. Richard Grodsky, Assistant Professor
D.Sc., Washington University

William J. Murphy, Adjunct Professor
D.Sc., Washington University

General Information

The Joint Undergraduate Engineering Program of UM-St. Louis and Washington University was approved in 1993 by the University of Missouri and the Coordinating Board for Higher Education. While a pre-engineering curriculum has been in place for more than ten years, the new program will support non-traditional, place-bound students who wish to pursue a bachelor's degree in engineering.

The program is designed to offer course work beyond the pre-engineering courses at UM-St. Louis and the area community colleges and on a schedule convenient for part-time students. Pre-engineering and general education courses are offered at UM-St. Louis and upper-level engineering courses are offered on the Washington University campus. Students will be admitted to the upper division program only after they have completed an acceptable pre-engineering program. They can earn a Bachelor of Science in Electrical Engineering (BSEE) or a Bachelor of Science in Mechanical Engineering (BSME).

Professional engineering degree programs are accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). The BSEE and BSME have been designed to meet ABET accreditation requirements. However, ABET does not consider degree programs for accreditation before there are graduates. Thus, the first graduates of any new engineering degree program do not technically receive ABET-accredited degrees. Once the program is accredited by ABET, previous graduates are typically treated as if they had received accredited degrees for matters such as professional engineering licensure.

Admission

Admission to candidacy for these degrees is granted jointly by the University of Missouri-St. Louis and Washington University.

Normally admission is granted to persons who have completed the pre-engineering program with a minimum grade point average of 2.75 over all mathematics, chemistry, physics, and introductory engineering courses.

For Further Information

For information about enrolling in this program, please contact the UM-St. Louis Evening College at 553-5161, the UM-St. Louis Joint Undergraduate Engineering Program at 553-6800, or the Washington University School of Engineering and Applied Science at 935-6100.

UM-Rolla Engineering Education Center

Faculty

James H. Hahn, P.E., Associate Professor; Interim Director

Ph.D., University of Missouri-Rolla

C. Ben Baayo, P.E., Professor Emeritus

Ph.D., Iowa State University

Victor Birman, Associate Professor

Ph.D., Israel Institute of Technology

Anton deS. Brasunas, P.E., Professor Emeritus

Sc.D., Massachusetts Institute of Technology

Chaman L. Sabharwal, Professor

Ph.D., University of Illinois-Urbana

Daniel C. St. Clair, Professor

Ph.D., University of Missouri-Rolla

David A. Shaller, Assistant Professor

J.D., Cleveland State University

General Information

The UM-Rolla Engineering Education Center was started in 1964 at the request of St. Louis industry and with the encouragement of local universities. It offers Master of Science degrees in the following areas:

Aerospace Engineering

Civil Engineering

Computer Science

Electrical Engineering

Engineering Management

Engineering Mechanics

Environmental Engineering

Mechanical Engineering

Metallurgical Engineering

Admission to candidacy for these degrees is granted by the University of Missouri-Rolla. Normally admission is granted to persons holding B.S. degrees in engineering from ABET-accredited schools (this does not apply to Computer Science) and whose undergraduate GPA places them in the upper third of their graduating class.

An appropriately selected program of 30 credit hours is required for the Master of Science degree with thesis, and a 33 credit hour program is required for the nonthesis Master of Science degree.

Course Listings

Course listings for the various semesters may be obtained by writing or phoning the Engineering Education Center. Course descriptions are listed in the UMR graduate catalog.

The Engineering Education Center also provides information to St. Louis area residents about UMR programs in Rolla. The Center can assist area pre-engineering students with transfer to the Rolla campus and with entry into the Cooperative Training Programs that exist between UMR and numerous U.S. industries. This co-op program allows engineering students to gain valuable industrial experience during their school years and to be partially or totally self-supporting.

Fees

Fees for Engineering Center programs are different from those on the UM-Rolla or UM-St. Louis campus. For information about the Engineering evening program on the UM-St. Louis campus, write to Engineering Education Center, University of Missouri, 8001 Natural Bridge Road, St. Louis, Missouri 63121, or phone (314) 553-5431.

Reserve Officer Training Corps

Students interested in Reserve Officer Training Corps (ROTC) programs may enroll in either the Army ROTC program at UM-St. Louis or the Air Force ROTC program sponsored at UM-St. Louis through Parks College of St. Louis University. These programs provide undergraduate and graduate students with the opportunity to combine academic study with a military officer training program.

For further information concerning the Army ROTC program, contact the ROTC department at Washington University, telephone 935-5546. For information on the Air Force ROTC program, contact the Air Force ROTC Department at Parks College of St. Louis University, telephone (800) 851-3048, Ext. 311. In Illinois, call (800) 851-7878, Ext. 311.

Army ROTC

The purpose of the Military Science Department is to develop young men and women into junior commissioned officers for positions of responsibility in the Army Reserve, Army National Guard, or Active Army.

Benefits

Army ROTC offers UM-St. Louis students:

1) A challenging, important, well-paid job at graduation in one of the many professional fields that the modern Army has to offer. Army officers serve in such fields as aviation, procurement, personnel management, intelligence, military police, communications, engineering, transportation management, finance, combat arms, hospital administration, nursing, and research and development. Starting salary with allowances of an active duty Second Lieutenant is approximately \$23,300. Within four years he/she should be promoted to Captain with a salary with allowances of nearly \$38,600. Reserve officers attend one weekend per month and an annual two-week training camp.

2) College financing. All students receive \$100/month during the final two years of college (up to \$2,000), plus another \$750 for attendance at summer camp. Also, advanced course students may join the Reserves as an officer trainee and receive Sergeants' pay (currently \$121/month) while in college.

3) Fully enrolled students may compete for the many ROTC scholarships available every year. These scholarships pay for tuition, fees, and books, and also provide \$100/month.

4) Option of two careers. Upon graduation and commissioning as officers in the U.S. Army, students may fulfill their obligation by serving on active duty or be guaranteed reserve duty if requested. This is an important option for those students who want to pursue a civilian career but would like to serve as reserve officers. Officers who serve on active duty receive 30 days paid vacation every year, free medical and dental care, travel, and the opportunity to pursue advanced degrees with educational assistance from the Army on a fully funded or partially funded basis.

The Program

College students who complete the Reserve Officer Training Corps program will earn commissions as Second Lieutenants in the U.S. Army. The ROTC program may be completed in several different ways as outlined below.

1) Four-Year Program. The Military Science program is traditionally offered as a four-year program. It is best to start as a freshman, but special arrangements can be made for those who start as sophomores. The first two years of military Science are voluntary without service obligation, and are designed to give the student a perspective of their leadership ability and what the Army can offer them. The student who decides to continue in ROTC and pursue a commission signs an agreement with the Department of the Army to accept a commission upon completion of the last two years of Military Science. In return the Army agrees to provide a subsistence allowance (up to \$2,000) and to provide all necessary uniforms and Military Science books.

2) Two-Year Program. The two-year program is designed to provide greater flexibility in meeting the needs of students desiring commissions in the U.S. Army. UM-St. Louis students who did not participate in the four-year program and junior college transfer students are eligible for enrollment. Basic prerequisites for entering the two-year program are:
(A) Students must be in good academic standing (minimum 2.0 GPA) and pass an Army medical examination; and
(B) The student must have two academic years of study remaining (undergraduate, graduate, or combination).

The student will attend a six-week summer camp to catch up with the students in the four-year program. Attendance at the basic camp does not obligate the student in any way and is only intended to give the student a look at Army life and opportunities. The student will be paid approximately \$750 for attendance at basic camp.

Veterans

Veterans of any of the Armed Forces may qualify for advanced placement and should contact the Military Science Department for details.

Scholarships

The Army Reserve Officer Training Corps currently has 12,000 scholarships in effect, which pay toward tuition, fees, and books, and provide \$100/month for the academic year. These scholarships cover periods of four years, three years, and two years. UM-St. Louis freshmen and sophomores should apply in January for the two- and three-year scholarships. Special consideration for scholarships is given to students in engineering, nursing, business, and any physical science. Scholarship students may incur a four-year active duty obligation; however, they may request reserve duty to serve with the National Guard or Army Reserve.

Reserve Officer Training Corps

Qualifications

All students who desire to enter the Army Reserve Officer Training Corps must be United States citizens, in good physical condition, and have high moral character. Students must be at least 17 years old to enroll and not over 30 when they receive their commission. Additional qualifications to be admitted into the advanced course include an academic average of C or better, and passing an Army medical examination.

Academics

UM-St. Louis Army Reserve Officers' Training Corps academics consists of two parts: (1) earning a degree in the student's chosen academic subject, and (2) completing 18 credit hours (four-year program) or 12 credit hours (two-year program) of the Military Science curriculum. The courses in Military Science are college-level academic courses which receive full academic credit toward the student's elective degree requirements in the Business School and the School of Education. The curriculum consists of classroom instruction and a leadership laboratory in which students receive leadership experience.

Leadership Laboratory

Leadership Laboratory is required of all students enrolled in Military Science courses. Classes are two hours every week and are held on Thursday afternoon from 4 p.m. to 6 p.m., unless otherwise designated. In addition, students attend one Field Training Exercise (FTX) each semester. Leadership Laboratory develops individual military skills and leadership ability through participation in drill and ceremonies, survival training, mountaineering, field-training exercises, and exposure to progressively greater responsibilities within the Cadet Corps organization.

Graduate Study

The Army realizes the importance of a graduate degree for its personnel. There are several programs available to assist ROTC graduates in obtaining an advanced degree. The Army sends selected Second Lieutenants immediately to graduate school (with full pay and allowances) to pursue advanced degrees in engineering and the physical sciences. Other officers may postpone active duty for two years to continue graduate study. Students who are accepted into medical school may take up to four years to complete their studies. There are numerous opportunities for an officer to complete a master's degree in service and receive financial assistance from the Army.

Special Training

Selected volunteers may attend one of several special schools during the summer: the Airborne Course at Fort Benning, GA; Air Assault School at Fort Campbell, KY; or the Northern Warfare School in Alaska. Successful course completion earns the coveted badge (such as the jump wings or air assault wings) associated with

each school. Special Cadet Troop Leadership Training is available on a limited basis. Students participating in the program live and work with an active Army unit during part of one summer.

Cadet Activities

Army ROTC students may participate in many extracurricular activities during the year. Social activities include the Army/Air Force Military Ball, a fall canoe trip down the Meramec River, picnics, and informal parties. Army ROTC students also support various campus and community service activities. Interested students also participate in the Raider Club, Drill Team, Color Guard, and Marksmanship Team.

Military Science courses are described in detail in a companion booklet to this *Bulletin*, the *Description of Courses*.

The mission of the Army Reserve Officer Training Corps is to commission the future officer leadership of the United States Army. While there is much to be learned in the classroom, at leadership laboratories and during summer camp, there are still other opportunities for self-enrichment and personal satisfaction to be found through active participation in the various extracurricular activities sponsored by ROTC and through interaction and association with fellow cadets and cadre. Cadre instructors are active Army officers and noncommissioned officers working full time as instructors and mentors at the University.

Air Force ROTC

The objective of the Air Force Reserve Officer Training Corps (AFROTC) is to qualify students for appointment as active duty second lieutenants in the United States Air Force. However, any student may enroll in the freshman/sophomore-level aerospace studies courses, and students may also enroll in the junior/senior-level courses with permission of the professor of Aerospace Studies.

UM-St. Louis offers the two- and four-year AFROTC programs through an agreement with Parks College of St. Louis University.

The four-year program is tailored for students with three or more years of undergraduate studies remaining. Student with junior standing or above may apply for entry into the two-year program. Entry into the two-year program is competitive and is based on standardized test scores, academic major, grade-point average, physical examination, personal interview with the professor of Aerospace Studies, and successful completion of a summer field training session at an Air Force base. Applicants must be full-time students and must remain in good academic standing.

Reserve Officer Training Corps

Reserve Officer Training Corps

The AFROTC Program is divided into the General Military Course (GMC), the freshman/sophomore level curriculum; and the Professional Officer Course (POC), the junior/senior level curriculum. The GMC covers two main themes; The Air Force Today and Development of Air Power. The courses of the POC emphasize the professional development of the future Air Force officer. The curriculum covers Air Force Management and Leadership and American Defense Policy. Field trips to Air Force bases supplement classroom instruction and familiarize the cadet with Air Force operations and organization.

To be commissioned, AFROTC students/cadets must:

- Pass a medical exam at a military medical facility.
- Obtain a favorable evaluation on an Armed Forces personal history security investigation.
- Flying applicants must complete commissioning requirements before age 26-1/2, and nonflying applicants must complete commissioning requirements by age 30. However, the age limit for nonflying applicants may be extended to age 35 for outstanding individuals.
- Be of good character (as determined by a favorable record with law enforcement authorities).
- Successfully complete all AFROTC course requirements.
- Complete at least a baccalaureate degree.

Air Force ROTC textbooks are loaned to all AFROTC students without charge. Students in the POC will receive a monthly subsistence allowance of \$100 per month for a maximum of 20 months, an Air Force uniform, in excess of \$700 for the summer field training course, and a travel allowance to and from the training location.

In addition to the AFROTC courses offered for academic credit, the Aerospace Studies Department sponsors the Arnold Air Society and Angel Flight. Arnold Air Society is a national honorary service organization, and membership is open to anyone interested in bringing to the local community a better understanding of the Air Force mission and its leaders.

Field Training AFROTC Field training is offered during the summer months at selected bases throughout the United States, usually between a student's sophomore and junior years. Students in the four-year program participate in four weeks of field training. Major areas of study include junior officer training, aircrew/aircraft orientation, career orientation, survival training, base functions and Air Force environment, and physical training.

Students applying for entry into the two-year program must successfully complete six weeks of Field Training prior to enrollment in the Professional Officer Course. The major areas of study included in the six-week Field Training Program are essentially the same as those conducted at four-week field training, plus the academic curriculum of the General Military Course including Leadership Laboratory.

Leadership Laboratory Leadership Laboratory is taken once per week throughout the student's enrollment in AFROTC. Instruction is conducted within the framework of an organized cadet corps with a progression of experiences designed to develop each student's leadership potential. Leadership Laboratory involves a study of Air Force customs and courtesies, drill and ceremonies, career opportunities in the Air Force, and the life and work of an Air Force junior officer. It also includes field trips to Air Force installations throughout the United States.

Other Training Volunteers may attend various special cadet training programs such as light aircraft training, parachute jump training, and advance cadet training. Students participating in the latter, work with an Air Force unit during part of the summer.

Air Force Scholarships The Air Force offers four-, three-, and two-year scholarships to qualified students. These scholarships pay tuition, certain fees, and textbook cost. Scholarship recipients receive \$100 per month subsistence allowance.

For further information on the Air Force ROTC program at UM-St. Louis, call (618) 337-7575, ext 328, or 800-851-3048, ext 328. In Illinois call 800-851-7878, ext 328.

Programs at Other Universities

Reciprocal Programs

Unless otherwise stated, students interested in one of the following programs should contact the admissions office at the school where the program is offered.

Nebraska

The University of Nebraska in Lincoln offers programs for a limited number of Missouri residents in architecture, community and regional planning, construction management, and actuarial science where students may pursue bachelor's degrees.

Illinois

A cooperative agreement exists between Southern Illinois University-Edwardsville and UM-St. Louis which permits students of one institution to take courses at the other institution as a regular part of their academic program. For further information consult the registrar's office or the dean's office.

Kansas

The following programs are offered to Missouri residents at various Kansas universities:

Humanities University of Kansas, Lawrence, with an M.A. in Oriental languages and literature, and a B.A. and M.A. in Slavic languages and literature (not Russian). A Ph.D. in Slavic languages and literature is also offered.

Grain milling and technology Kansas State University, Manhattan, with a B.S., M.S., or Ph.D. in bakery science and management, feed science and management, or milling science and management.

Horticulture Kansas State University, Manhattan, with a B.S. in horticulture therapy.

Joint Programs in Law and Dentistry

The University of Missouri-St. Louis and the University of Missouri-Kansas City provide joint programs in law and dentistry for academically able students who are committed to public service. These special programs are designed to serve students seeking a career in public-service law or students who wish to practice dentistry in medically underserved communities.

UM-Kansas City will hold a reserved seat in its School of Law or in the School of Dentistry for qualified UM-St. Louis entering freshmen and make it available to them after they complete the required undergraduate studies at UM-St. Louis.

Study Abroad Programs

Through agreements of academic cooperation with international universities, special opportunities for study abroad are available to qualified UM-St. Louis students. Agreements are in force with universities in Australia, France, Germany, Ireland, Netherlands, and Spain. Also, other exchange programs may accept UM-St. Louis students.

Fees UM-St. Louis students may pay standard UM-St. Louis fees during their term of study abroad. Transportation and living expenses abroad are the responsibility of the student, but in general, no further academic fees are required by the foreign university. Terms of study may not coincide with the regular academic calendar of the University of Missouri-St. Louis.

Application The UM-St. Louis student must be recommended by the Center for International Studies. The student's qualifications typically include upper-division standing with a high grade point average, recommendations by faculty members, approval of the proposed course of studies via the departmental/divisional advisory process, and familiarity with or willingness to learn the foreign language of instruction/study. If selected, students must furnish evidence of good health, emotional maturity, and stability.

Expressions of interest are welcome throughout the year. Since the nomination process involves international mails, generally, formal applications should be submitted not later than the beginning of class work of the Winter term for the following Fall term.

For further information contact the Study Abroad Office, Center for International Studies, 366 SSB, 553-5753.

Universities Participating in Student and Faculty Exchange

Australia

Flinders University, Adelaide

France

Université Jean Moulin, Lyon
Ecole Supérieure de Commerce, Saint Etienne

Germany

University of Stuttgart, Stuttgart
University of Frankfurt, Frankfurt

Ireland

University College, Galway

Netherlands

Hogeschool Holland Business School, Amsterdam

Spain

Universidad Autónoma, Madrid

Programs at Other Universities

Other Programs

The Center for International Studies cosponsors the Missouri-London Program, a semester abroad program offered during the Fall and Winter Semesters, the Business Internship in London Program, a semester abroad program offered during the Winter Semester, and has information on more than 2000 Study Abroad programs offered by other universities. For further information, contact the Study Abroad Office.

CBHE Articulation Agreement

The Coordinating Board of Higher Education Articulation Agreement outlines statewide undergraduate general education requirements which satisfy the general requirements for students transferring into UM-St. Louis and students transferring out of UM-St. Louis to other public higher education universities in the state.

1) Communication skills in the English language, three (3) courses—at least two (2) of which must be written; one (1) oral communication course is recommended;

2) Humanities, three (3) courses from at least two (2) disciplines;

3) Physical and/or biological sciences, two (2) courses including at least one (1) with its associated laboratory component;

4) Mathematics, one (1) course—college algebra, an alternative course that includes a significant component of college algebra, or a course which has college algebra as a prerequisite; and

5) Social and behavioral sciences, three (3) courses from at least two (2) disciplines.

All institutions shall recognize the validity of other institutions' general education requirements when the minimum requirements as specified above are met. However, some foreign language and/or upper division general education courses or upper division graduation requirements may be required by the receiving institution whenever all native students are obligated to satisfy the same requirements.

Baccalaureate professional schools or programs may specify exceptions to the credit hour and course distribution minimums established in this section by promulgating these exceptions and by establishing specialized articulation programs related to associate of science degrees as detailed in that section of these transfer guidelines. In these instances, transferring students are not exempted from satisfying the specialized lower division requirements of departments or divisions of an institution into which a student wishes to transfer.

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Code of Student Conduct

Standard of Conduct Amended March 20, 1981; August 3, 1990

A student enrolling in the University assumes an obligation to conduct himself in a manner compatible with the University's function as an educational institution.

A. MISCONDUCT—for which students are subject to discipline falls into the following categories:

1. Dishonesty, Such as Cheating or Plagiarism—The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty the instructor shall make an academic judgment about the student's grade on that work and in that course and shall report such incidents to the Primary Administrative Officer.
2. Forgery, Alteration, or Misuse of University documents, records or identification, or knowingly furnishing false information to the University.
3. Obstruction or Disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.
4. Physical Abuse of any person on University-owned or -controlled property or at University-sponsored or -supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Theft of or Damage to Property of the University or of a member of the University community or campus visitor.
6. Unauthorized Entry to or use of University facilities.
7. Violation of University Policies or of Campus Regulations including campus regulations concerning the registration of student organizations, the use of university facilities, or the time, place and manner of public expression.
8. The manufacture, use, possession, sale, or distribution of alcoholic beverages or any controlled substance without proper prescription, required license, or as expressly permitted by law.
9. Violation of Rules Governing Residence in University-owned or -controlled property.
10. Disorderly Conduct or lewd, indecent, or obscene conduct or expression on University-owned or -controlled property or at University-sponsored or -supervised functions.
11. Failure to comply with directions of University officials acting in the performance of their duties.
12. Conduct which adversely affects the student's suitability as a member of the academic community.

Student Disciplinary Matters

Rules of Procedures in Student Disciplinary Matters Adopted November 8, 1968, Amended March 20, 1981, and December 8, 1989

A. PREAMBLE—The following Rules of Procedure in Student Disciplinary Matters are hereby adopted in order to insure insofar as possible and practicable (a) that the requirements of procedural due process in student disciplinary proceedings will be fulfilled by the University, (b) that the immediate effectiveness of Article V of the Bylaws of the Board of Curators relating to student conduct and discipline may be secured for all students in the University of Missouri, and (c) so that procedures shall be definite and determinable within the University of Missouri.

B. DEFINITIONS—As used in these rules, the following definitions shall apply:

1. Primary Administrative Officers—As used in these procedures, "Primary Administrative Officer" is charged with the responsibility for the administration of these disciplinary procedures and refers to the person or persons on each campus designated.
2. Disciplinary Dismissal—An involuntary separation of the student from the institution for misconduct apart from academic requirements. It does not imply or state a minimum separation time.
3. Disciplinary Expulsion—Disciplinary dismissal of a permanent nature.
4. Disciplinary Probation—A status resulting from misconduct apart from academic performance. The student remains enrolled but under stated conditions.
5. Disciplinary Suspension—An involuntary separation of the student from the institution for misconduct apart from academic performance for a specified period of time.
6. Discipline Panel—A panel of students appointed by the Chancellor, from which shall be selected by the Chairman, upon the request of a student charged before the Student Conduct Committee, not more than three students to serve with the Student Conduct Committee.
7. References to Gender—Any use of grammatical gender reference shall be interpreted as applying equally to males and females.
8. Student—A person having once been admitted in the University who has not completed his course of study and who intends to or does continue his course of study in or through one of the campuses of the University. For the purpose of these rules, student status continues whether or not the University's academic programs are in session.
9. Student Conduct Committee—As used in these procedures, "Student Conduct Committee" is that body on each campus which is authorized to conduct hearings and to make dispositions under these procedures or a Hearing Panel of such body as herein defined.
10. Review—The exercise by the student or Primary Administrative Officer of the right to request the review by the Chancellor whether or not discipline is imposed and when the discipline imposed, if any, is other than expulsion, dismissal, or suspension.
11. Appeal—The exercise by the student or the Primary Administrative Officer of the right to have reviewed by the Chancellor the full record of the Student Conduct Committee where discipline of expulsion, dismissal or suspension is imposed.

Student Disciplinary Matters

C. POLICY AND PROCEDURES

1. Primary Administrative Officers—The Chief Student Personnel Administrator on each campus or his designee is the primary officer for administration of discipline for unacceptable conduct or infraction of University rules and regulations, except in cases of academic dishonesty, where the Chief Academic Administrator (Provost or Vice Chancellor for Academic Affairs) or his designee is the primary officer.

2. Preliminary Procedures—The Primary Administrative Officer shall investigate any reported student misconduct before initiating formal disciplinary procedures and give the student the opportunity to present his personal version of the incident or occurrence. The Primary Administrative Officer may discuss with any student such alleged misconduct and the student shall attend such consultation as requested by the Primary Administrative Officer. The Primary Administrative Officer, in making an investigation and disposition, may utilize student courts and boards and/or divisional deans to make recommendations which he shall consider in exercising the authority vested in him.

3. Informal Disposition—The Primary Administrative Officer shall have the authority to impose appropriate discipline and shall fix a reasonable time within which the student shall accept or reject a proposed informal disposition. A failure of the student either to accept or reject within the time fixed shall be deemed to be an acceptance and, in such event, the proposed disposition shall become final upon expiration of such time. If the student rejects informal disposition it must be in writing, and his signed statement shall be forwarded to the Committee. The Primary Administrative Officer may refer cases to the Student Conduct Committee without first offering informal disposition.

4. Temporary Suspension—Either the President or Chancellor of a campus may at any time temporarily suspend or deny readmission to a student from the University pending formal procedures when he finds and believes from available information that the presence of a student on campus would seriously disrupt the University or constitute a danger to the health, safety, or welfare of the University. The appropriate disciplinary procedure will be initiated within five days.

5. Formal Procedures and Disposition:

a. Student Conduct Committee:

(1) The Student Conduct Committee shall be appointed by the Chancellor and shall have the authority to impose appropriate discipline upon any student or students appearing before it, including, but not limited to, probation, suspension, dismissal, or expulsion.

(2) The Committee, when appropriate or convenient, may be divided by the Chairman of the Student Conduct Committee, into Hearing Panels, each panel to be composed of at least five members present at the hearing, including a designated chairman. A Hearing Panel has the authority of the whole Committee in those cases assigned to it by the Chairman of the Student Conduct Committee. The Chairman of the Committee or of a Hearing Panel shall count as one member of the Committee or Hearing Panel and have, in addition to his rights as Chairman, the same voting and other rights as other members of the Committee or Hearing Panel.

(3) Each Chancellor shall appoint a panel of students for his campus, to be known as the Discipline Panel. Upon written request of a student charged before the Student Conduct Committee, made at least forty-eight (48) hours prior to the hearing, the Chairman of the Committee or Hearing Panel shall appoint from the Discipline Panel not more than three

students to sit with the Committee or Hearing Panel for that particular case. When students from the Discipline Panel serve at the request of a student charged, they shall have the same rights as other members of the Committee or Hearing Panel, including the right to vote.

b. **General Statement of Procedures**—A student charged with a breach of University rules or regulations or conduct in violation of the General Standards of Student Conduct is entitled to a written notice and a formal hearing unless the matter be disposed of under the rules for informal disposition. Disciplinary proceedings are not to be construed as judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The Office of the General Counsel shall be legal adviser to the Student Conduct Committee and the Primary Administrative Officer.

c. **Notice**—The Primary Administrative Officer shall initiate disciplinary actions by arranging with the Chairman to call a meeting of the Student Conduct Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct. The notice shall set forth the date, time and place of the alleged violation, the conduct to be inquired into, and the date, time, and place of hearing before the Student Conduct Committee. Notice by certified mail may be addressed to the last address currently on record with the University. Failure by the student to have his current correct local address on record with the University shall not be construed to invalidate such notice. The notice shall be given at least seven (7) consecutive days prior to the hearing, unless a shorter time be fixed by the Chairman for good cause. Any request for continuance shall be made in writing to the Chairman, who shall have the authority in his discretion to continue the hearing if he determines the request is timely and made for good cause. The Chairman shall notify the Primary Administrative Officer and the student of the new date for the hearing. If the student fails to appear at the scheduled time, the Committee may hear and determine the matter in his absence.

6. Right to Petition for Review (Other than expulsion, dismissal, or suspension):

a. In all cases where the discipline imposed by the Student Conduct Committee is other than expulsion, dismissal, or suspension, the Primary Administrative Officer or the student may petition the Chancellor or his designated representative in writing for a review of the decision within five (5) consecutive calendar days after notification. A copy of the Petition for Review must also be served upon the nonappealing party within such time. The Petition for Review shall state the grounds or reasons for review, and the nonappealing party may answer the petition within five (5) consecutive calendar days if he so desires.

b. The Chancellor or his designated representative may grant or refuse the right of review. In all cases where the Petition for Review is refused, the action of the Student Conduct Committee shall be final. If the Chancellor or representative reviews the decision, the action of the Chancellor shall be final unless it be to remand the matter for further proceedings.

7. Right of Appeal (Expulsion, dismissal, or suspension only):

a. When a student is expelled, dismissed or suspended from the University by the Student Conduct Committee, the Primary Administrative Officer or the student may appeal such decision to the Chancellor of the campus or his designated representative by filing written notice of appeal with the Chancellor within ten (10) consecutive calendar days after notification of the decision of the Student Conduct Committee. A copy of the Notice of Appeal will contemporaneously be given by the student to the Primary Administrative Officer or

Student Disciplinary Matters

by the Primary Administrative Officer to the student. The appealing party may file a written memorandum for consideration by the Chancellor with the Notice of Appeal, and the Chancellor may request a reply to such memorandum by the appropriate party.

b. The Chancellor or his designated representative shall review the full record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings and shall notify the Primary Administrative Officer and the student in writing of the decision on the appeal. The action of the Chancellor shall be final unless it be to remand the matter for further proceedings.

8. Status During Appeal—In cases of suspension, dismissal, or expulsion where a Notice of Appeal is filed within the required time, a student may petition the Chancellor in writing for permission to attend classes pending final determination of appeal. The Chancellor may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not seriously disrupt the University or constitute a danger to the health, safety, or welfare of the University community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student Conduct Committee.

9. Student Honor Systems—Forums under the student honor systems established for investigating facts, holding hearings, and recommending and imposing sanctions are authorized when the student honor code or other regulations containing well defined jurisdictional statement and satisfying the requirements of Article V of the Bylaws of the Board of Curators have been reduced to writing and have been approved by the Chancellor and the Board of Curators and notice thereof in writing has been furnished to students subject thereto. Procedures shall satisfy the requirements of the Board of Curators' Bylaws, Article V, and shall contain procedures herein before stated insofar as appropriate and adaptable to the particular situations and shall be approved by the Chancellor and the General Counsel. Students subject to student honor systems shall have the rights of appeal as set forth in Section 200.020 C.6 and 7.

D. HEARING PROCEDURES

1. Conduct of Hearing—The Chairman shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the receipt of notices of charges by the student, report any continuances requested or granted, establish the presence of any adviser or counselor of the student, and call to the attention of the student charged and his adviser any special or extraordinary procedures to be employed during the hearing and permit the student to make suggestions of or objections to any procedures for the Student Conduct Committee to consider.

a. Opening Statements:

(1) The Primary Administrative Officer shall make opening remarks outlining the general nature of the case and testify to any facts his investigation has revealed.

(2) The student may make a statement to the Committee about the charge at this time or at the conclusion of the University's presentation, at his election.

b. University Evidence:

(1) University witnesses are to be called and identified or written reports of evidence introduced as appropriate.

(2) The Committee may question witnesses at any time.

(3) The student or, with permission of the committee, his adviser or counselor may question witnesses or examine evidence at the conclusion of the University's presentation.

c. **Student Evidence**—The student shall have the opportunity to make a statement to the Committee about the charge and may then present further evidence through witnesses or in the form of written memoranda as he desires. The Committee may question the student or witnesses at any time. The Primary Administrative Officer may question the student or witnesses.

d. **Rebuttal Evidence**—The Committee may permit the University or the student to offer any matter in rebuttal of the other's presentation.

e. **Rights of Student Conduct Committee**—The Student Conduct Committee shall have the right:

(1) In cases involving more than one student which arise out of the same transaction or occurrence to hear such cases together, but in that event shall make separate findings and determinations for each student;

(2) To permit a stipulation of facts by the Primary Administrative Officer and the student involved;

(3) To permit the incorporation in the record by a reference of any document, affidavit or other thing produced and desired in the record by the University or the student charged;

(4) To question witnesses or other evidence introduced by either the University or the student at any time;

(5) To hear from the Primary Administrative Officer about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee;

(6) To call additional witnesses or require additional investigation;

(7) To dismiss any action at any time or permit informal disposition as otherwise provided;

(8) To permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case; provided, however, that in such event the Committee shall grant to the student or Primary Administrative Officer such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters;

(9) To dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chairman or the Committee;

(10) To suspend summarily students from the University who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the Chairman of the Committee on any procedural question or requests of the Chairman for order.

2. Students Rights Upon Hearing—A student appearing before a Student Conduct Committee shall have the right:

a. To be present at the hearing;

b. To have an adviser or counselor of his choice appear with him and to consult with such adviser or counselor during the hearing;

c. Upon timely request, to have students from the Discipline Panel sit with the Committee or Hearing Panel in his case;

d. To hear or examine evidence presented to the Committee against him;

e. To question witnesses present and testifying against him at the hearing;

f. To present evidence by witness or affidavit of any defense the student desires;

g. To make any statement to the Committee in mitigation or explanation of his conduct in question that he desires;

h. To be informed in writing of the findings of the Student Conduct Committee and any discipline it imposes; and

i. To request review or to appeal to the Chancellor as herein provided.

Student Disciplinary Matters

3. Determination by Committee—The Student Conduct Committee shall then make its findings and determinations in executive session out of the presence of the Primary Administrative Officer and the student charged. Separate findings are to be made:

- a. As to the conduct of the student and
- b. On the discipline, if any, to be imposed. No discipline shall be imposed on the student unless a majority of the Committee present is reasonably convinced by the evidence that the student has committed the violation charged and should be disciplined therefore.

4. Official Report of Findings and Determinations—The Committee shall promptly consider the case on the merits and make its findings and determination and transmit them to the Primary Administrative Officer and the student charged forthwith.

5. Other Procedural Questions—Procedural questions which arise during the hearing not covered by these general rules shall be determined by the Chairman, whose ruling shall be final unless the Chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the committee by majority vote shall be final.

6. General Rules of Decorum—The following general rules of decorum shall be adhered to:

- a. All requests to address the Committee shall be addressed to the Chairman.
- b. The Chairman will rule on all requests and points of order and may consult with Committee's legal adviser prior to any ruling. The Chairman's ruling shall be final and all participants shall abide thereby, unless the Chairman shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
- c. Rules of common courtesy and decency shall be observed at all times.
- d. An adviser or counselor may be permitted to address the Committee at the discretion of the Committee. An adviser or counselor may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the Chairman after recognition.

7. Record of Hearing—A taped or stenographic record of the hearing shall be maintained. The hearing record shall be maintained and kept as long as the discipline imposed shall be in force, or for five (5) years, whichever is earlier. The notice, exhibits, hearing record and the findings and determination of the Committee shall become the "Record of the Case" and shall be filed in the Office of the Primary Administrative Officer and for the purpose of review or appeal be accessible at reasonable times and places to both the University and the student.

Appeals Procedures

Financial Aid Appeals

The University of Missouri-St. Louis has an established financial aid waiver (appeals) procedure. An aid applicant can raise questions or appeal the offer, or lack of an offer, of financial aid if not satisfied. The general provisions for appeals procedures are as follows:

- 1) An aid applicant who is not satisfied with the fact that no aid was offered, or was not pleased with the type and/or amount of aid that was offered, may make a written appeal to the Student Financial Aid Appeals Committee for reconsideration of the aid request and/or ask for a personal hearing.
- 2) If on review of all the facts of the case, including any new information which the applicant may provide, the Committee can (a) approve an exception to University policy; (b) deny the request; (c) approve a modified version of the request.
- 3) If the Appeals Committee cannot provide a satisfactory solution, he/she may refer the written appeal with all pertinent information to the Director of Financial Aid. Where academic progress is an issue, the student may ask an academic adviser or counselor to write or speak in the student's behalf. If a satisfactory solution is worked out, the case is closed.
- 4) If step three did not solve the problem, it is referred to the campus Faculty-Student Committee on Student Aid. In ordinary practice it is rare for a case to be appealed beyond this step.
- 5) If, however, the applicant is still not satisfied after review by committee, the case is to be referred to the Chancellor.
- 6) The next appeal is the President.
- 7) The final University appeal would be for the President to refer a case to the Board of Curators.

Grievance About Grade

Recourse for a Student Who Has a Grievance About a Given Grade

The following grievance procedure is to be followed by any student who believes he/she has received an unjustified grade in a course and wants a review of the matter. It is to be understood that the establishment of criteria for grades is the responsibility of the instructor. The purpose of this grievance procedure is to determine whether the criteria for grading were fairly applied. If these procedures lead to the conclusion that the grading criteria were improperly applied, then the instructor is to be requested to reconsider the grade.

- 1) The student's first recourse is to review the issue fully with the instructor involved and then with the department chairperson. This must be done within, at most, one month after the beginning of the succeeding regular academic semester.
- 2) If the issue has not been resolved within, at most, two weeks, the student should bring the matter to the dean of the School for adjudication by whatever appeals committee the dean's office has established. It is anticipated that nearly all cases would be settled at the department or College or School level.
- 3) A student may take his/her case to the Chancellor.

Student Organization Policy

Policy on Student Organizations

The University recognizes that the acquisition of knowledge is not confined to the formality of the classroom and that much can be gained through the activities of student organizations. To assure maximum freedom for students and to assure that organizational activities are orderly, responsible, and appropriate to the mission of the University, certain principles and procedures are established through which organizations gain University recognition.

I Procedures for Recognition

A. To obtain recognition or to register, an organization shall submit to the Vice Chancellor for Student Affairs, through the Office of Student Activities, a recognition or registration form which shall include:

- 1) The name of the organization.
- 2) A statement of the general purpose of the organization and the means for accomplishing it. The statement should demonstrate that the organization's purpose is to broaden the scope of general learning, extend knowledge of specialized areas, or to serve the professional, cultural, social or recreational interests of the University community, consistent with the educational goals of the University. The statement must not conflict with policies governing recognized organizations as listed below.
- 3) The names of at least three officers or responsible representatives, including student numbers, addresses and telephone numbers; these persons must be students registered at the University of Missouri-St. Louis.
- 4) A statement of any affiliation with any other organization not registered with the University, and a copy of the organization's constitution.
- 5) Organizations seeking recognition must include a copy of their constitution and/or by-laws, the name of a UM-St. Louis faculty or staff member who agrees to serve as an advisor, and the name of a student member of the organization who will serve as the organization's representative on the Student Government Association.
- 6) Upon submission of the recognition or registration form, the organization shall be granted temporary privileges until the request for recognition is acted upon by the Senate Student Affairs Committee or the request to register is approved by the Director of the University Center or his/her designee.

B. To maintain recognition or registration, an organization must update their recognition form or reregister with the Office of Student Activities no later than two weeks following the beginning of the fall semester.

II Privileges of Recognized Organizations

- 1) Use of campus facilities and services for organizational activities as provided in the University regulations.
- 2) Use of the University name in connection with publicity, but only for identification purposes, and in no way to imply support of the University for any position of the organization.
- 3) Participation in University-sponsored events.
- 4) Application for supplemental financial assistance.
- 5) Participation as a voting member of Student Government Association. Organizations who register may not apply for supplemental assistance and may not be voting members of Student Government Association.

III Policies Governing Recognized or Registered Organizations

- 1) Organizations shall comply with the Rules and Regulations of the University of Missouri and the St. Louis campus.
- 2) Organizations' membership policy shall not discriminate for reasons of color, creed, national origin or sex. Any organization may petition to the Vice Chancellor for Student Affairs for exemption from the requirement as it applies to sex. Academic and professional organizations which have discriminatory membership policy based on sex shall not be recognized.
- 3) Organizations' membership shall not be subject to approval by anyone other than the local campus membership.
- 4) Organizations are expected to maintain fiscal responsibility.
- 5) Registered organizations are encouraged to seek the advice of faculty and other members of the University community.
- 6) Recognized organizations are required to seek the advice of faculty and other members of the community.
- 7) Recognized organizations are required to participate in the Student Governance process.

IV Procedure for Review of Grievances

A. Any member of the University community may bring charges against a recognized organization for breach of the above policies or procedures.

B. Such charges, except those pertaining to discrimination, are brought initially to the Vice Chancellor for Student Affairs, who may:

- 1) Dismiss the charges, in which case an appeal may be made to the Senate Student Affairs Committee.
- 2) Settle the charges in a way acceptable to both parties or,
- 3) Refer the charges to the Senate Student Affairs Committee.

C. Penalties may range from withdrawals of one or more privileges to withdrawal of recognition or registration. Assessment of penalties shall also provide for the conditions leading to reinstatement of such privileges for recognition.

D. Either party to the charges may appeal the decision of the Senate Student Affairs Committee to the Chancellor.

Policy on Hazing

Hazing, defined by the Fraternity Executive Association and accepted by the University of Missouri-St. Louis, is any intentional action taken or situation created, whether on or off University premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes but is not limited to: paddling in any form, creation of excessive fatigue, physical or psychological shocks, wearing apparel publicly which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, involuntary labor, or any activity not consistent with the University of Missouri Board of Curators Standard of Student Conduct.

The University of Missouri-St. Louis does not condone or tolerate hazing of any type by an organization, or by an individual against another individual.

The Office of Student Activities will investigate any incident in which a charge of hazing has been made. University recognition may be temporarily withdrawn pending hearings and due process procedures.

Student Organization Policy

Should it be determined that a student organization or any of its members is guilty of hazing as previously defined, sanctions may include but are not limited to:

A. automatic and indefinite suspension of campus recognition or registration with an accompanying loss of all campus privileges (i.e. use of facilities, student services, etc.);

B. disciplinary action against those members involved in the incident(s) including suspension or expulsion from the university.

Implementation: Each organizational president (or equivalent officer) is required to read and sign the University's Policy on Hazing at the first regular meeting at which he or she presides. This policy, signed by the incoming president (or equivalent officer), **must** accompany any notification of a change in officers submitted to the Office of Student Activities. Failure to do so will result in the automatic imposition of inactive status on the organization with an accompanying loss of all university privileges until such time as the signed policy is submitted.

Equal Opportunity Policies

Equal Opportunity Policies of the University of Missouri-St. Louis

The following University policies govern the Office of Equal Opportunity:

Affirmative Action on Committee Appointments Policy—As a part of the implementation of the Affirmative Action Plan of the University of Missouri, any person appointing any committee for the University or any campus, in selecting the membership, shall give due consideration to the inclusion in such membership of women and minorities unless membership thereon is ex-officio.

Equal Employment Opportunity Policy—The Curators of the University of Missouri do hereby reaffirm and state the policy of the University of Missouri on Equal Employment/Educational Opportunity.

1. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, national origin, age, disability, or status as a Vietnam era veteran.

2. Equal opportunity is and shall be also provided for all students and applicants for admission in compliance with existing legislation.

Sexual Harassment

This University of Missouri policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the University community.

A. Policy Statement—It is the policy of the University of Missouri, in accord with providing a positive discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution.

B. Definition—Sexual harassment is defined for this policy as either:

(i) unwelcome sexual advances or requests for sexual activity by a University employee in a position of power or authority to a University employee or a member of the student body, or

(ii) other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to a University employee or a member of the student body, when:

1. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or

2. The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed; or

3. The purpose or effect of such conduct to a reasonable person is, to create an intimidating, hostile, or offensive environment.

C. Non-Retaliation—This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought an accusation of sexual harassment in bad faith.

D. Redress Procedures—Members of the University community who believe they have been sexually harassed may seek redress, using the following options:

1. Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus Affirmative Action/Equal Opportunity Officer.

Equal Opportunity Policies

2. Initiate a complaint or grievance within the period of time prescribed by the applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures"; staff to Section 380.010, "Grievance Procedure for Administrative, Service and Support Staff" and students to Section 390.010, "Discrimination Grievance Procedure for Students".

Pursuing a complaint or informal resolution procedure does not compromise one's rights to initiate a grievance or seek redress under state or federal laws.

E. Discipline—Upon receiving an accusation of sexual harassment against a member of the faculty, staff, or student body, the University will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five-year limitation period from the date of occurrence for filing a charge that may lead to discipline.

An individual who makes an accusation of sexual harassment will be informed:

1. at the close of the investigation, whether or not disciplinary procedures will be initiated; and
2. at the end of any disciplinary procedures, of the discipline imposed, if any.

Auxiliary Aids for Handicapped Students

The University maintains its commitment to the education of qualified handicapped students by providing them an equally effective opportunity to participate in or benefit from its educational programs as afforded non-handicapped students.

As a part of this commitment and upon the request of a qualified handicapped student, the Vice Chancellor for Student Affairs or designee will arrange for an assessment of the student's abilities and his or her need for some type of auxiliary aid.

This assessment will include an evaluation of the extent of the student's disability and the requirements of the particular course or education program in which the student is enrolled or plans to be enrolled.

If after the assessment of the student and the course, the University determines that some type of auxiliary aid is required, it will assist the qualified handicapped student in obtaining the necessary auxiliary aid from other sources.

If the necessary auxiliary aid is not available from other sources, the University, at its option, shall provide the necessary auxiliary aid or reimburse the student for the reasonable cost of the necessary auxiliary aid.

Requests by students for such assessments must be made no later than six weeks prior to the beginning of the next semester in order to provide sufficient time for the assessment and for obtaining any necessary auxiliary aid.

Unfavorable determinations made pursuant to this policy may be appealed by the handicapped student through the University of Missouri Discrimination Grievance Procedures for Students, a copy of which will be provided to any student whose request for auxiliary aid is denied.

(Additional resource materials are available through the Affirmative Action Office.)

AIDS Policy Statement

Current knowledge indicates college and university students or employees with AIDS, ARC, or a positive antibody blood test do not pose a health risk to either students or employees in a usual academic or residential setting. The policy of the University of Missouri is to permit students and employees with AIDS to continue to engage in as many of their normal pursuits as their condition allows. Managers should be sensitive to the medical problem and ensure that such employees are treated consistent with the treatment of other employees. Students will be allowed to continue their enrollment and activities (including continued residency in student housing) as long as they continue to meet academic

standards and medical evidence indicates their conditions are not a threat to themselves or others. Every effort will be made to maintain confidentiality at all times.

The University also has a legitimate interest in the welfare of all students, employees, and visitors to the campus. Every reasonable precaution will be taken to minimize the risk that an employee's or student's condition will present a health and/or safety hazard to others.

The University will not discriminate against individuals with HIV infection, AIDS or ARC, but this protection does not include individuals with secondary infections or diseases that would constitute a direct threat to the health or safety of others or who may because of the disease or infection be unable to perform duties of their employment. In such cases, the appropriate University personnel or student policy will determine what changes, if any, will be made in the student's or employee's academic or work program.

In the event of public inquiry concerning AIDS on campus, the Chancellor or the Chancellor's designee will provide appropriate information on behalf of the University. Existing policies regarding confidentiality of employee and student records will be followed.

Consistent with its concern for students and employees with AIDS, the University offers a range of resources through the AIDS Task Force on each campus and through other campus services.

- a. Student, employee, and management education and information;
- b. Referral to agencies and organizations that offer supportive services for life-threatening illnesses;
- c. Consultation to assist employees in effectively managing health, leave, and other benefits.

The AIDS Task Force on each campus will continue to meet periodically to review and update policy and to make recommendations as new medical facts become available. Each Task Force will continue to encourage programs to educate all members of the campus community about the reality of AIDS.

To address specialized needs, each campus is authorized to adopt and implement special policies related to AIDS which are consistent with this policy statement.

The Affirmative Action Office is located in 440 Woods Hall. The telephone number is 553-5695.

University of Missouri Equal Opportunity Statement

The University of Missouri-St. Louis is committed to equal employment and educational opportunities without regard to conditions of race, color, sex, religion, national origin, age, physical ability, veteran status, or individuals with HIV, AIDS, or ARC.

Each administrative unit of the University employing personnel, admitting students, or entering into contracts is charged with implementation of the University's commitments, and maintenance of records to demonstrate good faith efforts, in admission and training, recruiting and hiring, compensating and promoting, layoff and dismissal, granting of tenure, contracting and purchasing, and access to facilities and programs.

As an employer of persons and as an institution accountable to taxpayers and the general public, the University must have administrative and management practices that are designed for the best use of talent for operational effectiveness and efficiency.

(1) Recruitment and employment of personnel

- a. Recruitment of professors and academic personnel in research and continuing education/extension is primarily the responsibility of deans, directors, chairpersons, and department heads.

Equal Opportunity Policies

b. Recruitment of administrative, service, and support staff, except for top-ranking administrative personnel, is primarily the responsibility of the personnel office of each campus, and the director of Human Resources for the University of Missouri-St. Louis administration. Selection is the responsibility of the administrative head of the employing unit.

c. Administrative efforts are made to recruit and employ minorities, women, the handicapped, and members of protected age groups.

d. The University maintains relationships with governmental agencies, community groups, and other organizations which may be of assistance in furthering recruitment and employment of minority groups, handicapped persons, and women into departments and units which have imbalances. Personnel sources are advised of the University's commitment to equal opportunity and affirmative action.

e. Imbalances exist when available talent among specified minorities, women, handicapped, or protected age group members is proportionately underrepresented in a particular personnel category in the University. Underrepresentation is determined by an analysis of the appropriate employment market which is generally national or regional for major administrators, professors, and academic personnel in research and continuing education/extension. The appropriate employment market is generally the state or local community for most administrative positions and for service and support staff.

f. Advertisement and notices of employment opportunities indicate a filing date for consideration.

g. Notice of employment and training opportunities are made to existing personnel.

h. Employment applications meet federal and state requirements relating to equal opportunity.

i. The Office of Affirmative Action maintains records to demonstrate efforts and results of efforts to achieve equity and to act affirmatively and reasonably to correct imbalances.

(2) Salaries, wages, and benefits

a. University compensation and benefit programs are administered without regard to conditions of race, color, sex, religion, national origin, age, physical ability, or veteran status.

b. The salary range for academic positions is determined in advance of recruitment on the basis of prevailing national levels and departmental scales for the educational attainment, experience, and specialty desired.

(3) Facilities, activities, and working conditions

a. University facilities are maintained on an equitable and nondiscriminatory basis.

b. Physical facilities have been adapted within the limits of the financial resources available to insure access to the University by the physically handicapped.

c. Opportunities for involvement in University activities are provided on an equitable or nondiscriminatory basis.

(4) Promotion and training

a. Promotions, contract renewals, the granting of tenure, and reductions in force of academic personnel are handled in accordance with established University procedures and qualification criteria for all persons and free of discrimination.

b. University policy requires that promotions, demotions, layoffs, recalls from layoffs, transfers, and temporary hires for service and support personnel are determined without regard to conditions of race, color, sex, religion, national origin, age, physical ability, or veteran status.

c. Participation in training and educational programs sponsored by the University, including apprenticeships, is open to all employees within eligible job classifications.

d. The University offers developmental programs for professional and personal growth to enhance promotion potential.

(5) Student admission and retention

a. The University gives students equal access to its academic programs without regard to conditions of race, color, sex, religion, national origin, age, or physical ability. Furthermore, the University seeks to recruit, enroll, retain, and graduate minority group members and women in those fields in which they are underrepresented.

b. The University of Missouri has a unique responsibility for graduate and professional public higher education in the state of Missouri. Therefore, academic departments offering doctoral and/or advanced professional programs in disciplines and professions in which there is a deficiency of minorities and women have adopted methods to encourage enrollment, retention, and graduation of minority group members and women.

c. Affirmative action is taken to offer graduate teaching and research assistantships to minorities and women.

d. Business, government, industry, and labor are solicited to assist and provide support to minorities and women through financial aid and by providing work experiences as they pursue academic objectives.

e. Personnel representatives of prospective employers using University services and facilities to interview and recruit students must be equal opportunity employers, and must give all qualified students equal opportunity for interviews, without regard to conditions of race, color, sex, religion, national origin, age, disability, or veteran status.

(6) Appeal and grievance procedures

a. Grievance procedures are available for the processing of complaints and grievances of alleged discrimination based on conditions of race, color, sex, religion, national origin, age, physical ability, or veteran status.

b. A student grievant has access to the student grievance procedures through the Office of Student Affairs, the school or college, the campus, and central administration.

c. The Office of Equal Opportunity currently provides advice and information to grievants on the grievance procedures.

(7) Records and reports

a. The administrative head of each University unit must be prepared to demonstrate that equal opportunity is practiced and that affirmative action is taken in recruiting and employment of full-time and part-time personnel, admission and retention of students, provision of facilities and programs, and purchasing and contracting.

b. Each responsible administrative unit of the University must be prepared to show that procedures followed and selections made are in compliance with policies on equal employment and affirmative action. Admissions applications are retained for one year and employment applications are retained for one year. University business involving contracts and bids for various services are retained in compliance with University of Missouri record management policies.

c. Those responsible for recruiting, admitting, and retaining students—undergraduate, graduate and professional—maintain files and records documenting efforts to provide equal opportunity and act affirmatively to attract and retain minority group members, women, and older and handicapped persons. A report is made annually to the appropriate administrative committee.

d. Campus administrative officers have records demonstrating efforts to provide equal opportunity and show affirmative action in the interests of minority group members, women, and handicapped and older persons in the availability and use of University facilities, including recreational facilities.

Equal Opportunity Policies

e. Those responsible for personnel recruitment and employment personnel, including graduate teaching and research assistants, have records that reflect their adherence to equal opportunity and affirmative action practices.

f. Academic or administrative units receiving complaints or grievances based on allegations of discrimination report those cases to the Affirmative Action Office.

(8) Reviewing and monitoring

a. A University Committee on Equal Employment Opportunity and Affirmative Action (EEO/AA) is appointed annually by the Chancellor.

b. EEO/AA committee membership includes a reasonable cross section of personnel, including a representation of women, minorities, and the handicapped.

c. The EEO/AA committee advises the Director of Affirmative Action on matters relating to affirmative action and University equal employment policy.

d. Administrative officers (chancellor, vice chancellors, deans, directors, department chairpersons, and all other supervisory personnel) are responsible for implementation of equal opportunity and affirmative action policies and practices within their areas of jurisdiction, and the effectiveness of implementation will be an element in the evaluation of the performance of each officer.

(9) Dissemination

a. Equal opportunity and affirmative action policies and programs are disseminated throughout the University and discussed at appropriate school, college, departmental, management, and supervisory meetings. The subjects covered include attraction, admission, and retention of students; recruitment, employment, training, promotion, and transfer of employees.

b. University employees, faculty, staff, and students are kept informed of equal opportunity programs and affirmative action goals through campus publications and communications, the Personnel Policy Manual, the Faculty Handbook, divisional and departmental meetings, staff orientation programs, and posters.

c. Copies of the Equal Employment and Affirmative Action policies are available to a cross section of community organizations, news media, area colleges, secondary schools and recruiting sources.

d. Copies of the Affirmative Action Policy will be made available on request to employees, applicable governmental agencies, and contractors or subcontractors.

e. University invitations to bid, purchase orders, and specifications to architects and engineers contain the University's equal opportunity policy.

f. University correspondence, employment notices and advertising, academic information, and other public notices contain the University's equal opportunity phrase.

Other Procedures or Regulations

Discrimination Grievance Procedure for Students

December 17, 1982, and January 25, 1990

A. GENERAL

1. It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, national origin, age, disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex.

2. To insure compliance with this policy, all University of Missouri prospective or enrolled students shall have available to them this student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination.

3. This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to Academic Dishonesty, Grade Appeals, Traffic Appeals, Disciplinary Appeals, or other specific campus procedures which are authorized by the Board of Curators and deal with faculty/staff responsibilities.

4. These proceedings may be terminated at any time by the mutual agreement of the parties involved.

NOTE: A grievance concerning specific incidents filed under this discrimination grievance procedure shall not be processed on behalf of any student who elects to utilize another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

B. DEFINITIONS

1. A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints shall be processed through the informal procedure herein set forth.

2. A grievance is the written allegation of discrimination which is related to:

- a. Recruitment and admission to the institution.
- b. Admission to and treatment while enrolled in an education program.
- c. Employment as a student employee on campus.
- d. Other matters of significance relating to campus living or student life, including, but not limited to:
 - Assignment of roommates in resident halls
 - Actions of fraternities and sororities
 - Membership in and/or admission to clubs/organizations
 - Student Health Services
 - Financial aid awards

3. A student is any person who has applied for admission or readmission, or who is currently enrolled, or who was a student of the University of Missouri at the time of the alleged discrimination.

4. Persons with disabilities—For the purpose of this student discrimination grievance procedure, a "person with a disability" has been substituted for "handicapped individual" (Section 504, Rehabilitation Act of 1973) and shall be defined as "...any person who

- a. Has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- b. Has a record of such impairment, or
- c. Is regarded as having such an impairment."

Other Procedures or Regulations

For purpose of this definition, "major life activity" means any mental or physical function or activity which, if impaired, creates a substantial barrier to employment and/or education. Any reference in this document to written materials or to written or oral presentations within the student discrimination grievance procedure may be adjusted to accommodate persons with disabilities for whom the stated materials or required presentations would not be appropriate. Cost of such accommodation will be borne by the University, with no charge to the individual.

5. **Appropriate Administrative Officer**—The primary administrative officer on the staff of the Chancellor (in the area of Student Affairs/ Services, Administrative Services, Development, and Academic Affairs) having administrative responsibility for the unit in which the discrimination is alleged to have occurred.

6. **Grievance Consultant**—At any step the Director of Equal Opportunity or of Affirmative Action may be asked to serve as a consultant by any of the parties involved in this grievance procedure.

C. COMPLAINTS

1. **Policies and Procedures**—A student with a complaint will be provided with copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief Student Personnel Administrator or his/her designee and the Officer for Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedure, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

2. **Joint Complaint**—If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a complaint and pursue their complaints jointly under this grievance procedure. If the number of students in such a case is so large as to make it impracticable for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of them all.

3. Students may informally discuss a complaint with the relevant supervising administrator. Every reasonable effort should be made to resolve the matter informally at this administrative level. If a satisfactory resolution is not reached, the student may pursue the matter through each level of administrative jurisdiction up to and including the Appropriate Administrative Officer, or file a grievance within the time specified in D.1.b.

4. Complaints Involving Recruitment

a. Undergraduate applicants must first present complaints about recruitment to the Director of Admissions. If a satisfactory resolution is not reached, the applicant may appeal the matter to the immediate supervising officer of the Director of Admissions.

b. Applicants for graduate study may request a meeting with the academic department head and the Dean of the College, or their designees, who are actually involved in the recruitment effort to discuss the matter informally. If a satisfactory resolution is not reached, the applicant may appeal to the Dean of the Graduate School and finally to the Appropriate Administrative Officer.

5. Complaints Involving Admissions (Undergraduate or Professional)

a. Undergraduate and professional student applicants shall present complaints to the Director of Admissions or to the Dean of School or College, depending upon where the application was originally filed.

b. This University official shall compare the person's academic qualifications against the official University admissions criteria and review the denial. If the denial is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate admissions committee.

6. **Complaints Involving Admissions (Graduate)**—Applicants to the Graduate School may ask for a meeting with the academic department head of the program to which the applicant was seeking admission. This official shall explain the reasons for the denial of recommendation for admission. If a satisfactory resolution is not reached, the applicant may then appeal to the Dean of the Graduate School or to the appropriate admissions committee. If the denial is upheld, the applicant may appeal the decision to the appropriate administrative officer.

7. **Complaints Involving Admissions to or Treatment in an Educational Program or in the Granting of Assistantships**—An undergraduate or graduate student enrolled at the institution who has a discrimination complaint involving admission to or treatment in an educational program or in the granting of assistantships may request conference with the appropriate department head and with the Dean of the School or College (or the Dean's designee) to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 F.

8. **Complaints Involving Nonacademic Matters Related to Campus Living and Student Life**—A currently enrolled student who has a University-related complaint concerning discrimination in nonacademic matters including but not limited to assignment of roommates, actions of fraternities and sororities, membership in and/or admissions to clubs/organizations, student health services and financial aid awards may request a conference with the appropriate administrative supervisor, department head and/or director to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.

9. **Complaints Involving Student Employment on Campus**—A student enrolled at the University who alleges that discrimination occurred either in applying for work or while working as a student employee at a University job may request a conference with the supervisor, department head or director of the employing unit to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.

10. Complaints Involving Financial Aid (Undergraduate, Graduate, Professional):

a. Undergraduate, graduate, and professional student aid applicants shall present complaints to the Director of Student Financial Aid where the application was originally filed or the award originally made.

b. This University official shall compare the person's financial and academic qualifications against the official University financial aid criteria and review the award, amount, or denial of the aid. If the original judgment is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate financial aid committee.

D. INITIATING A GRIEVANCE

1. **Policies and Procedures**—A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief of Student Personnel Administrator or designee and the Office for Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedure, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

Other Procedures or Regulations

a. **Joint Grievance**—If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a grievance and pursue their grievances jointly under this grievance procedure. If the number of students in such a case is so large as to make it impractical for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all of them.

b. Regardless of their nature, all discrimination grievances are to be filed with the Chief Student Personnel Administrator. A grievance must have been filed by a student within one-hundred-eighty (180) calendar days of the date of the alleged discriminatory act.

2. Filing a Grievance

a. All grievances must be presented in writing and contain the following information:

(1) A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence;

(2) A brief summary of the prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of those previous discussions;

(3) A specific statement of the remedial action or relief sought.

b. Within seven (7) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Chief Student Personnel Administrator, the statements are vague or do not meet the above requirement. The student may make the necessary corrections and resubmit the grievance within seven (7) days.

3. Any grievance not filed within the time limits specified in Section 390.010 D.I.b shall be deemed waived by the grievant. The Chief Student Personnel Administrator may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student.

4. For informational purposes, copies of the grievance shall be forwarded to the Appropriate Administrative Officer and the Director of Equal Employment and/or Affirmative Action.

5. Within fifteen (15) working days of receipt of a grievance that satisfies the requirement of Section 390.010 D.I.b, the Appropriate Administrative Officer with the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the Appropriate Administrative Officer's designee. The Appropriate Administrative Officer shall not involve himself/herself in this meeting. If this informal means of resolving the grievance fails, a grievance committee will be impaneled as called for in Section 390.010 E.I.

E. FORMATION OF GRIEVANCE COMMITTEE

1. It is the Appropriate Administrative Officer's responsibility to initiate the selection of the grievance committee within fifteen (15) working days after the request for the formation of a grievance committee or after the completion of the informal hearing provided for in Section 390.010 F.5 without satisfaction to the grievant.

2. A grievance hearing panel shall be established by October 1 of each year from which a grievance committee should be constituted. The panel shall consist of ten (10) faculty, ten (10) staff and ten (10) students. Selection of the panel will be made by the Chief Student Personnel Administrator from recommendations by the appropriate faculty, staff and student associations. Selection of membership will consider sex, race, disability, academic rank, student classification and employee classification. Membership on the hearing panel shall be for two years. A member's term shall expire on September 30 of

the second year unless he/she is serving at that time on a hearing committee still in the process of reviewing an unresolved grievance. In such case, the member's term shall expire as soon as the committee has submitted a written report of its findings and recommendations to the Appropriate Administrative Officer.

3. A hearing committee shall be composed of five (5) members. The grievant shall select two (2) members from the grievance hearing panel provided by the Chief Student Personnel Administrator. The responding faculty/staff/organization shall select two (2) members from the grievance hearing panel. Both parties should have their selections made within 15 working days of the receipt of the request. The four committee members shall then select an additional member from the grievance hearing panel to serve as chair. Both parties should have their selections made within 15 working days of the receipt of the request. The four committee members shall then select an additional member from the grievance hearing panel to serve as chair. Neither members of the immediate departmental unit nor student members of pertinent student organizations involved in the grievance shall be eligible to serve on the committee.

4. Any person selected to a grievance committee will be expected to serve on such committee and to be present at all sessions. If a member is absent from a single session, he/she will be required to review all tapes or transcribed proceedings of that session prior to the next meeting of the committee. Should a member be absent from two sessions or should a member request to be excused from service for reasons of illness, necessary absence from the campus or other hardship, then that member shall be replaced in the same manner used in the original selection (see Section 390.010 E.3). If a member is unable or ineligible to serve for whatever reason, the replacement shall review all tapes or written transcripts and all submitted evidence prior to service on the committee. Five members of the hearing committee, duly selected as in Sections 390.010 E.3 and E.4 must attend the opening and closing session of the hearing.

F. HEARING PROCEDURES FOR FORMAL GRIEVANCES

1. It shall be the responsibility of the Appropriate Administrative Officer to coordinate the procedures contained herein, to make provisions for hearing rooms, to coordinate secretarial and recording services and to otherwise serve the grievance committee as needed.

2. At the first organizational meeting of the grievance committee, the committee shall elect a chairperson from among the members to preside over subsequent meetings. Then the chairperson shall schedule a hearing at the earliest convenient time when all affected parties can be present.

3. A quorum consists of a minimum of four members of the committee except as provided by Section 390.010 E.4.

4. The grievance committee shall invite the grievant and the responding person to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case as determined by the chairperson. The grievant and the responding person may choose to be accompanied by an advisor. Others whose participation in the hearing is considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee only long enough to give testimony and to answer questions of committee members.

5. It is within the duties and responsibilities of all members of a grievance committee to commit themselves to observe procedures consistent with fairness to all parties concerned. For example, it is a matter of principle that members of the grievance committee will not discuss a case with anyone outside of the hearing process and that their finding will not be influenced by anything other than the evidence presented to them in meetings in which all affected parties are present.

Other Procedures or Regulations

6. The grievance committee shall set forth the rules of procedure for the hearing within the guidelines set forth herein. The chairperson may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the suggested format, in which case the principal parties shall be notified.

a. The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.

b. The advisor of the grievant or respondent may advise that person and may briefly explain his or her position but shall not be permitted to testify or to cross-examine.

c. A reasonable time limit should be established for opening and closing statements and shall be announced prior to the hearing.

d. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.

e. The interested parties shall provide the chairperson with the names of the advisor and potential witnesses at least forty-eight (48) hours prior to the hearing. It is the responsibility of the interested party, working with the chairperson, to ensure the presence of these individuals in a timely manner.

f. After initial witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or the grievance committee. The committee may call new witnesses whose testimony it deems relevant or helpful.

g. In order to promote the truthful, unfettered exchange of information and ideas, all testimony pertaining to the grievance hearing shall be held in confidence.

h. Only evidence relevant to the grievance may be introduced. Questions regarding the admissibility of evidence shall be decided by the chairperson.

7. At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of a majority of the committee members and of the respondent. In all cases of withdrawal at the consent of the committee and of the respondent, the grievant shall not have the privilege of reopening the same grievance at any time in the future. In the event that the student refuses to participate further in the committee hearing, the committee may choose to continue the case or to move to closure with an appropriate closing statement as per Section 390.010 F.9.

8. A confidential tape recording of the grievance hearing shall be made and will be accessible to the parties involved, the committee, the Appropriate Administrative Officer, the Chancellor, the President, members of the Board of Curators and authorized representatives on a need-to-know basis. Either party to the grievance may request that the committee provide a written transcript of testimony. The cost of preparation of such a transcript is to be paid by the party making such request unless Section 390.010 B.4 is applicable. After the report of the grievance committee has been prepared, the tapes and relevant materials will be sealed and filed in the Appropriate Administrative Office. Unless extraordinary circumstances apply, these materials will be destroyed at the end of five years.

9. At the conclusion of the grievance hearing, the members of the grievance committee shall meet in closed session to deliberate upon their findings. A majority vote of the entire committee shall be required on all decisions. The grievance committee shall make a written report on findings and recommendations to the Appropriate Administrative Officer of the University, with copies to the grievant(s) and the responding person(s). The written report will contain:

- a. A statement of the purpose of the hearing,
- b. Issues considered,
- c. A summary of the testimony and other evidence presented,
- d. Findings of fact as developed at the hearing, and
- e. Recommendations for final disposition of the case.

10. The Appropriate Administrative Officer will make his/her decision. This decision and the actions that have been taken shall be presented to both parties in writing. If the administrative officer does not accept the recommendations of the grievance committee, a written statement of the reasons for so ruling must be given to both parties and to the chairperson of the committee.

11. If requested by the grievant or the responding party, normally within seven (7) calendar days of the notification of the decision, the decision of the Appropriate Administrative Officer may be subject to a review of the records by the Chancellor. Any review and decision by the Chancellor shall be made normally within thirty (30) calendar days. The decision of the Chancellor can be appealed to the President, who shall have thirty (30) calendar days in which to make a decision, which shall be final.

12. Grievances shall receive prompt attention. The hearing and the report of the grievance committee shall normally be completed within sixty (60) calendar days of the formation of the grievance committee, and a final decision shall be made by the Appropriate Administrative Officer normally within ten (10) calendar days thereafter. In any case in which these time schedules should prove to be inadequate, the committee shall present, in writing, an amended time schedule to all parties involved.

1. The first part of the text discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

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