

# Wilkes University



**2011-2012**

COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES BULLETIN

**College of Graduate and Professional Studies**

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The Office of Public Safety at Wilkes University prepares and distributes the "For Your Safety" annual safety, security and fire report. This document is prepared in compliance with Act 73 of 1988 of the Commonwealth of Pennsylvania and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime and Fire Statistics Act, 20 USC §1092(f). This report is available in hard copy format upon request, during normal business hours, at the Office of Public Safety, 148 South Main Street, UCOM Garage; the Office of Admissions, Chase Hall's Reception Area; and the Office of Student Affairs, Passan Hall's Reception Area. Additionally, an electronic copy of this report is available on the University website at: <http://wilkes.edu/pages/318.asp>. In addition, daily logs and crime logs are available for review during normal business hours at the Office of Public Safety. Any questions regarding this report and the specific requirements of the Acts that govern its production can be addressed to Gerald C. Rebo, Manager, Office of Public Safety, ext. 4984.

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# INTRODUCTION

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## WILKES UNIVERSITY

### OUR MISSION:

To continue the Wilkes tradition of liberally educating our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, scholarship and academic excellence, while continuing the university's commitment to community engagement.

### OUR VISION:

To be a nationally recognized independent university where intense personal engagement in exceptional academic and professional programs cultivates a lifelong commitment to learning, ethics, civic responsibility, and openness to cultural diversity.

### OUR VALUES:

- **Mentorship:** Nurturing individuals to understand and act on their abilities while challenging them to achieve great things;
- **Scholarship:** Advancing knowledge through discovery and research to better educate our constituents;
- **Diversity:** Embracing differences and uniqueness through sincerity, awareness, inclusion and sensitivity;
- **Innovation:** Promoting creative scholarly activities, programs, ideas, and sustainable practices; and
- **Community:** Appreciating and collaborating with mutual respect to foster a sense of belonging.

## COLLEGE OF GRADUATE & PROFESSIONAL STUDIES

***Dean: Dr. Michael J. Speziale***

***Kristine Pruett, Assistant to the Dean for Project Development***

***Erin Sutzko, Director, Enrollment for Extended Learning***

***Margaret Petty, Director, Center for Continued Learning***

### GRADUATE STUDIES AS A COMPETITIVE ADVANTAGE

Today's competitive work environment has seen a significant increase in the demand for advanced degrees, certificates and knowledge acquired through formalized continuing professional education. U.S. labor market studies indicate that many individuals will change the way they do business in their existing positions, due to rapid advancements in technology and the "flattening" of the world's economy. In fact, many professions are now requiring a master's degree for entry into the field and advancement to higher professional levels.

Wilkes University is committed to providing high quality graduate programming to meet the professional educational needs of its students. The university offers a full continuum of programs including master's, master's in fine arts and doctoral programs. In addition to traditional classroom instruction, Wilkes University is responding to increased demand for jobsite education (with alternative sites in many programs) and a wide array of on-line programs in Education and Creative Writing. As the dean of the College of Graduate and Professional Studies, it is my hope that you will view Wilkes University as your partner in meeting life-long learning goals.

The university has committed significant resources to the College of Graduate and Professional Studies to support students throughout the inquiry, application, registration and matriculation processes. Enhanced student services, outstanding faculty and a rigorous curriculum provide the formula that students can count on for meeting their professional growth needs.

### THE EVOLUTION OF POST-BACCALAUREATE OFFERINGS AT WILKES

Wilkes University has a rich tradition of responding to the changing educational needs of both workplace and students. Graduate programs were established in 1959 when the Board of Trustees authorized graduate study in the departments of chemistry and physics. The first

master's degrees were conferred in 1965. The School of Pharmacy was established in 1995; the first Doctor of Pharmacy (Pharm D.) degrees were awarded in 2000. The university announced a Doctorate in Educational Leadership with concentrations in Educational Technology, K-12 Administration and Higher Education Administration in March of 2007. The first cohort for the Ed.D was admitted in June of 2007. Wilkes also added a Master's in Fine Arts (MFA) in Creative Writing - the terminal degree in this field, which adds yet another dimension to the increasing portfolio of master's and terminal degrees. Most recently, Wilkes launched the Doctor of Nursing Practice. The DNP is the latest addition to Wilkes University's portfolio of terminal degree programs.

Graduate and post-baccalaureate programs have historically been positioned to respond to the changing needs of our students and their respective professions. An examination of the offerings in this bulletin will reveal a diverse array of advanced study programs including a Doctoral degree in Educational Leadership, Master of Arts and Master of Fine Arts degrees in Creative Writing, Doctor of Nursing Practice, Master of Science degrees in Education, Electrical Engineering, Engineering Operations and Strategy, Nursing, Mathematics and a Master of Business Administration. In addition, the continuum of offerings also includes a letter of endorsement in Sustainability through our Environmental Engineering program, an R.N. to M.S.N. program for nurses, Post Master's Certificates in Adult Psychiatric-Mental Health, Gerontological Nursing, Nursing Management and Nursing Education.

Graduate Education has forged many partnerships with leading professional development institutions including Performance Learning Systems, The National Institute for Professional Practice (Learning Sciences International), Discovery Education, and Defined Learning. Most recently, Graduate Education added master's degrees in 21st Century Teaching and Learning (in partnership with Learning Sciences International), the Art and Science of Teaching (with LSI and Dr. Robert Marzano), Instructional Media - a nationally marketed on-line program (in conjunction with Discovery Education), and English as a Second Language. Graduate Education has most recently launched a masters in Middle Level Education and will launch a Reading Specialist masters and certification in spring of 2012. Graduate Education has also initiated a Letter of Endorsement in Teacher Leadership and Instructional Coaching (in partnership with Learning Sciences International) and a Letter of Endorsement in Teaching Autistic Children.

Nursing offers a post baccalaureate (a second bachelors) program in Professional Nursing. This program is specifically designed for individuals who have completed a bachelors degree in another area and who are interested in becoming a licensed nurse.

Graduate and accelerated bachelors programs are designed to provide the opportunity for completion of advanced degrees in a reasonable amount of time that fits into a student's busy schedule. Continuous cycling of graduate courses allows a student to plan for continuous progress in his/her program of study. Programs are designed with the working professional in mind and, with a growing number of low residency programs and classes offered in a hybrid, accelerated, and weekend/evening format. Students should consult with their respective department to determine program/course schedules and available delivery formats.

Convenience, affordability and quality continue to be the hallmarks of Wilkes graduate and accelerated bachelors programs. I hope that you, as a prospective or existing student, will take the time to look more deeply at what Wilkes has to offer. I am confident that you will find that Wilkes is the place for you to grow your professional knowledge and personal satisfaction.

## CENTER FOR CONTINUED LEARNING

*Margaret Petty, Director*

The Center for Life-Long Learning is your partner as you consider and explore non-credit training, and graduate and post-baccalaureate options. Assistance is available to help guide you through the details and prerequisites of established programs at Wilkes University. In addition, we are committed to helping our local and regional community as it strives to search for the newest approaches, technologies and skills needed to build and sustain a thriving economy and a rich social and cultural environment.

Information regarding the services of the center can be obtained by calling the College of Graduate and Professional Studies at 800-WILKESU Ext. 4235.

## ACCREDITATION

Wilkes University is an accredited member of the Middle States Association of Colleges and Schools and its graduate and professional programs are approved by the Department of Education of the Commonwealth of Pennsylvania. In addition to total program accreditation, certain special areas are recognized by professional organizations. The Master's

Degree in Business Administration (MBA) program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), and the graduate program leading to the Master of Science Degree with a major in Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE). The American Council on Pharmaceutical Education (ACPE) has granted full accreditation to the Doctor of Pharmacy (Pharm. D.) program.

## STUDENT SERVICES CENTER

Many of the functions or activities described in the following pages are performed by the Student Services Center (SSC) team located on the first floor of University Center on Main (UCOM). SSC was created to provide an integrated and centralized nexus point for the majority of student needs. While the SSC is staffed during regular university business hours, most of the services provided are also available online at [www.wilkes.edu](http://www.wilkes.edu). The primary goals for SSC include exceptional service to students, the effective use of technology and the pursuit of ever-improving services to all constituencies. Those in need of assistance may reach the SSC staff at (570) 408-2000 or [onestop@wilkes.edu](mailto:onestop@wilkes.edu). Some of the functions provided at SSC include:

- All financial aid functions
- All student account functions
- Most registration functions
- All cashier functions
- Meal plans
- Work-study matters

## GRADUATE ADMISSION

For admission to graduate studies an applicant must have received a baccalaureate degree from a regionally accredited institution. Ordinarily, an entering student must have completed satisfactorily a minimum of course work in designated areas, the specific courses and amount of work depending upon the field of advanced study. In some cases, programs are designed for individuals who are seeking to change professions. For specific information, you should review the specific program of interest found in detailed sections of this bulletin.

Although no specific undergraduate grade point average is a requirement for admission, it is expected that candidates for admission shall have maintained average or above-average performance during their undergraduate years.

A student whose background is judged to be deficient in any specific area of the proposed field of study or whose undergraduate grades are below standard may be asked to remedy the deficiency by taking one or more courses at the undergraduate level, without graduate credit.

Those interested in graduate programs offered at Wilkes University may apply in person, via surface mail to: The College Graduate and Professional Studies, 84 West South Street, Wilkes-Barre PA 18766, or on-line at (<http://www.wilkes.edu/applyonline>). The College of Graduate and Professional Studies is located in the lower level of Breiseth Hall, Suite 002. You may contact the office to obtain the forms and information needed to proceed with the application process by calling 1-800-WILKESU Extension 4235.

All students, whether degree-seeking or not, must complete an Application for Graduate Admission and pay the non-refundable one-time application fee. For degree-seeking students, official transcripts (signed and sealed by the higher education institutions) of all previous college and/or university work listed on the application must be submitted. Additional



program admission requirements vary based on the program. Refer to specific degree program sections for more information on the admissions criteria for each graduate program.

Students, other than international students, who are unable to complete the application process prior to the beginning of their first semester may be allowed to register for up to six credits pending processing of their applications. This policy does not imply acceptance of the student into the degree program. Students failing to complete the application process by the beginning of the second semester after their initial application may be denied the right to register for additional credits.

#### APPLICATION

Those interested in graduate programs offered at Wilkes University may apply in person, via surface mail, or on-line at [www.wilkes.edu/admission/application/default.asp](http://www.wilkes.edu/admission/application/default.asp). The Graduate and Professional Studies Office is located in the lower level of Breiseth Hall, Suite 002. You may contact the office to obtain the forms and information needed to proceed with the application process by calling 800-WILKESU Extension 4235.

All students, whether degree-seeking or not, must fill out an "Application for Graduate Admission" form and pay the one-time application fee. For degree-seeking students, official transcripts (signed, sealed and sent directly from higher education institutions) of all previous college and/or university work must be submitted. Students applying for Graduate Education programs must submit a copy of their teaching certificate (for most, but not all programs - see specific program for details). Some degree-seeking programs require letters of recommendation and some require test scores for admission. (See specific program requirements.) For information on testing, contact the Educational Testing Service, Box 955, Princeton, NJ 08540, or other appropriate organization.

Students, other than international students, who are unable to complete the application process prior to the beginning of their first semester may be allowed special admission to the program pending processing of their applications. This policy does not imply acceptance of the student into the degree program. Students failing to complete the application process by the beginning of the second semester after their initial application may be denied the right to register for courses.

#### CATEGORIES OF ADMISSION

A graduate student may be admitted either as a degree or a special non-degree student, depending upon the student's objectives. After admission to one of these categories, request for a change of status must be officially acted upon by the Graduate and Professional Studies Office.

Wilkes undergraduate students may be permitted to enroll in certain graduate courses with the approval of their advisors, the Chairperson of the Department offering the course, and the Graduate and Professional Studies Office. Credit for such courses will be at the undergraduate level.

#### DEGREE-SEEKING STUDENTS

**Regular admission** is granted to students who have completed the application process and who have demonstrated an acceptable level of academic work in their undergraduate program and are prepared for work at the graduate level in their field of specialization.

**Provisional admission** is granted to students who have not satisfied general or academic admissions requirements including missing documentation or insufficient academic credentials for regular admission. Some graduate programs may allow a provisionally admitted student to begin graduate work before or simultaneously with completion of admissions deficiencies. Individual programs will determine the maximum number of graduate credits a provisional student can complete. Upon completion of the designated graduate credits, a provisionally admitted student will either be granted regular admission or denied admission into a graduate program. Under extraordinary circumstances a student may petition the Dean of the College of Graduate and Professional Studies for an extension.

**Rejection** will be used in cases when a student does not meet the general or academic admissions requirements of the individual program.

**Cancellation.** Applications with missing documentation are considered incomplete and will be cancelled one year after the date of admission. Students who are still interested in continuing their

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studies will be asked to reapply to the program. Incomplete applications are only kept on file for one year.

**It should be noted that individual graduate programs retain the right to impose more rigorous conditions on students who have been admitted. Such conditions, if imposed, will be detailed in the letter of admission sent to the student.**

### SPECIAL NON-DEGREE STUDENTS

Individuals who are interested in completing credits for transfer to another university or for personal enrichment only need to complete a non-degree application and send a copy of their undergraduate transcript. The non-degree application will be cancelled after the maximum number of credits is reached which will be established by each program.

### PROFESSIONAL DEVELOPMENT FOR TEACHERS

Certified teachers wishing to take graduate courses for professional development are allowed to register as special non-degree students. They must complete the Application for Admission form, check status desired (special non-degree), pay the application fee, and submit a copy of their teaching certificate. While there is no limit on the number of graduate courses that teachers may take for professional development, it is understood that these courses may not fulfill requirements for a master's degree at Wilkes. Teachers should consult the Education section of this Bulletin for degree requirements as well as confer with the Director of Operations for Graduate Education in order to determine which courses are required for a specific M.S. in Education degree or Letter of Endorsement at Wilkes.

### INTERNATIONAL STUDENTS

International graduate students are required to send official transcripts to World Education Services ([www.wes.org](http://www.wes.org)) when applying for any graduate program at Wilkes University. Students applying to the University through one of our partner educational agencies or institutions are excluded from this requirement. Contact the College of Graduate and Professional Studies for more details.

Students applying through approved partner educational agencies and institutions must provide transcripts to the College of Graduate and Professional Studies. Approved applicants submitting transcripts from foreign institutions must provide official transcripts (original or certified) of all postsecondary academic course work and a certified English translation of their credentials if the originals are not in English. (Certification must be obtained from a university/school official, embassy official, the Ministry of Education or the Ministry of Foreign Affairs. Certification by a notary public is not acceptable.)

International Students are required to submit a statement of financial verification (bank or government statement indicating that you or your sponsor have on account a sum of money sufficient to pay tuition, room, board, and expenses for one academic year.

International students for whom an F-1 visa is required, must submit all required application documents, in addition to all documents described in the Application section above, at least three months prior to the beginning of the semester in which they intend to begin graduate studies. Wilkes University reserves the right to require two certified English translations of all academic records at the students' expense.

All international student applicants whose native language is not English and who hail from non-English speaking countries must take the TOEFL (Test of English as a Foreign Language) and submit the results of this test with the application for admission or provide proof that their language of instruction was English.

Official results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS).

Sufficient Scores for Graduate Work are as follows:

TOEFL Paper Based 550

TOEFL Computer Based 213

TOEFL Internet Based 79

IELTS 6

Scores on these standardized tests will determine which level of the Intensive English Program (IEP) the student will enter upon arrival. Graduate students must receive a sufficient TOEFL or IELTS score to exit the Wilkes University ESL program. No academic courses may be completed until English requirement is fulfilled. (Please see IEP exit criteria).

It is generally required that each international student submit an affidavit of support and bank statement indicating that the applicant has access to funds at least equal to one full year of tuition plus living and personal expenses in the United States. See program requirements.

The U.S. Citizenship & Immigration Services (USCIS) Department requires a certificate of eligibility (Form I-20A) to be initiated by the University prior to applying for a student visa to study in this country. Any extension of stay or employment while in the United States must have the prior approval of the regional office of the Immigration and Naturalization Service.

International students in the graduate program must maintain full-time student status (at least 9 credit hours per semester).

International students may be required to take certain courses for undergraduate credit that are not applicable to the master's degree. In some cases these courses will be specified in the admissions letter, but the Department Chairperson and the student's advisor may add requirements if a student is found to be deficient in the English language or in background knowledge in the field.

#### ***International Student Campus Requirements***

All international students must register their names with the Immigration Specialist in the Center for Global Education and Diversity as soon as they arrive to campus. The Immigration Specialist, serves as advisor on non-academic matters to all international students.

Services provided include counseling on housing, visa and other issues related to life in the United States. The Immigration Specialist provides immigration and visa information and assistance as well as advice on personal issues. The Coordinator also provides orientation to life in the United States and the American educational system; assists students in dealings with U.S. and foreign government agencies, other campus offices and departments, and the community.

#### ***International Student Academic Status***

An international student holding an F-1 visa (or equivalent) must maintain full-time status during the regular semesters (fall and spring) by registering for the minimum number of credits (currently nine) as defined by the Student and Exchange Visitor Information System (SEVIS) or for the number of credits remaining in order to complete his or her graduation requirements, whichever is less.

If such student is unable to satisfy the above condition, he or she must petition the Graduate Studies Committee. The Committee will accept only reasons recognized and specified by the United States Immigration and Naturalization Service.

An international student fulfilling the Thesis option/requirement (currently six credits) will have two continuous semesters to complete his or her work and defend the thesis. A request for an extension must be recommended by the student's Thesis Committee and approved by the Graduate Studies Committee. The decision to either grant or deny the extension must state the reasons AND the time extension granted.

An international student fulfilling the non-Thesis (Report/Project) option/requirement will have one semester to complete his or her report/project. A request for an extension must be recommended by the Program Director and approved by the Graduate Studies Committee. The decision to either grant or deny the extension must state the reasons AND the time extension granted.

***To meet the definition of CPT, the employment must meet at least one of the following criteria:***

1. The employment will yield crucial data which is ***absolutely necessary*** to complete the student's required thesis, i.e., it would not even be possible to complete the thesis without this employment.

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2. The employment is *absolutely necessary* for the student to complete a project for which he or she will receive academic credit *that directly counts towards the student's formal degree requirements*. It will be impossible for the student to complete the project without this particular employment, *and* the project will earn credits that will fulfill a specific degree requirement in the student's program.

An international student who elects to do an internship, including Curricular Practical Training (CPT), must be placed in such internship and have such internship monitored by the Office of Cooperative Education. There must be a clearly defined curricular need for such internship placement.

### NOTICE OF NONDISCRIMINATION

Wilkes University offers equal opportunities in all admission and employment policies, practices and programs. Wilkes is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle, and in compliance with Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and all other applicable laws, Wilkes University does not discriminate on the basis of race, color, religion, gender, gender identification and expression, sexual orientation, national or ethnic origin, age, disability, marital status, domestic partnership status or status as a veteran in any policies, practices or programs including, but not limited to: employment policies and practices; education and admission policies; scholarship/loan programs, athletics, and extracurricular activities.

Any questions or concerns should be addressed to the University's Title IX Coordinator:

Joseph Housenick  
Human Resources Director  
Wilkes University  
84 West South Street  
Wilkes-Barre, PA 18766  
T (570)408-4631  
[joseph.housenick@wilkes.edu](mailto:joseph.housenick@wilkes.edu)

or

Deputy Coordinator:  
Paul Adams  
Vice President for Student Affairs  
Wilkes University  
84 West South Street  
Wilkes-Barre, PA 18766  
T (570)408-4114  
[paul.adams@wilkes.edu](mailto:paul.adams@wilkes.edu)

## ACADEMIC INFORMATION

### DEGREE REQUIREMENTS

Students may be awarded the master's degree upon satisfaction of all graduate degree requirements and the following specific requirements:

1. **A completed file** (application, application fee, official transcripts, copy of teaching certificate, letters of recommendation, and any required testing).
2. **Regular admission** into a graduate program;
3. **Satisfactory completion of all requirements for the degree** to be completed within six calendar years preceding the date of the granting of the degree. If an extension of the six-year limit is needed, a request should be submitted in writing to the Graduate and Professional Studies Office. The Graduate Dean will review the request and consult with appropriate parties (graduate program director, chairperson, advisor or academic dean) and will notify the student and the appropriate administrative offices of the final decision.

4. **A minimum average of 3.0 for all graduate work** (see Grade Regulations);
5. **If a thesis is required**, the candidate should:
  - a. Be accepted by a thesis advisor and an Advisory Committee before completion of nine hours of graduate study;
  - b. Submit an acceptable thesis in the required format and quantity of copies no later than three weeks prior to the commencement at which the degree is to be conferred;
  - c. Arrange for publication of the thesis. (see Thesis Policy);

Specific requirements for graduate degrees will be found within each of the degree programs described in the following sections.

Students **CANNOT** substitute other courses for any of the required core courses in any program without the express written consent of the department chair/director.

#### REGULATIONS ON THESIS RESEARCH

Each graduate student shall select a major advisor under whose direction he/she wishes to pursue thesis research, if a thesis is required. Following acceptance of the candidate, the advisor shall appoint two other members of the graduate faculty to serve with the advisor as the student's Thesis Advisory Committee. Students in the doctoral program in Education should refer to the Handbook for Doctoral Students for more complete details on the dissertation.

Part-time students employed in laboratories on a full-time basis may be permitted to conduct their thesis research in these laboratories, if a mutually satisfactory agreement can be reached by the student, the laboratory staff, and the University. In such cases, a qualified member of the staff of the employer shall be named by the Department Chairperson to serve as a member of the student's Thesis Advisory Committee. This staff person shall be appointed an adjunct professor of the University and shall supervise day-to-day progress of the student's research.

#### MASTER'S THESIS POLICY

1. Upon approval of the thesis topic, the student and the advisor will identify the objectives, develop a timetable, and plan the distribution of credits in that timetable. This written plan will be placed in the student's files in the department office and the Student Services Office.
2. The student shall be continuously registered for a minimum of one thesis credit up to and including the semester that he/she defends the thesis and submits the final copies of the thesis.
3. The thesis objectives should be completed within the allocated number of credits and within the timetable developed; however, circumstances and the uncertainties associated with research and project work may require subsequent adjustments to the credits allocated and the timetable. Such adjustments shall also become part of the student's files in the department office and the Student Services Office.
4. Students registered for thesis credits will be awarded a grade reflecting the level and the quality of work conducted for that semester. Incomplete and audit designations are explicitly excluded as thesis grades.
5. The satisfactory completion of the thesis is indicated by passing the oral examination and obtaining the necessary approvals from the Thesis Advisory Committee, the Department Chairperson, and the Graduate and Professional Studies Office.
6. Student appeals to any provisions in this policy shall be to the Thesis Advisor, the Department, and finally to the Graduate Studies Committee.

The original and three copies of the thesis must be submitted to the Graduate and Professional Studies Office after the thesis has been approved by the Advisory Committee. One copy will be filed in the Library, one in the Graduate Studies Office and one in the appropriate department. If the student desires a personal copy bound, an additional copy should be furnished. For thesis binding fees, see section on Fees and Expenses.

#### GRADING

Numerical grades are given for graduate work:

- 4.0 = A      Academic achievement of superior quality  
 3.5 = B+     Academic achievement of good quality

## Introduction

- 3.0 = B Academic achievement of acceptable quality in meeting graduation requirements
- 2.5 = C+ Academic achievement of adequate quality but below the average required for graduation
- 2.0 = C Academic achievement below the average required for graduation
- 0.0 = F Failure. No graduate course credit

A grade of "X" indicates assigned work yet to be completed in a given course. Except in thesis work, grades of "X" will be given only in exceptional circumstances. Grades of "X" must be removed through satisfactory completion of all course work no later than four weeks after the end of the final examination period of the semester in which the "X" grade was recorded. Failure to complete required work within this time period will result in the conversion of the grade to 0. An extension of the time allowed for the completion of work should be endorsed by the instructor in the form of a written statement and submitted to the Registrar.

## APPEAL OF GRADE POLICY

Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and, subsequently, with the Department Chairperson/Director. It is expected that they will consult with the faculty member in an effort to resolve the dispute. The Chairperson/Director may also exercise the option to involve others in the discussions with the faculty member.

If satisfaction cannot be obtained, the student has the right to appeal to the Dean of the College of Graduate and Professional Studies. The appeal must be made by the end of the fourth week of the subsequent fall or spring semester. Grades themselves may not be appealed. Students may only appeal an inconsistent application of process or policy. The Dean of the College of Graduate and Professional Studies will consult with the Department Chairperson/Director and will establish an Appeal Committee of three faculty members - at least two of whom shall be from the department of the faculty member concerned, if possible. A Committee Chairperson will be appointed by the Dean of the College of Graduate and Professional Studies. The Committee Chairperson will notify the faculty member of the appeal and the composition of the Committee.

The Appeal Committee will review the student's complaint, interview the faculty member, and study the evidence presented by both parties. If necessary, the Committee may interview the student, other students or faculty in its efforts to determine the facts.

The Committee will make a report to the Dean of the College of Graduate and Professional Studies in which it reviews the issues and recommends a solution. In most cases this will be a recommendation to uphold the grade awarded by the instructor or to alter the grade that the student received. In some cases the recommendation may be to present the student with other alternatives such as the completion of additional work before a final grade is determined.

The Dean of the College of Graduate and Professional Studies, after consultation with the Provost, will inform the faculty member and the student of the recommendations of the Appeal Committee and will take the steps that are necessary to implement the recommendations.

## AUDITING

A person desiring to audit a course does not need to meet normal admission requirements, but must obtain approval to audit from the course professor and indicate "audit" on the registration form. Auditors must file the appropriate Application and pay the non-refundable application fee. The student receives no credit for courses taken as an auditor

A student enrolled in a course may apply to become an auditor by contacting the Graduate and Professional Studies Office, and must obtain approvals from the course professor. This change of status must be completed before the end of the second week of the class.

## REGULATIONS FOR WITHDRAWAL

A student may withdraw from a course during the first three weeks of the semester by informing the instructor, completing a withdrawal form that is co-signed by the student and the student's advisor, and returning the signed form to the Student Services Office within the first three weeks of the semester. A student may withdraw from a course from the end of the third week through the

tenth week only with the approval of both the instructor and the student's advisor. (The completed form must be returned to the Student Services Office by the end of the eighth week.) Thereafter, a student may withdraw from a course only for serious circumstances, as determined by the Department Chairperson or the Director/Coordinator of the appropriate graduate program in consultation with the instructor and the Graduate and Professional Studies Office. A mark of "W" indicates an authorized withdrawal from the course. Students are advised that withdrawing from a course(s) may have financial implications; see sections on "Refunds" and "Withdrawal-Return of Financial Aid Funds" in this bulletin for more information.

**It is the student's responsibility to initiate withdrawal from a course by obtaining the withdrawal form from the Student Services Center, having it signed by the appropriate personnel, and returning it to the Student Services Office within the three- or eight-week period. A grade of "0" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student.**

"W" is not a grade; it does not constitute a reflection of academic performance within a course. The appropriate grade for academic performance below the minimum standard for course credit is "0."

A "W" granted during the first three weeks reflects a decision on the part of the student, after consultation with the instructor and advisor, not to be enrolled in a course. A "W" granted during the remainder of the course constitutes recognition and agreement by the student, instructor, and advisor, that, due to some extraordinary circumstances beyond the student's control, enrollment in that course is not possible or feasible. Fear of receiving a low grade does not constitute an extraordinary circumstance.

#### ACADEMIC STANDING AND DISMISSAL

##### ***NOTE BEFORE READING THIS SECTION:***

There may be more stringent programmatic requirements regarding this policy. Students should be sure to review the appropriate section of this bulletin pertaining to their respective program.

In order for a student to maintain good academic standing in graduate programs, the student must maintain a GPA of 3.0 or higher at and after the point of completing 10 credits in his/her respective program. The 10 credit probationary allowance provides a student the opportunity to demonstrate his/her academic ability. After completing 10 credits, a graduate student whose GPA drops below a 3.0 will be dismissed from his/her respective program. Students who are dismissed may retake a course or courses as a non-degree student, which provides for the opportunity to replace one or more of their deficient grades. If the student is successful in moving his/her GPA above the 3.0 level, he/she may re-apply for acceptance into his/her program.

Only courses with grades below a 3.0 may be taken for grade replacement. If a student elects to take a course for grade replacement, the higher grade earned will be counted in the calculation of the GPA. For example, if a student earns a 2.0 and replaces the grade and earns a 2.5, the higher grade (2.5) would be used in the GPA calculation. Courses may be repeated for grade replacement only one time. Note: Students must meet all degree requirements in addition to maintaining an acceptable GPA.

Individual programs may have more stringent academic progression requirements than those prescribed by the Graduate College. Students are urged to review program-specific academic progression requirements that may be described in the section of this bulletin pertaining to their respective program.

A student who is dismissed from the graduate program may request a review of the case by the Faculty Committee on Graduate Studies. The request should be submitted in written form to the Dean of the College of Graduate and Professional Studies.

## Introduction

### STUDENT CONDUCT

Graduate students are obligated to observe the regulations governing all Wilkes University students relative to:

1. Academic honesty and integrity;
2. Respect for the rights of others relative to their safety, welfare and educational commitments;
3. The safety and security of the entire community.

Any disciplinary cases arising from a lack of observance of these regulations will be adjudicated by the Dean of the College of Graduate and Professional Studies and the Office of Student Affairs. Appeals from the decisions of this Committee may be made in written form to the Dean of the College of Graduate and Professional Studies.

Policies regarding student conduct are published in the Wilkes University Student Handbook, which is available on the web site at [www.wilkes.edu](http://www.wilkes.edu).

### COURSE NUMBERING

Courses are designated by three-digit numbers. The first digit denotes the level of the course as follows:

400-499 Courses for graduate students and advanced undergraduates

500-599 Courses for graduate students only (except with special permission)

600-699 Courses for doctoral students only (except with special permission)

### TRANSFER CREDITS

(Please see individual department information for program-specific considerations.)

A maximum of six credits of graduate credits toward a master's degree or 12 credits of post-master's graduate work for terminal degrees, done at another U.S. regionally accredited university or college may be applied toward the requirements for the degree. There is no exception to this policy. Acceptance into a graduate program is necessary before credits can be considered for transfer. Students seeking to transfer courses from another institution may be requested to produce a course syllabus and coursework so that a final determination can be made. Academic officers at Wilkes University may review the syllabus to determine if the course contains graduate level learning objectives, a sufficient number of contact hours (40-45 for a three-credit course), and an appropriate content outline containing assessments and assignments that clearly delineate student performance.

Wilkes University does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Wilkes University courses; or 4) courses taken as Pass-Fail, unless the "Pass" can be substantiated by the former institution as being a grade of B (3.0) or better.

A transfer credit form must be submitted and an official transcript provided in order for credits to be transferred. Approval for any transferred credits toward a degree program must be granted by the Program Director. Transferred academic work must have been completed within six years prior to the date of admission to the graduate program at Wilkes University, with a grade of B (3.0) or better. Grades earned in transferred courses are not included in the computation of the cumulative grade point average at the University.

Current Wilkes graduate students who seek to take a graduate course at another accredited university or college and transfer the credits back to the University must complete a "Pre-Approval Form" prior to registering for the course. An official transcript must be requested from the other institution as soon as it is available and sent to the Graduate and Professional Studies Office. All completed forms for transfer of credits should be submitted to the Graduate and Professional Studies Office.

A student cannot be approved for graduation until all transfer credits are approved by the Program Director, an official transcript has been received at Wilkes University from the institution granting the credit, and the approved transfer credits are posted to the Wilkes University transcript. All paperwork must be received prior to each semester's Wilkes graduation clearance deadline.



### CHALLENGE EXAMINATIONS

Students who desire to remove undergraduate deficiencies may do so by formal course work or by challenge examination. Challenge examinations may not be used to earn credits toward the graduate degree. Arrangements are made by the student directly with the Graduate Program Director.

### TRANSCRIPTS

Transcripts are provided by the Student Services Office (1-800-WILKESU ext. 2000). They are issued only upon request by the student in either written or electronic form. The electronic request form is available via the MyWilkes portal under the student services tab (my transcript- request an official transcript).

A student requesting a transcript in person at the University Center on Main (UCOM) must present valid identification.

Transcripts given directly or mailed to students do not carry the University seal and are not official. The seal is attached only when the transcript is mailed directly from the University to another academic institution or authorized agency.

A transcript of work completed at any college or university other than Wilkes University must be obtained directly from that institution.

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Wilkes University, in full compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student.

Wilkes University has established a policy on access to and release of student information for compliance with provisions of this Act. This policy is published in the Wilkes University Student Handbook, which is available on the web site at [www.wilkes.edu](http://www.wilkes.edu).

## GENERAL INFORMATION

### FULL-TIME STUDENT STATUS

A graduate student's status as full- or part-time is determined by the number of graduate credits the student carries in a semester. Nine graduate credits per semester is the minimum number of credits a graduate student may carry to be considered a full-time graduate student. A graduate student registered for at least six credits, but fewer than nine credits, is considered a half-time student. A graduate student registered for fewer than nine graduate credits in a semester is considered a part-time student.

### UNIVERSITY IDENTIFICATION CARDS

Wilkes University provides a photo identification card (University ID card) to all of its eligible employees and students; additionally, University approved contracted personnel will be issued a University ID card. The University ID card will be used to identify all persons affiliated and employed by the University in order to facilitate safety and security; allow the cardholder access to specific areas, services and resources; and provide other privileges as designated by the University and/or its departments. All persons affiliated with and employed by the University are required to carry their University ID card at all times.

The University ID card is intended to serve as proof of an individual's status with the University. Depending on one's status with the University, access and privileges are restricted based on specific requirements. All eligible employees, students and University-approved contracted personnel who have been issued a University ID card are required to provide the card when properly requested by an agent of the University.

If the person refuses to furnish the University ID card he/she will be removed from the building/premises and/or subject to disciplinary action. Each University ID card is the property of the University; anyone who alters or intentionally mutilates the University ID card, who uses the University ID card of another, or who allows his/her University ID card to be used by another is subject to disciplinary action.

If a card is lost or stolen it can be replaced at the University Service Center between 8:00 a.m. and 6:00 p.m. Monday-Friday. A fee of \$30 will be charged to the student's account.

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Wilkes University's ID Card Center is located at the University Service Center, 1st Floor, 148 S. Main Street (UCOM Parkade). The ID Card Center's operating hours are Monday -- Friday 8:00 a.m. to 6:00 p.m. and other designated hours established by the Campus Support Services Department.

### LIBRARY SERVICES

The Eugene S. Farley Library, named in honor of the first president of Wilkes University, is located on the corner of South Franklin and West South Streets. It is one of the largest resource libraries in the region, with more than 200,000 volumes of books and bound journals, over 430 journals and newspaper subscriptions; 25,000 full text online journals, microforms, instructional audio-video materials, and a growing collection of classic films on DVD. The library has fine collections in English and American literature, history, the sciences, and mathematics, and sizable collections in other academic disciplines reflected in the University curriculum.

Also housed in the library are the University Archives, four special collections, rooms, and a SMART classroom. Students have access to 68 desktop computers and 18 wireless laptops and iPads that can be used anywhere within the library's wireless environment. Farley Library is home to the newly constructed Alden Learning Commons, a technology rich learning environment that has four enclosed group study rooms, twenty open group study areas that can accommodate groups of one to six students, the University Writing Center, and the University Teaching Commons. The library also offers limited private office study space for graduate students.

Library hours during the academic year are from 8:00 am to 12:00 midnight, Monday through Thursday, 8:00 am to 5:00 pm on Friday, 11:00 am – 6:00 pm on Saturday, and 11:00 am to 12:00 midnight on Sunday. Summer sessions and Holiday hours, as well as any changes to the regular library schedule, are posted at the library entrance and on the library Web site. Library services are available online 24/7 at [www.wilkes.edu/library](http://www.wilkes.edu/library).

Telephone: (570) 408-4250.

### Farley Library Regulations:

Use your valid Wilkes University I.D. card to obtain library privileges.

You are responsible for all materials charged out on your identification card. A valid Wilkes I.D. enables Wilkes University students to borrow books year-round at Misericordia University, Keystone College, King's College, Luzerne County Community College, Marywood University, and the University of Scranton.

Books circulate for one month. Renewals may be made in person, by telephone, or online from the patron access area of the Farley Library catalog. A book may be renewed once. DVDs circulate for three days (no renewal). Charges are levied for all overdue and damaged materials. Failure to pay fines or to return borrowed materials will result in denial of transcripts until fines are paid and materials returned.

Periodicals, journals, reference materials, and microform materials do not circulate. Reference materials, periodicals, and journal articles in print and microfilm format may be photocopied in accordance with the provisions of the U.S. copyright law.

To provide an optimum environment for study, all cellular phones and pagers must be kept on silent alert (vibration or visible flash) while in the library.

The University reserves the right to refer for disciplinary action patrons who have violated Library policy.

#### Farley Library Services

**Reference Assistance:** Professional staff is available for assisting students in their research endeavors.

**Library Orientation:** Group library orientation can be arranged for students upon request.

**Bibliographic Instruction:** Specific instruction in the use of library collections and reference tools is available for students upon request of the instructor.

**Interlibrary Loan:** This service is provided for students, faculty, and staff to supplement research needs. Inquire at the Reference Department for details.

**Media Services:** Media staff will have audiovisual equipment needed for classroom usage delivered to sites on campus. At least a 24-hour notice is required. Videos and DVDs may be reserved one week in advance of the expected need. The Library Media Room (Room 002) is also available, on a first-come, first-served basis, for classes or events.

**Reserve Materials:** Collateral course reading materials placed on reserve by faculty are maintained at the Circulation Desk.

Photocopying facilities for printed materials and micro materials are available in the library. A color copier is located on the first floor. Users are reminded to observe the restrictions placed on photocopying by the U.S. copyright law. The law and interpretive documents are available at the Circulation Desk.

Online searching of auxiliary databases is available by appointment through the Reference Department to support faculty research.

#### Music Collection

Darte Hall, on the corner of South River and West South Streets, houses a separate collection of music scores and recordings. For information about accessing materials housed in the music collection, call (570) 408-4420.

#### Pharmacy Information Center (Pharmacy Library)

The Pharmacy Information Center provides resources and services for student and faculty of the Nesbitt School of Pharmacy. It houses an up-to-date collection of drug information materials in print and electronic forms and provides a means for pharmacy students to become more proficient in the selection, evaluation, and use of drug information. The collection in the PIC is non-circulating; however, many additional books that support the pharmacy curriculum are housed in the Farley Library and non-reference titles may be borrowed from there. All School of Pharmacy journals are housed in the PIC. In addition to these print sources, students have access to a number of computerized resources, both on and off campus.

The PIC is generally open Monday – Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am – 4:00 pm. The PIC follows the University holiday schedule. The librarian is available only until 4:00 pm.

Telephone: (570) 408-4286.

#### PIC Regulations:

Books, periodicals, and reserve materials may not be taken from the center.

Smoking and food and beverages other than water are prohibited in the PIC.

Students will respect others' need for quiet and refrain from behavior that can be regarded as disruptive or a detriment to a positive learning environment.

Cell phones must be turned off or set to vibrate while in the PIC. Calls must be answered outside.

#### PIC Services:

**Reference Assistance:** The librarian will assist students in locating materials and using library resources.

**Bibliographic Instruction:** The librarian will give individual or group instruction in the use of specific reference tools.

**Interlibrary Loan:** Needed books or journal articles that are not owned by Wilkes University may be obtained through Interlibrary Loan at no charge. Most article requests are filled within a few days.

**Photocopying:** A card-operated photocopier is available in the PIC. Please see the librarian to purchase or add money to a debit card.

#### HOUSING AND DINING

There are no housing facilities exclusively for graduate students on the Wilkes campus. Nor does the University provide accommodations for married couples or families. Graduate students are housed in University residence halls only on a space-available basis. Graduate students who are interested in living on campus should contact the Office of Residence Life to determine space availability.

The University Dining Hall, located on the third floor of the Henry Student Center, is open to members of the Wilkes community.

For casual dining, the Rifkin Cafe is located on the first floor of the Henry Student Center, and a cafe is also located on the first floor of UCOM. For information on meal plans, graduate

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students should contact the University Service Center on the first floor, 148 S. Main Street (UCOM Parkade).

### PARKING

Wilkes maintains parking areas on- and off-campus, and use of these facilities on week-days until 4:30 p.m. is by permit only. Except for resident parking lots, these areas are open for graduate student parking on weekends, and after 4:30 p.m. on weekdays, without a permit. Parking permits are issued on a varied schedule based on the applicant's relationship with the University and the availability of parking spaces. For information about the application process, contact the Campus Support Services Department at ext. 2349 (Verify extension).

A limited number of handicapped spaces are available in the on- and off-campus parking areas. Arrangements for a handicapped permit can be made through the Campus Support Services Department, on the first floor, 148 S. Main Street (UCOM Parkade).

### BOOKSTORE

Wilkes University and King's College, through Barnes & Noble College Booksellers, Inc., operate a joint bookstore facility on South Main Street, adjacent to Public Square. The "academic superstore" is designed to meet the needs of students as well as the community at large. The store features full textbook services -- both new and used; a full selection of general trade books; a local authors section, a full-service Starbucks Café and lounge chairs and tables. It also houses a "spirit" shop featuring logo merchandise for Wilkes University. A full selection of textbooks, supplies, and logo merchandise is available for purchase on the Barnes & Noble web site, [www.bncollege.com](http://www.bncollege.com)

### HEALTH SERVICE

The Office of University Health Service maintains regular hours while the University is in session for the fall and spring semesters. A Nurse Practitioner and a Registered Nurse are available while Health Service is open, and a physician is available at specified hours during the week. Appropriate referrals are made as necessary to community physicians and hospitals. The Office of University Health Service does not provide clinic hours during the summer months. In times of escalating health care costs it is essential for students to have health insurance coverage.

### CAREER SERVICES

The Office of Career Services is the liaison between the University and potential employers in business, industry, government, and educational institutions. Various services are offered to assist students at all stages of their career development. Students are encouraged to participate in this service by registering at Conyngham Hall at 130 South River Street.

## FINANCIAL INFORMATION

### TUITION AND FEES

All payments can be directly mailed to: Wilkes University—Student P.O. Box 8500-54693. Philadelphia, Pa 19178-4693. Discover and MasterCard payments can be made on the Wilkes University web site, [www.wilkes.edu](http://www.wilkes.edu). Any questions concerning charges or payments should be directed to 570-408-2000 or [onestop@wilkes.edu](mailto:onestop@wilkes.edu). Payments can be made in person at the cashier's window, located on the first floor of University Center on Main (UCOM).

Several plans have been developed to assist students who do not have the cash in hand, and it is suggested that these plans be considered when special assistance is needed. Students may consult with the Financial Aid Director for information regarding scholarships and loan programs.

Subject to the regulations concerning refunds, the total tuition is considered fully earned by the University upon completion of registration by the student.

The following chart summarizes graduate and professional student expenses for the 2010-2011 academic year, which officially begins with the Summer Session, 2010\* Students are referred to the course descriptions in this Bulletin for laboratory and other fees associated with particular courses. Inquiries about particular charges should be addressed to the Controller's Office. *Note that graduate and professional school tuition and some fees are program specific.*

## GRADUATE AND PROFESSIONAL PROGRAM TUITION AND PROGRAM-SPECIFIC FEES

## Doctoral and Professional School (Pharmacy) Tuition and Fees

**EDUCATION (Ed.D)**

Ed.D.	\$484 per credit hour <i>(2011 Summer Session Only)</i>
Ed.D.*	\$494 <i>(2011-12 Academic Year, Summer 2012 Only)</i>
Application Fee	\$45

**NURSING (DNP)**

Tuition	<i>\$709 per credit</i>
Technology Fee	\$15 per credit

**PHARMACY (Pharm.D.)****First Professional (Pharmacy School) Tuition and Fees:**

Full-time Tuition (12-18 credits)	\$14,260 per semester
General University Fee	\$688 per semester

Pharmacy Clerkship Fee	\$500 per semester
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## Master's Programs Tuition and Fees:

<b>M.A. in Creative Writing And M.F.A. in Creative Writing</b>	\$622 per credit hour
Application Fee	\$45
Acceptance Deposit	\$250 (one-time fee)
General University Fee	\$62 per credit hour
Thesis Reader Fee	\$300 (one-time fee)
<b>M.B.A.</b>	\$740 per credit hour
<b>M.S.Ed.</b>	\$387 per credit hour <i>(2011 Summer Session Only)</i>
<b>M.S.Ed.*</b>	\$395 per credit hour <i>(2011-12 Academic Year, Summer 2012 Only)</i>
<b>M.S. in Engineering</b>	\$740 per credit hour
<b>Management</b>	\$811 per credit hour
<b>M.S.E.E.</b>	\$811 per credit hour
<b>M.S.M.E.</b>	
<b>M.S. (Mathematics, Mathematics Education)</b>	\$811 per credit hour
<b>M.S. (Nursing)</b>	\$500 per credit hour
<b>M.S. (Nursing/Professional Master's)</b>	\$13,417 per semester <i>(2011-12 Academic Year, Summer 2012 Only)</i>
<b>GENERAL FEES:</b>	
Application Fee	\$45 (one-time fee)
Audit Fee	One-half of tuition cost
Challenge Examination Fee	\$90 per credit hour
English as a Second Language Fee	\$6,023 per semester
General Fee	\$62 per credit hour
Graduation Fee	\$165 (charged to all graduating students in their last semester)
Thesis Binding Fee	\$20 per copy

## Introduction

### Transcript Fee

The first transcript is free of charge; the fee for the second and subsequent transcripts is \$15 per copy.

Individual departments have the right to charge laboratory and breakage fees as appropriate.

Third-Party Billing and Deferred Payment forms may be picked up at the Controller's Office in UCOM or on the Wilkes web site. These forms must be submitted each semester.

**Note:** The Controller's Office is prohibited from signing graduation clearance forms until any outstanding balance is paid in full. Graduates who have requested the deferred payment option must pay the final semester balances personally before clearance forms are signed (or have a written guarantee from their employer that the amount will be paid to Wilkes regardless of course completion or final grade). Those prospective graduates not complying with the above policy will not be cleared until actual cash payment is received from their employer.

### PAYMENT OF CHARGES

Prior to the beginning of each semester, invoices listing all current semester charges and approved financial aid are mailed to all registered students. All payments can be mailed directly to Wilkes University - Student / P.O. Box 8500-54693 / Philadelphia, PA 19178-4693. Discover, Visa and Mastercard payments can be made on the Wilkes University web site ([www.wilkes.edu](http://www.wilkes.edu)) or by calling the Student Accounts Office at (570) 408-2000. Any question concerning charges or payments should be directed to (570) 408-2000 or [billings@wilkes.edu](mailto:billings@wilkes.edu). Payments can be made in person at the cashier's window located on the first floor of University Center on Main (UCOM).

Students who fail to pay all indebtedness to the University shall not be permitted to receive any degree, certificate, or transcript of grades. Nor shall they participate in Commencement activities.

### FALL AND SPRING FULL-TIME TUITION

The unfunded cost of full-time tuition and fees will be paid or satisfactory arrangements made with the Controller's Office two weeks before the day on which classes begin. Unfunded costs are defined as the total of all appropriate charges for tuition, fees, room and board, etc., less the total of all approved financial aid awarded or credited to the student account for each semester or other instructional period. Satisfactory arrangements are defined as:

- a. Enrollment in the Monthly Payment Option plan (discussed below);
- b. Participation in the Deferred Employer Reimbursement plan;
- c. Enrollment in one of the third-party, sponsored tuition coverage plans (ROTC Scholarship, Bureau of Vocational Rehabilitation, Office of the Blind, etc.).

If the payment in full or satisfactory arrangements are not made two weeks before the first day of class each semester, the registration for that semester will be cancelled and the student will not be allowed to attend classes. In order to be reenrolled and reregistered, the student will be required to pay a late registration fee of \$50 in cash before registering. Students whose accounts are two payments late will be cancelled from the Monthly Payment Option plan and the full unpaid amount will immediately become due and payable. All students who fall into this category and those students who have been written off as bad debts or have been turned over to a collection agency will not be eligible for consideration of any other alternative financial arrangements.

Students who have applied for a Stafford Loan (Guaranteed Student Loan) where approval has not been granted by the bank will be required to pay the lesser of \$300 or 25% of the loan requested two weeks before the first day on which classes begin. If the Stafford Loan (Guaranteed Student Loan) is subsequently approved, refunds of overpayments will be made after the loan check is posted to the student's account.

### SUMMER, FALL, AND SPRING PART-TIME TUITION

Charges for summer and/or part-time tuition and fees must be paid in full two weeks before the first day of classes unless covered by the Deferred Employer Reimbursement policy. The deferred payment policy is described below.

**DEFERRED PAYMENT POLICY (EMPLOYER REIMBURSED)**

Deferred payments for employer reimbursement and third party payor arrangements will be permitted, provided the student makes application and receives approval and delivers the completed documents two full weeks before classes begin. Graduating students are not eligible for the deferred payment option.

**MONTHLY PAYMENTS**

Wilkes has developed an interest-free, Installment Payment Plan to help ease the burden of financing an education. Arrangements may be made to finance the total unfunded cost of tuition and fees.

The following are some of the financial institutions that provide educational loans for parents and students:

Key Education Resource Group: for information, call 1-800-KEY-LEND

CitiAssist Loan at Citibank: for information, call 1-800-967-2400

Signature Loan at Sallie Mae: for information, call 1-800-695-3317

**REFUNDS****TUITION REFUND POLICY**

1. Non- participation students who are dropped from a course for not satisfying the requirement for initial course participation are refunded 100 percent of the course tuition.
2. The following schedule applies to learners in all credit bearing programs for all terms that follow traditional, accelerated and online formats.
3. Students who request an exception to the tuition refund policy due to extenuating circumstances should submit a request in writing to the Tuition Refund Appeals Committee for review

**REFUND SCHEDULE\***

<b><i>Withdrawal or Drop Date Based on Percentage of Course Completion</i></b>	<b><i>Tuition Adjustment (L</i></b>
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0-13% course completion (includes first class session for all courses)	
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14-20% course completion	
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21-27% course completion	
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28% course completion- end of term	
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\*All fees charged by the university are non-refundable

**ASSISTANTSHIPS AND COUNSELORSHIPS**

The University awards a limited number of graduate assistantships. Positions are posted by department on the Wilkes web site. Applications for these assistantships must be filed with the Department Chairperson/Manager based on the application deadline listed in the posting. The department then reviews the graduate assistantship applications and a recommendation for awarding assistantships is made to the Dean of the College of Graduate and Professional Studies. Award letters are then sent to the individual or individuals who have been named as graduate assistants.

**CRITERIA FOR SELECTING GRADUATE ASSISTANTS**

1. Regular admission to the program or current student with good academic standing (3.0 GPA or higher).
2. Students admitted under Conditional Classification may apply for an assistantship after completion of nine semester hours of graduate credit with a cumulative average of 3.0 or higher.
3. Completion of Graduate Assistant on-line application process.
4. Ability and willingness to perform the duties outlined in the job posting and assigned by the Director/Department Chair of the respective program.

## FINANCIAL AID

### INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

Wilkes University subscribes to the belief that the primary responsibility for financing the cost of higher education rests with the student and his or her family, and Wilkes is committed to providing resources to make that cost affordable. Toward that end, the University maintains an extensive program of need-based and merit-based financial assistance in the form of scholarships, grants, loans, and part-time employment to assist qualified students. This program is made possible by substantial annual gifts from generous friends and alumni of the University, which are combined with a variety of funding types provided by the federal and state governments.

Financial assistance for qualified students is awarded in the form of financial aid packages, which consist of a combination of grants, scholarships, loans, and employment opportunities. All students are encouraged to apply for both need-based and merit-based financial assistance.

Students with questions about financial aid or students seeking applications for financial aid should contact the Student Services Center or Admissions Office. More detailed information regarding the financial aid programs and requirements is included in the Consumer's Guide to Financial Aid, Costs, and Charges at Wilkes University, which is also available at the Financial Aid Office and on the Wilkes University Web Site (go to <http://www.wilkes.edu/pages/132.asp>).

### Financial Aid Application Procedures

**NOTE:** Students must be enrolled or accepted for admission at the University before their application for financial aid will be considered.

1. Complete the Free Application for Federal Student Aid (FAFSA).
2. Complete the appropriate state application for financial aid.
3. If applying for University-administered aid, complete applications for Federal Pell Grant and a State Grant/Scholarship (if available).
4. Students who wish to participate in the Federal Direct Stafford Loan or the Federal Direct Grad PLUS Program or both must also complete the appropriate promissory note application.

### Financial Assistance Programs - Summary\*

Federal Direct Stafford Loan    FAFSA - Free Application for Federal Student Aid

First time borrowers must complete Federal Student Loan Entrance Counseling:

<https://studentloans.gov/myDirectLoan/index.action>

First time borrowers must complete the loan application process, Master Promissory Note through their lender of choice. MPN is good for ten years as long as lender participates and student remains enrolled.

Online Student Loan Entrance Counseling

Contact Wilkes Student Service Center

Federal Direct Unsubsidized Stafford Loan    FAFSA - Free Application for Federal Student Aid

First time borrowers must complete Federal Student Loan Entrance Counseling:

<https://studentloans.gov/myDirectLoan/index.action>

First time borrowers must complete the loan application process, Master Promissory Note lender participates in the program and student remains enrolled.

Online Student Loan Entrance Counseling

Contact Wilkes Student Service Center

### RENEWAL OF FINANCIAL AID

Need-based financial aid is awarded on an annual basis. The renewal of need-based financial aid is not automatic and failure to submit renewal applications may result in the loss of financial aid.



Students must, therefore, reapply for financial assistance each year, and renewal of awards is based on the timely completion of all required documents and on the student's continued eligibility for assistance.

Students must reapply for financial assistance each year, and renewal of awards is based on the timely completion of all required documents and on the student's continued eligibility for assistance.

The deadline for requests for renewal of financial aid is May 1. In addition to demonstrating continued financial need, students must also meet specific academic progress requirements to qualify for renewal. These requirements are explained in detail in the Consumer's Guide to Financial Aid.

## LOANS

Financial assistance for which the recipient assumes the obligation to repay the amount of the funds received. Most educational loans provide for payment of principal and interest to begin sometime after the student graduates or stops attending an approved institution on at least a half-time basis.

### IMPORTANT TERMS

**Academic Grade Level:** Graduate programs are divided into two grade levels; the first 15 graduate credits are grade level 6 and the remainder of the program is grade level 7.

**Academic Progress:** For continued participation in the loan programs, students must meet specific academic progress requirements, which include the successful completion of a specific number of credits based on their enrollment status and the maintenance of a 3.0 cumulative grade point average.

**Enrollment Status:** Full-time is 9 graduate credits per semester; half-time is 6 graduate credits per semester.

**Graduate Student:** A student who has been **officially** accepted as a candidate in a graduate degree program. A completed file has been reviewed and an acceptance letter has been issued.

### FEDERAL DIRECT STAFFORD LOANS

The Federal Direct subsidized Stafford Loan is a federal program that enables students to borrow money from the Department of Education. It is available to graduate students who are enrolled on at least a half-time basis and who show financial need. The loan is interest-free while the borrower is enrolled at least half-time and for the first six months following termination of such enrollment. The government pays interest on subsidized loans while the student is enrolled in graduate school on at least a half-time basis. Graduate students may apply for \$8,500 per academic year.

Interest begins to accrue the seventh month after the student ceases to be enrolled on at least a half-time basis.

Repayment of principal and interest begins six months after the student ceases to be enrolled on at least a half-time basis.

The Federal Direct Stafford Loan differs from the subsidized Loan in that the student must pay the interest on the loan while enrolled or have the interest capitalized. This loan is for students who do not qualify for a Subsidized Loan because of lack of financial need for any or all funds under the Subsidized Stafford Loan program.

A borrower who is eligible for a portion of the Subsidized Stafford Loan may borrow the difference from the Unsubsidized Stafford Loan program. The maximum loan limit includes a combination of the subsidized and unsubsidized loan.

The borrower is expected to make quarterly interest payments while the student is enrolled in graduate school or have the interest capitalized. The loan carries a flexible interest rate.

Repayment of the principal begins six months after the student is no longer enrolled on at least a half-time basis.

## Introduction

### ADDITIONAL UNSUBSIDIZED STAFFORD LOAN

Graduate students are eligible to apply for additional Unsubsidized Stafford Loan funds which are over and above the Stafford Loan maximums described above. The maximum additional amount is \$12,000 per academic year with an aggregate limit of \$138,000.

This loan carries the same interest rate and repayment obligation as described under the section on Stafford Loans.

### FEDERAL DIRECT GRADUATE PLUS LOANS

A Graduate Plus Loan is a low-interest education loan provided to graduate and professional students through the Federal Family Education Loan Program. This program supplements the Federal Stafford Loan Program and should only be used after a student's Stafford eligibility is exhausted.

### WITHDRAWAL - RETURN OF FINANCIAL AID FUNDS

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from the University during the first 60% of a semester will have their federal financial aid ( Stafford Loans and Grad PLUS Loans) adjusted based on the percentage of the semester completed prior to the withdrawal. That is, students will be entitled to retain the same percentage of the federal financial aid received as the percentage of the semester completed. This percentage is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process at the Registrar's Office unless attendance in class is documented after that date; in that case, the last date of documented attendance will be the official date of withdrawal. (See section on Withdrawals in this Bulletin.)

Students who do not follow the official withdrawal procedure but who stop attending classes for all of their courses will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of at least 60% of the semester.

Once the amount of the federal fund to be returned has been calculated, the funds will be returned in the following order:

Federal Direct Unsubsidized Stafford Loans

Federal Direct Subsidized Stafford Loans

Federal Direct Grad PLUS Loans.

Please note that students who receive a refund of financial aid prior to withdrawing from the University may owe a repayment of federal financial aid funds received. Students will be contacted by the Student Services Center in such situations and will be given 30 days to repay the funds to the University. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

## GRADUATION

**It is the responsibility of the graduate student to sign up for a graduation audit *no later than ninety days* prior to the date of the Commencement Exercise at which the student expects to be graduated.** This is done by registering for GRD-000-B (0 credits/\$165.00 graduation fee) during the beginning of the final term before graduation.

If registration is completed, students may call or write to the Graduate and Professional Studies Office or Student Services Office to notify of intent to graduate. A completed file and acceptance into a graduate program are required for graduation. Transfer credits (approval forms and official transcripts) must be received before each semester's graduation clearance deadline. Students changing their status from non-degree seeking to degree-seeking must do so at least a year prior to graduation.

Graduating students may participate in one of the two commencement exercises held over the calendar year. These exercises occur in May and September of each year. Diplomas given during September ceremonies will always be dated as the fourth Saturday in August. There is no commencement ceremony in January, although graduations are still processed for the fall term.



# BUSINESS ADMINISTRATION

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## BUSINESS ADMINISTRATION

Anthony L. Liuzzo, J.D., Ph.D., Director  
Karen M. Alessi, MBA, Associate Director  
Kathleen Houlihan, MBA, Associate Director

### MASTER OF BUSINESS ADMINISTRATION (MBA)

The Master of Business Administration program is part of the Jay S. Sidhu School of Business and Leadership, which combines a strong core business education with the development of skills for authentic leadership and ethical business practices.

The Sidhu School's Master of Business Administration degree program expands business knowledge, management skill and leadership capability of early and mid-career professionals from many disciplines, functions, and jobs to enhance their success at work, adding value both for the student and for the organizations with which the student is associated. It serves individuals in professional, functional, administrative and managerial roles who seek to improve their level of performance and their prospects for advancement, by providing a strong foundation in general management through the development and integration of knowledge and skills in functional areas essential to effective management and leadership of a business. Students are encouraged to focus the program of study in a way that is relevant and adds value to the roles they carry out at work and roles into which they may be promoted, and to initiate a systematic process of development as effective leaders as they continue to progress through their careers. In addition, the MBA Program seeks to contribute to the success of the businesses and organizations in which MBA candidates work, by enhancing key skills essential for organizational performance and adding to the quality of the pool of managers and leaders in these organizations.

The Accreditation Council for Business Schools and Programs (ACBSP) has accredited the graduate program which affirms the excellence of these programs to graduate and professional schools as well as potential employers and therefore serves as a major competitive advantage for students completing business programs at Wilkes.

MBA students are encouraged to participate in the broader life of the Wilkes University community. An active MBA Student Association provides programming of interest to its members, and gives them a voice with the administration of the Sidhu School and the University at large. The Sidhu School also sponsors an active chapter of Delta Mu Delta, an honorary business society that recognizes the highest levels of academic achievement by undergraduate and graduate students. Annual awards recognize outstanding scholarship and leadership among MBA candidates.

#### MISSION

The business program of Wilkes University, in its continuing effort to maintain excellence in teaching, serves as a resource to the University and to the community of businesses, entrepreneurial enterprises, not-for-profits, and governmental agencies, by preparing students for lifetime leadership roles and professional and personal contributions. The learning-centered Wilkes business program maintains an integrated curriculum, faculty, and facility designed to provide students and the community with knowledge and information addressing the traditional functional and cross-functional content areas of the business and accounting disciplines; proffers course-work and real world active learning experiences that provide analytical, problem-solving, interpersonal, technological, and communication competencies; and challenges students to develop sensitivity to the public policy and ethical dimensions of decision-making in an economy that is closely interrelated with a rapidly changing, diverse, and global community.

#### PURPOSE

The curriculum leading to the Master of Business Administration degree at Wilkes emphasizes a general, broad-based approach to graduate business education. Students acquire the quantitative and judgmental skills necessary for a manager to succeed. The program provides advanced training in the functional areas of business and also provides the opportunity for specialization in a selected field through additional training in Accounting, Entrepreneurship, Finance, Human Resources Management, International Business, Marketing, Operations Management, or Organizational Leadership and Development. The core objectives of the MBA include:

- To develop professional managers, with emphasis on the organization, operation, and control of an enterprise;
- To enable individuals to create and evaluate alternative courses of action as a procedure for making decisions;
- To give business persons an understanding of international business policies and practices;
- To prepare these business persons for the challenge of understanding and appreciating the cultural and subcultural similarities and differences in various business environments;
- To prepare students for further training through post-graduate and/or doctoral studies in business and related disciplines.

The program provides management education at the master's level for students with varied undergraduate backgrounds: business and economics, engineering and science, and others.

Master of Business Administration courses are offered on weekday evenings and in a year-round weekend format. Weekend courses are offered on Saturday and Sunday every third or fourth weekend, five weeks per trimester.

The Jay S. Sidhu School of Business and Leadership is a member of both the Accreditation Council of Business Schools and Programs and The Association to Advance Collegiate Schools of Business. The MBA program is accredited by the Accreditation Council of Business Schools and Programs.

#### ADMISSION REQUIREMENTS

Applications are invited from individuals who have earned undergraduate or graduate degrees in any discipline or field of study. To be considered for admission, the applicant must meet the following minimum requirements:

1. Submit to the Graduate Admissions Office a completed graduate application for admission with payment of appropriate application fee;
2. Demonstrate satisfactory performance as an undergraduate by providing a complete set of official undergraduate transcripts to the Graduate Admissions Office.

To be accepted on a **regular** basis, a candidate for the Wilkes MBA must have obtained a cumulative GPA of at least 3.0 in his/her undergraduate degree program. A prospective student with a GPA of less than 3.0 may be accepted into the MBA program on a conditional basis. To change to regular status, the conditionally accepted MBA student must maintain no less than a 3.0 for each course in the first six graduate credits of the MBA program. Failure to maintain the minimum 3.0 in any course will result in dismissal of the conditionally accepted student from the MBA program.

A student granted provisional admission into the MBA program will be permitted to take a maximum of 6 graduate credits in this admission category. Upon the completion of 6 graduate credits, a provisionally admitted student will either be granted regular admission or denied admission into the MBA program.

The MBA Program at Wilkes practices intensive self-directed student advising. A student accepted into the program is immediately assigned an advisor. Advising sessions are used as an opportunity to communicate effective managerial role models, changing job market conditions, student career ambitions and strengths, and to identify course scheduling options. The focus of the advising process is to encourage students to develop a responsible and rewarding career.

#### DISTINCT OBJECTIVES OF THE MBA PROGRAM

**Business Ethics:** To provide students with a set of principles that govern actions of moral conduct in order that they might operate ethically in today's business environment.

**Communication:** To enhance the skills necessary to effectively transfer information applicable to any discipline through presentations, team projects, and interactions with peers.

**Decision-Making:** To teach students the mental processes of problem identification and resolution techniques needed to perform critical thinking, enabling them to make important decisions.

**Diversity:** To teach students how to interact with people of various cultures and backgrounds by immersing students in a diverse climate in order to better prepare them for today's global business environment.

**Leadership:** To develop in students the potential to influence others in order to accomplish organizational goals by exposing them to theories of organizational leadership and development, and fostering that growth with projects throughout the course of their studies.

**Professionalism:** To showcase professionalism by placing students in a variety of interactive settings that require adherence to rules of conduct and proper practices.

**Social Responsibility:** To instill in students the concept of acting responsibly in order to benefit and serve society.

**Team Performance:** To provide meaningful opportunities to cultivate teamwork throughout the course of studies through various projects, and measuring their success.

#### MBA DEGREE REQUIREMENTS

The total number of credits required for the MBA is 48; the total number of credits that may be waived is 12. MBA Core Courses cannot be taken on an independent basis. The MBA degree is earned by completion of five distinct tiers. These are summarized below.

**Tier I (3 credits): The Signature** - This tier is comprised of a signature course, MBA 500, Business and Leadership, which introduces students to the eight distinct objectives (business ethics, communication, decision-making, diversity, leadership, professionalism, social responsibility, and team performance). The course is required as either a prerequisite or a co-requisite to all other core and elective courses in the MBA Program.

**Tier II (0-12 credits): The Foundation** - This is a series of twelve courses, each bearing one credit. Waivers are granted if the student, within ten years of admission to the Wilkes MBA Program, has completed an equivalent credit-bearing course, while earning a grade of B or better. In addition, waivers for up to three of these twelve courses may be granted at the discretion of the MBA Director to students who have demonstrated, through ten or more years of educational and/or experiential background, proficiency in the material covered in such courses. The twelve one-credit courses are as follows:

- MBA 5011 - Foundations of Financial Accounting
- MBA 5012 - Foundations of Managerial Accounting
- MBA 5013 - Foundations of Finance
- MBA 5021 - Foundations of Management
- MBA 5022 - Foundations of Marketing
- MBA 5023 - Foundations of Law
- MBA 5031 - Foundations of Macroeconomics
- MBA 5032 - Foundations of Microeconomics
- MBA 5033 - Foundations of International Business
- MBA 5041 - Foundations of Statistics
- MBA 5042 - Foundations of Operations Management
- MBA 5043 - Foundations of MIS

**Tier III (18 credits): The Core** - This tier is comprised of the following six courses:

- MBA 512 - Business Research Design and Methods
- MBA 520 - Marketing Management
- MBA 532 - Managerial Economics
- MBA 540 - Financial Management
- MBA 560 - Financial and Managerial Accounting
- MBA 580 - Business and Public Policy

**Tier IV (9 credits): The Electives** - All MBA students are required to successfully complete three courses from those listed below. All students must declare a concentration, and each student must select at least two of these three courses in his or her concentration area. The nine concentrations, and the electives that satisfy these concentrations, are as follows:

- Accounting - MBA 545 - Investment and Portfolio Management; and MBA 566 - Advanced Topics in Accounting.
- Entrepreneurship - MBA 527 - e-Business for Marketers and Entrepreneurs; and MBA 585 - Corporate Entrepreneurship.
- Finance - MBA 545 - Investment and Portfolio Management; and MBA 546 - Advanced Topics in Finance.
- Health Care Administration - MBA 546 - Advanced Topics in Finance; and MBA 577 - Topics in Health Care Management.
- Human Resources Management - MBA 553 - Advanced Leadership Theory; and MBA 555 - Human Resources Law and Compensation.
- International Business - MBA 536 - Advanced Topics in International Business; and MBA 537 - Global Business Experience.
- Marketing - MBA 526 - Advanced Topics in Marketing; and MBA 527 - e-Business for Marketers and Entrepreneurs.
- Operations Management - MBA 513 - Applied Business Models; and MBA 516 - Advanced Topics in Operations Management.
- Organizational Leadership and Development - MBA 553 - Advanced Leadership Theory; and MBA 554 - Organizational Diagnosis, Development, and Change.

**Tier V (6 credits): The Capstone** - All MBA students must satisfy a capstone requirement, including MBA 591, Strategic Management and Policy, a general capstone course covering all functional areas and all distinct objectives; and MBA 592, Advanced Projects in Business. In this latter course, the student is expected to perform work in his or her concentration. All work is monitored by a faculty supervisor, and in all cases, students offer a brief oral presentation on their work to faculty and peers. In addition, in all cases, a written paper or other research product is prepared and submitted by the student. These papers are published by the Sidhu School. Opportunities for this advanced work result from (a) business research, (b) internship / consulting, (c) community service, and (d) mentorship in the Sidhu School. Students are encouraged to register for MBA 591 and MBA 592 simultaneously in their final semester of study.

#### CONCENTRATION DESCRIPTIONS

- Accounting – The Accounting concentration covers a range of topics, including corporate financial reporting, financial and tax planning, accounting policies and practices, and advanced management accounting. The concentration helps to develop the strategic perspective needed to interact effectively with executive management and strengthens the ability to succeed in management positions.
- Entrepreneurship – The Entrepreneurship concentration is designed to foster skills in innovative thinking, risk assessment, resource acquisition, and project management, as applied to numerous types of business start-up, corporate entrepreneurship, and e-business initiatives. By incorporating theoretical models and practical applications, students practice creating entrepreneurial value in areas such as organizational structures, leadership, culture, climate, and strategy.
- Finance – The Finance concentration focuses primarily upon the development of the decision-making and problem-solving skills required to successfully plan and manage the financial activities of an organization. Emphasis is placed upon financial forecasting, capital budgeting, working capital management, capital structuring, securities valuation, financial markets structure and behavior, investment portfolio construction, and risk management. It is useful for individuals interested in general management, corporate financial management, and the design and delivery of financial services to corporate clients.
- Health Care Administration – The Health Care Administration concentration identifies the key components and organization of the health care delivery system, and provides insights into the marketing of health services, health law, and approaches to financing, public policy, workforce development, and ethics in the context of the health care sector. It is of value to managers in organizations that deliver health care services, supply inputs such as insurance, pharmaceuticals, and medical equipment to the health care system, or purchase services from the health care system on behalf of employees or customers.



- Human Resources Management – The Human Resources Management concentration is designed to provide in-depth examination of HR theory and practices, including applicable laws and compensation policies. Students will develop skills necessary to lead and manage employees; including business ethics, communication, decision-making, diversity, leadership, professionalism, social responsibility, and team performance. It is useful for both practicing managers and HR professionals.
- International Business – The International Business concentration is designed to provide an overall view of the practical principles and methods of advanced practices in the global economy. It deals with the implications of international business for managers in any business dealing with aspects of the evolving global economy and for their organization's strategy, structure, and functions.
- Marketing – The Marketing concentration is designed to provide a strategic foundation for marketing decision-making. It highlights the importance of effective market planning by taking a step-by-step approach. This includes environmental and competitive analyses, information gathering, tactical decisions regarding marketing strategy (target markets and the marketing mix), and marketing implementation and control. Emphasis is placed on written and verbal communications skill development by giving students the opportunity to analyze business problems. It is of value for those interested in business management or the marketing profession.
- Operations Management – The Operations Management concentration is designed to provide managers with analytical concepts and tools for the management of operations and the decision-making process within the scope of the supply chain. Students will develop the skills necessary to make decisions regarding the design, direction, and control of the processes that transform inputs into products and services for customers.
- Organizational Leadership and Development – The Organizational Leadership and Development concentration combines content required for successful organizational decision-making. It incorporates the examination and development of personal leadership skills, while exploring the conditions under which a variety of leadership styles have been found to be most effective. The student is exposed to business problem analysis and given the opportunity to study change in the workplace. It is of value to general managers and functional managers faced with strategic or organizational complexity, uncertainty, and instability, as well as those interested in careers in organizational and change management consulting

## MBA WEEKENDER DATES, 2011-2012

### **Summer 2011**

May 14, 15

June 4, 5

June 25, 26

July 16, 17

August 6, 7

August 13, 14

### **Fall 2011**

August 27, 28

September 17, 18

October 8, 9

October 29, 30

November 19, 20

December 3, 4

### **Spring 2012**

January 14, 15

February 4, 5

February 25, 26

March 17, 18

April 14, 15\*

April 21, 22

*\*Note: Four -week interval between classes*

## BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

### TIER I - SIGNATURE COURSE

MBA 500. BUSINESS AND LEADERSHIP  
THREE CREDITS

This course introduces the distinct objectives of the MBA program, including business ethics, communication, decision-making, diversity, leadership, professionalism, social responsibility, and team performance, in the context of traditional theories and models of organizational behavior.

### TIER II - FOUNDATION COURSES

MBA 5011. FOUNDATIONS OF FINANCIAL ACCOUNTING  
ONE CREDIT

An overview of the accounting system and the applicable accounting principles and practices used by accountants and managers in decision making, planning and control, and the preparation of financial reports.

MBA 5012. FOUNDATIONS OF MANAGERIAL ACCOUNTING  
ONE CREDIT

A study of the essential foundations of managerial accounting. The course includes accounting and analysis techniques used in decision-making activities such as financial statement analysis and budgeting.

MBA 5013. FOUNDATIONS OF FINANCE  
ONE CREDIT

An introduction to the principles of financial theory and practice. Topics to be surveyed include financial decision-making, the financial model of the firm, financial markets, working capital management and capital budgeting.

MBA 5021. FOUNDATIONS OF MANAGEMENT  
ONE CREDIT

A foundation course that reviews theories of management and organizational behavior as they have been developed and applied in organizations. Topics will include the functions of managers, the decision-making process, leadership, social responsibility, ethical considerations and the special problems of operating in a global environment. The course is intended for graduate students who have not completed an undergraduate course in management within the past five years.

MBA 5022. FOUNDATIONS OF MARKETING  
ONE CREDIT

An introduction to the principles and practices of marketing. Topics will include consumer behavior, segmentation and targeting, marketing research, marketing mix and planning, promotional issues, pricing issues, services marketing, and global marketing.

MBA 5023. FOUNDATIONS OF LAW  
ONE CREDIT

A foundation for business managers to operate within the legal environment, and for individuals to engage in commercial transactions, including principles of contract law and property law.

MBA 5031. FOUNDATIONS OF MACROECONOMICS  
ONE CREDIT

A study of the essential foundations of macroeconomics. The course will introduce the problem of scarcity, and supply and demand analysis to the student. Additionally, the course will focus on a variety of topics including national income, unemployment, inflation, monetary, and fiscal policy.

MBA 5032. FOUNDATIONS OF MICROECONOMICS  
ONE CREDIT

A study of the essential foundations of microeconomics. The course will introduce the problem of scarcity and the concept of opportunity cost. Additionally, the course will focus on a variety of topics including the theory of the firm, and the efficiency of resource allocation under various market structures.

## Business Administration

### MBA 5033. FOUNDATIONS OF INTERNATIONAL BUSINESS

ONE CREDIT

An introduction to the field of international business and international trade. Business enterprise in international trade, effects of economic, political, and social environment on international business and international trade.

### MBA 5041. FOUNDATIONS OF STATISTICS

ONE CREDIT

This course introduces students to the essential elements of applied statistical analysis appropriate for business organizations. It is intended for students who have never studied business statistics or those wishing to refresh their knowledge of probability theory, descriptive statistics and data relationships. Spreadsheet software will be used extensively; students registering for this course must have basic working knowledge of Microsoft Excel.

### MBA 5042. FOUNDATIONS OF OPERATIONS MANAGEMENT

ONE CREDIT

This course teaches students how to obtain information from data, and how to build models for making decisions. The goal is to sharpen the student's ability to approach business-related problems by integrating methods and applications.

### MBA 5043. FOUNDATIONS OF MIS

ONE CREDIT

This course introduces the fundamental concepts underlying the design, implementation, control, and evaluation of business-oriented computer based information systems, office automation, information reporting, and decision-making.

## TIER III - CORE COURSES

### MBA 512. BUSINESS RESEARCH DESIGN AND METHODS

THREE CREDITS

This course presents methodology appropriate for conducting research in business organizations. It includes a brief review of introductory MIS principles, the business research process, and a discussion of ethics in the research process. The course will focus on research design and sampling methods, sources and collection of data, probability and probability distributions, estimation and hypothesis testing, and the presentation of data (both oral and written). The emphasis of the course is on data analysis and spreadsheet use in statistics and management science. Course activities may include case analyses, research, application of advanced techniques, and/or utilization of various information technologies.

Prerequisite(s): MBA 500 (co-requisite), MBA 5041, MBA 5042, MBA 5043.

### MBA 520. MARKETING MANAGEMENT

THREE CREDITS

This course presents a strategic foundation for marketing decision-making. It integrates the tactics of information gathering, environment analysis, competitive analysis, product positioning and the implementation of strategic positioning. Emphasis is placed on written and verbal communications skill development.

Prerequisite: MBA 500 (co-requisite), MBA 5022.

### MBA 532. MANAGERIAL ECONOMICS

THREE CREDITS

Problems of the firm and how to solve them. Price and output determination with analysis of cost and demand functions in markets of various types as well as decision-making under conditions of uncertainty and over time. Emphasis is given to firm's role in the global economy and the theory of international trade. The course will deal with the application of economic theory to business practice.

Prerequisite: MBA 500 (co-requisite), MBA 5031, MBA 5032.

### MBA 540. FINANCIAL MANAGEMENT

THREE CREDITS

A survey of the tools and techniques currently employed by financial decision makers when evaluating organizational performance and developing future courses of action. Emphasis will be placed upon working capital management and capital budgeting techniques.

Prerequisite: MBA 500 (co-requisite), MBA 5011, MBA 5012, MBA 5013.

MBA 560. FINANCIAL AND MANAGERIAL ACCOUNTING  
THREE CREDITS

A basic understanding of both internal and external accounting principles and techniques with appropriate application to decision models. Financial and managerial accounting concepts and issues are considered from the viewpoint of the report users.

Prerequisite: MBA 500 (co-requisite), MBA 5011, MBA 5012.

MBA 580. BUSINESS AND PUBLIC POLICY  
THREE CREDITS

This course introduces students to the varied diverse stakeholders who impact directly and indirectly on business policy and public policy formation. Included is analysis of the ways in which the interests of the customer, the creditor, the shareholder, the employee, the government, and the society interface with optimal decision-making by business organizations. The course utilized current business issues to provide students with the opportunity to think and write critically and entrepreneurially, while being sensitive to ethical, global, and policy dimensions.

Prerequisite: MBA 500 (co-requisite), MBA 5023.

TIER IV - ELECTIVE COURSES

MBA 513. APPLIED BUSINESS MODELS  
THREE CREDITS

This course presents a variety of quantitative models applicable to both routine and non-routine business decisions. This course teaches students how to obtain information from data, and how to build models for making decisions. The goal of the course is to sharpen the student's ability to approach business-related problems by integrating methods applications. The focus of the course is on understanding the meaning of both the numbers and the methods, not necessarily on the manual computations. Topics may include (but are not limited to) regression and correlation analysis, time series analysis and forecasting models, and quality and productivity management. Course activities may include case analyses, research, application of advanced techniques, or and/or utilization of various information technologies

Prerequisite: MBA 512 or equivalent.

MBA 516. ADVANCED TOPICS IN OPERATIONS MANAGEMENT  
THREE CREDITS

This course will address select advanced topics in operations management. The goal of the course is to enhance the student's ability to approach business-related problems by integrating advanced methods and applications. The focus of the course is on understanding the meaning of both the numbers and the methods, not necessarily on the manual computations. Topics may include (but are not limited to) simulation modeling in Microsoft Excel, optimization modeling and applications, stochastic modeling and queuing theory applications, and inventory management and modeling. Course activities may include case analyses, research, application of advanced techniques, and/or utilization of various information technologies.

Prerequisite: MBA 512 or equivalent.

MBA 526. ADVANCED TOPICS IN MARKETING  
THREE CREDITS

This course will address select advanced topics in marketing. Topics will include business-to-business marketing, consumer behavior, international marketing, new product development, promotion management, and other current issues.

Prerequisite: MBA 520.

MBA 527. E-BUSINESS FOR MARKETERS AND ENTREPRENEURS  
THREE CREDITS

This course examines the core business areas of marketing and entrepreneurship as they relate to an e-Business strategy. It focuses on e-Business multi-channeling that fuses digital services with retail channels to meet the needs of marketers and entrepreneurs. The major strategic concepts of the e-Business paradigm will be discussed along with analyzing the possible advantages and disadvantages. Class participation will center on the insightful analyses of new ways to use technology to become more profitable. Students will demonstrate skill in creating a full online e-Business platform using HTML, JavaScript, and XML coding.

Prerequisite: MBA 520.

## Business Administration

### MBA 536. ADVANCED TOPICS IN INTERNATIONAL BUSINESS

THREE CREDITS

This course is designed to acquaint the student with the practical principles and methods of advanced International Business practices. Subjects covered will include the development and management of exports and imports, channels of trade, the mechanics of the international monetary system, foreign credits, strategies and structures of international business, as well as the essential major theories required to understand the economic issues associated with international business.

Prerequisite(s): MBA 500 (co-requisite), MBA 5033.

### MBA 537. GLOBAL BUSINESS EXPERIENCE

THREE CREDITS

This course is a combination of readings, research, and direct experience. The course provides an overview of a Western European Society. A ten-day field trip in Western Europe is a major learning experience of the course. Site visits are made in a number of cities in European countries. Site visits include Cities, Regions, and Business and travel centers. Arrangements for travel are made during the summer and fall, and travel in the spring. The purpose of the course is to create a global learning experience using Western Europe as a medium to facilitate the student's understanding of the global business environment.

Prerequisite: MBA 500(co-requisite).

### MBA 545. INVESTMENT AND PORTFOLIO MANAGEMENT

THREE CREDITS

This course offers a study of advanced methods of security analysis and valuation, including derivative products. Additionally, asset allocation models are examined, with special focus upon portfolio construction and management, including Modern Portfolio Theory. Also analyzed are explanatory theories of market behavior and their efficiency.

Prerequisite: MBA 540

### MBA 546. ADVANCED TOPICS IN FINANCE

THREE CREDITS

This course will address select advanced topics in finance. Topics include, but are not limited to, financial markets and institutions, the theories and strategies of derivatives, organizational risk management and insurance, and financial modeling.

Prerequisite: MBA 540

### MBA 553. ADVANCED LEADERSHIP THEORY

THREE CREDITS

This course introduces students to advanced leadership theory and application. Students engage in analysis of the various leadership styles. Course content gives the student the knowledge required for effective and efficient organizational decision-making. There is a strong emphasis on recognizing assumptions and limitations of these models and the interpretation of results. Opportunities are given to integrate course material with personal leadership experiences. Emphasis is placed on the student's personal leadership development using a series of self-assessment instruments.

Prerequisite(s): MBA 500, MBA 5021.

### MBA 554. ORGANIZATIONAL DIAGNOSIS, DEVELOPMENT, AND CHANGE

THREE CREDITS

Organizational Diagnosis, Development and Change explores complex organizations as dynamic organisms in need of constant care and attention. Topics included in the course will enable individuals interested in such OD activities to maintain the composure of the organization through times of hyperchange so that continuous improvement and total quality management can be sustained without losing the competitive edge of the organization.

Prerequisite(s): MBA 500, MBA 5021.

### MBA 555. HUMAN RESOURCES LAW AND COMPENSATION

THREE CREDITS

This course offers a survey of best practices in the area of human resources, with particular attention toward responding to the legal and financial environments. Students will learn to analyze the impact that statutory, administrative, and case law have upon human resource management. Design, management, and administration of compensation methods, as well as recent developments in benefits packages, are covered.

Prerequisite: MBA 580

**MBA 566. ADVANCED TOPICS IN ACCOUNTING**  
THREE CREDITS

This course will address select advanced topics in accounting. Topics include corporate financial reporting, financial and tax planning, accounting policies and practices, advanced management accounting, and other current issues.

Prerequisite: MBA 560.

**MBA 577. TOPICS IN HEALTH CARE MANAGEMENT**  
THREE CREDITS

This course will address select topics in health care management. The purpose of the course is to provide the student with an understanding of how applying managerial techniques can improve the delivery of high quality healthcare. Topics may include (but are not limited to) health law, epidemiology, marketing, finance, comparative health care systems, and public policy. Course assignments may include case studies, research and field interviews of acknowledged experts in the field. Prerequisite(s): MBA 500 (co-requisite), MBA 5021.

**MBA 585. CORPORATE ENTREPRENEURSHIP**  
THREE CREDITS

This course presents an exploration of corporate entrepreneurship in its many forms and manifestations. This course will cover companies that exemplify corporate entrepreneurship philosophies and practices. In addition to entrepreneurship, the course will deal with innovation, venturing, and new product development. Topics will include processes, management practices, organizational culture, 23 current practices and trends, and opportunities within a corporate environment.

Prerequisite: MBA 580.

**MBA 595.596. INDEPENDENT RESEARCH**  
THREE CREDITS EACH

Independent study and research for advanced students in the field of the major under the direction of a staff member.

**MBA 598. TOPICS**  
THREE CREDITS

Special topics in a major field. This course will be offered from time to time as interest and demand justify it.

**TIER V - CAPSTONE COURSES**

**MBA 591. STRATEGIC MANAGEMENT AND POLICY**  
THREE CREDITS

The capstone course integrates a business approach to strategic decision-making which encompasses the business functions of marketing, production, finance, and human resource management. The course will facilitate both conceptual and experiential integration of functional concepts and techniques from the core courses as well as enhance the written and oral communication skills of students.

Prerequisite(s): 24 MBA credits of Core plus Electives.

**MBA 592. ADVANCED PROJECTS IN BUSINESS**  
THREE CREDITS

This course requires that the student perform advanced research and writing in his or her concentration area. Such research must be approved by the instructor in advance and shall be based upon (a) Independent Study; (b) Internship/Consulting; (c) Community Service; or (d) Mentorship. All work is monitored by the instructor, and students are required to offer a brief oral presentation on their work to faculty and peers. In addition, a written paper or other approved product will be prepared and submitted by the student. It is expected that papers and other course products will meet the quality standards for publication by the Jay S. Sidhu School of Business and Leadership.

Prerequisite(s): 24 MBA credits of Core plus Electives.

# CREATIVE WRITING

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## CREATIVE WRITING

Bonnie Culver, Ph. D., Program Director

J. Michael Lennon, Ph. D., Program Co-Founder

### *Master of Arts in Creative Writing (low residency)*

### *Master of Fine Arts in Creative Writing (low residency)*

#### ACCREDITATION

In October, 2004, the Pennsylvania Department of Education and the Middle States Association of Schools and Universities approved the Wilkes proposal for the M.A. program. The University graduated its first class in June 2006. In September 2010, the Pennsylvania Department of Education approved the addition of the Master of Fine Arts to the graduate creative writing degree offerings at Wilkes University.

#### ADMISSION

Students will be accepted into the Master of Arts in Creative Writing based almost entirely upon the required writing samples - the application essay and creative writing sample. Students applying to this program should hold a bachelor's degree from an accredited college or university. However, since the M.A. is a degree in creative writing and not an English degree, students without a bachelor's may apply. Such applicants must provide a very strong writing sample and writing history. No GREs are required. Applicants must submit the following for consideration:

- Completed Application.
- \$45 non-refundable application fee.
- Official transcript of all college work, undergraduate and graduate.
- Two letters of recommendation, (optional, required only for students applying for graduate assistantships).
- Creative writing sample... A 15-25 page writing sample from any genre or genres of published/unpublished work that best demonstrates your creative ability.
- Essay response...A 5-10 page response to the following three questions:
  1. Where are you in time and how did you get there?
  2. What are you going to do in the program?
  3. What will you do with your program accomplishments following graduation?
- Resume, including creative citations.

Students may enter the program in either the January or June residency. Project terms begin following each residency and continue until the next residency (approximately 6 months).

Students interested in the Master of Fine Arts must first complete the Master of Arts in Creative Writing. Students in the existing M.A. may apply for admission into the M.F.A. no earlier than the last term of the M.A.

#### TRANSFER CREDITS

The Master of Arts in Creative Writing addresses the life, craft, and business aspects of becoming and remaining a professional creative writer. Because much of the curriculum design is tailored to the individual student and his/her thesis project and because the program offers no electives, the M.A. does not accept transfer credits from another institution.

#### DEGREE REQUIREMENTS

##### **(30 credit hour minimum)**

**The Master of Arts in Creative Writing is a 30-credit, *low-residency* program in five areas:: fiction / poetry / screenwriting / playwriting / creative nonfiction.**

##### **(48 credit hour minimum)**

### *The Master of Fine Arts in Creative Writing (low residency M.F.A.)*

Students complete the required 30 credit hour minimum and the Master of Arts in Creative Writing plus 18 additional credit hours to earn the Master of Fine Arts degree.

**Certificate Option (15 credit hours)**

A certificate in one genre is also available. Students complete the first 15 credits of the Masters program. This option is suited for:

- students who do not wish to pursue the master of arts, but wish to explore writing;
- students who do not possess a bachelor's degree, but demonstrate talent in writing;
- students who are conditionally admitted to the program.

After completing nine credits hours, students in the certificate program may apply for enrollment in the Masters program. The credits in the certificate program automatically transfer into the Masters program.

**All graduate creative writing programs include two components...**

**Residencies and Project Semesters** — which are outlined below. Specific credit requirements for the degree and certificate follow this discussion.

1. **RESIDENCIES** are eight-day-long on-campus courses that are usually team taught and include required and optional faculty lectures, readings, performances, class discussions, and panel discussions as well as student readings. This is a time to plan project work and meet with instructors and the program director. The following courses are residencies: CW 501R, CW 510R, CW 516R, and the capstone, CW 525R. **Minimum required:** 4, including capstone. The M.F.A. requires one additional residency - CW 616R.
2. **PROJECT SEMESTERS** are writing and reading project work times, beginning with foundation courses in two genre areas and ending with the final project master thesis semester. The following courses are project courses: CW 502, CW 503, CW 504, CW 505, CW 506, CW 512, CW 514, and CW 520. **Minimum foundations courses:** 2; **Minimum project terms:** 3; Courses delivered online. The Master of Fine Arts requires the following additional online courses - CW 612, CW 614, and CW 620.

## MA IN CREATIVE WRITING PROGRAM GOALS

### THESIS REQUIREMENTS

**To satisfy the Masters of Arts in Creative Writing thesis requirement:**

*Students, graduating with a Master of Arts in Creative Writing, will produce and present a full-length text and support materials that demonstrate the mastery of requisite standards, processes, and procedures for bringing that project into its appropriate public venue.*

### THE WRITER'S LIFE

Acknowledging and understanding the spiritual, psychological, physical, discipline, habits, and support mechanisms required for continued sustenance for the writing life.

**At the completion of this program, students will be able to:**

1. Articulate the strengths and weaknesses of and discriminate between the archetypal models of writerly lives as they build a writing life plan of their own design.
2. Articulate the strengths and address the weaknesses of the work of their peers, as well as their own work and their writing process.

### CRAFT AND TECHNIQUE

Demonstrating the mastery of one's major area of study through the practice of writing in various forms including the demonstrable and the proven ability to critique one's own work and that of others honestly and vigorously.

Most creative writing programs spend most or all of their assigned time in workshops and in one-on-one critiques that emphasize this area of study. The Wilkes program also spends a great deal of time on studying how a text "works," whether it be a classic model, students' work, or a peer's draft. This study asks students to dissect texts and break them down into their basic elements. To become a better writer, students must learn how to objectively analyze and critique a wide range of texts in their areas of study.

**At the completion of this program, students will be able to:**

1. Describe the breadth and depth of knowledge of the historical context and tradition of the range of forms, conventions, and styles within their selected major and minor areas.

## 2. Demonstrate competency in the technology of their major genre area.

### ART DELIVERY METHOD

Studying the multiple and appropriate pathways in which one's creative work becomes public, including knowing the research methods, business practices, and genre-specific conventions that writers need to obtain notice of and appreciation for their work.

This program strand addresses the business, economic, and genre-specific opportunities for your work. Faculty panels from each genre will introduce this idea to students in the first residency. As students move through the program, the faculty and their mentors will work with students to understand both the business practices and the appropriate pathway for their work.

### At the completion of this program, students will be able to:

1. Understand the legal and ethical standards and the practical issues of their profession, and demonstrate that knowledge through the residencies and portfolio work of the program.
2. Speak and write to people in professional venues of their area in a confident manner.

### CAPSTONE REQUIREMENTS

The Master of Arts in Creative Writing Capstone is where students have a chance to demonstrate their full mastery of their major area that meet all of the student learning outcomes listed above. A unique quality of the Wilkes M.A. is how that work comes together in the final capstone. All capstones, no matter which area the graduate selects, must have both a written and spoken component and must also meet specified graduation criteria. The order for the final thesis and some samples are included in other lessons in this section of CW 520. ALL THESES MUST BE PRESENTED IN STANDARD INDUSTRY-SPECIFIC FORMATS PER GENRE.

**The following are the area specific requirements for the Master of Arts in Creative Writing capstone:**

### POETRY

During the final residency (CW 525R) poets will present a formal reading from their finished poetry chapbook or poetry collection. The formal reading will be limited to ten minutes followed by a Q & A from faculty, mentors, and other students. **Some or all work must be recited.)**

### THESIS/Support materials will include:

- THESIS-(24-50 pages, chapbook; 50+ pages., collection)
- A query letter (1-2 pages)
- Writing Self-Analysis Essay, including Writing Life Plan
- Artist's statement (1 page.)
- Final annotated bibliography of all readings leading to the thesis project, from CW 512-520.

### FICTION

During the final residency (CW 525), fiction writers will present a formal reading from their manuscript, which will be either a novel or short story collection. The formal reading will be limited to ten minutes, followed by a Q & A from faculty, mentors, and other students.

### THESIS/Support materials will include:

- THESIS- (Novella, novel, or short story collection- 120 page minimum)
- A query letter (1-2 pages)
- Writing Self-Analysis Essay, including Writing Life Plan
- Jacket blurb (bio) (1 page.)
- Final annotated bibliography of all readings leading to the thesis project, from CW 512-520.

## Creative Writing

### PLAYS

Playwrights will work through the pre-residency with an assigned director to cast and to prepare the play for a formal staged reading that will be held during the CW 525 capstone or off-campus at a designated theatre. Experienced actors, appropriate to the work, will be utilized. Playwrights will be prepared to answer questions about their work and processes, following the staged reading.

#### **THESIS/Support materials will include:**

- THESIS-(Full-length play, collected one-acts, or performance piece 80+ pages)
- A query letter (1-2 pages.)
- Playwright's bio (1 page.)
- Writing Self-Analysis Essay, including Writing Life Plan
- Play synopsis (1-2 pages.)
- Final annotated bibliography of all readings leading to the thesis project, from CW 512-520.

### SCREENPLAYS

Screenwriters will work with their writer mentors in the pre-residency to prepare their script for a table reading during their final residency (CW 525R). Readers will include actors, cohort members, and other available readers. Screenwriters must be prepared to present a "pitch" to a film producer, agent, or director before the reading and to answer process questions, following the table reading.

#### **THESIS/Support materials will include:**

- THESIS-(Full-length screenplay, collected feature shorts, 80+ pages.)
- The "pitch"
- A query letter (1-2 pages.)
- Writing Self-Analysis Essay, including Writing Life Plan
- Screenplay treatment (2-4 pages.)
- Final annotated bibliography of all readings leading to the thesis project, from CW 512-520.

### CREATIVE NONFICTION

During the final residency (CW 525R), fiction writers will present a formal reading from their completed full-length manuscript, which will be either a novel or short story collection. The formal reading will be limited to ten minutes, followed a Q & A from faculty, mentors, and other students.

#### **THESIS/Support materials will include:**

- THESIS-(Full-length manuscript or collection of short works)
- A query letter (1-2 pages.)
- Writing Self-Analysis Essay, including Writing Life Plan
- Back flap copy (bio) (1 page.)
- Final annotated bibliography of all readings leading to the thesis project, from CW 512-520.

### COURSE SEQUENCE

#### **Degree Requirements | 30 credits (minimum)**

<b>First Residency</b>	<b>First Project Semester</b>	<b>Credits</b>
CW 501R	The Professional Writer	3
<i>Two of the following foundation courses, one for certificate students</i>		
CW 502	Writing Fiction	3
CW 503	Writing Poetry	3
CW 504	Writing Screenplays	3
CW 505	Writing Stageplays	3
CW 506	Writing Creative Nonfiction	3
<b>Second Residency</b>		
CW 510R	Planning the Writing Life	3
<b>Second Project Semester</b>		

CW 512	Genre & Context	3
CW 514	Writing Projects	3
<b>Third Residency</b>		
CW 516R	Final Project/Thesis Plan	3
<b>Third Project Semester</b>		
CW 520	Final Project/Thesis	6
<b>Fourth Residency</b>		
CW 525R	M.A. capstone	3
		30 credits

CW 530 Continuous registration to complete thesis project, as needed 1-6 credits

## CREATIVE WRITING M.A. COURSE DESCRIPTIONS

### FIRST RESIDENCY

CW 501R. THE PROFESSIONAL WRITER  
THREE CREDITS | RESIDENCY COURSE

An introduction to the Writer's life, tools, craft, and the basic elements of the five areas of study. Students begin with pre-residency readings and exercises. Course is completed in residency.

### First Project Semester

Students will select any two of the following foundation courses. Each of these courses will be delivered online by faculty from each area in the Project semesters.

CW 502. WRITING FICTION  
THREE CREDITS

This is an intermediate course in writing fiction. Students will study, explore, and practice the process, form, and discipline of writing fiction. Students will write and analyze a variety of short fiction samples that demonstrates their understanding of basic fiction elements, point of view, and narrative style.

CW 503. WRITING POETRY  
THREE CREDITS

This is an intermediate course in writing poetry. Students will study, explore, and practice the process, form, and discipline of writing poetry. Students will write and analyze a variety of poems that demonstrate their understanding of basic poetic elements, diverse forms, and poetic style.

CW 504. WRITING SCREENPLAYS  
THREE CREDITS

This is an intermediate course in writing screenplays. Students will study, explore, and practice the process, form, and discipline of writing screenplays. Students will write and analyze a variety of scenes that demonstrate your understanding of basic film design, diverse forms, and cinematic styles.

CW 505. WRITING PLAYS  
THREE CREDITS

An intermediate level course in writing plays. Students will explore, study and practice the process, forms, and discipline of writing all forms of stage plays. Students will write and analyze a variety of scenes and short plays that demonstrate their understanding of the basic stage elements, theatrical conversations, and dramatic forms.

## Creative Writing

### CW 506. WRITING CREATIVE NON-FICTION

THREE CREDITS

This is an intermediate level course in writing creative nonfiction. Students will explore, study and practice the process, forms, and discipline of writing all forms of creative nonfiction. Students will write and analyze a variety of scenes and short plays that demonstrate their understanding of basic narrative elements, point of view, factual research, and narrative prose styles.

### CW 510R. PLANNING THE WRITING LIFE

THREE CREDITS | RESIDENCY COURSE

Students create project outlines and writing proposals for drafting new work in their major field of study. Course is team-taught in residency by a team of faculty members from all disciplines in a series of modules including: research, fair use, copyright introduction, arts delivery methods, intro to oral interpretation for writers. Students will attend lectures, group workshops and readings throughout the week.

## Second Project Semester

### CW 512. GENRE AND CONTEXT

THREE CREDITS

Students will read, analyze, critique, and discuss in-depth their agreed upon reading list with a mentor writer. Individually the student will write responses to each assigned text and complete an annotated bibliography (of the reading list approved by the writer mentor).

### CW 514. WRITING PROJECTS

THREE CREDITS

An upper-level drafting semester where students will begin drafting their thesis project and demonstrate their competency and understanding of the form and discipline of that area of study. The work and the students' plan for completing their thesis will be presented in the following residency course. Taken in conjunction with the CW 512 Genre and Context course.

## Third Residency

### CW 516R. FINAL PROJECT/THESIS PLAN

THREE CREDITS | RESIDENCY COURSE

An upper-level course in critique, analysis, and self-evaluation. During this intense residency week, the students will stand and deliver their proposed projects in a variety of ways, an analysis and critique of their own work, and present their work plan for the thesis project semester that must be approved by mentor faculty. Students will attend presentations within each of their genres addressing topics such as; business correspondence, making a pitch, and writing a query letter and how to polish their thesis for CW 520. Students will meet one-on-one with their faculty mentors and the program director to gain full approval of their writing proposal by week's end.

## Third Project Semester

### CW 520. FINAL PROJECT

SIX CREDITS | THESIS

The M.A. thesis project semester is an intense immersion in the writing, revision, and completion of a full-length manuscript, required supporting documents, and a plan for a genre-specific public presentation during the capstone residency. Students will work closely one-on-one with a mentoring faculty member through e-mail, hardcopy draft exchanges, and other mentor approved communication methods.

## Final Residency

### CW 525R. MASTERS CAPSTONE

THREE CREDITS | RESIDENCY COURSE

The final presentation and public reading of each M.A. students' completed writing project. Each work will receive a written critique and final outside reading by an agent, editor, producer, or director. This residency week will include several seminars and workshops aimed at moving the

individual project towards its appropriate public venue. Those students continuing onto the MFA will work with a mentoring faculty team throughout the week to prepare them for CW 612, CW 614. Students attend readings, faculty presentations, and group meetings during this week.

Optional

CW 530. CONTINUOUS REGISTRATION

ONE - SIX CREDITS

This course allows students to continually register where needed for further revision in preparation of their final project. Students must continually register until revisions are complete or they complete the required capstone.

## MFA IN CREATIVE WRITING GOALS

**To satisfy the Masters of Fine Arts in Creative Writing degree requirements:**

*Students, graduating with a Master of Fine Arts in Creative Writing, will revise their Master of Arts thesis to produce a publishable manuscript or begin a new project, building upon the strengths of the M.A. thesis. Additionally, they will produce and present a literary analysis paper, complete a term-long internship in teaching or publishing, and submit a final portfolio that chronicles their work in the entire program, all of which demonstrate their understanding and utilization of their literary tradition and the best practices of teaching pedagogy or the publishing industry.*

THE ANALYSIS PAPER

Acknowledging and understanding the diverse forms, styles, and ongoing tradition of the student's chosen literary genre.

**At the completion of this program, students will be able to:**

1. Describe the breadth and depth of knowledge of the historical context and tradition of the range of forms, conventions, and styles within their selected major area.
2. Demonstrate an understanding of the literary tradition and where their own work lives within that literary spectrum.

THE TEACHING/PUBLISHING INTERNSHIP

Utilizing the multiple and appropriate teaching methodologies in beginning, workshopping, critiquing, and sustaining the creative work of others, including knowing the diverse strategies, best practices, and genre-specific exercises that lead to the creation of student work.

**At the completion of this program, students will be able to:**

1. Demonstrate an understanding of how best to teach or work in a variety of artists-in-residency or publishing venues.
2. Demonstrate competency in the best practices of teaching creative writing or in the business of supporting writers and their work in the publishing industry.

THE FINAL MFA PORTFOLIO

Demonstrating the understanding of the best practices of effective teaching and sustaining creative work, in various ways, including the demonstrable and the proven ability to critique and facilitate the creative work of others honestly and vigorously while continuing to produce one's own creative work.

FINAL M.F.A. portfolio will include:

1. revised M.A. thesis (or new project);
2. 25-65 page craft chapter or essay; (part of CW 612)
3. copies of materials developed, written in internship;
4. final annotated bibliography of readings from entire program;
5. final summary of program work *vis a vis* a self-analysis paper.

**At the completion of this program, students will be able to:**

## Creative Writing

1. Understand the legal and ethical standards and the practical issues of the teaching or publishing profession, and demonstrate that knowledge in the residencies and portfolio work of the program;
2. Demonstrate competency in the best practices of creative writing pedagogy or the business practices of the publishing industry;
3. Demonstrate advanced writing competency in their own creative work;
4. Demonstrate an advanced knowledge of contemporary literature in their area of study in an oral and written presentation of their analysis of assigned texts.

## CREATIVE WRITING M.F.A. COURSE DESCRIPTIONS AND SEQUENCE

### RESIDENCY #1

Students will begin the M.F.A. coursework during the Master of Arts Capstone residency (CW 525R). Students begin that work by attending additional modules taught by literature PhD faculty and meetings with all faculty during that residency. Students will receive a formal reading list from the faculty and develop their analysis plan in those formal meetings and discussions with faculty.

### Project Term #1 -CW 612. Literary Analysis

#### SIX CREDITS

Reading, analyzing, and preparing an extensive graduate paper that demonstrates the students' understanding of the history, tradition, various forms, and diverse styles of contemporary literature in one area of study-fiction, creative nonfiction, film, drama, or poetry. Reading list will be provided by the faculty and students' essays' approach must be approved by faculty mentor and the Program Director.

Final paper presentation is made at the subsequent residency. Hard copy of paper is 25 to 65 pages.

### CW 614. Revision Term

#### THREE CREDITS

Students will have the opportunity to continue to work with a faculty mentor to revise their creative thesis and prepare it for publication/production OR begin a new project, built upon the strengths of the Master of Arts thesis.

### Residency #2 -- CW 616R. Writing in Education/Publishing

#### THREE CREDITS/RESIDENCY COURSE

Students will be required to make a formal paper presentation during this residency to complete CW 612. Students will complete work generated by team-taught modules to prepare them for either a teaching or publishing internship. They will meet with peers, mentoring faculty and create and deliver mini-lesson plans for proposed courses or a study plan in publishing. Such work must be drawn upon the best practices of the pedagogy of teaching creative writing or working in publishing in a variety of settings. Students will continue to sharpen their own oral and writing skills as they build an acceptable syllabi, course materials/internship goals for an internship and sample lessons/work plan by week's end. By week's end, students will have an internship experience and internship supervisor assigned to them.

### Project Term #2 -- CW 620. Writing in Education/Publishing Internships

#### SIX CREDITS

Students will be required to teach creative writing in one or several various educational venues from a series of artists-in-the schools residencies to for-credit adjunct/full-time course work OR complete an internship with a magazine, small press, or literary agency. Students will document their work through student portfolios and will be supervised by a faculty mentor. In whatever experience students select, they must demonstrate student contact hours of no less than 40 hours per term for teaching and 20 hours per week for publishing internships. Students will present a final analysis of their teaching or publishing experience in writing and orally at term's end.

### CW 630. Continuous Registration

#### ONE TO SIX CREDITS

This course allows students to continually register where needed for further revision in preparation



of their final project. Students must continually register until revisions are complete or they complete the required capstone.

# EARTH AND ENVIRONMENTAL SCIENCES

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## EARTH AND ENVIRONMENTAL SCIENCES

Brian E. Whitman, Ph.D., Chairperson

Earth and Environmental Sciences graduate courses may be taken by special students or may be applied toward graduate degrees offered by other departments. Students planning to apply these credits toward degree programs should secure the approval of their academic advisor prior to inclusion in their course of study.

## GRADUATE CERTIFICATE IN SUSTAINABILITY MANAGEMENT

Marleen Troy, Ph.D., Program Director

The online certificate in Sustainability Management is a 12-credit program that trains students in environmental sustainability standards and management practices. This program will equip students with the knowledge to take on and implement sustainability-related projects in the workplace by providing:

- a comprehensive overview of sustainability standards,
- effective assessment practices,
- the tools to design a sustainability plan and
- implement solutions in the workplace.

The Sustainability Management program is appropriate for students of most educational and professional backgrounds, including those working in:

- education,
- health care,
- commercial real estate,
- manufacturing,
- non-profits,
- government.

This unique learning opportunity is offered in a condensed subject-focused format, allowing students to complete the program in as little as 16 months, all while taking one class at a time. Credit is available at the graduate and undergraduate level, as well as for professional continuing education. To earn the certificate students must complete the following course series:

- SUS 501 - Introduction To Sustainability
- SUS 502 - Metrics Of Sustainability
- SUS 503 - Sustainability Implementation
- SUS 504 - Industry-Focused Sustainability

## EARTH AND ENVIRONMENTAL SCIENCES COURSE DESCRIPTIONS

EARTH & ENVIRONMENTAL SCIENCES 491. PRACTICUM  
THREE TO SIX CREDITS

EARTH & ENVIRONMENTAL SCIENCES 498. ADVANCED TOPICS  
ONE TO THREE CREDITS

Selected topics covering a variety of atmospheric, hydrospheric, and lithospheric processes and environmental management issues. May be repeated for credit.

Prerequisite: Graduate standing.

SUS 501. INTRODUCTION TO SUSTAINABILITY  
THREE CREDITS

This course serves as an introduction to the concept of sustainability and will investigate why knowledge of sustainability issues and initiatives is an important business management and

operational tool. This course is the first in a series of four courses in the Graduate Certificate Program in Sustainability Management. There are no pre-requisites for this course. Upper-level undergraduate students may enroll with permission of the instructor.

**SUS 502. METRICS OF SUSTAINABILITY**

THREE CREDITS

Metrics of sustainability are the tools and procedures that are utilized to measure the impact and progress of a sustainability management program. These metrics are important because they enable goal setting and facilitate the adoption of sustainable practices. In this course current sustainability reporting and tracking systems will be studied. This course is the second in a series of four courses in the Graduate Certificate Program in Sustainability Management.

SUS 501 is a pre-requisite for this course.

**SUS 503. SUSTAINABILITY IMPLEMENTATION**

THREE CREDITS

Students will learn about implementing sustainability management systems through an in-depth study of a manufacturing facility. Key topics to be studied include: setting sustainability goals, development of an environmental policy statement, development of sustainability metrics and sustainability reporting. This course is the third in a series of four courses in the Graduate Certificate Program in Sustainability Management.

SUS 501 and SUS 502 are pre-requisites for this course.

**SUS 504. INDUSTRY-FOCUSED SUSTAINABILITY**

THREE CREDITS

In this course students will perform an in-depth study of sustainability standards and practices in the context of a specific industry. This course is the last in a series of four courses in the Graduate Certificate Program in Sustainability Management.

SUS 501, SUS 502, SUS 503 are pre-requisites for this course.

# EDUCATION

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## EDUCATION

Michael Speziale, Ed. D., Dean, College of Graduate and Professional Studies  
and School of Education

Dr. Caroline Maurer, Chair, Associate Professor of Education, School of Education

Dr. Mary Kropiewnicki, Associate Professor of Education

Dr. Kathleen Makuch, Associate Professor of Education

Dr. Gene Camoni, Assistant Professor of Education

Dr. Jin "Joy" Mao, Assistant Professor of Education

Dr. Elizabeth Johnson, Assistant Professor of Education

Dr. Erin McHenry-Sorber, Assistant Professor of Education

Dr. Kathleen Provinzano, Assistant Professor of Education

## DOCTOR OF EDUCATIONAL LEADERSHIP PROGRAM

Dr. Gene A. Camoni, Academic Coordinator of Doctoral Programs, Assistant Professor of  
Education

Mrs. Pamela Koslosky, Administrative Assistant

The Doctoral Degree in Educational Leadership (Ed.D.) is designed as a post-master's degree that develops skills in leadership and research at an advanced level in three specialization programs that share common core courses. These specializations include: K-12 Educational Administration leading to PA Superintendent's Letter of Eligibility, Higher Education Administration, and Educational Technology Leadership. The core courses consist of leadership, research, and dissertation studies that provide doctoral students with opportunities for applied research and leadership in their respective fields.

The objectives of the doctoral program in Educational Leadership are to produce knowledgeable, competent, and dedicated educational leaders with the skills and dispositions needed to serve in leadership capacities in their respective fields for the betterment of education for all students and society at large.

The **outcomes** of this program are to provide students with: (1) The knowledge-base to serve as educational leaders in their respective fields. (2) The skills to apply research to identify and study current issues and problems in the field of education and to analyze the resulting data toward the betterment of education. (3) Comprehensive training in the areas of administration or technology, to include skills specific to each field, as well as effective interpersonal and communication skills, analytic decision-making abilities, and effectual leadership strategies. (4) Dispositions that place value on all students and people and that promote understanding, respect, and an appreciation of diverse perspectives and cultures. (5) Opportunities to develop self and others through reflection, teamwork, and mentoring. (6) The essential value of improving education for all students and society at large through informed, ethical, and reflective decision-making.

### ADMISSION

Admission to the doctoral program is based on several indicators of academic ability, including: the completion of an application submitted with a current resume or curriculum vitae and copies of professional state certification/teaching license (if applicable); the submission of a scholarly or professional project, report, paper, or product with a brief abstract explaining how this work gives evidence of the applicant's potential for leadership and scholarship; three letters of reference from professionals having knowledge of the applicant's academic ability, professional work, and leadership potential; a record of academic excellence and successful completion of coursework at the bachelor's and master's degree levels with earned degrees at both these levels evaluated through the submission

of official transcripts from undergraduate and graduate institutions; submission of the MAT score to meet the designated cut score and taken within five years of the date of application to the program; successful interview with doctoral faculty; satisfactory rating on an extemporaneous writing sample given at the time of the interview.

#### PROGRAM REQUIREMENTS

The program requires 60 credits of course work plus the successful completion and defense of a doctoral dissertation. New students begin in the fall semester as part of a doctoral cohort. It is recommended that students take an average of 12 credits per year to complete necessary coursework in approximately four years. A doctoral residency, involving intensive study through the completion of 18 credits in one year over three consecutive semesters, is required.

Completion of the doctoral program requires that students successfully complete all coursework requirements with an overall GPA of 3.5 or higher, pass the Qualifying and Comprehensive Doctoral Examinations, demonstrate leadership competencies by documenting the attainment of student learning objectives through the submission of a Leadership Competency Portfolio and the completion of an internship and applied project, and develop a dissertation proposal in collaboration with the dissertation chair. After acceptance of the proposal, students are elevated to candidacy and must register for dissertation credit each academic semester (fall and spring) until the dissertation is successfully defended. The total time permitted to complete the doctoral degree is seven years. Continuous enrollment (fall and spring) is required until graduation, although students may choose to take additional credits during summers.

#### TRANSFER CREDITS

Students may be permitted to transfer 12 credits acquired post-master's toward the doctoral degree pending a review of transcripts from accredited institutions by the academic program coordinator. Credits must be posted on a graduate transcript after the date of the award of the master's degree from an accredited institution. Transfer credits must match existing credits contained in the scope of the doctoral program at Wilkes. Course descriptions will be reviewed to determine compatibility with existing Wilkes courses. Students may be required to submit course syllabi in cases in which the course descriptions are inconclusive.

#### DOCTORAL PROGRAM PROGRAM GRADING SCALE

4.0	A	94-100%	Academic achievement of superior quality
3.5	B+	87-93%	Academic achievement of good quality
3.0	B	80-86%	Academic achievement of acceptable quality in meeting course requirements but below the average required for graduation
2.5	C+	75-79%	Academic achievement of adequate quality but below the average required to meet course and graduation requirements
2.0	C	70-74%	Academic achievement below the average to meet course and graduation requirements
0.0	F	Below 70%	Failure. No credit earned

More specific information about the doctoral programs, their requirements and admission procedures can be found on-line at [www.wilkes.edu](http://www.wilkes.edu) under Academics > Graduate & Professional > Doctorate of Education.

## MASTER OF SCIENCE IN EDUCATION

Ms. Renee Kotz, Director of Operations, Graduate Education Program

#### MISSION

The mission of the Graduate Education Programs at Wilkes University is to provide the educational community with opportunities to become leaders in classroom instruction and in the administration of schools. As such, the Graduate Education Program seeks to promote the highest levels of intellectual growth and career development through a collaborative environment that supports teaching in a diverse learning environment, while valuing commitment to the educational communities it serves.

## Education

### PURPOSE

Graduate study in Education is offered primarily to enable teachers to enhance their preparation to become educational leaders. Each program is designed to broaden knowledge in the foundations of education as well as focus on a specific area of advanced training.

The master's degree program in Education is offered with majors in Classroom Technology, Educational Development and Strategies, Educational Leadership, Instructional Technology, Early Childhood Literacy, 21st Century Teaching and Learning, Instructional Media, Teaching English as a Second Language, Online Teaching, Art and Science of Teaching, and School Business Leadership. In addition, teachers holding secondary certification in a specific content area who want to expand their expertise in that content area can choose to major in one of the Secondary Education programs. These programs are available in Biology, Chemistry, English, History, and Mathematics. All programs lead to a Master of Science in Education degree.

Wilkes University offers three graduate programs that lead to an additional certification through the Pennsylvania Department of Education (PDE). The Master of Science Degree in Educational Leadership qualifies an individual for K-12 principal certification. The Master of Science Degree in Instructional Technology combined with the IT internship qualifies an individual for Pennsylvania K-12 Instructional Technology Specialist certification. The Master of Science Degree in Education with Special Education certification qualifies an individual with a PA instructional certificate for additional certification in Special Education. All program requirements for the University as well as for PDE must be met in order for the graduate to be eligible for certification.

An additional program, although not a master's degree, is the Letter of Endorsement. These are available in three areas: Teacher Leadership and Instructional Coaching, Autism, and Technology and School Reform. These 12-credit programs lead to a Letter of Endorsement that teachers can use to validate that they have advanced knowledge and skill in the area as indicated by the title of the endorsement. Teachers may also obtain the ESL specialist certification by completing the designated four courses in the Teaching English as a Second Language Program.

As part of the graduate education programs, Wilkes University features the Center for Educational Research, Technology and Innovation (CERTI). CERTI serves as a regional center for technology workshops for teachers and a place where local educators can come together with university faculty and staff to explore innovative strategies for integrating technology in the teaching / learning process. Services include training for pre-service and in-service K-12 teachers in current topics via short workshops and seminars, research projects designed to aid schools and specialized programs designed in conjunction with educational leaders.

### SPECIAL FEATURES OF THE PROGRAM

The Master of Science in Education degree programs in Classroom Technology, Educational Development and Strategies, Educational Leadership, Instructional Technology and Special Education are offered at off-campus sites as well as on the Wilkes campus. The Classroom Technology, Educational Development and Strategies, Early Childhood Literacy, 21st Century Teaching and Learning, School Business Leadership, Instructional Media, the Art and Science of Teaching, Teaching English as a Second Language, and Online Teaching programs are offered fully online. The Educational Leadership Program is offered in a low-residency/online format. Additionally, the Teaching English as a Second Language program is offered as a hybrid program meaning that courses are offered with both face-to-face and online components. Secondary Education graduate programs are available on-campus only, but the four courses required in Education are available in a variety of formats and locations.

On-line formats of many courses are available. On-line sections of courses are published in the Wilkes University Graduate Education Schedule. Performance Learning Systems offers on-line courses for Wilkes University credit. Visit [www.plsweb.com](http://www.plsweb.com) for information on PLS courses.

### ADMISSION

For admission to graduate study in education, the applicant must have a baccalaureate degree with an appropriate major from an institution that is accredited by one of the six regional accrediting bodies recognized by the U.S. Department of Education, or the equivalent in the case of international students. In addition, several programs require a Pennsylvania teaching certificate.



Although no minimum undergraduate grade point average is required for admission, it is expected that candidates shall have maintained good or above-average performance during their undergraduate years and shall exhibit evidence of intellectual and temperamental fitness for graduate study.

All Master of Science in Education degree-seeking applicants must complete the following process to be considered for admission to the graduate program in education:

1. Submit a Wilkes University Graduate Application for Admission,
2. Pay the required one-time, non-refundable application fee,
3. Submit two letters of recommendation,
4. Submit a copy of your teaching certificate, if applicable. See the note on exceptions below for more details.
5. Submit official transcripts from all of the undergraduate universities attended while obtaining the bachelor's degree, including teacher certification and, in addition, any master's degrees earned. Also send any recent graduate transcripts you want reviewed for possible transfer credits concurrent with current policy.

Upon receipt of all required documents, the Program Coordinator will review files for acceptance. Accepted students are assigned an advisor to work with as they progress through the program. Students deficient in any academic aspect of the admissions requirements may be granted conditional admission. Such students may be permitted to take up to six credits of graduate courses on a conditional basis and at completion of those credits their application will be reconsidered for regular admission status.

#### EXCEPTIONS TO THE ABOVE PROCESS

All programs except Instructional Technology, Instructional Media, Online Teaching, School Business Leadership, and Teaching English as a Second Language (non-cert option) require a state-approved instructional certificate unless approved by the program coordinator. Applicants to the Educational Leadership principal certification program must follow the admissions process outlined in that section of this bulletin. Note: Applicants to the 21st Century Teaching and Learning, Early Childhood Literacy, and Art and Science of Teaching programs must be currently teaching or have access to a classroom in order to enter the program.

#### NON-DEGREE TO DEGREE SEEKING STUDENTS

Non-degree students who want to change to degree-seeking status must complete a new application for admission indicating their desired program, but do not need to re-pay the application fee. Students should then follow the remaining steps outlined above for submission of all appropriate documents to complete the change of status. A change in status is required at least one year prior to the intended date of graduation. Students must

complete all courses required for the degree as outlined in the current Graduate Bulletin at the time of the status change.

#### PROGRAM OF STUDY

Students are encouraged to consult with their advisor to plan their program of study. At the time of acceptance students are sent a Program Plan with which to document their progress through the program. It is highly recommended that students keep track of the courses they take on the Program Plan and contact their advisor with any questions they may have. It is the responsibility of the student to be sure they are taking the correct courses for their major. Students should follow the requirements outlined on the Program Plan or in the Graduate Bulletin to be sure they will meet the requirements for graduation. Students wishing to transfer credits into their program should follow the procedure outlined in the "Transfer Credits" section, listed below.

Students are expected to maintain a GPA acceptable for graduate level work and progress. A graduate student who accumulates two grades below 3.0 in his or her graduate courses will be placed on probation. A student earning a third grade below 3.0 will be dismissed from the graduate program. Grades below a 3.0 are not acceptable for meeting degree requirements, so any student earning a grade less than 3.0 will need to repeat that course in order to achieve an acceptable grade for graduation.

**NOTE:** It is the graduate student's responsibility to register for Graduation (GRD-000- B) the same semester they enroll in the final course required for their degree. Students must be fully admitted to their degree program in order to register for GRD-000-B. Students not fully accepted into the degree must contact the Student Service Center to obtain information on missing admissions documents. The student is strongly encouraged to contact their advisor at the time of registration for a preliminary audit to be sure all requirements will be met. The deadline for registering for graduation is 90 days prior to the next processing date for degree completion. Graduation is processed at the end of each term, however ceremonies are only held in May and September.

#### TRANSFER CREDITS

Students accepted into a master's degree program may transfer a maximum of six graduate credits from an approved and regionally accredited U.S. college or university as long as they meet all of the requirements identified in the University-wide Transfer Credits section of this document and the specific criteria below. This transfer credit limit is per student not per program. This means that students may only transfer a total of six credits into Wilkes at the master's level regardless of the number of master's degrees they choose to complete. The Department Chair will make the final determination regarding transfer credits and whether they will count as elective credits or qualify to replace required courses. Students must complete the Request for Transfer Credit form to initiate the transfer process for courses taken prior to entering Wilkes University. In addition, students must be admitted to the degree program in order for transfer credits to be posted to their Wilkes transcript.

In order for courses to count as electives, they must meet the academic intent of the student's masters program or be aligned to their respective professional assignment. External courses requested to transfer as required courses in the student's program must align with the content of the Wilkes course. Each transfer request is handled on a case-by-case basis and the student will be asked to produce a course syllabus and/or a letter justifying his/her request.

Students desiring to take courses from another college or university while enrolled in the Wilkes program must submit the Request to Transfer Credit form prior to registering for such courses. Failure to submit the proper paperwork may result in the inability to transfer those credits.

The required form is available on the Graduate Education web site: [www.wilkes.edu/GradEd](http://www.wilkes.edu/GradEd) under 'Transfer Credit Info.' An official transcript must be received before any approved transfer credits can be posted to your Wilkes transcript. For more information, see Transfer Credits in the General Information section at the beginning of this Graduate Bulletin.

#### SECOND MASTER'S DEGREE

A person who has an earned master's degree from Wilkes University, or is in the final semester of a master's from Wilkes, may apply to be enrolled in a second master's degree if the major, program or option is different. Up to twelve credits only of previous course work used to satisfy the requirements for the first degree (typically basic requirements from Areas I and II) may be applied to the second. This only applies to programs that have common courses. If no common courses exist between the two programs, students must take all of the courses in the second degree. All other admission and program requirements must be fulfilled. Students are encouraged to speak to the program coordinator of the new second program for advisement of courses that must be taken. A student who opts for a second master's degree must submit a written request to the department along with a new Wilkes graduate application form. There is no need to repay any application fees.

#### DEGREE REQUIREMENTS

All candidates for the Master of Science in Education degree must complete a program of at least thirty credits. See the following individual program descriptions for the specific course credit requirements for each graduate education program.

## MASTER'S DEGREE PROGRAMS

## THE ART AND SCIENCE OF TEACHING (AST)

Dr. Kurt  
Eisele, AST Program Coordinator  
Dr. David L. Reese, Academic Coordinator

The Master of Science in Education in The Art and Science of Teaching is a 30 credit online graduate program designed to increase student achievement by enhancing teacher's knowledge and understanding of effective instructional practices. This program is the result of a two-way collaborative partnership between Wilkes University and National Institute for Professional Practice, a private organization specializing in e-learning for the professional development of educators. The structure of the proposed program consists of 8 three credit courses and one six credit capstone course. The content of the courses is based on the extensive research of Dr. Robert Marzano regarding the impact of effective instructional practices on student learning. The goal of this master's program is to develop Expert Teachers by increasing teacher knowledge and understanding of evidence-based practices which will translate to measurable changes in the classroom and subsequently increase student achievement. The program is primarily targeted at elementary, middle, and high school teachers.

The courses in the program include:

EDAM 5040 Foundations of the Art and Science of Teaching (prerequisite course)  
EDAM 5041 Establishing Learning Goals to Support Learning & Instructional Design  
EDAM 5042 Monitoring & Measuring Student Progress  
EDAM 5043 Actively Processing New Content  
EDAM 5044 Extending Student Learning  
EDAM 5045 Designing Instruction for Student Engagement (Final course in program)  
EDAM 5046 Creating an Effective Classroom Environment  
EDAM 5047 Developing Relationships and High Expectations for Student Learning  
EDAM 5048 Applying the Art and Science of Teaching

There are no transfer credits permitted in this program

Courses in this program run on National Institute for Professional Practice's academic calendar. Visit [www.professionalpractice.org](http://www.professionalpractice.org) or call 888-235-6555 for a copy of the most recent academic calendar.

Registration and payment for courses in the MS Ed: The Art & Science of Teaching program are processed by National Institute for Professional Practice. Visit [www.professionalpractice.org](http://www.professionalpractice.org) or call 888-235-6555 for more information on payment options and the registration process.

## CLASSROOM TECHNOLOGY (CT)

Ms. Karena Brace, Program Coordinator  
Dr. James Chiavacci, Academic Coordinator

A candidate for the Master of Science in Education degree with an emphasis in Classroom Technology will have the option of completing all courses on-line. The candidate must complete 30 credits:

**Area I: Foundations of Education (6 credits required)**

Required:

ED 519 Issues, Law, and Trends in Education

*And one of the following:*

ED 510 Psychological Foundations

ED 511 Philosophical Foundations

ED 512 Social Foundations

ED 513 Comparative Foundations

ED 515 Cognition

\*ED 569 Teaching Diverse Learners Using Inclusive Classroom Practices

**Area II: Professional Skills (9 credits required)**

## Education

ED 520 Using Assessment to Guide Instruction  
ED 522 Curriculum and Instruction  
ED 585 Integrating Technology into the Curriculum

### **Area VI: Educational Computing Courses (12 credits required)**

ED 526 Internet Literacy for Educators  
ED 527 Authoring Systems/Instructional Design  
ED 528 Using Print Media to Support Education  
ED 530 Utilizing Emerging Technologies to Improve Learning

### **Elective Courses (3 credits required)**

\*ED 5400 SAS for Pennsylvania Educators can be used as the open education elective.

\*ED 569 and ED 5400 can be used by PA Educators who need the Inclusive Classrooms/SAS courses to move to Level II.

Completion of the Classroom Technology degree does not fulfill the requirements for any additional teacher certification area. The intent of this program is to upgrade the technology skills of the classroom teacher.

In addition to being available on the Wilkes campus and on-line, the M.S. in Education with a concentration in Classroom Technology is offered at the following off- campus sites: Bethlehem Area SD, Berks IU#14, Blue Ridge SD, Catasauqua SD, Carbon Lehigh IU 21 / Jim Thorpe SD, Central Columbia SD, Crestwood SD, Delaware County IU, Derry Township SD, Hazleton @ MMI-Freeland, Jim Thorpe SD, Manheim Twp SD, Mahanoy Area SD, Mifflin County SD, Milton Area SD, Mount Carmel SD / Shamokin Area SD, Neshaminy SD, Northeastern Educational IU#19, Pleasant Valley SD, Pocono Mountain SD, Quakertown Community SD, Salisbury Township SD, Schuylkill IU#29, South Eastern SD, Tunkhannock SD and Wallenpaupack SD. For the most current listing of sites where the Classroom Technology program is available, refer to the Wilkes website.

## EDUCATIONAL DEVELOPMENT AND STRATEGIES (EDS)

Dr. Kurt Eisele, Program Coordinator

Dr. David L. Reese, Academic Coordinator

A candidate for the Master of Science in Education may elect the program in Educational Development and Strategies (EDS). The requirements for this 30-credit degree are: two courses in Area I Foundations of Education (one of which must be ED 519 Issues, Laws and Trends and one of the following: ED 510 Psychological Foundations, ED 511 Philosophical Foundations, ED 512 Social Foundations, ED 513 Comparative Foundations, ED 515 Cognition); three courses (nine credits) in Area II Professional Skills: ED 520 Using Assessment to Guide Instruction, ED 522 Curriculum and Instruction, and ED 585 Integrating Technology into the Curriculum; four Performance Learning Systems (PLS) courses ( twelve credits) in Area V: Educational Development and Strategies (numbered ED 541-561); and three elective credits. Electives can be any course offered by Wilkes and listed in this bulletin that the student has not already taken, including topics courses listed as ED 598. Note: Additional PLS (Area V) courses cannot be used for elective credits in this degree program, including those listed as 558 Topics courses.

The EDS degree is designed to meet the needs of practicing teachers by combining effective strategies with theory and research. The EDS program is offered on-line and in the following areas:

Western PA Sites: (newly added)

Apollo-Ridge SD  
Allegheny Valley SD  
Brockway Area SD  
Conemaugh Twp. SD  
Coudersport Area SD

Cranberry SD  
Hollidaysburg SD/Altoona  
Tri-County Intermediate Unit 5  
Lawrence County  
Millcreek Township SD  
North Hills SD  
Norwin SD  
Warren County  
Westmoreland County  
Westmoreland Intermediate Unit 7

Eastern and Central PA Sites  
Berks County  
Bradford County  
Chambersburg  
Garnet Valley SD  
Harrisburg/Hershey Area  
Hazleton Area  
Jim Thorpe SD  
Lackawanna County  
Lancaster/Manheim Twp SD  
Lehigh Valley  
Mechanicsburg  
Mifflin County  
Milton Area  
Quakertown  
Schuylkill IU 29  
Unionville-Chadds Ford SD  
Wallenpaupack  
Wilkes Campus  
Williamsport  
York

#### SCHOOL BUSINESS LEADERSHIP (SBL)

Dr. Gilbert R. Griffiths, Program Coordinator  
Dr. Kathleen Provinzano, Academic Coordinator

The Master of Science degree in Education with a major in School Business Leadership in Education is a 30-credit fully on-line program. Wilkes has collaborated with the Pennsylvania Association of School Business Officials (PASBO) to design advanced courses for the practicing school business professional or anyone interested in entering the field. Courses cover the ten major areas important to any school business professional. Interested candidates should follow the admissions procedures outlined earlier in this section. Applicants must have a minimum of a bachelor's degree from an accredited college or university in an appropriate field. A teaching certificate is not required for this program.

Students should take the ten courses from Area X: School Business Leadership, SBL 501 through SBL 510, to complete all program requirements. Additionally, it is strongly recommended that Pennsylvania individuals with little or no school business experience take the prerequisite courses offered through the Pennsylvania Association of School Business Officials (PASBO) entitled the Elements program. For more information on the Elements courses, contact Corrine Shearer, Chief Learning Officer at PASBO, 717-540-9551 or email [corrineshearer@pasbo.org](mailto:corrineshearer@pasbo.org).

## Education

### EARLY CHILDHOOD LITERACY (ECL)

Dr. Kurt Eisele, Program Coordinator  
Dr. David L. Reese, Academic Coordinator

The Master of Science in Education with a major in Early Childhood Literacy is a fully online program offered in partnership with the National Institute for Professional Practice Graduate Education. This 33-credit program explores a comprehensive literacy framework that will provide teachers with the tools needed to empower their students to discover the many joys of reading and writing. Each course in this program is classroom embedded, which allows teachers to immediately apply the teaching strategies and techniques they are learning directly into their classroom.

Applicants to this program must complete the admission process as outlined earlier in this section, and also be employed at the K-3 level in an educational institution.

The program consists of the following courses (33 Credits):

- EDAM 5001 Early Literacy: Guiding Principles and Language Development (3 Credits)
- EDAM 5002 Word Study (3 Credits)
- EDAM 5003 Fluency and Vocabulary Development (3 Credits)
- EDAM 5004 Developing Comprehension, Pt I (K-3) (3 Credits)
- EDAM 5005 Developing Comprehension, Pt II (K-1) (3 Credits) or EDAM 5006 Developing Comprehension, Pt II (2-3) (3 Credits)
- EDAM 5007 Differentiated Small Group Instruction (K-1) (3 Credits) or EDAM 5008 Differentiated Small Group Instruction (2-3) (3 Credits)
- EDAM 5009 Developing Independent Readers (K-3) (3 Credits)
- EDAM 5010 Connecting Reading and Writing (K-1) (3 Credits) or EDAM 5011 Connecting Reading and Writing (2-3) (3 Credits)
- EDAM 5013 Teacher Leadership (3 Credits)
- EDAM 5012 Master Teacher Practicum: Applying Action Research to Develop a Results-Driven Early Literacy Classroom(6 Credits)

In cases where there is a choice of courses, participants should register for the grade level designated for each course that matches the level in which they currently teach. Please refer to the course description section of this bulletin for information on course prerequisite requirements.

#### NOTE:

- There are no transfer credits permitted in this program
- Courses in this program run on the National Institute for Professional Practice academic calendar. Visit [www.professionalpractice.org](http://www.professionalpractice.org) or call 888-235-6555 for a copy of the most recent academic calendar

### 21ST CENTURY TEACHING AND LEARNING

Dr. Kurt Eisele, Program Coordinator  
Dr. David L. Reese, Academic Coordinator

The Master of Science in Education with a major in 21st Century Teaching & Learning is a fully online program offered in partnership with the National Institute for Professional Practice Graduate Education. This 30-credit program is designed to support secondary educators in Science, Mathematics, Language Arts, and Social Studies. Throughout this program, teachers will be provided with the tools and strategies that can be immediately applied in the classroom to create an engaging 21st Century Classroom. Unlike traditional master's degrees, teachers in this program will complete a series of courses designed specifically for their discipline with a supportive study group of fellow educators.

Applicants to this program must complete the admission process as outlined earlier in this section, and also be employed at the 6-12 level in an educational institution.

The program consists of the following courses (30 credits):

- EDAM 5030: Teaching in the 21st Century: The Need for Change (3 Credits)
- EDAM 5031: Action Research for Educational Change (3 Credits)
- EDAM 5032: Educational Assessment to Guide Instruction (3 Credits)
- EDAM 5033: Developing Reading and Writing Across the Curriculum (3 Credits)
- EDAM 5034: Applying Advanced Technology to Support Standards-Based Instruction (3 Credits)
- EDAM 5035A/B/C/D: Teaching Authentic Content in Math/Science/Social Studies/Language Arts (3 Credits)
- EDAM 5036A/B/C/D: Differentiated Instruction in the Classroom (Math/Science/Social Studies/Language Arts) (3 Credits)
- EDAM 5037A/B/C/D: Inquiry-based Learning in the Classroom (Math/Science/Social Studies/Language Arts) (3 Credits)
- EDAM 5038A/B/C/D: Project-based Learning in the Classroom (Math/Science/Social Studies/Language Arts) (3 Credits)
- EDAM 5039: Applying 21st Century Teaching to Educational Practice (3 Credits)

In cases where there is a choice of courses, participants should register for the course that contains the content area in which they currently teach. Please refer to the course description section of this bulletin for information on course prerequisite requirements.

**NOTE:**

- There are no transfer credits permitted in this program
- Courses in this program run on the National Institute for Professional Practice academic calendar. Visit [www.professionalpractice.org](http://www.professionalpractice.org) or call 888-235-6555 for a copy of the most recent academic calendar

**INSTRUCTIONAL MEDIA (IM)**

Ms. Karena Brace, Program Coordinator  
Dr. James Chiavacci, Academic Coordinator

The Master of Science in Education with a major in Instructional Media is a fully online program that is offered in collaboration with Discovery Education.

This 30-credit program prepares teachers to engage today's students in learning through the use of cutting-edge instructional media resources from video to Web 2.0 to virtual fieldtrips. It will train educators to become specialists who can effectively blend academic rigor and research with the latest technology in digital media, capitalizing on their "Net Gen" students' strengths. Participants in the program will have access to the #1 non-fiction media brand in the world, Discovery Education, which transforms K-12 and Higher-Ed classrooms with the highest-quality content that empowers educators to measure and improve student achievement. Applicants to this program should follow the admission guidelines outlined earlier in this section.

While a state approved teaching certificate is not required for admission to this program, it is strongly encouraged that students have experience in an educational environment. Experience using technology is also recommended.

To meet the program requirements students should follow the program of study as outlined below.

## Education

The program consists of 21 credits of foundation and general pedagogy courses and 9 credits of electives.

### ***Foundations and pedagogy courses (21 credits)***

- EDIM 501 Cognition and Technology: Aligning Brain-based Research and Technology Integration (3 credits)
- EDIM 502 Project-based Learning (3 credits)
- EDIM 503 Differentiation Supported by Technology (3 credits)
- EDIM 504 Digital Storytelling (3 credits)
- EDIM 507 Globalization and Advocacy (3 credits)
- EDIM 508 Digital Media in the Classroom (3 credits)
- ED 520 Using Assessment to Guide Instruction (3 credits)

### ***Elective courses (choose 9 credits)***

- EDIM 510 Web 2.0 Impacting Learning Environments (3 credits)
- EDIM 511 Portable Video Production and Application (3 credits)
- EDIM 513 Inquiry-based Learning (3 credits)
- EDIM 514 Internet Tools for Teaching (3 credits)
- ED 587 Technology Leadership (3 credits)
- \*ED 569 Teaching Diverse Learners Using Inclusive Classroom Practices (3 credits)
- \*ED 5400 SAS for Pennsylvania Educators (3 credits)

\*ED 569 and ED 5400 can be used by PA Educators who need the Inclusive Classrooms/SAS courses to move to Level II.

The degree will be awarded upon successful completion of the prescribed 30 credits.

## INSTRUCTIONAL TECHNOLOGY (IT)

Ms. Karena Brace, Program Coordinator  
Dr. James Chiavacci, Academic Coordinator

The MS Degree in Education, with a concentration in Instructional Technology consists of courses from the three areas listed below. Each is a three-credit course.

10 courses are required for the M.S. Degree.

### PROGRAM OF STUDY

- ED 530 Utilizing Emerging Technologies to Improve Learning
- ED 577 Principles of Information Security
- ED 579 Media Design
- ED 583 Courseware Design and Construction
- ED 587 Technology Leadership
- ED 588 Operating Systems and Networking
- \*ED 5080: Technology for Assessment and Adaptation
- \*ED 5081: Technology to Support All Learners
- \*ED 5082: Technology to Support Curriculum & Instruction
- \*ESL 509: Computer Assisted Language Learning

[Note: \* Courses focused on adaptations and accommodations & ELL 9 + 3 requirements of PA §49.13]

### Required for Certification

- ED 591 Internship | 3 credits



Note: In addition to the Educational Computing Courses, four courses\* are required for Pennsylvania Department of Education certification as a K-12 Instructional Technology Specialist for a total of 33 credits for the Master's degree with IT certification. Candidates for the Instructional Technology Specialist Certificate who do not have a valid LEVEL 1 or LEVEL 2 Pennsylvania Instructional certificate must achieve a Pennsylvania qualifying score in three pre-professional Praxis I tests (reading, writing, and mathematics).

The Instructional Technology program is offered at the following sites:

- Wilkes campus
- Berks County Intermediate Unit
- Bethlehem Area School District
- Cumberland Valley School District

The criteria for admission to the Instructional Technology Specialist program are:

- completion of the Wilkes University graduate application/application fee.
- recommendations from college faculty and/or professional supervisors.
- official transcripts indicating successful completion of a baccalaureate degree with an overall minimum undergraduate GPA of 3.0 from an accredited college or university.

Students who do not have a 3.0 GPA may be admitted conditionally. After completion of 12 graduate credits, performance will be evaluated. If successful, the student may then apply for full admission to the program.

The Master of Science in Education with a concentration in Instructional Technology was designed to prepare educators to assume positions of technology leadership in schools. Graduates of the program have gone on to become computer coordinators in K-12 settings, work in the computer industry, serve as technology consultants to education, business or industry, or are pursuing a doctorate in the field.

#### EDUCATIONAL LEADERSHIP (EDLS)

Dr. Gilbert R. Griffiths, Program Coordinator  
Dr. Kathleen Provinzano, Academic Coordinator

The master's degree program in Educational Leadership with K-12 principal certification (EDLS) consists of 36 credits. A certification only option exists for students in possession of an earned master's degree with total needed credits set at 27. All students applying for admission to the Educational Leadership program, degree or certification only, must follow the admissions process described below submitting the required documents at each phase to the appropriate office.

#### PROGRAM OF STUDY

A candidate for the EDLS degree, which includes PA Department of Education K-12 Principal Certification, must complete the following courses for certification:

- ED 517 The Principal as Educational Leader (pre-requisite course for all certification courses)
- ED 523 Administrative Leadership in Curriculum and Instruction
- ED 571 Special Education Programming and Administration
- ED 573 Evaluation of Educational Programs
- ED 575 School Law for Principals
- ED 576 School Management and Communications, and
- ED 578 Staff Development and Supervision

prior to registering for ED 592: Administrative Internship and Applied Research Project (parts A & B). The certification courses each require a field experience of 30 hours logged outside of class after the first class meeting, with the exception of ED 575. The two-semester, six-credit internship is required of all candidates for principal certification. Each semester of the internship

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requires a field experience during which students log 90 hours for a total of 180 hours outside of class.

Degree-seeking students must also complete

ED 520 Using Assessment to Guide Instruction,

ED 524 Action Research for Educational Change, and

ED 587 Technology Leadership

to fulfill the remaining degree requirements. These courses may be completed at any point in the program prior to graduation. Students must follow the process outlined earlier in this bulletin to register for graduation by the start of the final semester.

A 'Certification Only' option is available for the Educational Leadership program and requires the same admissions process as the degree-seeking option. A previous Master's degree, either from Wilkes or another university, is required for admission as a 'Certification Only' student. If the previous master's is from Wilkes, there is no need to repay the application fee, but a new, updated application along with the remaining admissions documents required for EDLS must be submitted and processed prior to students being eligible to register for the first course. Certification only students complete only the 27 credits required for certification through Pennsylvania Department of Education for K-12 Principal.

Candidates from both program options will be recommended for principal certification upon successful completion of the program course of study, a passing score (143) on the PDE required principal certification Praxis test #411, Educational Leadership: Administration and Supervision, and five years of professional school experience on the appropriate teaching certificate. Students must follow the program outline above in order to complete all necessary requirements prior to applying for certification.

## ADMISSIONS

The applicant must provide evidence, in the application; of compliance with PA state requirements with at least three years of full-time teaching experience completed at the time of admission. A copy of the applicant's teaching certificate, which indicates that the candidate has earned Instructional 2 certification, can serve as this evidence, or the candidate can submit a statement from the school superintendent attesting to the candidate's years of teaching experience. After completing the online graduate application for admission and selecting the major of Educational Leadership, students must submit the Phase 1 admissions portfolio items listed below to complete their initial application to the program. Required items include:

- Two Recommendations - one Professional and one leadership
- Official Transcripts in original sealed envelopes
- Copy of Teaching Certificate
- Educational Philosophy Essay
- 1-page Essay on "How Principals Shape Learning in Their Schools,"

**Students should send the completed Phase 1 Admissions Portfolio to:**

Student Service Center

Wilkes University

84 West South Street

Wilkes-Barre, PA 18766

***All items in the Phase 1 admissions portfolio must be submitted as early as possible but no later than 3 weeks prior to the start of the first course (ED 517).*** Please review the section labeled Admissions Portfolio for a description of each component and to ensure documents are correctly submitted. Applicant files will be reviewed after all Phase 1 documents are received. Students will be notified of provisional admission status prior to the start of class. Students not

meeting minimum requirements will not be permitted to begin class. After successful completion of ED 517 and submission and review of Phase 2 documents, students will be converted to regular admission status.

## ADMISSIONS PORTFOLIO

### Phase One

The following items are required of students applying for the Educational Leadership program (EDLS) for the Master of Education degree with K-12 Principal certification or for K-12 Principal certification only. All the documents listed below are to be gathered and submitted as an Admission Portfolio by the applicant & submitted together in one admission package.

- Two Recommendations of the Applicant's Professional Abilities & Leadership Potential from School District Personnel (submitted in sealed envelope)

Two letters recommending the applicant for admission to the principal certification program are required from the school district in which the applicant is employed. The recommendations must be dated within the last 18 months and submitted by individuals familiar with the applicant's professional abilities and potential to perform as a principal. At least one of the recommendations must be from a supervisor in the prospective student's place of employment.

- Official Transcripts

Official sealed transcripts from the undergraduate degree-granting institution and the institution recommending the applicant for initial certification (if different) must be submitted in the portfolio. Transcripts not in sealed envelopes will not be accepted. If the applicant has graduate credits he/she wants reviewed for transfer, these may also be included or sent separately after notification of phase one admission status. Previous graduates of Wilkes MS programs applying for a second degree may request application of completed ED 587, ED 520/EDAM 5032 and EDAM 5031/ED 524 to the Ed Leadership master's at this time..

- Educational Philosophy

A written statement of the applicant's educational philosophy is required in the admission portfolio. The applicant's name and WIN should be placed in the header of the document.

- Essay

A one-page essay on the topic, "How Principals Shape Learning in Their Schools," is required as part of an admission portfolio. The applicant's name and WIN should be placed in the header of the document.

- Copy of Teaching Certificate

### Phase Two

Students accepted on a provisional basis, will participate in activities during the first course that demonstrate the following abilities:

- **Problem-Solving Ability:** Problem-based learning activities are embedded in the first course. Students must demonstrate their problem solving and decision-making abilities throughout the course. Activities will be scored using prescribed rubrics.
- **Oral Presentation Ability:** Opportunities for oral speaking in both formal and informal settings are embedded in the first course. A formal oral presentation is required in the first course. Activities will be scored using prescribed rubrics.
- **Professional Project/Paper and Abstract**

One example of a professional project or paper from previous coursework, or a work-related project (ex: curriculum document, grant application, in-service session conducted by the applicant) that the applicant considers an indication of leadership and scholarship in the field of education is required.

A two-to-three paragraph abstract, written by the applicant, must be attached to the front of this submission explaining **how this work reflects the applicant's potential for leadership**

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**in education and scholarship at the master's level.** Use the title PROFESSIONAL PROJECT/PAPER and ABSTRACT on the cover page of this submission. Please be sure the applicant's name appears on the document and abstract.

The project and abstract will be submitted to the ED 517 course instructor by the end of the third week of class. Electronic submission is highly encouraged. The ED 517 instructor will forward any paper documents received to the EDLS program coordinator by the fifth week of class.

Questions about admissions documentation should be directed to the Ed Leadership program coordinator.

### PROGRAM LOCATIONS AND FORMAT

In addition to the Wilkes campus weekender format, off-campus EDLS programs are running at the Berks County IU#14, Bethlehem Area SD, Derry Township SD/Lower Dauphin SD, Loyalsock Township SD, Northeast Education IU#19, Parkland SD, and Pocono Mountain SD. Interested participants should consult the web site or contact the Graduate Education Office directly for the most up to date list of locations where the programs will be starting a new cohort.

Courses are offered on a rotational basis with students starting ED 517 as a cohort and moving through the remaining certification courses. Additional degree courses will be offered periodically as students move through the program. Due to the structured nature of the admissions requirements and ED 517 pre-requisite course, students should anticipate starting with a cohort and taking at least one class, possibly two, every semester for the duration of the program to stay on track with program completion. Students choosing to leave the cohort for any reason should expect to travel or wait for the courses they need. Students may not take other courses listed as EDLS certification courses prior to completing ED 517.

The MS in Educational Leadership (EDLS) is also available in a low residency/online format. The EDLS Low Residency/Online program begins by bringing student cohorts to the university campus in Wilkes-Barre, PA for a week-long residency. During the residency, students begin work in the first two courses that form the base of the EDLS experience—ED 517: The Principal as Educational Leader and ED 523: Administrative Leadership in Curriculum and Instruction. Following the residency, students finish their work in ED 517 and ED 523 online. These and all subsequent courses are conducted completely through the Internet. As is the case with the site based certification courses, the online courses (except ED 575) include a field experience component as well. Candidates will be recommended for K-12 principal certification upon successful completion of all certification requirements as noted above.

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### TECHNOLOGY AND SCHOOL REFORM LETTER OF ENDORSEMENT

The endorsement program in Technology and School Reform is a 12-credit online program offered by Wilkes University and CaseNEX, a leader in online course design and delivery. The program is designed to provide teachers and school administrators with the latest research and instructional strategies regarding successful integration of technology in the school setting. Courses contain case studies that address unique issues, perspectives, and actions related to technology and high school reform. These case studies will be at the core of class assignments and prompt online discussions with peers and instructors. This program is online with courses running in 8-week sessions.

There are two tracks to choose from:

- **School Reform for Teachers** focuses on the knowledge and skills that will assist teachers in implementing technology in the classroom. Courses include

- EDCS 5100 A Framework for School Reform,
- EDCS 5101 Planning, Executing, and Sustaining Reform,
- EDCS 5102 Creating Effective Learning Environments for Technology Integration, and
- EDCS 5103 Designing, Teaching, and Assessing Technology-enhanced Lessons
- **School Reform for Administrators** focuses on the knowledge and skills that will assist administrators in implementing school wide reform to support technology integration. Courses include
  - EDCS 5100 A Framework for School Reform,
  - EDCS 5101 Planning, Executing, and Sustaining Reform,
  - EDCS 5102 Creating Effective Learning Environments for Technology Integration, and
  - EDCS 5104 Technology, School, Challenge, and Change

To apply, complete the online application. If you have never applied to a Wilkes University graduate program, you will be required to submit an application fee. To be accepted, you must mail the following additional documents:

- official transcripts from any undergraduate institutions you attended (if you have never applied to a Wilkes University graduate program);
- copy of your instructional certificate; and
- one completed Graduate Recommendation Form.

ONLINE TEACHING (OLT)

Ms.  
Karena Brace, Program Coordinator  
Dr. James Chiavacci, Academic Coordinator

Wilkes University partnered with Performance Learning Systems, Inc. (PLS) to develop this 30-credit fully online master's degree in Online Teaching. This program will provide best practices for designing online instruction, teaching previously developed courses, designing and implementing meaningful assessments for the online classroom, incorporating the latest in technology tools appropriate for online learning, and integrating primary resources in the online environment. The program equips the participant with skills to perform these functions for their current or future employers.

For admission to this graduate program, the applicant must have a baccalaureate degree from an accredited institution with an appropriate major, preferably in an educational field. However, being in the role of an educational provider of some kind is also acceptable. Official transcripts and two letters of recommendation are required for consideration for admission to the program.

The 30-credit program consists of six required courses and four elective courses. After completing the required courses (in no particular order), students then select two courses from elective bank 1 and the remaining two courses from elective bank 2 in order to specialize in areas or topics of most interest to them. Courses are offered through each partner (indicated in parentheses in the titles) and registration takes place directly with that organization. Information about PLS courses and registration for them can be found by visiting [www.plsweb.com](http://www.plsweb.com) and locating Wilkes University under the University partners link or by calling 1-866-757-2527. Interested students must first apply to Wilkes before registering for any courses.

Required: 18 credits

- ED 520 Using Assessment to Guide Instruction (Wilkes)
- ED 530 Utilizing Emerging Technologies to Support Education (Wilkes)
- ED 5001 Social & Ethical Issues in Distance Learning (Wilkes)
- ED 5002 Instructional Design for Online Educators™ (PLS)
- ED 5003 Facilitating Online Learning Communities™ (PLS)
- ED 5004 Action Research in the E-Learning Environment™ (PLS)

Elective bank 1: 2 courses (6 credits) required from this list

- ED 5010 Teaching 3-D: Virtual Classroom Environments (Wilkes)
- ED 579 Media Design (Wilkes)
- ED 5011 Digital Video in Instructional Design and Delivery (Wilkes)
- ED 5012 Trends and Innovations in Instructional Technology (Wilkes)
- \*ED 569 Teaching Diverse Learners Using Inclusive Classroom Practices (Wilkes)
- \*ED 5400 SAS for Pennsylvania Educators (Wilkes)

\*ED 569 and ED 5400 can be used by PA Educators who need the Inclusive Classrooms/SAS courses to move to Level II.

Elective bank 2: 2 courses (6 credits) required from this list

- ED 5020 Using Online Resources to Bring Primary Sources to the Classroom™ (PLS)
- ED 5021 Blended and Synchronous Learning Environments™ (PLS)
- ED 5022 Simulations and Gaming Technologies for the Classroom™ (PLS)
- ED 5023 Building Online Collaborative Environments™ (PLS)
- ED 5024 Educating the Net-Generation™ (PLS)

MS IN MIDDLE SCHOOL MATHEMATICS OR MIDDLE SCHOOL SCIENCE (EDML)

Dr. Kurt Eisele, Program Coordinator  
Dr. David L. Reese, Academic Coordinator

The 30-credit Master of Science degree in Middle Level Education will assist practicing teachers in their preparation to teach middle school students in one of two specialization areas: Middle School Mathematics or Middle School Science. The degree will better prepare practicing early childhood, elementary, and special education teachers, or middle and secondary education teachers in other content areas to take the Praxis II test for add-on certification in middle school mathematics or middle school science, as required by the PA Department of Education (PDE) as of 2011.

CORE COURSES (12 CREDITS) (CAN BE TAKEN IN ANY ORDER)

- ED 5400 SAS for Pennsylvania Educators or ED 522 Curriculum & Instruction
- ED 520 Using Assessment to Guide Instruction
- ED 569 Teaching Diverse Learners Using Inclusive Classroom Practices
- EDML 5001 Teaching Adolescent Learners in MS

***Students select from one of two specializations:***

SPECIALIZATION IN MIDDLE LEVEL MATHEMATICS (MUST FOLLOW SPECIALIZATION COURSE PREREQUISITES)

- EDML 5010 Number Theory for MS Instruction Prerequisite for all other EDML mathematics courses
- EDML 5011 Concepts of Measurement for MS Instruction Prerequisite: EDML 5010
- EDML 5012 Data Analysis, Probability, and Statistics for MS Instruction Prerequisite: EDML 5010
- EDML 5013 Algebraic Concepts for MS Instruction Prerequisite: EDML 5010
- EDML 5014 Geometry Essentials for MS Instruction Prerequisite: EDML 5010
- EDML 5015 Mathematical Problem Solving for MS Instruction Prerequisite: EDML 5010

SPECIALIZATION IN MIDDLE LEVEL SCIENCE (MUST FOLLOW SPECIALIZATION COURSE PREREQUISITES)

- EDML 5020 Scientific Inquiry for MS Instruction Prerequisite for all other EDML science course
- EDML 5021 Physics and Scientific Techniques for MS Instruction Prerequisite: EDML 5020
- EDML 5022 Biology and Life Sciences for MS Instruction Prerequisites: EDML 5020 and EDML 5021
- EDML 5023 Physical Sciences for MS Instruction Prerequisites: EDML 5020 and EDML 5021
- EDML 5024 Earth and Space Sciences for MS Instruction Prerequisites: EDML 5020 and EDML 5021
- EDML 5025 Basic Chemistry for MS Instruction Prerequisites: EDML 5020, EDML 5021, EDML 5022, EDML 5023 and EDML 5024

MASTER OF SCIENCE IN EDUCATION WITH SPECIAL EDUCATION CERTIFICATION OPTION

Dr. Kristin C. Bewick, Program Coordinator and Advisor

The Master of Science in Education Program with Special Education Certification Option is designed to prepare individuals for Pennsylvania certification in Special Education (currently, nursery school through grade 12). PLEASE NOTE THAT THE PENNSYLVANIA DEPARTMENT OF EDUCATION (PDE) HAS DEVELOPED NEW CERTIFICATION GUIDELINES FOR SPECIAL EDUCATION CERTIFICATION THAT WILL ALTER THE CURRENT ADMISSION CRITERIA AND PROGRAM REQUIREMENTS INCLUDING PREREQUISITES, COURSES, AND FIELD EXPERIENCE HOURS. REVISIONS TO THE CURRENT PROGRAM WILL BE PUBLISHED UPON APPROVAL AT [www.wilkes.edu/pages/506.asp](http://www.wilkes.edu/pages/506.asp).

All secondary and K-12 certified applicants must have taken and passed four pre-requisite courses before being awarded the degree and prior to eligibility for state certification. An

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official transcript must be on file in the Graduate Teacher Education office as evidence that these courses have been satisfactorily completed. These pre-requisite courses may be completed at the undergraduate or graduate level as follows:

- Developmental Psychology
- Foundations of Reading with Field Experience
- Math in Early Childhood / Elementary Education
- Science in Early Childhood / Elementary Education

A candidate for the Master of Science in Education with Special Education Certification Option will complete 30 graduate credits to obtain the Master's degree. Certification in Special Education may be pursued after the completion of the 18 credits of EDSP courses, including the culminating Special Education Internship experience in EDSP 506.

Core Education course requirements are as follows:

- ED 519 Issues, Laws, and Trends in Education.
- One course from Area I Foundations in Education (ED 510, ED 511, ED 512, ED 513, ED 515)
- ED 522 Curriculum and Instruction
- ED 585 Integrating Technology in the Curriculum

Special Education courses are as follows:

- EDSP 501 Special Education Methodology I with Field Experience (Offered during the fall semesters at the Wilkes campus.)
- EDSP 502 Special Education Methodology II with Field Experience (Offered during the spring semesters at the Wilkes campus.)
- EDSP 503 Behavior Management with Field Experience (Offered during the fall semesters at the Wilkes campus.)
- EDSP 504 Assessment in Special Education (Offered during the spring semesters at the Wilkes campus.)
- EDSP 505 Issues and Topics in Special Education (Offered during the summer semesters at the Wilkes campus.)
- EDSP 506 Internship in Special Education (Offered during the summer and fall semesters at the Wilkes campus.)

After successful completion of all six EDSP courses, fieldwork, and internship experiences students may apply for state certification in Special Education. In order to obtain certification all students must successfully pass the Special Education PRAXIS Test #20354 Special Education Core Knowledge and Applications (test number and test name was changed as of September 1, 2010). Information about registering for the PRAXIS tests is available at [www.ets.org](http://www.ets.org).

After receiving passing scores on the appropriate PRAXIS tests, the student will complete state application forms PDE 338G (General Application) and PDE 338C (University Verification Form - Part A) for Pennsylvania Teacher Certification. Please note that special education is NOT an add-on certificate. Application forms are available online at the PDE website: [www.pde.psu.edu](http://www.pde.psu.edu). The applicant will include the required application fee in the form of a money order to Commonwealth of Pennsylvania (\$100.00). The application forms are given to the Special Education Program Coordinator for review and confirmation who then forwards the application packet to the Wilkes University Certification Officer, Breiseth Hall Room 204. The student's transcript, previous teaching certificate, and PRAXIS scores are reviewed by the Certification Officer prior to sending the application to the Pennsylvania Department of Education for final certification approval.

\*\* EDSP courses for the Special Education program are available at the Wilkes-Barre main campus and the Catasauqua High School sites only.  
One EDSP course per semester is available at the Catasauqua site on a rotating cycle. The internship (EDSP 506) is not offered at the Catasauqua site.



Field Experience and Internship Guidelines:

### Purpose of Field Experiences

The Graduate Special Education Program requires a sequence of field experiences that provide opportunities to apply theoretical knowledge and demonstrate professional competence. Field experiences take place in various N-12 classrooms, as relevant to the content of the specific course. Field placements are intended to be varied so that students can experience multiple grade levels, various pupil needs, and different teaching styles throughout the program.

### Field Experiences and Course Assignments

Field experiences and related assignments are built into the requirements for each designated special education course. Students are required to complete observation journals and logs in each course, and to help the classroom teacher with specific instructional activities assigned from each course instructor. Reflection and discussion about field experiences as well as specific projects and assignments are integrated into each course, and contribute to the determination of the final course grade. Course assignments are embedded within field experiences, including assessment and progress monitoring, lesson planning, tutoring, disability exploration, and technology projects.

Note: All students are expected to complete field experiences for each designated course. Students who are employed in teaching jobs must make arrangements to complete field experiences in a classroom other than their own.

### Field Placements

Graduate students arrange and schedule their own field experiences, relevant to the specific EDSP course content. Students are required to have current Criminal Record, Child Abuse and Federal fingerprinting clearances on file in the Graduate Department prior to starting the field work. Students who are not able to produce these clearances will not be permitted to remain in the course.

Student will notify the course instructor about the specific placement, including name of teacher, school district, grade level, and type of program. Information about placement is recorded in the student's Field Placement Log as directed by the course instructor.

Membership in PSEA (Pennsylvania State Education Association) is highly recommended for all students planning to participate in field experiences. PSEA membership offers liability insurance for individuals working in school settings. Graduate students who are practicing teachers may already have a full professional PSEA membership. Graduate students who have never enrolled as a professional member may register for a discounted "Student Membership" which also provides liability insurance. PSEA membership also carries many other benefits and incentives. Enrollment in PSEA may be done on line at [www.psea.org](http://www.psea.org).

The following list describes the types of placement that will be appropriate for each special education course:

EDSP 501 Special Education Methodology I with Field Experience - (15 hours of field work). The course focuses on higher incident special needs populations who are typically integrated and included in general education classrooms. Good field experience matches would be found in the following classrooms; learning support, learning disabilities, reading disabilities, resource room, inclusion, "pull-out" or "push-in" programs.

EDSP 502 Special Education Methodology II with Field Experience - (15 hours of field work). The course focuses on lower incident special needs populations with more significant exceptionalities such as mental retardation, autism, physical disabilities. These students would be found typically in settings such as: life skills, autistic support, mental retardation programs, physical support, sensory impairments (vision and hearing impairments).

EDSP 503 Behavior Management in Special Education with Field Experience -(15 hours of field work). The course focuses on special needs students diagnosed with various emotional and behavioral difficulties. Typically these students participate in specialized behavioral management programs, which may be separated from the general education classroom. Good field experience matches would be found in the following classrooms; emotional support, behavioral support, SED (severe emotional disturbance), EBD (emotional behavioral disorders). It would also be appropriate for Wilkes students to observe individual pupils with emotional/behavioral

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disorders during sessions with school counselors, Therapeutic Support Service providers, and school psychologists.

### Internship Placement Procedures

Graduate students arrange and schedule their own internship placement. The Program Advisor may assist the student if a placement is unable to be determined. Occasionally, a specific internship experience may be recommended for the student.

- a. It is the student's responsibility to identify a mentor teacher. The mentor teacher must be certified in special education and must be employed in a special education setting. The student should approach the potential mentor teacher to determine whether he/she is interested in serving in the role of mentor teacher.
- b. Once the student has secured permission from the mentor teacher, he/she needs to complete a Mentor Teacher Application Form. The form is signed by the mentor teacher. The form is then submitted, along with current Act 34 (PA State Police Criminal Record Check) and Act 151 (PA Child Abuse History Check) and FBI fingerprinting clearances if they are not already on file to the Graduate Teacher Education department.
- c. Paperwork for placement must be submitted to the Graduate Teacher Education department three weeks prior to start of semester/hours.
- d. Once all the paperwork is in place, the Coordinator of Graduate Field Placements will review the placement with the Special Education Program Coordinator, who ultimately approves all placements. The Program Coordinator and the Director of Graduate Teacher Education reserve the right to decline placements that are deemed to be inappropriate.
- e. The student will be assigned a supervisor from Wilkes. In most cases, the supervisor is the EDSP 506 course instructor.
- f. The Coordinator of Graduate Field Placements and Special Education Program Coordinator review the class lists for EDSP 506 to confirm that all students have legitimate field placements. In the event that students have not completed the process, they will not be allowed to continue in the course.

### Internship Requirements

Interns must participate in a minimum of 100 hours in an instructional setting with special education students. Interns must keep a detailed log of the time spent and the activities engaged in during the internship. Forms will be distributed by the course instructor.

During the internship, interns will complete the following tasks:

- Assess students' strengths and weaknesses
- Assist in the development of an Individualized Education Plan (IEP)
- Write a functional behavior plan (FBA)
- Develop and conduct a minimum of two lessons  
One lesson needs to be scheduled for a time when the Internship supervisor/instructor can observe the presentation. Alternate video taping of the lesson can be arranged, at the request of the course instructor, especially with high course enrollments or when placements are farther away.
- Interns must participate in parent related communications (i.e. parent conferences, phone conversations, written correspondence)
- Interns must participate in a team meeting related to student progress

AUTISM ENDORSEMENT PROGRAM

Dr. Kristin Bewick, Program Coordinator

The Autism Endorsement Program is a 4-course/12-credit online graduate program designed to provide professionals with advanced training in the areas of autism spectrum disorders and pervasive developmental disorders. The courses may also be taken as electives by other educational and clinical professionals who wish to gain enrichment in the areas addressed in each course.

The Pennsylvania Department of Education (PDE) has announced that it will develop a system to review and approve endorsement programs, for issuance of the endorsement on a candidate's certificate. This approval process is ongoing and in progress. Until the time of final PDE review and approval, a certificate of program completion will be issued by Wilkes University that can be shown to employers and interested stakeholders. PLEASE NOTE THAT PDE APPROVAL FOR THE FORMAL ENDORSEMENT WILL INCUR CHANGES TO THE CURRENT AUTISM PROGRAM BY ADDING REQUIRED FIELD EXPERIENCES AND COURSE COMPETENCIES. REVISIONS TO THE CURRENT PROGRAM WILL BE PUBLISHED UPON APPROVAL AT [www.wilkes.edu/pages/3240.asp](http://www.wilkes.edu/pages/3240.asp).

Candidates interested in enrolling in the Autism Endorsement Program must provide a copy of their Pennsylvania certification. Certification may be at Instructional I or II levels, in areas including but not limited to, regular and special education, school psychologist, principal, guidance counselor, speech and language clinician, occupational and physical therapist, reading specialist, and home and school visitor.

The Autism Endorsement Program consists of the following three-credit courses:

**AUT 501: Autism Diagnosis and Treatment** - Offered every semester

This course must be taken as the first course in the AUT sequence. It may be taken as a co-requisite with another AUT course during the first semester.

Candidates enrolled in AUT 501 will participate in a weekend residency session bringing student cohorts to the university campus in Wilkes-Barre, Pennsylvania.

**AUT 502: Applied Behavioral Analysis and Autism** – Offered Fall semesters

**AUT 503: Autism Scope and Sequence** – Offered Spring semesters

**AUT 504: Advanced Autism Instruction and Intervention** – Offered Summer semesters

TEACHING ENGLISH AS A SECOND LANGUAGE

Ms. Kimberly Niezgoda, Program Coordinator

The Teaching English as a Second Language program qualifies students to instruct populations whose first language is not English. Wilkes offers a 12-credit certificate option and a 30-credit master's degree in both hybrid and fully online formats. The program is accredited by the Middle States Commission on Higher Education and approved by the Pennsylvania Department of Education (PDE). Please note, while there is no definitive date yet set for implementation, PDE has recently revised the ESL Program Specialist requirements. The new standards will require students to take between 16-18 credits and have 60 hours of field experiences. Students will be notified if the State requires us to change the program for currently enrolled students.

### **The TESL program at Wilkes University.**

The 12-credit certificate option allows educators to earn their Pennsylvania ESL program specialist certificate by completing the first four courses in the TESL program. Credits earned in the certificate program can be applied to the 30-credit master's degree, for students who choose to continue to grow in this field.

### **Course Sequence**

Requirements for ESL program specialist certification (12 credits)

ESL 501 Approaches to Teaching Second Languages

ESL 502 Language Concepts for Second Language Learning and Teaching

ESL 504 Intercultural Communication for Language Teachers

ESL 506 Teaching the Four Skills: Reading, Writing, Listening and Speaking

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Additional requirements for the master's degree (18 credits)

ESL 505 Second Language Acquisition

ED 520 Using Assessment to Guide Instruction

ESL 507 Sociolinguistics and Second Language Acquisition

ESL 508 Second Language Program Development

ESL 509 Computer-Assisted Language Learning

ESL 512 ESL Teaching and Evaluation, from Theory to Practice (Capstone Course- must be taken last in the program.)

## SECONDARY EDUCATION

Wilkes offers Master's degree programs in Secondary Education in various content areas including Biology, Chemistry, English, History, and Mathematics. Applicants must possess teacher certification in the content area for which they are applying. The secondary education programs are not designed to prepare students for certification. A candidate for the Master of Science in Education degree whose program is in one of the secondary school teaching subjects must complete 18 credits in the appropriate content area and 12 Education graduate course credits consisting of six credits in Area I Foundations of Education and six credits in Area II Professional Skills to include ED 520 Using Assessment to Guide Instruction and ED 522 Curriculum and Instruction). Information about specific courses in the Secondary Education master's degree programs can be found in the Biology, Chemistry, English, History or Mathematics sections of this bulletin. Students are encouraged to contact the department chair of the specific content area to inquire about course availability. The education courses of the Secondary Education programs may be taken at off-campus locations in any semester, but the content area courses can only be taken on the Wilkes campus, typically during fall and spring semesters only.

## LETTER OF ENDORSEMENT: TEACHER LEADERSHIP AND INSTRUCTIONAL COACHING

Dr. Kurt Eisele,  
Program Coordinator

Dr. David L. Reese, Academic Coordinator

The Letter of Endorsement in Teacher Leadership and Instructional Coaching is a 12-credit online graduate program that quickly equips educators with the practical skills and tools necessary to be successful in a new role, while earning the respect of colleagues. Upon successful completion of this program, candidates will be granted a Letter of Endorsement that can be presented as evidence that knowledge and skills of teacher leadership and instructional coaching have been effectively demonstrated.

Teachers interested in applying to this program must have a minimum of three years full-time teaching experience in an educational setting. Applicants must submit the program application, current application fee, teaching certificate and one recommendation to enroll in the program. The recommendation should be from the applicant's current principal or supervisor and attest to the applicant's ability to be a teacher leader as well as verify the length of service as a full-time teacher.

The program consists of the following:

Teacher leader and instructional coaching series (must complete four courses = 12 credits)

- EDAM 5013: Teacher Leadership - must take as first course in program (3 Credits)
- EDAM 5020: Instructional Coaching i (3 Credits)
- EDAM 5021: Instructional Coaching ii (3 Credits)
- EDAM 5022: Problem-based Approach to Instructional Coaching k-12 (3 Credits)

### NOTE:

- There are no transfer credits permitted in this program

- Courses in this program run on the National Institute for Professional Practice academic calendar. Visit [www.professionalpractice.org](http://www.professionalpractice.org) or call 888-235-6555 for a copy of the most recent academic calendar.

## EDUCATION COURSE DESCRIPTIONS

### AREA I - FOUNDATIONS OF EDUCATION

#### EDUCATION 510. PSYCHOLOGICAL FOUNDATIONS OF EDUCATION

THREE CREDITS

A study of human development and learning, application of psychological principles in the practice of education.

#### EDUCATION 511. PHILOSOPHICAL FOUNDATIONS OF EDUCATION

THREE CREDITS

An examination of philosophical issues which bear upon American education. The problem of relating theory to practice is considered.

#### EDUCATION 512. SOCIAL FOUNDATIONS OF EDUCATION

THREE CREDITS

An introduction to the history, scope, materials and methods of the sociological analysis of education. Instruction includes the concepts of culture, socialization, stratification, social control and change as they relate to formal education.

#### EDUCATION 513. COMPARATIVE FOUNDATIONS OF EDUCATION

THREE CREDITS

An analytic study of educational patterns in contemporary societies. Educational policies and institutions are studied in their cultural context. Educational patterns of developed and developing nations are described, analyzed and compared; examples from each pattern are examined.

#### EDUCATION 514. ISSUES IN EDUCATION

THREE CREDITS

An examination of contemporary issues in education and their historical perspectives. The development of school organizations and higher education; instructional programs and curricula; and the delivery systems and functions of education are examined in light of contemporary issues. A survey of American education from past to present is presented.

#### EDUCATION 515. COGNITION

THREE CREDITS

This course provides in depth study of the processes required for students to process information, including perception, attention, memory, encoding, retrieval, problem solving, and the information processing requirements of reading and writing. Consideration of problem solving in specific subject areas is also covered.

#### EDUCATION 518. SCHOOL LAW

THREE CREDITS

An examination of school law at the federal, state and local levels; review, discussion and analysis of court decisions which affect schools.

#### EDUCATION 519. ISSUES, LAWS AND TRENDS IN EDUCATION

THREE CREDITS

(Students who have previously taken either ED 514 or ED 518 may not register for ED 519.)

This course will focus on an examination of school law at the federal, state and local levels through review, discussion and analysis of court decisions that affect educational institutions. The study of school law and American education will be centered on contemporary issues with consideration given to historical perspectives, accountability issues and future trends. Topics will include legal and ethical issues in instructional delivery systems and the functions of education. Required for the Classroom Technology, Educational Development & Strategies, Instructional Technology, and Special Education Programs for students beginning courses in Fall 2007.

## AREA II - PROFESSIONAL SKILLS IN EDUCATION

### EDUCATION 520. USING ASSESSMENT TO GUIDE INSTRUCTION

THREE CREDITS

(Previously titled Educational Assessment- Do not repeat for additional credit)

An examination of various assessment strategies and current methods of assessment, through the study of theory and effective practices in assessment translated into design. The analysis of disaggregated student data to implement effective change in teaching and assessment practices will be explored. Research based strategies for the assessment and instruction of diverse learners will be examined. (Cross listed with EDAM 5032).

### EDUCATION 521. STATISTICS IN EDUCATION

THREE CREDITS

Correlation and regression through statistical inference.

### EDUCATION 522. CURRICULUM AND INSTRUCTION

THREE CREDITS

The course will engage students in the study of school curricula in elementary and secondary education. Models and trends in curriculum development will be explored by examining past and present influences on curriculum. The needs of diverse learners will be addressed through a survey of the latest research addressing differentiated instruction and societal factors influencing achievement gaps. Participants will relate this knowledge to their delivery of curriculum to students.

### EDUCATION 525. INTRODUCTION TO EDUCATIONAL RESEARCH / MASTER'S LEVEL

THREE CREDITS

This course is designed to facilitate learning methods and techniques of educational research, critiquing published research and conducting a thorough and professional search for research literature on a selected topic.

### EDUCATION 585. INTEGRATING TECHNOLOGY INTO THE CURRICULUM

THREE CREDITS

The course will present models of instructional design to provide a theoretical framework in the application and integration of microcomputer technology into the K-12 curriculum. Participants will develop a portfolio of computer-generated materials for their classroom. **Required for the Classroom Technology, Instructional Technology, Special Education, and Educational Development and Strategies Programs.**

## AREA III - ELEMENTARY EDUCATION

### EDUCATION 531. CHILDREN'S LITERATURE

THREE CREDITS

A study of methods and materials appropriate for elementary school instruction in literature.

### EDUCATION 532-533. PROBLEMS IN ELEMENTARY EDUCATION

THREE CREDITS

Advanced study of materials and methodology appropriate for elementary classroom instruction.

Section	A Mathematics	D Social Studies
	B Science	E Special Subjects
	C Language Arts	

### EDUCATION 536. ELEMENTARY SCHOOL READING INSTRUCTION

THREE CREDITS

Lectures and demonstrations cover the psychology of the reading process, appraisal of reading needs, directed reading activities, word recognition and comprehension abilities.

### EDUCATION 537. READING DISABILITIES

THREE CREDITS

Lectures and demonstrations cover the identification, diagnosis, and classification of individuals with reading problems at all ages and levels of instruction.

Prerequisite: ED 536.

## AREA IV - SECONDARY EDUCATION

EDUCATION 540. SPECIAL METHODS IN SECONDARY SCHOOL INSTRUCTION  
THREE CREDITS

Section	A Biology	E History	I Social Studies
	B Chemistry	F Mathematics	J Educational Theater
	C Environmental Science	G Physics	K Science
	D English	H Reading	

## AREA V - EDUCATIONAL DEVELOPMENT AND STRATEGIES

NOTE: Education 541 through Education 558 were developed by educators at Performance Learning Systems, Inc. (PLS). The coursework is tightly structured, utilizing programmed learning with integrated audio-visual materials. Students conduct research in their own classrooms and report regularly on their success in employing strategies taught. Instructors for these courses receive special training prior to assignment. To register and pay tuition for these PLS courses only, contact the Performance Learning Systems office directly @ 1-866-757-2527 or visit [www.plsweb.com](http://www.plsweb.com).

All courses listed with a "W" (for Wilkes credit) on the PLS course schedule may be used toward the required 12 credits of Performance Learning Systems courses for the Wilkes EDS degree.

ED 541 DESIGNING MOTIVATION FOR ALL LEARNERS  
THREE CREDITS

*(previously titled Keys to Motivation - students cannot retake for additional credit)*

Students will design learning experiences and develop effective leadership strategies that promote motivation for all learners. Additionally, they will learn verbal encouragement techniques that motivate by reinforcing student effort and reducing risk and discover how purposeful work and goal achievement can support all types of learners.

ED 542 MEANINGFUL ACTIVITIES TO GENERATE INTERESTING CLASSROOMS (M.A.G.I.C.)  
THREE CREDITS

A hands-on course which offers students the opportunity to learn a variety of engaging activities to go beyond textbook and workbook instruction. Participation in over 60 activities provides practice in creating, evaluating, and adapting ideas to each participant's specific curriculum.

ED 543 ACHIEVING STUDENT OUTCOMES THROUGH COOPERATIVE LEARNING  
THREE CREDITS

Designed to encourage teachers to use cooperative strategies appropriately in classrooms. Activities include simulations, use of cooperative learning models, and creation of lesson plans.

EDUCATION 544. ADVANCED PROJECT T.E.A.C.H. LAB  
THREE CREDITS

Offers an opportunity for participants to actively practice the skills learned and utilized in Project T.E.A.C.H. Participants use the innovative techniques of storyboarding, journal writing, videotaping, live event activities and simulations in this course.

Prerequisite: ED 550 Project T.E.A.C.H.

EDUCATION 545. ADVANCED TEACHING THROUGH LEARNING CHANNELS LAB  
THREE CREDITS

Offers an opportunity for participants to actively practice the skills learned and utilized in Teaching Through Learning Channels.

Prerequisite: ED 552 Teaching Through Learning Channels

ED 546 COACHING SKILLS FOR SUCCESSFUL TEACHING  
THREE CREDITS

Develops and models strategies that help teachers share teaching ideas with one another. Participants will learn how to plan and implement coaching conferences, enhance teacher self-esteem with supportive techniques, share ideas with colleagues in a non-threatening environment and identify excellent teaching practices and grow from them.

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### ED 547 TEACHING THE SKILLS OF THE 21ST CENTURY

THREE CREDITS

Through the use of dynamic videotape productions, activities, articles and unique survey instruments, this course looks at what students need to know and be able to do to live successfully in the 21st century. In a forum where educators can share their vision of how a curriculum should be developed and taught, the course introduces facilitations skills that ensure the successful education and enrichment of both student and teacher.

### ED 548 PURPOSEFUL LEARNING THROUGH MULTIPLE INTELLIGENCES

THREE CREDITS

Based on the research of Howard Gardner, this course focuses on understanding each of the intelligences and identifying them. Discovery centers are used to experience each intelligence and teaching strategies and classroom activities that enhance the intelligences are designed by participants.

### ED 549 DISCOVERING THE POWER OF LIVE EVENT LEARNING

THREE CREDITS

This course teaches how to use active participation in real-life experiences to create lesson plans that allow students to learn through real experiences. Participants learn facilitative leadership skills which enable them to go beyond hands-on learning and simulations to incorporate real concrete experiences in their lessons which promote student problem solving and decision making.

### ED 550 PROJECT T.E.A.C.H.

THREE CREDITS

Teacher Effectiveness and Classroom Handling (T.E.A.C.H.) deals with clarity of communication, avoidance of confrontation, and techniques to reduce tension in the classroom.

### ED 551 P.R.I.D.E.

THREE CREDITS

Professional Refinements in Developing Effectiveness (P.R.I.D.E.) treats questioning techniques, non-verbal communication, and the development of contracts to motivate students.

### ED 552 TEACHING THROUGH LEARNING CHANNELS

THREE CREDITS

This course utilizes recent brain research, examines individual differences in learning styles, and develops adaptive teaching procedures to accommodate varying cognitive processes.

### ED 553 BRAIN-BASED WAYS WE THINK AND LEARN

THREE CREDITS

*(previously titled Patterns for IDEAS - students cannot repeat for additional credit)*

This course will explore the four basic thinking skills of induction, deduction, analysis, and synthesis. Students will experience, model, and internalize specific techniques of brain-based teaching and learning and will integrate thinking processes into real-life applications.

### ED 554 SUCCESSFUL TEACHING FOR ACCEPTANCE OF RESPONSIBILITY

THREE CREDITS

This course is designed to help experienced and beginning K-12 educators create a classroom environment in which responsible behavior is modeled, taught, and supported. Participants will explore the underlying causes of irresponsible behavior and learn specific strategies associated with four instructional approaches that empower students to be self-directed, responsible learners. As participants learn to mentor, model, coach, and facilitate responsible actions in their students, they likewise develop increasing responsibility and personal power in their own professional practice.

### ED 555 CLASSROOM MANAGEMENT: ORCHESTRATING A COMMUNITY OF LEARNERS

THREE CREDITS

This course equips experienced and beginning K-12 educators with current, research-validated concepts and strategies for orchestrating classroom life and learning so that instruction flows smoothly, student misbehavior is minimized, and learning potential is maximized. Participants will learn strategies associated with seven key areas of expertise that collectively contribute to a teacher's classroom management effectiveness.



## ED 557 DIFFERENTIATED INSTRUCTION FOR TODAY'S CLASSROOM

THREE CREDITS

This course equips experienced and beginner educators with the essential knowledge and skills to implement differentiated instruction (DI) successfully in their own classrooms. In a highly interactive learning environment that models the DI principles and processes, class members will gain expertise in understanding and implementing a broad range of strategies associated with the essential, distinguishing components of DI.

## ED 558 SPECIAL TOPICS IN EDUCATION

THREE CREDITS

Designates Performance Learning Systems courses that are in field test status. Courses are applicable toward appropriate degree programs. ED 558 is a designation given to multiple courses that are in field test mode. As such, a student may take more than one ED 558. It is the title of the course that designates one from another.

## ED 559 BEHAVIORAL, ACADEMIC, AND SOCIAL INTERVENTIONS FOR THE CLASSROOM

THREE CREDITS

This course provides educators with research-based interventions in the behavioral, academic, and social areas of student performance. Through a multitiered response to intervention model, educators implement a solution-seeking cycle for gathering information, identifying issues, and planning and assessing early and effective interventions.

## ED 560 BUILDING COMMUNICATION AND TEAMWORK IN THE CLASSROOM

THREE CREDITS

This course equips experienced and beginner educators with the essential knowledge and skills necessary to foster an emotionally engaging classroom. The selected strategies participants will learn and practice are designed to improve teacher expertise in five specific areas: leadership, communication and listening, positive thinking, student support, and team building.

## ED 561 READING ACROSS THE CURRICULUM

THREE CREDITS

This course provides research-based active reading comprehension strategies that participants can apply to their grade level or content area. By learning how to implement these metacognitive reading strategies, participants will be able to plan lessons more effectively. Emphasis is on learning styles, types of text, notation systems, content-area reading, assessments, fluency, motivation, and grade-level vocabulary.

## AREA VI - EDUCATIONAL COMPUTING COURSES

## EDUCATION 526. INTERNET LITERACY FOR EDUCATORS

THREE CREDITS

(Previously titled Telecommunications for the 21st Century – do not repeat for additional credit)

This course will explore developmentally appropriate teaching and learning opportunities that are available to classroom teachers via the Internet. Students will learn to use various types of electronic communications including the development of curriculum web sites that address content standards and student technology standards. The use of technology to communicate with peers, parents and the larger community to nurture student learning will be explored. The safe and healthy use of technology resources to facilitate equitable access of resources for all students will be endorsed. Research of best practice regarding online pedagogy will be examined. **Required for Classroom Technology Program.**

## EDUCATION 527. AUTHORING SYSTEMS/INSTRUCTIONAL DESIGN

THREE CREDITS

Design and construct lessons, tutorials and presentations for the classroom utilizing authoring software such as PowerPoint or HyperStudio. Ways to incorporate multimedia will also be explored and various design methodology will be examined. **Required for Classroom Technology Program.**

## EDUCATION 528. USING PRINT MEDIA TO SUPPORT EDUCATION

THREE CREDITS

(Previously titled Desktop Publishing – do not repeat for additional credit)

This course will address the editing and manipulation, enhancement and transformation of digital

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images including an overview of various graphic input devices. Concepts explored within the course will include image size, resolution and compression. The difference between preparing an image for a print medium vs. on-screen viewing will be discussed. The print media component of the course will present accepted principles of layout and design for professional looking documents that can be used in the classroom. Newsletters, flyers, booklets and other classroom materials that address the differentiation of instruction to accommodate the needs of all P - 12 students will be generated. **Required for Classroom Technology Program.**

EDUCATION 529. DISTANCE LEARNING AND EPEDAGOGY  
THREE CREDITS

This course is designed to guide students through the process of adapting their current teaching materials for TeleTeaching. Educators will learn how to prepare themselves, their students and their materials for this teaching and learning environment.

EDUCATION 530. UTILIZING EMERGING TECHNOLOGIES TO IMPROVE LEARNING  
THREE CREDITS

This course is designed to help students understand different key learning theories and their effective use in the design of accessible learning activities. Students will apply learning theory principles to develop model lessons using emerging technologies. Students will also identify appropriate strategies and technologies to support equitable access and diverse learning styles. Using technology to accomplish data-driven decision-making will be explored. **Required for Classroom Technology Program.**

EDUCATION 577. PRINCIPLES OF INFORMATION SECURITY  
THREE CREDITS

With focus on the educational environment, this course will discuss the principles of information security, building a clear understanding of the foundations of information security, the principles on which managerial strategy can be formulated and the technical solutions available to technology coordinators. **Required for Instructional Technology Program.**  
Prerequisite: ED 588.

EDUCATION 579. MEDIA DESIGN  
THREE CREDITS

This course is designed to give specific and realistic examples of how different types of media and instructional technology can complement each other in the computer age classroom. Emphasis will be given to the design and production of instructional materials using text, video, audio, and computer based and photographic formats for use in both distance learning and traditional classrooms. **Required for Instructional Technology Program.**

EDUCATION 580. INTRODUCTION TO EDUCATIONAL COMPUTING  
THREE CREDITS

The course will provide teachers with basic computer skills and experiences with exemplary courseware and utility software. This introductory course is especially designed for teachers who are computer novices who lack the skills necessary for advanced classroom technology courses.

EDUCATION 583. COURSEWARE DESIGN AND CONSTRUCTION  
THREE CREDITS

Using state-of-the-art technology to design and construct appropriate courseware support and curricula. Topics include the use of authoring software, optical technologies, ISD (Instructional Systems Design) models and strategies geared towards proper courseware design. **Required for Instructional Technology Program.**

EDUCATION 587. TECHNOLOGY LEADERSHIP  
THREE CREDITS

This course is designed to develop educational technology leaders who are knowledgeable and skilled in technology leadership practices that improve student learning and school operations in K-12 schools. It addresses skills and competencies necessary for the support and assessment of technology standards and will include issues and trends relevant to the field of educational technology. **Required for Instructional Technology degree and & the master's degree in Educational Leadership.**

EDUCATION 588. OPERATING SYSTEMS & NETWORKING  
THREE CREDITS

An exploration into the design of present-day microcomputer systems. Topics include microcomputer architecture and hardware, telecommunications, networking and general operating systems. **Required for Instructional Technology Program.**

EDUCATION 589. INSTRUCTIONAL TECHNOLOGY: MODELS AND METHODS  
THREE CREDITS

A "wide area" look into technology integration. An investigation into what the responsibilities of a technology coordinator will be - relating technology and thinking processes, the cognitive effects of technology integration, materials acquisition and placement and general administrative strategies. **Required for Instructional Technology Program.**

EDUCATION 591. INTERNSHIP (INSTRUCTIONAL TECH)  
THREE CREDITS

Participation in field experience to observe the use of technology to support instruction, the management of technology resources in educational settings, and the evaluation of effectiveness of technology resources for teaching and learning; application of technology resources to support instruction in classroom settings. **Required for PA Instructional Technology Specialist Certification.**

Prerequisites: ED 587, ED 588, ED 589 (or equivalent) and permission of Director.

EDUCATION 5080. TECHNOLOGY FOR ASSESSMENT & ADAPTATION  
THREE CREDITS

Technology for Assessment & Adaptation is designed to provide Instructional Technology Specialists with an understanding of how technology supports various types of educational assessments and the purpose of assessment in the decision-making process. In addition, this course will provide students with an understanding of the multi-disciplinary evaluation process and ability to articulate and analyze the findings presented in an evaluation report.

Required for Instructional Technology Program

EDUCATION 5081. TECHNOLOGY TO SUPPORT ALL LEARNERS  
THREE CREDITS

Technology to Support All Learners is designed to provide Instructional Technology Specialists with an understanding of the varied characteristics of learners with disabilities and identify appropriate instructional strategies and resources to support diverse learners to achieve success within the school culture.

Required for Instructional Technology Program

EDUCATION 5082. TECHNOLOGY TO SUPPORT CURRICULUM & INSTRUCTION  
THREE CREDITS

Technology to Support Curriculum and Instruction is designed to provide Instructional Technology Specialists with the ability to identify instructional technology resources to support diverse learners. The course focuses on specific exceptionalities and requires students to use quantitative reasoning strategies to analyze data and draw conclusions using various forms of school-wide and district-wide data.

[Note: \* Courses focused on adaptations and accommodations & ELL 9 + 3 requirements of PA §49.13]

Required for Instructional Technology Program

## AREA VII - SPECIAL EDUCATION (EDSP)

EDSP 501. SPECIAL EDUCATION METHODOLOGY I WITH FIELD EXPERIENCE  
THREE CREDITS

This course addresses the development, implementation, and monitoring of individualized management, instructional, curricular, and environmental strategies and adaptations for students with special needs. Pedagogical recommendations and research based effective teaching practices are reinforced from prerequisite courses. Emphasis is placed on a needs based model incorporating the cognitive, language, attentional, affective, physical, and sensory needs of higher incident populations (learning disabilities, mild mental retardation, speech disorders, and behavioral challenges) within

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included settings, resource room, segregated and learning support environment. A 15-hour field experience component facilitates direct interaction with special needs learners, supplemented by cooperative discussions of experiential applications to course content.

### EDSP 502. SPECIAL EDUCATION METHODOLOGY II WITH FIELD EXPERIENCE THREE CREDITS

This course addresses the development, implementation, and monitoring of individualized management, instructional, curricular, and environmental strategies and adaptations for students with special needs. Pedagogical recommendations and research based effective teaching practices are reinforced from prerequisite courses. Emphasis is placed on a needs based model incorporating the cognitive, language, attentional, affective, physical, and sensory needs of lower incident populations (multiple disabilities, hearing/vision impairments, orthopedic and health conditions) within included settings, resource room, learning support, and segregated environments. A 15-hour field experience component facilitates direct interaction with special needs learners, supplemented by cooperative discussions of experiential applications to content.

### EDSP 503. BEHAVIORAL MANAGEMENT WITH FIELD EXPERIENCE THREE CREDITS

This course will assist preservice teachers in developing a working framework of social, behavioral, environmental, individualized, and collective management techniques. Techniques practiced in the course will focus on approaches for classroom organization, constructive discipline, and proactive responses to intervention, including applied behavior analysis and functional behavioral assessments. A 15-hour field experience component facilitates direct interaction with special needs learners, supplemented by cooperative discussions of experiential applications to course content.

### EDSP 504. ASSESSMENT IN SPECIAL EDUCATION THREE CREDITS

This course will provide direct experience with selecting, administering, and interpreting formal and informal assessment measures for analysis of student learning profiles. Assessments will include ecological inventories, norm-referenced, performance-based and curriculum-based testing standardized achievement and intelligence measures, and vocation/transition-related evaluations. Cooperative discussions will focus on instructional decision-making based upon student learning profiles.

### EDSP 505. ISSUES AND TOPICS IN SPECIAL EDUCATION THREE CREDITS

This course will offer a colloquium for constructive exploration of specialized topics in the field of special education. Preservice teachers will be given the opportunity to pursue independent issues relative to their endeavor as special educators, reviewing and reinforcing skills in the critical areas of assessment, inclusion, IEP development, discipline, management, transition, organization, planning collaboration, and professional/personal development.

### EDSP 506. INTERNSHIP IN SPECIAL EDUCATION THREE CREDITS

This course is the culminating activity for the Special Education Certification program. In the course, candidates work with a special education certified teacher and their respective professor/supervisor as they experience opportunities to apply knowledge gained in the previous EDSP courses (EDSP 501, EDSP 502, EDSP 503, EDSP 504, and EDSP 505). The internship requires 100 hours including direct teaching, related meetings, preparation and paperwork as well as designated Wilkes class-time. Examples of activities students will be involved in include (but are not limited to): a needs assessment for special education students, experience with IEPs, construction of an instructional segment, delivery of instruction, parent and staff meetings, conducting classroom based assessments and identification of appropriate instructional materials. Note: The Internship must be taken as the final EDSP course or in conjunction with the final EDSP course.

## AREA VIII - ADVANCED COURSES

### EDUCATION 517. PRINCIPAL AS AN EDUCATIONAL LEADER THREE CREDITS

This course will focus on the leadership roles and responsibilities of the principal. Leadership theories, ethics, organizational models, data-driven decision making, managing change and conflict,

effective communication, diversity, and community relations are critical areas that will be analyzed, assessed and practiced. This course requires a minimum of 30 hours of field experience. Students are conditionally admitted to the EDLS program until successful completion of this course.

**Required for K-12 principal certification.**

EDUCATION 523. ADMINISTRATIVE LEADERSHIP IN CURRICULUM AND INSTRUCTION  
THREE CREDITS

This course familiarizes future principals with the nature of curriculum and the impact of national and state standards on the instructional program. The importance of the role of the principal in developing an organizational structure for curricular change to provide the most appropriate instructional environment for all students will be embedded throughout the course. This course requires a 30 hour field experience focusing on school curriculum leadership. ***Pre-requisite: ED 517 Principal as Educational Leader***

**Required for K-12 principal certification.**

EDUCATION 524. ACTION RESEARCH FOR EDUCATIONAL CHANGE  
THREE CREDITS

Action research is applied research educators can do within the school to improve practice, from instruction to learning. Knowledge and skill will be in designing action research, using both quantitative and qualitative data collection methods, to inform and improve practice. (Cross-listed with EDAM 5031)

**Required for the master's degree in Educational Leadership.**

EDUCATION 570. PROFESSIONAL AWARENESS FOR COOPERATING TEACHERS  
THREE CREDITS

This course is designed to identify the role of the cooperating teacher concerning the supervision of student teachers. The course presents a formal training program for cooperating teachers including strategies for the effective interaction with student teachers as well as crucial techniques of observation, supervision and evaluation.

Prerequisite: Admission to this course approved through application to the Education Department.

EDUCATION 571. SPECIAL EDUCATION PROGRAMMING AND ADMINISTRATION  
THREE CREDITS

This course will familiarize future principals with methods and strategies to design and implement programs for students with disabilities that are compliant with legal requirements and current research in improving student achievement. The importance of the role of the principal in developing an organizational structure that facilitates the most appropriate teaching and learning environment for students with disabilities will be embedded throughout the course. This course requires a 30 hour field experience focusing on special education administration from the principal's perspective. ***Pre-requisite: ED 517 Principal as Educational Leader***

**Required for K-12 principal certification.**

EDUCATION 572. EXTENDED TEACHING  
THREE CREDITS

Students with appropriate teaching experience are assigned to a supervised teaching setting.

Prerequisite: Approval of education department chairperson.

EDUCATION 573. EVALUATION OF EDUCATIONAL PROGRAMS  
THREE CREDITS

Students will undertake advanced study in educational assessment strategies and program evaluation with a focus on student learning within the operation of these programs. It will encompass various types of assessment strategies and methods, as well as the analysis of assessment data to guide instruction and curriculum design. Instruction will focus on the principal's role in guiding teachers in the design of effective assessments and alternative assessment strategies, and the use of assessment in program evaluation. Working in collaboration with faculty, colleagues, and a practicing administrator, students will design a leadership plan of study for a topic in this area. The plan of study must directly relate to the role and responsibilities of the principal in this capacity. Sample topics can be drawn from such areas as: student assessment methods, evaluation of special and regular education programs, academic standards and the PA Assessment System or other related topics. ***Pre-requisite: ED 517 Principal as Educational Leader.***

**Required for K-12 principal certification.**

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### EDUCATION 575. SCHOOL LAW FOR PRINCIPALS

THREE CREDITS

This course focuses on current school law at the state and federal levels and its influence on the role and responsibilities of the principal in a K – 12 school system. Law, legislation, and court decisions that affect the principals' dealings with students and employees will be studied and analyzed in light of the historical context and current issues. Emphasis will be given to laws governing the management of special education services and programs and the mandates related to student achievement of state standards. ***Pre-requisite: ED 517 Principal as Educational Leader.***

**Required for K-12 principal certification.**

### EDUCATION 576. SCHOOL MANAGEMENT AND COMMUNICATIONS

THREE CREDITS

This course focuses on the study of administrative functions in educational institutions. Topics include: school budget planning, facilities management, resource allocation, establishing and maintaining positive school and community relations, and effective communication strategies for principals. ***Pre-requisite: ED 517 Principal as Educational Leader***

**Required for K-12 principal certification.**

### EDUCATION 578. STAFF DEVELOPMENT AND SUPERVISION

THREE CREDITS

This course focuses on staff development and teacher supervision. Models of supervision, such as clinical supervision and differentiated supervision, are examined. Case studies will be utilized to gain understanding of the teacher evaluation process. Mentoring and new teacher induction programs will be investigated. An overview of the laws and policies, which influence and govern these programs will be included. ***Pre-requisite: ED 517 Principal as Educational Leader***

**Required for K-12 principal certification.**

### EDUCATION 590. THESIS

THREE CREDITS

### EDUCATION 592. K-12 PRINCIPAL INTERNSHIP

(PARTS A & B - TWO SEMESTERS AT 3 CREDITS EACH)

SIX CREDITS TOTAL

Students will complete work as an administrative intern with practicing K-12 principals. Within this experience, students will design a leadership plan of study to implement a research-based project, which will attest to their ability to perform as an educational leader. The project is to address the needs of the candidate, as well as the needs of the school where the internship is being completed.

***Prerequisites: Completion of the 21 credits required for principal certification.***

**Required for K-12 principal certification.**

### EDUCATION 594. WORKSHOP

THREE CREDITS EACH SEMESTER

Provides an opportunity for experienced teachers to develop study programs designed to meet their special needs. Students may receive credit more than once if there is no duplication in subject matter covered.

### EDUCATION 595-596. INDEPENDENT STUDY

THREE CREDITS EACH SEMESTER

Affords an opportunity for independent study of selected topics under faculty supervision.

**Prerequisite:** Permission of department chairperson/program director.

### EDUCATION 597. SEMINAR

THREE CREDITS

An advanced course dealing with some significant issues selected by the instructor. The seminar technique provides a review of major problems based on the current level of knowledge in the area.

**Prerequisite:** Permission of instructor/department chairperson.

### EDUCATION 598. TOPICS

THREE CREDITS

Advanced study of topics of special interest not extensively treated in regular courses.

EDUCATION 599. SHORT COURSES  
ONE TO THREE CREDITS

These courses treat a variety of topics, usually on a condensed schedule basis. Designed to investigate problems in the field, these courses provide an opportunity for practicing professionals to study current issues under qualified leadership. Departmental approval is required if credits are to be applied to meet degree requirements. A maximum of six credits may be used as electives to meet degree requirements. Credit is given at the rate of one-half semester hour for each eight hours of class work.

## AREA IX - EDUCATIONAL ADVANCED METHODS (EDAM)

### EARLY LITERACY COURSE SERIES

EDAM 5001. EARLY LITERACY: GUIDING PRINCIPLES AND LANGUAGE DEVELOPMENT (K-3)  
THREE CREDITS

This course will set the stage for the entire Comprehensive Early Literacy Series. It begins by introducing Scientifically-Based Reading Research, and what it means regarding teaching students to read. Comprehensive Literacy Instruction and the principles that guide it will be covered. The Gradual Release of Responsibility Model will be introduced as a strategy for moving students to independent learning. Finally, the importance of language development instruction and how it relates to guiding principles will be connected. **Prerequisite course for the MS in Education with a major in Early Childhood Literacy program.**

EDAM 5002. WORD STUDY K-3: PRINT AWARENESS, LETTER KNOWLEDGE, PHONICS, AND HIGH FREQUENCY WORDS  
THREE CREDITS

The course begins with a look at the core beliefs about teaching and learning and a review of the Gradual Release of Responsibility Model. The learner will then consider what comprehensive early literacy is and how the Gradual Release of Responsibility Model is applied to it, as well as how to develop a comprehensive early literacy assessment system. The learner will also examine phonological awareness, the five components of word study, and the role of accuracy in comprehensive early literacy.

**Prerequisite:** EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)

EDAM 5003. FLUENCY AND VOCABULARY DEVELOPMENT (K-3)  
THREE CREDITS

Assessing and improving oral reading fluency are explored, as well as vocabulary development activities in the context of five research-based methods for a teaching vocabulary.

**Prerequisite:** EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)

EDAM 5004. DEVELOPING COMPREHENSION, PART I (K-3)  
THREE CREDITS

The course begins with a review of the core beliefs about teaching and learning, the Guiding Principles, and the Gradual Release of Responsibility Model. The learner will then understand what comprehension is and why it should be studied, including the role of oral language, phonics, fluency, and vocabulary development. This will be followed by an introduction to literary genres and elements and structures of text. The learner will then consider comprehension strategies, as well as how comprehension can be assessed.

**Prerequisite:** EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)

EDAM 5005. DEVELOPING COMPREHENSION, PART II (K-1)  
THREE CREDITS

The course begins with a review of the core beliefs about teaching and learning, the Guiding Principles, and the Gradual Release of Responsibility Model. The learner will review what comprehension is and why it should be studied. This will be followed by modeling of comprehension strategies used individually. The learner will also examine tools to support comprehension instruction strategies. Next, the learner will examine techniques known as interactive read alouds/think alouds and shared reading and see modeling of comprehension strategies used with these techniques. Finally, the course will show how comprehension can be assessed.

**Prerequisite:** EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)

**Prerequisite: EDAM 5004 Developing Comprehension Part I (K-3)**

**EDAM 5006. DEVELOPING COMPREHENSION, PART II (2-3)  
THREE CREDITS**

The course begins with a review of the core beliefs about teaching and learning, the Guiding Principles, and the Gradual Release of Responsibility Model. The learner will review what comprehension is and why it should be studied. This will be followed by modeling of comprehension strategies used individually. The learner will also examine tools to support comprehension instruction strategies. Next, the learner will examine techniques known as interactive read alouds/think alouds and shared reading and see modeling of comprehension strategies used with these techniques. Finally, the course will show how comprehension can be assessed.

**Prerequisite: EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)**

**Prerequisite: EDAM 5004 Developing Comprehension Part I (K-3)**

**EDAM 5007. DIFFERENTIATED SMALL GROUP INSTRUCTION (K-1)  
THREE CREDITS**

The course begins with a review of the core beliefs about teaching and learning, the Guiding Principles, and the Gradual Release of Responsibility Model. The course covers what differentiated small group instruction is, why it is used, and how the Guiding Principles apply to it. This will be followed by considering the developmental stages of learning to read and the teaching emphasis at each stage. The course will then cover how to use assessment data to group and regroup students for differentiated instruction. Then, the learner will consider differentiated systematic and explicit instruction and learn what the lesson components are, how to plan the lesson, and how to manage the classroom.

Finally, the course will cover how to create a partnership with parents and how to communicate with them.

**Prerequisite: EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)**

**EDAM 5008. DIFFERENTIATED SMALL GROUP INSTRUCTION (2-3)  
THREE CREDITS**

The course begins with a review of the core beliefs about teaching and learning, the Guiding Principles, and the Gradual Release of Responsibility Model. The course covers what differentiated small group instruction is, why it is used, and how the Guiding Principles apply to it. This will be followed by considering the developmental stages of learning to read and the teaching emphasis at each stage. The course will then cover how to use assessment data to group and regroup students for differentiated instruction. Then, the learner will consider differentiated systematic and explicit instruction and learn what the lesson components are, how to plan the lesson, and how to manage the classroom.

Finally, the course will cover how to create a partnership with parents and how to communicate with them.

**Prerequisite: EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)**

**EDAM 5009. DEVELOPING INDEPENDENT READERS (K-3)  
THREE CREDITS**

The course begins with a review of the core beliefs about teaching and learning, the Guiding Principles, and the Gradual Release of Responsibility Model. The learner will explore the how, what, and why of independent reading and how it relates to the 7 Guiding Principles. The learner will consider the classroom environment and methods they can use to promote independent reading. The course will also explore the implementation and management of independent reading as well as how to create partnerships to support it.

**Prerequisite: EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)**

**EDAM 5010. CONNECTING READING AND WRITING (K-1)  
THREE CREDITS**

In this course, learners will understand how the reciprocal processes of connecting reading and writing accelerate student learning in both areas. This course will provide the research, the continuum of development, and resources for instructional techniques, assessment and record keeping. The learner will apply learned concepts and focus on student achievement.

**Prerequisite: EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)**



EDAM 5011. CONNECTING READING AND WRITING (2-3)  
THREE CREDITS

In this course, learners will understand how the reciprocal processes of connecting reading and writing accelerate student learning in both areas. This course will provide the research, the continuum of development, and resources for instructional techniques, assessment and record keeping. The learner will apply learned concepts and focus on student achievement.

Prerequisite: EDAM 5001 Early Literacy: Guiding Principles and Language Development (K-3)

EDAM 5012. MASTER TEACHER PRACTICUM: APPLYING ACTION RESEARCH TO DEVELOP A RESULTS-DRIVEN EARLY LITERACY CLASSROOM  
SIX CREDITS

This six credit practicum is designed to integrate all course content from the Early Literacy series through the practical application and implementation of a comprehensive literacy program in the classroom. Participants will complete an action research project in their classrooms and document the instruction and interventions which were provided to maximize student proficiency. Participants will be required to maintain a journal, participate in weekly discussions, group meetings, and debriefings with a practicum supervisor. At the end of the practicum learners will submit an evidence portfolio that will document and reflect on each phase of the action research project.

Prerequisite: EDAM 5001, EDAM 5002, EDAM 5003, EDAM 5004, EDAM 5005, EDAM 5006, EDAM 5007, EDAM 5008, EDAM 5009, EDAM 5010, EDAM 5011, EDAM 5013

EDAM 5013. TEACHER LEADERSHIP  
THREE CREDITS

After understanding the meaning of teacher leadership, learners will explore their own school's culture, their impact on learning, and the power of reflective practice. Teacher leaders are needed in order to facilitate effective change in school culture and student achievement. The course begins with a review of the core beliefs and guiding principles about teacher leadership and explores how schools are rapidly changing and the complexity of the change. Learners will experience various tools of reflection throughout the course, explore the impact of school culture on learning, and understand the behaviors and attitudes of teacher leaders.

Prerequisite: None

COACHING COURSE SERIES

EDAM 5020. INSTRUCTIONAL COACHING I  
THREE CREDITS

Instructional Coaching I defines instructional coaching and provides depth on initial coaching strategies used by new coaches as they develop their role within a school.

Prerequisite: EDAM 5013 Teacher Leadership

EDAM 5021. INSTRUCTIONAL COACHING II  
THREE CREDITS

Instructional Coaching II provides additional coaching strategies used after the role has been established and provides depth on evaluating program success using student assessment results.

Prerequisite: EDAM 5020 Instructional Coaching I

EDAM 5022. PROBLEM-BASED APPROACH TO INSTRUCTIONAL COACHING  
THREE CREDITS

This is a comprehensive instructional coaching course designed to address a range of grade levels and content areas. It provides examples through a case study approach of dealing with content areas and grade levels that span K-12 and are unique to specific certification areas and the teaching dilemmas and situations that are encountered when coaching K-12 teachers. Issues arising with special education, racial and socio-economic diversity are also addressed.

Prerequisite: EDAM 5013 Teacher Leadership

EDAM 5023. PROBLEM-BASED APPROACH TO K-3 LITERACY COACHING  
THREE CREDITS

This course is specific to the intended content area. It provides specific examples through case study approach of dealing with both the content area and grade range unique to the intended certification

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and the teaching dilemmas and situations that are encountered when coaching teachers. Issues arising with special education, racial and socio-economic diversity are also addressed.  
Prerequisite: EDAM 5013 Teacher Leadership

### TEACHING IN THE 21ST CENTURY COURSE SERIES

#### EDAM 5030. TEACHING IN THE 21ST CENTURY THREE CREDITS

This course lays the foundation by answering the question, "Why do I need to change my instruction?" Through this course, many learners will understand that student disinterest and poor achievement can be linked to the use of 20th century teaching strategies being used on 21st century minds. This course will allow learners to reflect on their current instruction in light of what 21st century students need. It will provide a systems view of what needs to change in the classroom and in the school system. The online learner will assess these needs and be introduced to the pedagogical strategies used, including inquiry, project-based learning, and differentiated instruction.  
Prerequisite course to all other courses in the MS in 21st Century Teaching & Learning.

#### EDAM 5031. ACTION RESEARCH FOR EDUCATIONAL CHANGE THREE CREDITS

Action research is applied research educators can do within the school to improve practice, from instruction to learning. Knowledge and skill will be in designing action research, using both quantitative and qualitative data collection methods, to inform and improve practice.  
Prerequisite: EDAM 5030 Teaching in the 21st Century

#### EDAM 5032. USING ASSESSMENT TO GUIDE INSTRUCTION THREE CREDITS

Using data-driven instruction to guide teaching and learning is critical in the attainment of student learning outcomes. Educators will learn to use assessments to plan, modify, and differentiate instruction, as well as to assess mastery of content and academic standards through the selection of appropriate content and the design of varied assessments to lead to the interpretation and application of data from multiple assessment sources. (cross-listed with ED 520). Prerequisite: EDAM 5030 Teaching in the 21st Century

#### EDAM 5033. DEVELOPING READING & WRITING ACROSS THE CURRICULUM THREE CREDITS

This course lays the foundation by answering the question, "Why do I need to change my instruction?" Through this course, many learners will understand that student disinterest and poor achievement can be linked to the use of 20th century teaching strategies being used on 21st century minds. This course will allow learners to reflect on their current instruction in light of what 21st century students need. It will provide a systems view of what needs to change in the classroom and in the school system. The online learner will assess these needs and be introduced to the pedagogical strategies used, including inquiry, project-based learning, and differentiated instruction.  
Prerequisite: EDAM 5030 Teaching in the 21st Century

#### EDAM 5034. APPLYING ADVANCED TECHNOLOGY TO SUPPORT STANDARDS-BASED INSTRUCTION THREE CREDITS

This course introduces students to advanced instructional technologies, currently available to educators, and the ways they can be used to support standards-based instruction. Ubiquitous use of technology will be emphasized to create enriched, motivating and authentic learning experiences for students.  
Prerequisite: EDAM 5030: Teaching in the 21st Century

#### EDAM 5035. TEACHING AUTHENTIC CONTENT IN THE 21ST CENTURY THREE CREDITS

This course shows teachers of specific subject areas how to provide an authentic experience or their students by using the previously learned methods to transform their teaching into having students engage in learning and activities as people actually would in the real world.  
Prerequisite: EDAM 5030 Teaching in the 21st Century

#### EDAM 5036. DIFFERENTIATED INSTRUCTION TO MEET THE NEEDS OF ALL LEARNERS THREE CREDITS

This course will explain how learners can determine the needs and learning styles of their students

in order to differentiate instruction so that the needs and learning styles of students are met.

Prerequisite: EDAM 5030 Teaching in the 21st Century

EDAM 5037. INQUIRY-BASED LEARNING IN THE 21ST CENTURY

THREE CREDITS

This course explains that inquiry-based learning helps students "learn how to learn" through observation, reason, critical thinking, and the ability to justify or question knowledge. This course also allows learners to understand that inquiry-based learning helps students learn more by asking questions and doing investigations in order to learn, with the teacher acting more as a consultant.

Prerequisite: EDAM 5030: Teaching in the 21st Century

EDAM 5038. PROJECT-BASED LEARNING IN THE 21ST CENTURY

THREE CREDITS

This course will explain how project-based learning addresses learning through completing projects that foster skills in communication, collaboration, networking research using technology, and critical thinking.

Prerequisite: EDAM 5030 Teaching in the 21st Century

EDAM 5039. APPLYING 21ST CENTURY TEACHING TO EDUCATIONAL PRACTICE

THREE CREDITS

This capstone course requires secondary educators to transfer the knowledge and skills attained in this program to practice through authentic teaching and learning experiences. Projects that demonstrate the mastery of program goals and objectives will be planned, implemented, and reflected upon in a cumulative experience that enables educators to demonstrate their mastery of 21st century pedagogy.

Prerequisite: EDAM 5030, EDAM 5031, EDAM 5032, EDAM 5033, EDAM 5034, EDAM 5035, EDAM 5036, EDAM 5037, EDAM 5038

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THE ART AND SCIENCE OF TEACHING (AST)

EDAM 5040. Foundations of the Art and Science of Teaching  
3 CREDITS

This course introduces learners to the work of Dr. Robert Marzano and his meta-analysis of the research regarding effective teaching practices conducted over the last 35 years in the field of education. Throughout this course learners will review research on effective teaching, develop a framework for designing units, and be introduced to a research based observation and feedback protocol. This course will also lay the foundation for the core courses in this degree program by presenting learners with Dr. Marzano's 10 instructional design questions.

Prerequisites: None

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EDAM 5041. Establishing Learning Goals to Support Learning & Instructional Design  
3 CREDITS

This course provides an in-depth exploration to the importance of learning goals that address various levels of cognitive processing. Learners in this course will develop learning goals to address high levels of learning for the students in their classroom. Additionally learners will facilitate the development of learning goals with their students.

Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching

EDAM 5042. Monitoring & Measuring Student Progress  
3 CREDITS

This course defines standards-based systems and standards-referenced systems. Learners in this course will differentiate between the two systems and develop a system for tracking student progress towards learning. Learners in this course will also use summative and formative assessments that will allow them to report student progress and measure student achievement.

Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching and EDAM 5041 Establishing Learning Goals to Support Learning & Instructional Design

Education

EDAM 5043. Actively Processing New Content  
3 CREDITS

This course focuses on developing a comprehensive approach to introducing new content, which will provide learners with the tools to support student construction of meaning through active interaction with content. Learners in this course will acquire the skills needed to introduce new knowledge through critical input experiences using active processing strategies that will allow students in their classroom to achieve their learning goals.

Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching



EDAM 5044. Extending Student Learning  
3 CREDITS

In this course learners will gain the knowledge and skills needed to provide their students with opportunities to generate and test hypotheses by applying new information with relevant content. Learners in this course will engage in activities that apply evidence-based methods in the classroom for long-term retention of knowledge and use of content to move beyond levels of knowing.

Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching

Education

EDAM 5045. Designing Instruction for Student Engagement  
3 CREDITS

**This course examines research findings around theory and practice on student engagement. Learners in this course will be provided with methods to motivate and engage students in ways that enhance academic student performance.**

**Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching**

EDAM 5046. Creating an Effective Classroom Environment  
3 CREDITS

This course encourages learners to re-examine their current routines and procedures, how they are developed, maintained, and adjusted in order to support a positive classroom climate. Learners will focus on creating the conditions for effective relationships with their students through cooperation, concern, and empathy for students as well as appropriate levels of objectivity, guidance, and control.

Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching

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### EDAM 5047. Developing Relationships and High Expectations for Student Learning 3 CREDITS

The teacher-student relationship provides foundational support for effective instruction. This course enables learners to examine the often hidden dynamic of personal beliefs and expectations and their impact on student achievement.

Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching

### EDAM 5048. Applying the Art and Science of Teaching 3 CREDITS

This six credit course engages learners in a formal action research project to determine the impact on student learning or specific instructional, curricular, and management strategies used in the classroom. Learners will reflect upon the knowledge acquired throughout the previous courses in the degree program to develop their practicum where they will apply theory and practice directly into their classroom.

Prerequisites: EDAM 5040 Foundations of the Art & Science of Teaching; EDAM 5041 Establishing Learning Goals to Support Learning & Instructional Design; EDAM 5042 Monitoring & Measuring Student Progress; EDAM 5043 Actively Processing New Content; EDAM 5044 Extending Student Learning; EDAM 5045 Designing Instruction for Student Engagement; EDAM 5046 Creating an Effective Classroom Environment; EDAM 5047 Developing Relationships and High Expectations for Student Learning

## AREA X - SCHOOL BUSINESS LEADERSHIP (SBL)

### SBL 501. PUBLIC RELATIONS AND SCHOOL COMMUNICATIONS THREE CREDITS

Communications and community relations are the responsibility of all professionals who make up the educational community. Dealing with stakeholders and creating "buy-in" and support for school-sponsored programs is a critical factor in a formula for educational success. This course is designed to help participants prepare and manage effective communications strategies related to district-wide and other pertinent educational issues.

Contents will be geared toward the many constituencies who have a vested interest in the school, including internal, external and media groups. The course will also provide a legal context for release of information. Participants will ultimately design a plan for effective communications related to their respective role in the school. Offered Fall semesters.

### SBL 502. SCHOOL FACILITY MANAGEMENT THREE CREDITS

This course is designed to allow participants to develop competency in facilities management to support an optimal teaching and learning environment. Topics include facilities management concepts and techniques that protect capital investments, insure health and safety of students and staff, enhance day-to-day operations and support educational performance of school programs. Offered Fall semesters.

### SBL 503. FINANCIAL OPERATIONS OF SCHOOL DISTRICTS THREE CREDITS

This course is an examination of financial reporting and audit requirements, internal control; cash management principles; and payroll and benefit management and accounting. Subject areas are approached with an emphasis on practical application in a school district, vocational-technical school, or intermediate unit business office. Course of study involves a core text, independent research, and work-connected projects. Offered Fall semesters.

**SBL 504. FINANCIAL PLANNING AND MANAGEMENT FOR SCHOOL BUSINESS**

THREE CREDITS

This course focuses on the study of financial planning and management functions in educational institutions. Topics covered include: public education funding, budgetary planning and reporting using various models, and resource allocation and its impact on students. Revenues and expenditures for schools are examined and forecasted. A communication plan is developed to share the impact of the financial projections to the appropriate stakeholders. This course requires the completion of a rigorous online component of authentic simulations and/or field experience in applying the fundamental concepts of school financial planning and management. Offered Spring semesters.

**SBL 505. HUMAN RESOURCES IN EDUCATION**

THREE CREDITS

This course will cover advanced topics in human resources in education. The course will provide practical human resource information for students to use in their current jobs, or to prepare them for a career in human resources in education. Areas to be covered include recruitment, selection, compensation, fringe benefits, performance evaluation, certification, and labor relations. Offered Spring semesters.

**SBL 506. MATERIALS MANAGEMENT IN SCHOOLS**

THREE CREDITS

This course will examine various aspects of purchasing, inventory, fixed assets and real estate management in educational settings. Participants will gain practical application experience so that district needs in support of the educational process can be met. Subject areas include, but are not limited to, the preparation and administration of competitive bids, ethical practices in purchasing and contract management, requisitions, management of hazardous materials, and capital assets. Offered Summer semesters.

**SBL 507. INFORMATION TECHNOLOGY IN EDUCATION**

THREE CREDITS

This course is designed to inform participants in the various areas of technology planning and implementation in a school district on the information technology and management side of the equation. The course covers topics in areas including: IT systems management, planning, data management, project management, fiscal management and purchasing and staffing / training issues. Offered Summer semesters.

**SBL 508. STUDENT TRANSPORTATION**

THREE CREDITS

The purpose of this course is to provide students with the concepts, procedures and tools necessary to manage a student transportation system effectively. By analyzing utilization of resources, personnel and processes students will be introduced to a broad view of school transportation issues. The course will provide students with opportunities for research and discussion on school transportation themes thereby enhancing the student's ability to develop an efficient and safe student transportation system. Offered Spring semesters.

**SBL 509. FOOD SERVICE IN EDUCATION**

THREE CREDITS

This course will examine the role of food services in school districts. Participants will study such topics as nutrition and its role in the educational process, food safety, fiscal responsibility, state regulations, managing the bid process and kitchen facilities, marketing and staffing. Subject matter will be approached with an emphasis on practical application either in the student's current position or as preparation to obtain future employment in the field. Offered Summer semesters.

**SBL 510. LEADERSHIP FOR SCHOOL BUSINESS**

THREE CREDITS

This course is designed to examine theories of leadership and analyze applications within the school environment. The topics addressed deal with a wide range of school related processes targeted at school improvement and overall student performance. Offered Summer semesters.

**AREA XI - EDUCATION - INSTRUCTIONAL MEDIA (EDIM)**

EDIM 501. COGNITION &amp; TECHNOLOGY: ALIGNING BRAIN BASED RESEARCH &amp; TECHNOLOGY

## Education

### INTEGRATION THREE CREDITS

This course provides in-depth study of the processes required for students to process information, including perception, attention, memory, encoding, retrieval, problem solving, and the information processing requirements of reading and writing. How brain-based theory can be incorporated in the classroom using technology will be covered.

### EDIM 502. PROJECT BASED LEARNING THREE CREDITS

This course will demonstrate to educators the benefits of project-based learning in the instructional environment. Strategies to transform learning into a more active, student-driven experience using technology tools for collaboration and connection to the world outside the traditional classroom will be explored.

### EDIM 503. DIFFERENTIATION SUPPORTED BY TECHNOLOGY THREE CREDITS

This course will provide educators with techniques for using technology to help create a stimulating, effective classroom for all students including English language learners, special education students and students with a variety of learning styles. Specific challenges and processes for managing a differentiated instructional setting with accommodations for alternative teaching, learning and assessment will be discussed and researched. Students will explore the use of various technological tools to differentiate assessment of students' understanding and learning by using various assessment strategies such as instructional rubrics, student reflections and portfolios. Using technology to manage ongoing assessment for diverse learners will be explored.

### EDIM 504. DIGITAL STORYTELLING THREE CREDITS

This course will demonstrate how audio, video, and interactive elements can complement and enhance classroom instruction. Students will understand the principles of digital storytelling and how this process can be used in the classroom. Students will develop storyboards and create rubrics for evaluating digital stories. Various software used for digital storytelling will also be explored.

### EDIM 507. GLOBALIZATION AND ADVOCACY THREE CREDITS

This course examines the impact globalization and technologies have on education and the need for educators to adapt to the changing needs of a global society. In addition, the importance of advocacy and how it can affect change will be examined.

### EDIM 508. DIGITAL MEDIA IN THE CLASSROOM THREE CREDITS

This course is designed to help educators integrate digital media tools with core academic content. Teachers will learn how to transform their classrooms into 21st century learning centers with cutting-edge, standards-based, and hands-on digital media projects that incorporate technologies like video on-demand from Discovery Education streaming, podcasting/vodcasting and shared-screen presentations. Imaginative ways to visualize ideas and concepts through the acquisition and manipulation of digital images will be explored.

### EDIM 510. WEB 2.0: IMPACTING LEARNING ENVIRONMENTS THREE CREDITS

Students learn the core concepts of Web 2.0 and how it is impacting learning environments. The course focuses on Web 2.0 technologies and how these tools are shaping education by allowing users to publish and interact in new and different ways. Topics include social networking technology and online collaborative tools such as blogs, wikis, etc.

### EDIM 511. PORTABLE VIDEO PRODUCTION & APPLICATION THREE CREDITS

This course provides a comprehensive introduction to the use of portable video recording and editing devices. Students will learn camera techniques and terminology. Applications for classroom integration will also be explored.

### EDIM 513. INQUIRY BASED LEARNING THREE CREDITS

Inquiry-based instruction is a powerful way for students to learn through active engagement with

their environment. Teachers who engage in this form of instruction orchestrate a learning environment that allows students to develop deep understanding and enriched knowledge about selected topics. Inquiry should be one of the methodologies that teachers employ in meeting the challenges of today's academic expectations. We live in an era of rapidly expanding knowledge, which highlights the need for students to be lifelong learners. Inquiry skills support students' abilities to question and methodically investigate a wide range of subject matter. This course will explore Inquiry as a teaching technique, utilizing technology to support the various stages of the process.

EDIM 514. INTERNET TOOLS FOR TEACHING  
THREE CREDITS

The course will explore an array of powerful tools and standards-based resources that will help educators move their students to proficiency and beyond. Tools that make the development of high quality lesson-plans, assignments, writing prompts, quizzes, and surveys easier for educators will be presented. Topics will also include the exploration of resources like classroom uses of the high-speed data transfer provided by Internet2 and the educational opportunities of virtual field trips.

## AREA XII - ENGLISH AS A SECOND LANGUAGE

ESL 501 APPROACHES TO TEACHING SECOND LANGUAGES  
3 CREDITS

This course will survey the field of methodology in second language teaching. Students will examine past and present second language learning and teaching experiences in a variety of contexts. The course does not promote any particular approach to second language teaching but rather presents an overview and examples of some approaches in the field of teaching second and foreign languages. Prerequisite course to all other ESL courses

ESL 502 LANGUAGE CONCEPTS FOR SECOND LANGUAGE LEARNING AND TEACHING  
3 CREDITS

This course introduces some instrumental concepts of linguistics, examining phonology, morphology, syntax, semantics, and discourse structure, with a focus on their importance to the teaching of foreign or second languages. Students will examine a wide range of concepts and discuss the many different approaches to the study of language, including those which stress the communicative and social aspect. Prerequisite course to all other ESL courses

ESL 504 INTERCULTURAL COMMUNICATION FOR LANGUAGE TEACHERS  
3 CREDITS

This course examines contemporary theories of language and linguistics as they apply to communication. Students will discuss the theoretical aspects of language and culture; communicative competence, intercultural competence, and intercultural contact; issues of diversity and the impact these have on the language classroom and the language teacher. Emphasis will be placed on language and social interaction and pragmatics.

ESL 505 SECOND LANGUAGE  
3 CREDITS

This course aims to review current topics and research in the field of second language acquisition and to explore relationships between theory and practice. The course covers strategies, and styles of language development and looks at significant linguistic factors that influence the development of language in second language learners. Participants are exposed to the major theoretical issues, the latest areas of research, and the major methodologies in the field.

ESL 506 TEACHING THE FOUR SKILLS: READING, WRITING, LISTENING AND SPEAKING  
3 CREDITS

This course will introduce the most important concepts of teaching English to second language learners and contain assignments to be completed in the field. Participants will examine the teaching of reading, writing, listening, speaking, grammar, and vocabulary. Additionally, participants will learn how to assess student needs, develop syllabi, design supplemental materials and emerge from the class with an ample number of high quality lesson plans. Students will apply theory by designing practical English as a Second Language lessons.

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### ESL 507 SOCIOLINGUISTICS AND SECOND LANGUAGE ACQUISITION

3 CREDITS

This course examines concepts and issues in the field of sociolinguistics, with the main focus remaining on second language teaching and learning. Topics covered include the sociology of language, the ethnography of communication, pragmatics, and discourse and conversational analysis. Participants will demonstrate their understanding of these issues through discussion, field work exercises, and a final research paper containing a literature review and a design for an action research study that could be conducted in a second language classroom.

### ESL 508 SECOND LANGUAGE PROGRAM DEVELOPMENT

3 CREDITS

This course will introduce students to the theory and practice required for developing and implementing second language programs. Students will examine language policies and the role of language learning and how it impacts on textbook selection and curricular design. The course provides students the opportunity to explore the intricacies involved in developing and implementing English as a Second Language programs, and raises awareness of the cultural conflicts and biases, both social and linguistic, faced by newcomer, multilingual students. Students will apply their understanding of these issues in field-based assignments and by engaging in a curriculum and assess planning process for a specific context.

### ESL 509 COMPUTER ASSISTED LANGUAGE LEARNING

3 CREDITS

This course focuses on the theory and practical application of Computer-Assisted Language Learning (CALL) in second language teaching. Areas covered in the course include: an analysis of the history of CALL, current approaches used, exposure to various CALL software, and an introduction to on-line language teaching and learning. Students will demonstrate their knowledge of the material covered by developing a CALL project for second language learners.

### ESL 512 ESL TEACHING AND EVALUATION FROM THEORY TO PRACTICE

3 CREDITS

This capstone course provides practical field experience in lesson planning, L1/L2 research, administration, evaluation of teaching, curriculum and assessment, and the opportunity to reflect on applying theory to practice in the field of TESL. A culminating portfolio documenting evaluation experiences and demonstration of expertise in the field of TESL will be constructed and submitted as evidence of student mastery of TESOL standards.

## AREA XIII - ONLINE TEACHING (OLT)



ED 5001. SOCIAL & ETHICAL ISSUES IN DISTANCE LEARNING (WILKES)

3 CREDITS

This course will lead students through the historical development of online and other forms of distance education and the associated ethical and social issues that have accompanied them. Students will examine issues from multiple perspectives and formulate position statements that can be translated into policy and practice in educational settings.

## Education

ED 5002. INSTRUCTIONAL DESIGN FOR ONLINE EDUCATORS™ (PLS)  
3 CREDITS

Students will explore instructional design theories and approaches in the e-learning environment in order to understand the basics of instructional design and philosophies of e-learning, as well as gain experience with online delivery and interaction techniques and tools.

ED 5003. FACILITATING ONLINE LEARNING COMMUNITIES™ (PLS)

3 CREDITS

Students will experience the strategies and best practices of successful online facilitation in order to engage diverse learners, support various learning styles, and handle conflict constructively. This course will focus on the practice of skills necessary to nurture a successful online learning community, manage myriad facilitator roles, and communicate positively and effectively.

Education

ED 5004. ACTION RESEARCH IN THE ELEARNING ENVIRONMENT™ (PLS)  
3 CREDITS

**Students will employ online data collection techniques, interpret the data to affect change in the online classroom, and develop a research plan that integrates and makes effective use of e-learning technology.**

ED 5010. TEACHING 3-D IN A VIRTUAL ENVIRONMENT (WILKES)

3 CREDITS

Students will explore a variety of 3-D virtual worlds, including those designed for children, adolescent, and adult learners. Students will examine research and theory about 3-D and virtual learning and their pedagogical implications, as well as explore the social, interpersonal, cultural, instructional, and technical implications of virtual environments

## Education

ED 5011. DIGITAL VIDEO IN INSTRUCTIONAL DESIGN AND DELIVERY (WILKES)  
3 CREDITS

The course is designed to provide students with opportunities to apply instructional design principles to video production. Instructional strategies for higher order learning will be incorporated into video lessons created by students. Essential camera and editing techniques will be experienced as part of the course.

ED 5012. TRENDS AND INNOVATIONS IN INSTRUCTIONAL TECHNOLOGY (WILKES)

3 CREDITS

Students will explore the implications of current trends and possible innovations in technology related to online teaching and learning. Factors that are likely to affect the future of instructional technology will be examined, including developments of newer technologies, contributions of key leaders, and the effects of social, political, and economic changes on online learning. The value of technology in the improvement and accessibility of education will be explored both now and into the future.

## Education

ED 5020. USING ONLINE RESOURCES TO BRING PRIMARY SOURCES TO THE CLASSROOM™ (PLS)  
3 CREDITS

Students will learn how to access and analyze primary sources, explore classroom applications, and develop authentic, engaging learning experiences for students. The course will enable students to discover how digital primary source archives can enhance and improve student learning.



ED 5021. BLENDED AND SYNCHRONOUS LEARNING DESIGN™ (PLS)

3 CREDITS

This course focuses on two different formats for online learning environments: blended and synchronous. Students will define these environments, understand the development process each one requires, and conclude with considerations for implementing each.

## Education

ED 5022. SIMULATIONS AND GAMING TECHNOLOGIES FOR THE CLASSROOM™ (PLS)  
3 CREDITS

Students will examine contemporary gaming technologies, their pedagogical models, and how they may be used for learning. Students will critically evaluate learning games to determine how they relate to academic content and standards and identify how particular game mechanics appeal to diverse learners.

ED 5023. BUILDING ONLINE COLLABORATIVE ENVIRONMENTS™ (PLS)

3 CREDITS

Students will experience the Web as a means of constructing new knowledge through conversation, networking, and collaboration. This course focuses on currently-available tools, such as blogs, podcasts, and wikis, and their utilization for learner engagement in research, writing, and learning.

## Education

ED 5024. EDUCATING THE NET-GENERATION™ (PLS)  
3 CREDITS

Students will explore the learning styles, expectations, and technical acumen of the Net-Generation and identify this generation's key educational and cultural influences then create pedagogy which meets their needs. Students will apply innovative techniques that today's generation values, including advances in technology, a team approach, and social networking.

### AREA XIV - AUTISM ENDORSEMENT PROGRAM

AUT 501. AUTISM DIAGNOSIS AND TREATMENT  
THREE CREDITS

The course will include an historical overview of the diagnosis and treatment of Autism and Autistic Spectrum Disorders. Special education policies, procedures, IEP development, and ethical considerations will be addressed. A review of contemporary diagnostic tools and biological research will be presented. A special emphasis will be given to evidence based treatment protocols as highlighted by the National Autism Standards Project. This course is a pre-requisite to the remaining three AUT courses. It may also be taken as a co-requisite to another AUT course.

AUT 502. APPLIED BEHAVIORAL ANALYSIS AND AUTISM  
THREE CREDITS

This course will introduce the basic principles of Applied Behavior Analysis (ABA) with special consideration given to its applications to ASD and Pervasive Developmental Disorders (PDD). Emphasis will be placed on positive behavioral supports, behavioral intervention plans (BIP), Functional Behavior Analysis (FBA), and error analysis. A review of outcome research in Early Intensive Behavior Intervention will be presented.

AUT 503. AUTISM SCOPE AND SEQUENCE  
THREE CREDITS

This course will present a review of past and present curricular approaches for students with ASD and Pervasive Developmental Disorders (PDD) including Asperger's Syndrome. Particular emphasis will be placed on ABA designs and visually mediated strategies, including ME, ABLLS, and VB-MAPP that address core language deficits and social competence. The role of specific augmentative and alternative communication systems (AAC) will be discussed.

AUT 504. ADVANCED AUTISM INSTRUCTION AND INTERVENTION  
THREE CREDITS

This course will offer an in-depth examination of state-of-the-art instructional techniques and protocols for ASD and Pervasive Developmental Disorders (PDD). Topics will include Functional Behavior Assessment, Positive Behavior Support Plans, Precision Teaching, Instructional Control, Classwide Behavior Plans, FloorTime, Sensory Integrative Approaches, and Direct Instruction. Materials from the statewide Verbal Behavior Project, TEACCH, and Competent Learner Models will be reviewed.

### AREA XV. SCHOOL REFORM

EDCS 5100. A FRAMEWORK FOR SCHOOL REFORM  
3 CREDITS

Many forces serve as catalysts for school reform. This course examines some of the social, economic, political, and educational foundations behind these forces. Through a series of high school-based case studies, course participants will explore the changing face of school reform in the 21st century as well as examine its effects on schools, teachers and students.

EDCS 5101. PLANNING, EXECUTING AND SUSTAINING REFORM INITIATIVES  
3 CREDITS

A school's reform practices must take into account all stakeholders and student populations, and

require a thorough examination of school culture. Through a series of high school-based case studies, this course will help participants understand how to establish a vision for their school that will influence school culture and ensure inclusion as they embark on new initiatives.

EDCS 5102. CREATING EFFECTIVE LEARNING ENVIRONMENTS FOR TECHNOLOGY INTEGRATION  
3 CREDITS

Creating Effective Learning Environments for Technology Integration explores the technology integration process, examining policies and practices related to technology planning, implementation, and professional development. The cases in this course provide an assortment of perspectives related to educational technology; participants will use these cases, additional readings, and discussion prompts to examine the variety of ways technology can be used to enhance teaching and learning. This course will help participants identify, employ, evaluate, and promote effective technology use in schools.

EDCS 5103. DESIGNING, TEACHING AND ASSESSING TECHNOLOGY-ENHANCED LESSONS  
3 CREDITS

This course explores technology integration in classrooms, examining ways to plan for, design, implement, and assess the incorporation of technology. Participants will be introduced to a variety of technologies and consider possibilities for their use in schools. The cases in this course show classrooms at different stages of technology integration, and provide a launching point for discussions regarding beliefs, best practices, challenges, and opportunities.

EDCS 5104. TECHNOLOGY, SCHOOLS, CHALLENGE AND CHANGE  
3 CREDITS

This course takes a big-picture view of technology and education, exploring the complex and sometimes challenging effects of technological advancement on schools. Readings, discussions, cases, and workbook assignments allow technology leaders to examine their role in this change process. Participants will have the opportunity to discuss current issues, examine best practices, explore online resources, and reflect on the perspectives of various education stakeholders; all of which will help to inform future decisions regarding the integration of technology in schools.

## THE MS IN MIDDLE SCHOOL MATHEMATICS OR MIDDLE SCHOOL SCIENCE

ED 569. TEACHING DIVERSE LEARNERS USING INCLUSIVE CLASSROOM PRACTICES  
THREE CREDITS

This course will focus on co-teaching models and differentiated instruction and enable teachers to effectively apply previous learning of content and pedagogy in an inclusive classroom environment to meet the needs of diverse learners.

ED 5400. SAS FOR PENNSYLVANIA EDUCATORS  
THREE CREDITS

This course examines the six components of a Standards Aligned System (SAS) and provides methods for implementing SAS to enhance student learning, engagement, and achievement. It also explores ways to use SAS to help students develop the critical thinking, collaboration, innovation, and creativity skills that will equip them for lifelong learning.

EDML 5001. TEACHING ADOLESCENT LEARNERS IN MIDDLE SCHOOL  
THREE CREDITS

This course builds a deeper understanding of diverse adolescent learners at the middle level. Cognitive, emotional, and social needs of adolescents in middle school that inform innovative curriculum development, research-based instructional strategies, and effective assessment practices will be examined.

## SPECIALIZATION IN MIDDLE LEVEL MATHEMATICS COURSES

EDML 5010. NUMBER THEORY FOR MIDDLE SCHOOL INSTRUCTION  
THREE CREDITS

This course examines topics that encompass the three main categories in the Number and Operations strand of Principles and Standards of School Mathematics (NCTM): understanding

## Education

numbers and number systems, operations with numbers and how they relate to one another, computation and estimation. Also included are content-related pedagogy and best-practice instructional strategies.

This course is a prerequisite for all middle level math courses.

### EDML 5011. CONCEPTS OF MEASUREMENT FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course explores concepts and procedures for measuring and learning about standard units in the metric and customary systems, the relationships among units, and the approximate nature of measurement. Topics are how measurement can illuminate mathematical concepts such as irrational numbers, properties of circles, and area and volume formulas. Also included are content-related pedagogy and best-practice instructional strategies.

Prerequisite: Number Theory for Middle School Instruction

### EDML 5012. DATA ANALYSIS, PROBABILITY, AND STATISTICS FOR MS INSTRUCTION

THREE CREDITS

This course introduces statistics as a problem-solving process. Skills are built through investigations of ways to organize and represent data and describe and analyze variation in data. The association between two variables, probability, random sampling, and estimation are covered. Also included are content-related pedagogy and best-practice instructional strategies. Prerequisite: Number Theory for Middle School Instruction

### EDML 5013. ALGEBRAIC CONCEPTS FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course explores the 'big ideas' in algebraic thinking. Topics include algebraic thinking, patterns in context, functions and algorithms, proportional reasoning, linear functions and slope, solving equations, nonlinear functions, and algebraic structure. Also included are content-related pedagogy and best-practice instructional strategies.

Prerequisite: Number Theory for Middle School Instruction

### EDML 5014. GEOMETRY ESSENTIALS FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course introduces the essentials of geometry as a method for problem solving. Content includes exploring the properties of geometric figures, making constructions using pencil and paper and dynamic software, using mathematical language to express ideas to justify reasoning while exploring the basis of formal mathematical proofs and solid geometry. Also included are content-related pedagogy and best-practice instructional strategies.

Prerequisite: Number Theory for Middle School Instruction

### EDML 5015. MATHEMATICAL PROBLEM SOLVING FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course provides a context for teachers to explore issues about learning and teaching mathematics. Interactions of middle level students engaged in authentic mathematical activities are examined with implications for learning, teaching and assessment.

Prerequisite: Number Theory for Middle School Instruction

## SPECIALIZATION IN MIDDLE LEVEL SCIENCE COURSES

### EDML 5020. SCIENTIFIC INQUIRY FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course presents the essential concepts and modern ideas pertaining to the natural world and the integrative nature of the various disciplines in science. Topics emphasize the scientific method and data analysis and include ethical issues of human technologies.

This course is a prerequisite for all middle level science courses.

### EDML 5021. PHYSICS AND SCIENTIFIC TECHNIQUES FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course presents the basic concepts pertaining to physical and chemical properties of matter. Topics include nuclear and anatomic structure, thermodynamics, heat, energy, matter, laboratory safety procedures, data manipulation, measurement and mathematics, and the methodology and

philosophy of science, as well as effective pedagogy to teach these concepts.

Prerequisite: Scientific Inquiry for Middle School Instruction

#### EDML 5022. BIOLOGY AND LIFE SCIENCES FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course presents the basic concepts pertaining to the study of the biological sciences. Topics include the anatomy and physiology of structures associated with life functions of organisms, diversity of life, evolution, genetics, and the cell, as well as effective pedagogy to teach these concepts.

Prerequisite: Scientific Inquiry for Middle School Instruction

#### EDML 5023. PHYSICAL SCIENCES FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course presents the basic concepts of physics including: mechanics, electricity, magnetism, and waves. Topics include the conservation of energy, heat and thermal dynamics, atomic and nuclear structure, electricity, and the effective pedagogy to teach these concepts.

Prerequisites: Scientific Inquiry for Middle School Instruction, Physics and Scientific Techniques for Middle School Instruction

#### EDML 5024. EARTH AND SPACE SCIENCES FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course examines the essential concepts pertaining to the study of the Earth as a constantly changing dynamic system. Major topics include astronomy, meteorology, oceanography, historical geology and physical geology, as well as effective pedagogy to teach these concepts.

Prerequisites: Scientific Inquiry for Middle School Instruction, Physics and Scientific Techniques for Middle School Instruction

#### EDML 5025. BASIC CHEMISTRY FOR MIDDLE SCHOOL INSTRUCTION

THREE CREDITS

This course presents the basic principles of chemistry with an overview of theories and research addressing the chemical and physical properties of matter. Topics covered include atomic and molecular structure, chemical bonding, and the effect of concentration, pressure, temperature, and catalysts on chemical reactions, as well as effective pedagogy to teach these concepts.

Prerequisites: Scientific Inquiry for Middle School Instruction, Physics and Scientific Techniques for Middle School Instruction, Biology and Life Sciences for Middle School Instruction, Physical Sciences for Middle School Instruction, Earth and Space Sciences for Middle School Instruction

## DOCTORAL CORE AREAS (REQUIRED FOR ALL ED.D. STUDENTS)

### LEADERSHIP CORE COURSES

TWELVE CREDITS

#### ED 610. ETHICS FOR EDUCATIONAL LEADERS

THREE CREDITS

This course focuses on the principles, practices and issues related to ethics in educational leadership within a variety of institutional settings. The ethical dimensions of leadership will be examined through both traditional and nontraditional paradigms. Students will reflect on personal ethical stances, examine the influence of ethics and values on decision-making, and analyze and critique ethical issues in a variety of contexts to frame their professional ethical perspectives.

#### ED 612. LEADERSHIP, DIVERSITY AND SOCIETAL CHANGE

THREE CREDITS

This course examines the impact of diversity, culture, ethnic origin and societal change on educational institutions and the emerging leadership styles resulting from these factors. This course is designed to better prepare leaders to meet the challenges of cultural diversity and rapid societal change in organizations. Attention is given as to how language, gender, race, tradition, education, economic structure, societal transitions and global events interact with organizational philosophy to create behavioral norms at all levels. The influence of these factors on leaders' behaviors, as well as their interactions with diverse groups both inside and outside the organization, will be studied.

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### ED 614. LEADERSHIP FOR CONTEMPORARY EDUCATIONAL REFORM

THREE CREDITS

This course explores different strategies for bringing about change leading to institutional improvement and reform. Current trends in curriculum and instruction are examined with a focus on research-based practices that are proven to be effective and sustainable. Students will consider the many critical factors that shape and influence efforts to bring about reform in educational institutions, including vision, culture and climate, group dynamics, decision-making and communication processes, change theory, and influences of internal and external social systems. Special attention is given to the educational leader's role in building organizational capacity to change.

### ED 616. PUBLIC RELATIONS: ISSUES AND TRENDS FOR EDUCATIONAL LEADERS

THREE CREDITS

This course will focus on understanding contemporary public relations issues and trends with emphasis on public relations in educational institutions, changes in society and in educational institutions, public opinions, and political contexts; understanding of public relations relative to public relations' theory and practice, legal and ethical aspects, technology, and public relations in a communication context; learning about educational leadership responsibilities relative to planning in public relations; setting goals and developing strategies, working with the media, responding to crisis, collecting and analyzing decision-oriented data, public relations in a funding campaign, and evaluating public relations programs.

### RESEARCH CORE COURSES

NINE CREDITS

### ED 681. INTRODUCTION TO EDUCATIONAL RESEARCH

THREE CREDITS

This course is designed to provide foundational knowledge of quantitative and qualitative research methodologies and to develop skills in reading and evaluating the quality of research. Focus is placed on research design factors such as sampling, validity, reliability, statistical methods, and ethical safeguards. Required to be taken in the first year of the Ed.D. program.

### ED 683. QUALITATIVE AND QUANTITATIVE RESEARCH METHODS

THREE CREDITS

Students will develop a greater depth of knowledge related to qualitative, quantitative and mixed methods with some levels of application. Data collection and analysis techniques and software will be examined. Prerequisites: ED 681 and acceptance into the Ed.D. program. Department permission required.

### ED 685. ADVANCED QUANTITATIVE METHODOLOGIES IN EDUCATIONAL RESEARCH

THREE CREDITS

This course is designed for students who are considering a quantitative study for their dissertation research. The course will provide students with an in-depth study of quantitative research methods and the statistical skills necessary to analyze and evaluate data in quantitative research. Prerequisites: ED 681 and ED 683 and acceptance into the Ed.D. program. Department permission required.

### ED 686. ADVANCED QUALITATIVE METHODOLOGIES IN EDUCATIONAL RESEARCH

THREE CREDITS

This course is designed for students who are considering a qualitative study for their dissertation research. The course will provide students with an in-depth study of qualitative research methods and the skills necessary to analyze and interpret data in qualitative research.

Prerequisites: ED 681 and ED 683 and acceptance into the Ed.D. program. Department Permission required.

### Dissertation Core Courses

NINE CREDITS

### ED 697. DISSERTATION PROPOSAL SEMINAR

THREE CREDITS

This seminar will provide doctoral students with information on the dissertation process and proposal format and enable them to develop and refine ideas for potential research. This course is to be taken during the last semester of course work in the doctoral program. This course is graded pass/fail. Department permission required.



ED 698. A, B & C DISSERTATION  
SIX CREDITS

Doctoral students are required to register for six credits of ED 698 (either in one semester- for financial aid eligibility - or over two consecutive semesters) to fulfill their individual dissertation requirements under the advisement of their mentor and dissertation chair. This course is graded pass/fail. If a proposal is not complete in ED 698 B, an incomplete is issued and the student must register for ED 698 C. ED 698 C is a non-graded, non-credit bearing course; candidates are billed for three doctoral credits.

Prerequisites: ED 697 Dissertation Proposal Seminar. Department permission required.

ED 699. DISSERTATION MAINTENANCE  
ZERO CREDITS

Doctoral students are required to register for three billable credits of ED 699 each semester (fall and spring) to fulfill their individual dissertation research requirements under the advisement of their dissertation committee chair until the successful completion and defense of the dissertation. This course is not graded. Prerequisites: ED 698 Dissertation Department permission required.

## COURSE DESCRIPTIONS FOR DOCTORATE OF EDUCATION IN EDUCATIONAL LEADERSHIP

### MAJOR AREAS OF STUDY

#### K-12 ADMINISTRATION MAJOR COURSES \*

##### ***Required Courses***

30 CREDITS

ED 623. EDUCATIONAL TECHNOLOGY LEADERSHIP  
THREE CREDITS

This course will focus on how to organize and provide leadership in instructional technology programs, facilities and resource management, including technological in-service training programs. This course will also include the laws and regulations that govern the selection and utilization of media, sources for funding, and collaboration on development of a grant proposal. Required for K-12 Administration and Educational Technology specialization.

ED 625. PROFESSIONAL DEVELOPMENT & SUPERVISION  
THREE CREDITS

This course concentrates on the development and supervision of faculty and staff. A range of models of supervision that can be applied in all educational institutions, such as clinical and differentiated supervision, will be examined for their effectiveness in improving instructional performance. Case studies will be utilized to gain understanding of supervision and evaluation processes. The management and design of induction and professional development programs will be analyzed. The laws and policies that govern these programs, as well as employee rights and termination procedures, will be studied. Required for Ed.D. program/K-12 Administration specialization.

ED 627. ADVANCED ISSUES IN EDUCATIONAL LAW  
THREE CREDITS

This course focuses on the most current laws at both the state and federal levels and their impact on the operation of educational institutions for leaders. Both state and federal statutes will be examined with a focus on accurate analysis and interpretation of the law through case reviews. Law, legislation and court decisions that may impact the rights and responsibilities of faculty, students and parents will be studied and analyzed. The course is structured to assist educational leaders in acquiring the knowledge and skills necessary to ensure that the management of their educational institution through adherence to the law produces a safe, efficient and effective learning environment for all students. Required for Ed.D. program/K-12 Administration and Higher Education Administration specializations.

ED 628. HUMAN RESOURCE DEVELOPMENT AND LABOR NEGOTIATIONS  
THREE CREDITS

This course examines the influences of major theories of personnel leadership on public and private

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education. Students will learn about the use of resource management, including labor laws, labor negotiation protocols, recruitment, personnel assistance and development, and evaluation procedures. Also, students will learn to develop and implement professional development programs that reflect teacher/faculty development research and strategies that include technology utilization, simulations of various HRD functions such as labor negotiations focusing on differing perspectives that impinge on the process of creating agreement, living with the agreement, and seeking a successor agreement. Required for Ed.D. program/K-12 Administration and Higher Education specializations.

### ED 629. STRATEGIC PLANNING FOR PUBLIC AND NON-PROFIT ORGANIZATIONS THREE CREDITS

Students will learn about a variety of planning models, including the Pennsylvania Department of Education's Strategic Planning Model and the Strategy Change Cycle - a proven planning process used by a large number of organizations throughout the United States. Students will be provided detailed guidance on implementing the planning process and will acquire specific knowledge and skills to make the planning process work successfully in any organization. In addition, new information will be provided to students on creating public value, stakeholder analysis, strategy mapping, balanced scorecards, and collaboration. Finally, case study analysis and field assignments will serve as important component in this course. Required for Ed.D. program/K-12 Administration and Higher Education Administration specializations.

### ED 650. CURRICULUM, INSTRUCTION AND ASSESSMENT THREE CREDITS

This course will examine cognitive theories of learning for all learners, with a particular focus on research-based practices in instruction for diverse learners in contemporary school settings. Educational leaders will gain a strong background in differentiated modes of instruction, along with the coaching skills needed to work with instructors as they strive to improve and expand their pedagogy to enhance student learning. Current methods of curriculum and program design, development and evaluation will be studied. Implications for supporting and sustaining high-quality instruction and learning will be addressed through the relationships and importance of coherence among curriculum, instruction, and assessment. Required for Ed.D. program/K-12 Administration specialization.

### ED 652. SPECIAL EDUCATION ADMINISTRATION THREE CREDITS

The content of this course is composed of professional problems; standards and procedures; the history of special education, special education philosophy, legal provisions, rules and regulations; major developments and trends at federal, state and local levels; services of other organizations and agencies. Required for Ed.D. program/K-12 Administration specialization.

### ED 654. SCHOOL FINANCE AND FACILITIES ADMINISTRATION THREE CREDITS

The content of this course centers on administrative functions related to the management of school finance and facilities in educational institutions. Topics covered are budget planning related to facilities management, as well as resource allocation and scheduling to maximize the use of school facilities; school finance related to sources of revenue for capital projects and the impact of these projects on the allocation of resources, scheduling of programs, and use of personnel will be studied. Additional topics include management techniques, strategic planning approaches, building assessment, energy issues, technology in schools, community development and contract management. Required for Ed.D. program/K-12 Administration specialization.

### ED 658. ADVANCED STUDIES IN SCHOOL DISTRICT LEADERSHIP THREE CREDITS

This course will prepare future school district leaders for complex situations and specialized functions that are performed as part of district oversight in the central office. Students will review their prior coursework in K-12 Administration by compiling and informally assessing their Leadership Competency Portfolio, and determine the focus areas to begin the superintendent internship. Prerequisites: Completion of Ed.D. Leadership core and K-12 School Administration courses with the exception of ED 659. Department permission required.

## ED 659. SUPERINTENDENT INTERNSHIP (90 HOURS)

THREE CREDITS

This course will prepare future school district leaders for complex situations and specialized functions that are performed as part of district-wide oversight in the central office. Students will continue the superintendent internship, review prior learning in K-12 administration using the Leadership Competency Portfolio, and implement and complete the internship project. Prerequisites: Completion of Ed.D. Leadership core and all K-12 School Administration courses. Department permission required.

## HIGHER EDUCATION MAJOR COURSES \*

**Required Courses**

30 CREDITS

## ED 627. ADVANCED ISSUES IN EDUCATIONAL LAW

THREE CREDITS

This course focuses on the most current laws at both the state and federal levels and their impact on the operation of educational institutions for leaders. Both state and federal statutes will be examined with a focus on accurate analysis and interpretation of the law through case reviews. Law, legislation and court decisions that may impact the rights and responsibilities of faculty, students and parents will be studied and analyzed. The course is structured to assist educational leaders in acquiring the knowledge and skills necessary to ensure that the management of their educational institution through adherence to the law produces a safe, efficient and effective learning environment for all students. Required for Ed.D. program/K-12 Administration and Higher Education Administration specializations

## ED 628. HUMAN RESOURCE DEVELOPMENT AND LABOR NEGOTIATIONS

THREE CREDITS

This course examines the influences of major theories of personnel leadership on public and private education. Students will learn about the use of resource management, including labor laws, labor negotiation protocols, recruitment, personnel assistance and development, and evaluation procedures. Also, students will learn to develop and implement professional development programs that reflect teacher/faculty development research and strategies that include technology utilization, simulations of various HRD functions such as labor negotiations focusing on differing perspectives that impinge on the process of creating agreement, living with the agreement, and seeking a successor agreement. Required for Ed.D. program/K-12 Administration and Higher Education specializations.

## ED 629. STRATEGIC PLANNING FOR PUBLIC AND NON-PROFIT ORGANIZATIONS

THREE CREDITS

Students will learn about a variety of planning models, including the Pennsylvania Department of Education's Strategic Planning Model and the Strategy Change Cycle - a proven planning process used by a large number of organizations throughout the United States. Students will be provided detailed guidance on implementing the planning process and will acquire specific knowledge and skills to make the planning process work successfully in any organization. In addition, new information will be provided to students on creating public value, stakeholder analysis, strategy mapping, balanced scorecards, and collaboration. Finally, case study analysis and field assignments will serve as important component in this course. Required for Ed.D. program/K-12 Administration and Higher Education Administration specializations.

## ED 660. HIGHER EDUCATION INSTITUTIONS AND ADULT LEARNERS

THREE CREDITS

This course engages doctoral students in an investigation of the history and development of higher education institutions, with emphasis on the adult learners who attend them. Included in this course is a comparative study of the philosophies, objectives and functions of various types of higher education institutions and the adult learning population in contemporary colleges and universities. The various settings in which adults learn and the variety of objectives adults have for learning are also studied. Required for Ed.D. program/Higher Education Administration specialization..

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### ED 662. FACULTY AND ACADEMIC GOVERNANCE IN HIGHER EDUCATION

THREE CREDITS

The purpose of this course is to provide an intensive introduction to the organization and governance of American colleges and universities. It is designed to familiarize students with the faculty, academic and administrative contexts and organizational cultures within which they may work. The focus of study will include both individuals and groups (organizational behavior) and organizations themselves (organizational theory). Required for Ed.D. program/Higher Education Administration specialization.

### ED 663. FACULTY DEVELOPMENT & CURRICULUM MANAGEMENT

THREE CREDITS

This course will focus on faculty development related to scholarship, teaching, and service. The relationship between faculty development and curriculum, instruction, and assessment will be examined. Topics related to curriculum management will include syllabus development and program design, instructional delivery models, and assessment at the program and institutional levels, as well as the relationship of assessment to accreditation. Required for Ed.D. program/Higher Education Administration specialization.

### ED 664. FINANCIAL MANAGEMENT IN HIGHER EDUCATION

THREE CREDITS

The purpose of this course is to expose students to both theoretical and applied concepts of higher education financial management concepts and practices. Emphasis will be placed on developing familiarity with the financial terminology and competencies that are necessary for successful administrative performance within a higher education institution. Upon completion of the course, students should possess a greater understanding of the subject matter and inherent issues of higher education financial management. Required for Ed.D. program/Higher Education Administration specialization.

### ED 665. INSTITUTIONAL ADVANCEMENT IN HIGHER EDUCATION

THREE CREDITS

This course enables doctoral students to refine the knowledge, skills and dispositions needed to plan and execute sound and innovative approaches to advance the institution's mission by increasing private and public financial support, promoting awareness of the institution to key publics, and involving constituents in the life of the institution. Students will be involved in problem solving and decision-making related to institutional advancement. Traditional and evolving sources of financial support will be examined with an emphasis on grant writing. Required for Ed.D. program/Higher Education Administration major.

### ED 668. STUDENT SERVICES AND ENROLLMENT MANAGEMENT IN HIGHER EDUCATION

THREE CREDITS

This course examines the comprehensive nature of student affairs as a vital component in the evolving learner-centered environments of higher education. Theory and effective practice are used to guide the discussion, investigate the issues, and generate solutions. Students investigate and seek potential solutions to authentic problems facing leaders in student affairs, such as those concerning student enrollment management, student diversity, student induction, advising and counseling, placement testing, career development, residential life, food services, health services, student activities, Greek organizations, athletics, security and discipline. Required for Ed.D. program/Higher Education Administration specialization.

### ED 669. INTERNSHIP IN HIGHER EDUCATION ADMINISTRATION (90 HOURS)

THREE CREDITS

This internship is tailored to address the leadership needs and goals of students in higher education administration. It is designed to provide experience in the completion of identified administrative tasks within an institution of higher education under the guidance of a mentoring administrator. A Leadership Competency Portfolio and internship project will provide evidence of the leadership competencies attained. Prerequisite: completion of the Ed.D. Leadership core and Higher Education Administration courses. Department permission required.

## EDUCATIONAL TECHNOLOGY MAJOR COURSES

**Required From list below**

30 CREDITS

ED 623. EDUCATIONAL TECHNOLOGY LEADERSHIP  
THREE CREDITS

This course will focus on how to organize and provide leadership in instructional technology programs, facilities and resource management, including technological in-service training programs. This course will also include the laws and regulations that govern the selection and utilization of media, sources for funding, and collaboration on development of a grant proposal. Required for K-12 Administration and Educational Technology specialization.

ED 632. COGNITION AND LEARNING  
THREE CREDITS

This course covers the fundamentals of perception, memory, thinking, and emotion that collectively comprise human learning. This foundation of learning is what instruction, administration, and technology must support to promote student achievement. The last twenty-five years of brain research into learning styles, motivation, and learning science will be used to deduce sound learning and teaching practices.

ED 633. MEDIA DESIGN FOR INSTRUCTION  
THREE CREDITS

This course will explore design and production of instructional materials using text, video, audio and photographic formats for use in both distance learning and traditional classrooms instruction. . Required for Educational Technology specialization.

ED 635. INTEGRATING TECHNOLOGY FOR DIVERSE LEARNERS  
THREE CREDITS

The course will examine best practices for integrating technology into curricular planning and present models of instructional design for all learners. Required for Educational Technology specialization.

ED 637. SYSTEMS INFRASTRUCTURE & MANAGEMENT  
THREE CREDITS

Students will explore the design of present-day technology infrastructures. Topics include computer hardware, telecommunications, networking and general operating systems. Required for Pennsylvania Instructional Technology Specialist certification.

ED 638. INFORMATION SECURITY  
THREE CREDITS

This course will cover the principles of information security ,within the educational environment, the foundations of information security, and the principles on which managerial strategy can be formulated and the technical solutions available to technology coordinators. Required for Pennsylvania Instructional Technology Specialist certification. Prerequisite: ED 637 Systems Infrastructure & Management.

ED 639. INTERNSHIP IN EDUCATION TECHNOLOGY LEADERSHIP  
THREE CREDITS

This course is tailored to meet the needs of students who will work as leaders in technology within educational institutions. The internship is designed to provide experience in the completion of identified tasks related to technology under the guidance of a mentoring administrator. A Leadership Competency Portfolio and internship will provide evidence of the leadership competencies attained. Prerequisites: Completion of the Ed.D. Leadership core and Educational technology courses with the exception of 639. Department permission required.

## Education

### ED 640. INSTRUCTIONAL DESIGN AND DEVELOPMENT THREE CREDITS

In this course students will analyze various theories of instructional design through research and application. Required for /Educational Technology specialization.

### ED 643. TRENDS AND INNOVATION IN INSTRUCTIONAL TECHNOLOGY THREE CREDITS

This course will explore the present trends and future vision of technology as influenced by its foundations. Factors that are likely to influence the future of the instructional technology will be explored, such as distance education and virtual environments. Required for Educational Technology specialization.

### ED 644. GRAPHIC DESIGN FOR INSTRUCTION THREE CREDITS

This course will focus on the design and production of instructional computer graphics and graphic presentations. Professional, design software will be used for creative and efficient layout, editing, processing and file handling. Fundamental layout organization through the use of grid with emphasis on color, fonts and simple drawing techniques will be incorporated into the course. The value of communication and information design with graphics in the learning process will be presented.

### ED 645. TECHNOLOGY SUPPORTED ASSESSMENT THREE CREDITS

Students will research and explore traditional methods of educational assessment and consider ways technology can be used to augment assessment to enhance best practices for teaching and learning.

### ED 646. ADAPTIVE AND ASSISTIVE TECHNOLOGY IN EDUCATION THREE CREDITS

This course will provide an awareness of contemporary adaptive and assistive technologies for students with disabilities in an inclusive setting. Students will explore technology to support the needs of English Language Learners and the acquisition of a second language for all learners. Required for Educational Technology specialization.

### ED 647. WEB DESIGN AND DEVELOPMENT FOR LEARNING THREE CREDITS

Students will apply the tools and skills of competent designers as they construct web-based learning activities. Topics such as creative applications and project-based learning will be explored. Required for the Educational Technology specialization.

## BIOLOGY/SECONDARY EDUCATION

Michael A. Steele, Ph.D.  
Chairperson

### DEGREE REQUIREMENTS

Candidates for the degree of Master of Science in Education with a concentration in Secondary Education/Biology must take 18 hours of biology courses numbered 400 or above. Chemistry 361 and 362 may be taken for credit toward the biology component with the prior approval of the Chairperson of the Biology Department. Requirements for the education component of the Master of Science degree in Education with a major in biology, are listed under Education earlier in this bulletin.

**Special Notice:** Biology courses shown below are only offered during daytime class periods. Biology 466 and 468 are offered in alternate summers.

**BIOLOGY/SECONDARY EDUCATION COURSE DESCRIPTIONS****BIO 406. INVERTEBRATE BIOLOGY**

FOUR CREDITS

A study of the major invertebrate phyla with respect to their taxonomy, evolution, morphology, physiology and ecology. Lecture, three hours a week, laboratory, three hours a week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

**BIO 411. COMPARATIVE PHYSIOLOGY**

FOUR CREDITS

Comparative physiology encompasses the study of organ functions and organ system functions in different animal groups. Emphasis will be on the systemic physiology of vertebrate animals. Lecture, three hours a week; laboratory, three hours a week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

**BIO 412. PARASITOLOGY**

FOUR CREDITS

Parasitology is the study of organisms that live on or within other organisms and the relationship of these organisms to their hosts. This course deals with the common parasites that infect man and other animals. Lecture, three hours a week; laboratory, three hours a week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

**BIO 414. COMPARATIVE VERTEBRATE ANATOMY**

FOUR CREDITS

This course deals with the evolution and anatomy of the organ systems of vertebrates. Lectures survey the comparative anatomy of the vertebrate classes. Laboratory Dissections include the Lamprey, Shark, Mud Puppy, and Cat in detail. Lecture three hours per week, laboratory three hours per week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122.

**BIO 421. MAMMALIAN PHYSIOLOGY**

FOUR CREDITS

This course examines the function of mammalian systems with regard to homeostasis, metabolism, growth and reproduction. Normal physiological processes as well as some pathophysiological situations are covered. The emphasis is on human physiology; however, other mammalian systems are discussed to demonstrate physiological adaptability to various environmental situations. Laboratory exercises include physiological experimentation in living systems and in computer simulations. Lecture: three hours; Laboratory: three hours. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 226, or permission of instructor.

**BIO 423. FUNCTIONAL HISTOLOGY**

FOUR CREDITS

This course emphasizes the microscopic examination of mammalian tissues from morphological and physiological perspectives. Reference is made to organ embryogenesis to support the understanding of organ form and function. Tissue preparation for histological examination is demonstrated. Lecture, three hours; laboratory, three hours per week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

**BIO 425. ENDOCRINOLOGY**

FOUR CREDITS

This course will focus on the structure, biochemistry, and function of mammalian hormones and endocrine glands; arian, amphibian and invertebrate hormones will also be discussed, where relevant. Clinical pathologies resulting from excess or insufficient hormones will be discussed, as this is essential to mastering an understanding of Endocrinology. Laboratory exercises include experimentation in living systems and computer simulations. Lecture: three hours per week; Laboratory, three hours per week. Laboratory Fee: \$120.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

## Education

### BIO 426. IMMUNOLOGY AND IMMUNOCHEMISTRY

FOUR CREDITS

This course is concerned with the biologic mechanisms and chemistry of reactants and mediators associated with natural and acquired states of immunity, tissue and blood serum responses to infection and immunization, and related patho-physiologic alterations of hypersensitivity phenomena in vertebrate animals and man. A background in microbiology, physiology, and biochemistry is advisable. Lecture, three hours a week; laboratory three hours a week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

### BIO 427. MEDICAL MICROBIOLOGY

FOUR CREDITS

Medical Microbiology provides a professional-level introduction to microbiology that is focused on application of microbiology to the study of infectious disease etiology and epidemiology. The laboratory covers techniques used in isolation and identification of microorganisms. Lecture: three hours a week; Laboratory: three hours per week. Laboratory fee: \$120.

Prerequisites: Biology 121-122, Chemistry 231-232.

### BIO 428. DEVELOPMENTAL BIOLOGY

FOUR CREDITS

A course dealing with the principles of animal development from descriptive, experimental, and evolutionary perspectives. Laboratory work includes both descriptive and experimental embryology as well as more molecular techniques. Lecture, three hours; laboratory, three hours a week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

### BIO 429. VIROLOGY

THREE CREDITS

Virology provides an introduction to the biology of animal viruses. Description of viral molecular architecture and genome organization is followed by a survey of strategies employed for multiplication and regulation of gene expression. Pathogenesis of viral infections is considered from perspectives of viral reproduction strategies and host defense.

Prerequisites: Biology 121-122, 225-226; Chemistry 231-232, 233-234.

### BIO 430. INTRODUCTION TO BIOINFORMATICS

THREE CREDITS

An introduction to the ways computers are used to make sense of biological information, especially the data generated by the human genome project. Topics covered include databases and data mining, pair-wise and multiple sequence alignment, molecular phylogeny, finding genes in raw DNA sequences, predicting protein and RNA secondary and tertiary structures, generating and analyzing microarray data, DNA finger-printing, rational drug design, metabolic simulation and artificial intelligence. Offered online alternate spring semesters, with one assignment due each week.

### BIO 438. BIOLOGY OF CANCER

THREE CREDITS

This lecture course is designed to explore the various concepts and mechanisms associated with the origins, elaborations and future developments in cellular transformation and carcinogenesis. Emphasis is placed on the molecular biology and physiology of these processes; therefore, a solid background in basic biology is required. Oncogenes, tumor suppressor genes and the disruption of homeostasis are covered in detail, while the medical phenomena typically receive a more general level of coverage.

Prerequisites: Biology 121-122, 226; Chm 231-232.

### BIO 441. FRESHWATER ECOSYSTEMS

THREE CREDITS

A study of the chemical, physical, and biological aspects of fresh water systems. Laboratory investigations will consist of in-depth analysis of local lakes and streams. Lecture, two hours a week; laboratory three hours a week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.



## BIO 443. MARINE ECOLOGY

THREE CREDITS

An examination of the biology of marine life within the context of modern ecological principles. The structure and physiology of marine organisms will be studied from the perspectives of adaptation to the ocean as habitat, biological productivity, and interspecific relationships. Emphasis will be placed on life in intertidal zones, estuaries, surface waters, and the deep sea. Two hours of lecture and three hours of laboratory per week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, EES 230, or permission of instructor.

## BIO 444. ECOLOGY

FOUR CREDITS

Ecology examines contemporary ecological thinking as it pertains to the interrelationship of organisms and their environments. Interactions at the population and community levels are emphasized. Lecture, three hours a week; laboratory, three hours a week. Laboratory fee: \$90. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

## BIO 445. GENETICS

FOUR CREDITS

Genetics will present treatment of genetics beyond the introductory level with particular emphasis on populational and molecular aspects of heredity. Topics will include plant and human genetics. Lecture, three hours a week; laboratory, three hours a week. Laboratory fee: \$120. Offered every fall.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

## BIO 446. ANIMAL BEHAVIOR

FOUR CREDITS

This course emphasizes behavior as the response of an organism to physical and social environmental change, and covers the processes that determine when changes in behavior occur and what form they will take. Laboratories, using living local fauna, will demonstrate principles discussed in lecture. Lecture, three hours; laboratory, three hours a week. Laboratory fee: \$120. Offered in alternate years.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

## BIO 461. PLANT FORM AND FUNCTION

FOUR CREDITS

An introduction to the morphology, anatomy, cytology, and physiology of plants, with emphasis on the vascular plants. Structural and functional aspects of plants will be interpreted in relation to each other and within ecological and evolutionary contexts. Lecture, three hours per week; laboratory, three hours per week. Laboratory fee: \$120. Offered every fall.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

## BIO 462. PLANT DIVERSITY

FOUR CREDITS

A comprehensive survey of bryophytes, vascular plants and plantlike organisms (fungi and algae) emphasizing their structure, reproductive biology, natural history, evolution, and importance to humans. Lecture, three hours per week; laboratory, three hours per week. Laboratory fee: \$120. Offered every spring.

Prerequisites: Biology 121-122, 225-226, or permission of instructor.

## BIO 466. FIELD BOTANY

Three Credits

This is a specialized summertime field course which emphasizes a taxonomic, phylogenetic, and ecological survey of higher plants indigenous to Northeastern Pennsylvania.

Prerequisites: Biology 121-122, or permission of instructor. Offered in alternate years.

## BIO 468. MEDICAL BOTANY

THREE CREDITS

A specialized course that provides a scientifically based overview of the ways that plants affect human health. Topics include cultural and historical perspectives of plants and medicine, plants that cause human ailments, plants that cure human ailments, and psychoactive plants. Lecture, two hours per day for five weeks in alternate summers.

## Education

**Prerequisites:** Biology 121-122, 225, CHM 232, or permission of instructor.

BIO 498. TOPICS  
VARIABLE CREDIT

**A study of topics of special interest not extensively treated in regularly offered courses.**

**Prerequisites:** Biology 121-122, 225-226, or permission of instructor.

## CHEMISTRY/SECONDARY EDUCATION

Terese M. Wignot, Ph.D.  
Chairperson

### ADMISSION

The applicant should have a baccalaureate degree from an accredited institution, with a minimum of 35 semester credit hours in chemistry. In addition, a year of physics and a working knowledge of calculus and differential equations are required. Students deficient in any of these areas may, at the discretion of the chemistry faculty, be granted provisional admission.

### DEGREE REQUIREMENTS

General requirements for the Master of Science in Education with a program in Secondary Education/Chemistry are listed under Education earlier in this bulletin. Specific chemistry requirements will be determined with the student's advisor in the chemistry department.

## CHEMISTRY/SECONDARY EDUCATION COURSE DESCRIPTIONS

CHM 421. ADVANCED INORGANIC CHEMISTRY  
THREE CREDITS

Introduction to ligand field theory; chemistry of the first transition series, organometallic, and pi acceptor compounds; mechanisms of inorganic reactions. Class three hours a week.

**Prerequisites:** CHM 222 and 252

CHM 423. ADVANCED INORGANIC CHEMISTRY LABORATORY  
ONE CREDIT

Synthesis of coordination and organometallic compounds, and spectroscopic characterization of the products using modern laboratory techniques. Fee \$110.

**Prerequisite:** CHM 232

CHM 461. BIOCHEMISTRY I  
THREE CREDITS

This course is a study of the physical and chemical properties of proteins, nucleic acids, fatty acids and carbohydrates emphasizing the relationship between the chemical structure and the biological function. The course includes the physical methods of biochemistry, enzyme kinetics, bioenergetics and nucleic acid transcription and translation.

**Prerequisite:** CHM 232

CHM 462. BIOCHEMISTRY II  
THREE CREDITS

This course is a study of the catabolism and anabolism of carbohydrates, fatty acids and amino acids. The course emphasizes the regulation and integration of major metabolic pathways, including glycolysis, the Krebs cycle, electron transport, gluconeogenesis, pentose phosphate, fatty acid metabolism and amino acid metabolism.

**Prerequisite:** CHM 232

CHM 463. BIOCHEMISTRY LABORATORY  
ONE CREDIT

Laboratory experiments that emphasize biochemical techniques used in isolation and characterization of macromolecules. Included in the course are various chromatographic techniques, electrophoresis, spectrophotometry and classic biochemical methods. Laboratory three hours a week. Pre-lab, one hour per week. Fee \$110.

**Prerequisite:** CHM 461 or permission of instructor

CHM 498. TOPICS  
THREE CREDITS

A study of topics of special interest not extensively treated in regularly offered courses.

Prerequisite: Permission of the instructor

## ENGLISH/SECONDARY EDUCATION

Lawrence T. Kuhar, Ph.D  
Chairperson

### DEGREE REQUIREMENTS

Candidates for the degree of Master of Science in Education with a concentration in Secondary Education/English must take 18 hours of English courses numbered 400 or above.

Requirements for the education component of the Master of Science in Education with a major in English are listed under Education earlier in this bulletin.

## ENGLISH/SECONDARY EDUCATION COURSE DESCRIPTIONS

ENGLISH 431. STUDIES IN MEDIEVAL ENGLISH LITERATURE  
THREE CREDITS

A study of English literature to 1500, exclusive of Chaucer.

ENGLISH 432. STUDIES IN SIXTEENTH-CENTURY LITERATURE  
THREE CREDITS

The study of texts produced by the English Renaissance, focused on the evolution of literary, dramatic and cultural works from about 1485 to 1603.

ENGLISH 433. STUDIES IN SEVENTEENTH-CENTURY LITERATURE  
THREE CREDITS

The study of seventeenth-century texts, focused on literary, dramatic, and cultural works from about 1603 to 1660.

ENGLISH 434. STUDIES IN EIGHTEENTH-CENTURY LITERATURE  
THREE CREDITS

Study of eighteenth-century authors and culture.

ENGLISH 435. STUDIES IN ROMANTIC LITERATURE  
THREE CREDITS

Study of the chief poets and prose writers of the Romantic Period.

ENGLISH 436. STUDIES IN VICTORIAN LITERATURE  
THREE CREDITS

Study of major writers, works, and topics of the Victorian era.

ENGLISH 440. STUDIES IN CHAUCER  
THREE CREDITS

A study of selected major and minor works by Chaucer.

ENGLISH 442. STUDIES IN SHAKESPEARE  
THREE CREDITS

A study of selected plays by Shakespeare.

ENGLISH 444. STUDIES IN MILTON  
THREE CREDITS

A study of Milton's selected poetry and prose.

ENGLISH 450. STUDIES IN THE ENGLISH NOVEL  
THREE CREDITS

Study of the novel in English, excluding American writers.

ENGLISH 451. STUDIES IN POSTMODERNISM  
THREE CREDITS

A study of the major postmodern writers from the 1960s to the present.

## Education

ENGLISH 452. STUDIES IN THE AMERICAN NOVEL  
THREE CREDITS

Study of the American novel from its eighteenth-century beginnings to the present day.

ENGLISH 453. STUDIES IN POSTCOLONIAL LITERATURE  
THREE CREDITS

Study of colonial and postcolonial literature that examines the effects of British imperial pursuits and provides an overview of major issues within postcolonial studies.

ENGLISH 455. STUDIES IN THE MODERN NOVEL  
THREE CREDITS

Study of twentieth-century texts focused on a particular theme or movement, as determined by instructor.

ENGLISH 458. STUDIES IN CONTEMPORARY FICTION  
THREE CREDITS

A study in fiction, including the novel, short story, and novella, written since World War II. Works from English, American and world literature may be included to reflect the diversity of contemporary literature and the emergence of post-modern themes and forms.

ENGLISH 461. STUDIES IN EARLY ENGLISH DRAMA  
THREE CREDITS

Study of the drama from the tenth century to 1642; reading of plays by medieval and early modern dramatists exclusive of Shakespeare.

ENGLISH 463. RESTORATION AND 18TH CENTURY DRAMA  
THREE CREDITS

Study of the drama from 1660-1780.

ENGLISH 465. STUDIES IN MODERN DRAMA  
THREE CREDITS

Studies in major theatrical genres, themes, and playwrights of modern world drama through the mid-twentieth century.

ENGLISH 466. STUDIES IN AMERICAN OR BRITISH DRAMA  
THREE CREDITS

A study of major American and/or British playwrights and movements, focus to be determined by instructor.

ENGLISH 468. STUDIES IN CONTEMPORARY DRAMA  
THREE CREDITS

A study of major playwrights and theatrical movements in contemporary world drama from the mid-twentieth century to today.

ENGLISH 470. STUDIES IN MODERN BRITISH POETRY  
THREE CREDITS

Study of major British poetry of the twentieth century.

ENGLISH 476. STUDIES IN MODERN AMERICAN POETRY  
THREE CREDITS

Study of major movements and representative figures in modern American poetry.

ENGLISH 494. LITERARY CRITICISM  
THREE CREDITS

A study of literary theory and techniques of analysis.

ENGLISH 495-496. INDEPENDENT RESEARCH  
THREE CREDITS EACH

Independent study and research for advanced students in the field of the major under the direction of a staff member. A research paper at a level significantly beyond that of a term paper is required. Prerequisite: Approval of Department Chairperson.

ENGLISH 497. SEMINAR  
THREE CREDITS

**Presentations and discussions of selected topics.  
Prerequisite: Approval of department chairperson.**

ENGLISH 498. TOPICS  
THREE CREDITS

**The study of a special topic in language, literature, or criticism.**

## HISTORY/SECONDARY EDUCATION

Lawrence T. Kuhar, Ph.D  
Chairperson

### DEGREE REQUIREMENTS

**Candidates for the degree of Master of Science in Education with a concentration in Secondary Education/History must take 18 hours of history courses numbered 400 or above.**

**Requirements for the education component of the Master of Science in Education with a major in history are listed under Education earlier in this bulletin.**

## HISTORY/SECONDARY EDUCATION COURSE DESCRIPTIONS

HISTORY 421. AMERICAN CULTURAL AND SOCIAL HISTORY  
THREE CREDITS

**An examination of differences and divisions within American society through such topics as social movements, demographic trends, gender, ethnicity and class, effect of industrialization and immigration, cultural expressions, religion, and the family.**

HISTORY 424. AMERICAN ECONOMIC HISTORY  
THREE CREDITS

**A survey of the evolution of the American economy from colonial dependency to modern industrial maturity. Emphasis will be placed upon the development of the United States as an industrial world power since about 1850.**

HISTORY 425. DIVERSITY IN PENNSYLVANIA HISTORY  
THREE CREDITS

**A study of the history of the Commonwealth with particular focus on ethnic and racial diversity.**

HISTORY 428. HISTORY OF THE FOREIGN POLICY OF THE UNITED STATES  
THREE CREDITS

**A selective treatment of major themes in American foreign policy from the founding of the Republic to the present.**

HISTORY 429. AMERICAN WOMEN'S HISTORY  
THREE CREDITS

**A study of the role, status, and culture of women in America beginning with the First Americans and European contact up to the present time.**

HISTORY 431. COLONIAL AMERICA  
THREE CREDITS

**Discovery, exploration and settlement; development of social, political, religious and intellectual institutions; independence and political reorganization.**

HISTORY 432. THE NEW NATION  
THREE CREDITS

**A study of America's social, cultural, economic and political development in the first generations of nationhood, 1783-1840.**

HISTORY 433. VICTORIAN AMERICA  
THREE CREDITS

**A study of the development of the United States from the end of the Civil War through the end of World War I. Special attention will be paid to urbanization and industrialization and their effects on**

## Education

everyday life.

HISTORY 434. THE UNITED STATES, 1900-1945  
THREE CREDITS

The emergence of the United States as a world power and the corresponding development of its political, economic, social, and religious institutions.

HISTORY 435. THE UNITED STATES SINCE 1945  
THREE CREDITS

An examination of the political, social, and economic changes in the United States since World War II. Special attention is paid to America's dominant role in the immediate postwar world and how changing conditions over the past 40 years have altered this role.

HISTORY 441-442. HISTORY OF GREAT BRITAIN AND THE BRITISH EMPIRE AND COMMONWEALTH  
THREE CREDITS EACH SEMESTER

A study of British history from the Neolithic period to present times. The first semester will cover social, economic, and political developments to 1783, including expansion overseas. The second semester will cover the consequences of the industrial revolution and the evolution of the empire into the Commonwealth.

HISTORY 445. HISTORY OF NORTHEASTERN EUROPE  
THREE CREDITS

A study of the cultural, political, and intellectual history of the Poles, Czechs, Slovaks, Croats, Slovenes and Hungarians, who occupy the northern tier of Eastern Europe. Special attention is given to the roles of the Habsburg and Russian empires in shaping the historical destinies of these peoples and to the roots and consequences of the forces of nationalism in the region.

HISTORY 446. HISTORY OF THE BALKANS  
THREE CREDITS

A study of the cultural, political and intellectual history of the Bulgarians, Serbs, Croats, Slovenes, Albanians, Greeks, Romanians and Turks, who occupy the southern, or Balkan, tier of Eastern Europe. Special attention is given to the roles of the Ottoman Turkish, Habsburg and Russian empires in shaping the historical destinies of these peoples, and to the roots and consequences in the region of such forces as Christian-Muslim cultural interrelationships and nationalism.

HISTORY 448. HISTORY OF RUSSIA  
THREE CREDITS

A study of the political, social, and intellectual history of Russia. Emphasis is placed upon the emergence of Russia as a major power after 1700.

HISTORY 452. THE RENAISSANCE AND REFORMATION  
THREE CREDITS

Within the political and economic framework of the period, study will be made of the culture of the Renaissance, the religious reform and conflicts resulting from the crisis in the sixteenth century.

HISTORY 453. AGE OF ABSOLUTISM  
THREE CREDITS

The political, social, economic, intellectual, and cultural development of Europe and dependencies from 1600 to ca. 1750.

HISTORY 454. THE ERA OF THE FRENCH REVOLUTION AND NAPOLEON  
THREE CREDITS

A study of the structure of the Ancient Regime and an examination of the causes, events, and consequences of the French Revolution culminating in the Napoleonic Empire.

HISTORY 455. EUROPE IN THE NINETEENTH CENTURY  
THREE CREDITS

A study of the political, social, and cultural development of Europe from the Congress of Vienna to World War I.

HISTORY 456. EUROPE, 1900 - 1960  
THREE CREDITS

Against a background of the internal and international developments of the leading powers, the class will study the origins and results of the two World Wars.

HISTORY 457. THE WORLD SINCE 1945  
THREE CREDITS

This course examines many important events and developments in the modern world since 1945. It considers incidents of largely historical significance, such as the Cold War between the United States and the Soviet Union, and those of continuing relevance, like the globalization and privatization of the economy.

HISTORY 467. HISTORY OF MODERN INDIA  
THREE CREDITS

A study of the political, social, and economic development of the Indian sub-continent since 1500.

HISTORY 476. WORLD WAR II  
THREE CREDITS

Consideration of the causes of the war, military strategy and tactics, diplomatic interests of the participants, and resulting Cold War problems.

HISTORY 495-496. INDEPENDENT RESEARCH  
ONE TO THREE CREDITS

Independent study and research for advanced students in the field of the major under the direction of a staff member. A research paper at a level significantly beyond a term paper is required.

HISTORY 497. SEMINAR  
ONE TO THREE CREDITS

Presentations and discussions of selected topics. (May be repeated for credit) Prerequisite: Approval of the instructor is required.

HISTORY 498. TOPICS  
THREE CREDITS

Special topics in history. This course will be offered from time to time when interest and demand justify it.

## MATHEMATICS/SECONDARY EDUCATION

V. Ming Lew, Ph.D,  
Chairperson

For information, see Mathematics section on page 151 later in this bulletin.

# ENGINEERING

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## ENGINEERING AND PHYSICS

Rodney S. Ridley, Sr., Ph.D., Department Chairperson

### MASTER OF SCIENCE IN ELECTRICAL ENGINEERING (M.S.E.E.)

Thyagarajan Srinivasan, Ph.D., Program Director

Courses are available days and evenings.

#### ADMISSION REQUIREMENTS

Applications are invited from individuals who possess a B.S. degree in Electrical Engineering from an accredited institution. Applicants not meeting the requirements may be provisionally admitted and will be required to take sufficient undergraduate courses to make up deficiencies.

To be considered for admission, the applicant must submit the following minimum requirements:

1. Submit to the Graduate Admissions Office a completed graduate application for admission with payment of appropriate application fee
2. Submit two letters of recommendation from previous academic faculty and/or from current or previous supervisors, if employed.
3. Demonstrate satisfactory performance as an undergraduate by providing a complete set of official undergraduate transcripts.
4. International students: Refer to page 10 for additional admissions requirements.

#### DEGREE REQUIREMENTS

Thirty (30) credit hours are required for the M.S.E.E. degree. These include the following:

12 credits      EE 403, EE 405, EE 414, and EE 460

18 credits      Students should choose either the thesis or the non-thesis option. In either case at least two courses (for 6 credits) must be chosen from the following: EE 442, EE 445, EE 465, and EE 471. Other courses may be chosen from graduate level courses in EE/CS and an approved course from the Business Administration program.

Non-thesis option: 3 credits of EE 590 are required. Students should submit a well-documented report to the department.

Thesis option: Six credits of thesis (EE 590) are required. The thesis shall be defended in an open forum. Three faculty members constitute a Thesis Committee with the Thesis Advisor as Chair.

Students who opt to complete a thesis may select from posted research topics or proposed areas of interest of the faculty and submit a proposal of their thesis to the Department. Final decision of topic and advisor will be taken by the Department in accordance with Department guidelines. Ordinarily, these topics will touch on one or more of the following areas: Communication, Navigational Systems; Computers, Digital Systems; Microelectronics; Microwaves and Antennas; Power, Control Systems; Software Engineering. Some of the highly specialized and state-of-the-art laboratories available for students include Communications, Thick-Film Processing, Microelectronics, Microwaves, Antennas, Machines and Controls, Digital Design.

Both full- and part-time students are limited to a maximum of three thesis credits in any single semester.

The minimum acceptable grade point average is 3.0. (See Grade Regulations.)

Advanced standing or transfer credit is limited to six (6) graduate credits. Petitions should be submitted to the Engineering and Physics Division and should document minimum competency defined as relevant graduate course work at an accredited institution with an earned minimum grade of 3.0 (0-to-4 scale) or equivalent expertise.

Engineering

#### FINANCIAL AID

A limited number of assistantships are available for full-time students. Applicants should possess superior academic qualifications and provide good scores in the GRE (General and Engineering).

### ELECTRICAL ENGINEERING COURSE DESCRIPTIONS

Students will be advised of the course offerings, sequencing, and prerequisites upon admission. The faculty advisor will be in a position to recommend courses to the student taking into account the time-table and the necessary prerequisites.

The 500-level courses are restricted to students who have achieved candidate status or by written permission of the instructor. All 400-level courses require a background based on 300-level courses or the equivalent of the B.S. degree.

#### EE 403. COMPUTATIONAL TECHNIQUES IN ELECTRICAL ENGINEERING

THREE CREDITS

Application of MATLAB, LabView, and PSPICE to solve problems in electrical engineering topics. Software design, implementation methodologies, software engineering, and procedural and data abstraction. Implementation methodology is based on object-oriented programming techniques using LabView CVI (compiler). Students work on real-world design problems of increasing complexity. These will include graphical user interfaces (GUIs), event models, exception handling and multithreading. One Hour lecture and three hour lab per week Lab fee: \$100.

Prerequisites: Graduate standing

#### EE 405. ADVANCED LABORATORY EXPERIENCE FOR GRADUATE STUDENTS

THREE CREDITS

Laboratory and related analytical experience in different disciplines within electrical engineering, including but not limited to, electrical measurements, mechatronics, digital design, electromagnetics, and communications systems. Real-world design problems will be assigned. Three hour lab per week. Lab fee: \$100.

Prerequisite: Graduate standing

#### EE 410. LINEAR SYSTEM THEORY

THREE CREDITS

Linear spaces and linear operators; input-output systems and state variables; linear dynamical equations and impulse response matrices; controllability, observability and their applications to minimal realizations; state feedback controllers and observers; multivariable systems.

#### EE 414. MODERN CONTROL SYSTEMS

THREE CREDITS

Mathematical modeling of linear and non-linear systems. Block diagram, signal flow graph, and state-space representation. Time response, stability, and steady-state error analysis. Root-locus and frequency response techniques. Controller and observer design. Optimal and robust control.

Prerequisite: Graduate standing

#### EE 415. DIGITAL CONTROL SYSTEMS DESIGN

THREE CREDITS

Review of design and compensation of control systems. State space analysis of continuous-time and discrete-time systems; discrete-time observations, control and feedback; digital regulators design; digital tracking systems design; controlling continuous-time systems.

Prerequisite: EE 414

#### EE 416. ROBOT VISION

THREE CREDITS

Image formation and image sensing; binary images; geometrical and topological properties; reflectance map; photometric stereo, shape, and shading; motion field and optical flow; extended Gaussian images; picking parts out of bin.

Prerequisite: First course in Robotics

EE 418. CONTROLS AND KINEMATICS IN NAVIGATION  
THREE CREDITS

Theory of kinematics with application to terrestrial navigation using inertial instrumentation. Accelerometer, gyroscope, stable platform and inertial mechanizations. Space stable, local level and strapdown navigator configurations and error analysis. Integrated navigation using complementary and Kalman filter techniques.

Prerequisites: EE 318, EE 460

EE 421. POWER SYSTEM ANALYSIS  
THREE CREDITS

Review of power generation schemes. Transmission line calculations and power system representation; network solution by matrix transformations; symmetrical components; symmetrical and unsymmetrical fault analysis of power systems; load flow analysis.

Prerequisite: EE 321

EE 425. POWER ELECTRONICS  
THREE CREDITS

SCR characteristics; turn-on and turn-off mechanisms; SCR connections; power and switching devices, including UJT, triac and special devices; AC power control: full-wave control, half-wave control, and phase control; line-commutated converters and inverters; chopper circuits; applications.

Prerequisite: EE 252, EE 321

EE 432. ELECTROMAGNETIC FIELDS AND WAVES  
THREE CREDITS

Maxwell's equations; energy and momentum in the electromagnetic field; plane, cylindrical, and spherical waves; boundary conditions; cylindrical waveguides; cavity resonators; scattering by a sphere and other geometries.

Prerequisite: EE 337

EE 435. MICROSTRIP CIRCUIT DESIGN  
THREE CREDITS

A review of TEM mode transmission line theory. Static TEM parameters and design; discontinuities in microstrip and coupled microstrip lines; design examples of passive microstrip elements; narrowband and wideband microwave amplifiers.

Prerequisite: EE 335/EE 337

EE 436. ANTENNA THEORY AND DESIGN  
THREE CREDITS

Electromagnetic vector potentials; Green's functions; radiating systems; image theory; reciprocity; directional arrays; linear and broadboard antennas; moment method; aperture antennas; microstrip antennas, and antenna synthesis.

Prerequisite: EE 337

EE 441. DIGITAL SYSTEMS DESIGN  
THREE CREDITS

Advanced topics in digital design; combinational and sequential circuit modeling, fault modeling, digital design testing and testability, design to test principles, and basic concepts in fault tolerant design.

Prerequisite: EE 241

EE 442. MICROCOMPUTER OPERATION AND DESIGN  
THREE CREDITS

Microprocessor architecture, microcomputer design, and peripheral interfacing. Microprogramming, software systems, and representative applications. Associated laboratory experiments consider topics such as bus structure, programming, data conversion, interfacing, data acquisition, and computer control. Two hour lecture and one two-hour laboratory a week. Fee: \$100. (same as CS 429)

Prerequisite: EE 345

EE 444. OPERATING SYSTEM PRINCIPLES  
THREE CREDITS

Analysis of the computer operating systems including Batch, Timesharing, and Realtime systems.

Topics include sequential and concurrent processes, processor and storage management, resource protection, processor multiplexing, and handling of interrupts from peripheral devices. (same as CS 426)

Prerequisite: CS 227

EE 445. COMPUTER ORGANIZATION

THREE CREDITS

Number representation, digital storage devices and computational units, bus structures; execution sequences and assembly language concepts; control units with horizontal and vertical microcoding; addressing principles and sequencing; microprocessors; basic input and output devices; interrupts; survey of RISC principles including pipelined execution. (same as CS 445)

Prerequisite: EE 241

EE 446. COMPUTER ARCHITECTURE

THREE CREDITS

A study of the design, organization, and architecture of computers, ranging from the microprocessors to the latest "supercomputers." (same as CS 430)

Prerequisite: EE 242 or EE 342

EE 451. OPTO-ELECTRONICS

THREE CREDITS

Electromagnetic theory; propagation of rays; propagation of optical beams in homogeneous and guiding media; optical resonators; interaction of radiation and atomic systems; theory of laser oscillators; some specific laser systems; second-harmonic generation and parametric oscillation; electrooptic modulation of lasers; optical radiation interaction of light and sound; propagation, modulation, and oscillation in optical dielectric waveguides; laser applications; fiber optics and couplers.

Prerequisite: EE 337

EE 460. STOCHASTIC PROCESSES IN ENGINEERING

THREE CREDITS

Review of probability. Random variables and random processes; functions of one and two random variables; expectations; moments and characteristic functions; correlation and power spectra; stationary and nonstationary processes, harmonic analysis of random processes.

EE 461. DIGITAL COMMUNICATIONS

THREE CREDITS

Sampling theory; analog pulse modulation; time-division multiplexing; baseband digital transmission; bandlimited digital PAM systems; synchronization techniques; PCM, PCM with noise, DPCM and DM; digital multiplexing; error correction and detection; linear block codes; convolutional codes; bandpass digital transmission; coherent and noncoherent binary systems; quadrature carrier and Mary systems; information theory.

Prerequisites: EE 361, EE 460

EE 465. DIGITAL SIGNAL PROCESSING

THREE CREDITS

Z transforms; Fourier transforms; discrete Fourier transforms; sampling theorem; analog filter approximations; digital filter realizations and topological properties; analysis and design of recursive (IIR) filters and non-recursive (FIR) filters; fast Fourier transforms.

Prerequisite: EE 252

EE 471. ADVANCED SOLID STATE DEVICES

THREE CREDITS

Review of semiconductor fundamentals. Physics, fabrication technologies, and operational characteristics of a variety of solid-state structures including p-n junctions, bipolar transistors, thyristors, metal semiconductor contacts, JFET and MESFET, MIS and CCD, MOSFET, microwave and photonic devices including IMPATT, BARITT, TED, LED, semiconductor lasers, photodetectors, and solar cells.

Prerequisite: EE 271

EE 474. INTEGRATED CIRCUIT DESIGN

THREE CREDITS

Model calculations, transfer characteristics and use of SPICE for MOS devices and circuits; basic

logical units; integrated systems fabrication including scaling, channel properties, yield statistics, design rules and choice of technology; data and control flow including clocks, registers and PLA'S; design implementation from circuit topology to patterning geometry and wafer fabrication; CAD; overview of LSI and VLSI systems; architecture and design of system controllers; system timing (SPICE); physical aspects of computational systems; ASICs memories and other logical circuits.  
Prerequisites: EE 241, EE 271

EE 481. ADVANCED MICROELECTRONICS LAB  
THREE CREDITS

Theoretical and practical aspects of techniques utilized in the fabrication of semiconductor devices. Techniques of wet chemistry; deposition and diffusion; advanced concepts of contamination control; defect-free processing and gettering; complete characterization including junction penetration, resistivity, and oxide thickness. Switching speed, junction characteristics, leakage and gain, ion implantation, and method of fabrication. Extensive use of process simulation programs such as SUPREM. Fee: \$100.  
Prerequisite: EE 271

EE 482. ADVANCED COMMUNICATION AND ANTENNA LAB  
THREE CREDITS

Characterization and measurement of microwave devices and systems; emphasis on antenna design and testing; utilization of the network analyzer and spectrum analyzer; antenna pattern measurements; communication link design; computer-aided design of active and passive microwave circuits; touchstone, optical signal generation and modulation. Fee: \$100.  
Prerequisite: EE 335

EE 498. TOPICS IN ELECTRICAL ENGINEERING  
THREE CREDITS

Selected topics in electrical engineering. These may include one or more of the following: control systems, information theory, signals and noise measurements, communication systems, navigational systems, network design and synthesis, solid state, quantum electronics, magnetic and non-linear circuits, digital and analog systems, computer systems, medical engineering, power systems and generation. May be repeated for credit.

EE 510. OPTIMAL FILTERING THEORY  
THREE CREDITS

Review of stochastic processes; stochastic integrals and differential equations; Wiener filtering; discrete Kalman filter; applications and additional topics on discrete Kalman filtering; continuous Kalman filter; discrete smoothing and prediction; additional topics on Kalman filtering.  
Prerequisites: EE 410, EE 460

EE 514. OPTIMAL CONTROL THEORY  
THREE CREDITS

The calculus of variations and the minimum principle; optimal control of discrete-time systems; optimal control of continuous-time systems; dynamic programming; models of dynamic systems; optimal estimation; stochastic neighboring optimal control.  
Prerequisite: EE 410

EE 516. ROBOTICS AND ARTIFICIAL INTELLIGENCE  
THREE CREDITS

Prospects for knowledge-based robots; robots and artificial intelligence; expert systems and knowledge-based languages; production-rule expert systems; search techniques; heuristic graph searching; AND/OR graphs; first order predicate logic; future prospects for knowledge-based robots.  
Prerequisite: First course in Robotics

EE 521. COMPUTER AIDED ANALYSIS OF POWER SYSTEMS  
THREE CREDITS

Bus impedance and bus admittance matrices; sparsity programming and triangular factorization. Load-flow studies; Gauss, Gauss-Seidel, Newton-Raphson methods. Approximate, fast and special-purpose load-flow studies. Optimal dispatch: equal incremental cost rule; gradient dispatch; optimal reactive power dispatch methods.  
Prerequisite: EE 421

## Engineering

### EE 535. MICROWAVE CIRCUITS

THREE CREDITS

Microwave networks; S-parameters and stability considerations; characterization of transmission line structures and discontinuities; models of microwave solid state devices; measurement techniques for modeling; design synthesis; optimization and analysis of microwave integrated circuits; numerical methods.

Prerequisite: EE 435

### EE 541. MICROPROCESSOR-BASED SYSTEMS DESIGN

THREE CREDITS

Brief review of directions in microprocessor development: single chip microcomputers, Reduced Instruction Set Computers (RISCs), and Multiple Data Stream processors; hardware and software aspects of the design of microprocessor-based systems; architecture and design of multiple computer and parallel processing systems; cache memory techniques and issues; bus standards and interfacing.

Prerequisite: EE 342

### EE 560. DETECTION AND ESTIMATION THEORY

THREE CREDITS

Probabilistic signal detection and parameter estimation theory. Decision criteria, performance, likelihood, Bayes and parameter estimation; random processes, detection and estimation of white and nonwhite Gaussian noise. Kalman and Wiener filters.

Prerequisite: EE 460

### EE 561. COMPUTER COMMUNICATION NETWORKS

THREE CREDITS

Data/computer communication network structures; the structure and function of network protocols; data link control procedures; multiple-access protocols; wideband data transmission media; functions and characteristics of devices used in computer communications; analysis of data/computer networks.

Prerequisite: EE 461

### EE 562. OPTICAL COMMUNICATION

THREE CREDITS

Structure and waveguiding fundamentals of optical fibers; signal degradation in optical fibers; optical sources and their characteristics; power launching and coupling; photodetectors; optical receiver operation; coherent and non-coherent detection; analysis and design of optical transmission links.

Prerequisites: EE 432, EE 461

### EE 565. DIGITAL IMAGE PROCESSING

THREE CREDITS

Scenes, images and digital pictures; linear operations on pictures; discrete picture transforms; random variables and random fields; visual perception. Sampling using array of points and orthonormal functions; quantization; Karhunen-Loeve, Fourier, Hadamard, and cosine compression; predictive block truncation, error-free compression; rate-distortion function. Enhancement: gray scale modification, sharpening and smoothing; restoration: inverse least-squares and recursive filtering, constrained deconvolution.

Prerequisite: EE 460

### EE 568. MODERN NAVIGATION SYSTEMS

THREE CREDITS

Overview of electronic navigation systems: Global Positioning Systems (GPS); application and status; concept and operation; accuracy and propagation consideration; GPS receiver; signal structure, integration principles for navigation systems; Kalman filtering; differential GPS.

Prerequisites: EE 418, EE 460

### EE 571. MODERN SOLID STATE DEVICES AND DESIGN

THREE CREDITS

Semiconductor fundamentals at an advanced level. Silicon and GaAs, MOS devices; processing details; performance limitations; process design for given device specifications; limitations due to fabrication techniques; quantum phenomena in a variety of modern high performance devices; microwave semiconductor devices; integrated circuit design; VLSI design; computer aids for process and circuit design.

Prerequisite: EE 471

EE 590. PROJECT/THESIS

**One to six credits**

Students have the option to select a 6-credit or a 3-credit project to meet the degree requirement. Topics will touch on one or more of the following areas: Communications, Navigational Systems; Computers, Digital Systems; Microelectronics; Microwaves and Antennas; Power, Control Systems; and Software Engineering. Three faculty members constitute a Faculty Committee with the Project/Thesis Advisor as Chair. The project/thesis shall be presented in an open forum.

EE 598. ADVANCED TOPICS IN ELECTRICAL ENGINEERING

THREE CREDITS

Advanced topics in electrical engineering. These may include one or more of the following: control systems; navigational systems; information theory; signals and noise measurements; communication systems; network design and synthesis; solid state; quantum electronics; magnetic and non-linear circuits; digital and analog systems; computer systems; medical engineering; power systems and generation. May be repeated for credit.

## MASTER OF SCIENCE IN ENGINEERING MANAGEMENT

Robert R. Taylor, MBA. Program Director

The Master of Science in Engineering Management is a 36 credit-hour program that integrates 9 credit hours of required MBA program content with 27 hours of graduate engineering and elective content. The program is committed to the successful development of the upward-bound technical talent in industry. Entering students enjoy a curricular breadth and flexibility unique to Wilkes University because of leadership development strengths in the Sidhu School of Business.

Program emphases include decision processes, systems modeling, uncertainty analysis and risk assessment. Graduates will learn to effectively address and communicate the growing complexities of organizational performance and decision processes as they prepare for leadership roles in production flow, logistics, demand forecasting, project planning, and quality improvement.

### ADMISSION REQUIREMENTS

An ABET-accredited baccalaureate Engineering degree is preferred but not required. Applicants with other four-year degree preparations (e.g. BS or BA) may meet entrance requirements once the necessary foundation content is satisfied. Entry standards include the following:

- a. *Experience*  
Post-baccalaureate industrial/professional work experience preferred.
- b. *Application:*  
Submitted with payment of appropriate application fee. (International students: Refer to the International Students section of this bulletin for additional admission requirements).
- c. *Academic Preparation-Official Transcripts are Required:*
  - Demonstrate satisfactory performance as an undergraduate as evidence with a complete set of official undergraduate transcripts to be submitted to the Graduate Admissions Office.
  - To be accepted on a regular basis, candidates for the degree must have obtained a cumulative GPA of at least 3.0 Prospective students with a GPA of less than 3.0 may be conditionally accepted into the program. To be reclassified to regular status, the conditionally accepted student must attain no less than a 3.0 for each of the first six credit hours of graduate coursework taken. Failure to maintain the minimum 3.0 in any course will result in dismissal of the conditionally accepted student.
  - Applicants not holding an ABET-accredited undergraduate or graduate engineering degree must demonstrate or accrue the following preparation prior to enrolling in EGM courses:
    - Mathematics: 12 hours (calculus, differential equations and statistics, or approved equivalent)
    - Engineering economy or equivalent; 3 hours
    - Science (chemistry and/or physics): 12 hours of approved coursework

## Engineering

- Engineering: 12 hours of approved coursework
  - Demonstrated ability with computer programming and/or numerical analysis techniques
  - Applicants holding neither an accredited engineering (ABET) nor business (ACBSP, AACSB) degree must demonstrate sufficient professional competency as stipulated in the MBA admission requirements.
- a. **Professional Recommendations**  
Applicants must submit two letters of professional recommendation.

### DEGREE REQUIREMENTS

The Masters of Science Degree in Engineering Management requires a minimum of thirty-six (36) credit hours consisting of twenty-seven (27) credits in CORE courses and nine (9) elective credit hours.

### **Required Courses**

EGM 510, EGM 515, EGM 516, EGM 520, EGM 525, EGM 530, MBA 500, 6 credit hours of MBA Foundation Courses.

Elective Options: Students have three options for distributing the remaining 9 hours of graduate elective credit:

1. Thesis option: 6 hrs thesis (EGM 590 & 591) plus 3 hrs approved elective coursework (EGM/EE/CSE/MBA).
2. Industry project option: 3 hrs project (EGM 580 & 581) plus 6 hrs approved elective coursework (EGM/EE/CSE/MBA).
3. 9 hours approved coursework distributed as follows: EGM/EE - 3 hrs; EGM/EE/CSE/MBA - 6 hrs.

## ENGINEERING MANAGEMENT COURSE DESCRIPTIONS

### EGM 510. ENGINEERING PROJECT DECISION PROCESSES

#### THREE CREDITS

Projects are assessed with respect to uncertainty (revenues, expenses, product/process performance) and risk. Cash flows are evaluated to estimate present values and quantify risks associated with various decision alternatives. Topics include depreciation strategies, make/purchase/rent choices, break-even and benefit/cost assessments, and decision analysis with imperfect information. Required of all students. Three hours lecture per week.

### EGM 515. QUALITY PROCESSES FOR DESIGN AND PRODUCTION

#### THREE CREDITS

Applicable quality techniques are presented within the context of research, new product development, plant operations, product support, and risk reduction. Students will learn how to articulate objectives, identify desired outcomes and establish suitable metrics for performance management. Required of all students. Three hours lecture per week.

### EGM 516. MANAGEMENT SCIENCE

#### THREE CREDITS

Students learn how to structure complex problems, analyze available options, obtain information from data, and how to formulate analytical models for making optimal decisions. Topics may include (but are not limited to) regression and correlation analysis, time series analysis, forecasting models, and quality and productivity management. Course activities may include case analyses, research, application of advanced techniques, or and/or utilization of various information technologies. Required of all students. Three lecture hours per week.

### EGM 520. OPERATIONS ANALYSIS AND RESOURCE ALLOCATION

#### THREE CREDITS

Students will assess production flows and space/equipment/resource utilization for purposes of reducing production bottlenecks while maintaining/increasing facility utilization. Various quantitative analysis and optimization methodologies will be covered for solving linear and nonlinear optimization problems. Simulation and graphical approaches will be utilized to assess solution performance. Required of all students. Three hours lecture per week.



EGM 525. PROJECT ANALYSIS AND RESOURCE ALLOCATION  
THREE CREDITS

A study of critical issues in the management of engineering projects including proposal development, mobilization, scope change, completion and termination. Performance metrics are considered in planning and tracking project cost, schedule, and resource requirements with CPM/PERT algorithms. Case discussions and a term project are included in the course. Required of all students. Three hours lecture per week.

EGM 530. STOCHASTIC MODELS IN ENGINEERING MANAGEMENT  
THREE CREDITS

A review of engineering analytical methods and their application in strategic decision environments. Required case studies will require techniques such as Monte Carlo simulation, risk assessment, and failure modeling as the suitability and application of several engineering analytical approaches to operational analysis of business/industry decision processes. Required of all students. Three hours lecture per week.

EGM 534. MATERIAL & INTELLECTUAL PROPERTY  
THREE CREDITS

A study of the history, fundamental strategies and issues relating to generating and protecting intellectual and material property rights. Topics include the subjects of and the present legal processes to protect trademarks, copyrights, patents, trade secrets, software and other intellectual property rights. Three lecture hours per week.

EGM 536. PRODUCT DESIGN & DEVELOPMENT  
THREE CREDITS

This course focuses on the integration of the design, manufacturing, the ability to coordinate multiple interdisciplinary tasks and marketing functions in the process of creating new products. The course is intended to provide students with the necessary set of tools and methods for new product design and development. Several design frameworks are discussed in order to achieve a common objective. This course will reinforcement students specific knowledge from other courses through practice and reflection in an project-oriented setting. Three lecture hours per week.

EGM 538. AUTOMATION PRODUCTION AND SYSTEMS  
THREE CREDITS

This course focuses on the use of a quantitative approach to simulate, analyze and optimize all engineering aspects of automated production systems. Several modeling frameworks are discussed, such as automata, State-charts, cutting-edge technologies and Petri nets. Solving automation problems is of critical importance to decrease the cost of production systems and increase the throughput and flexibility. This course aims to give the student a basic knowledge of the important results of current research on discrete event systems and how these results can be applied to production systems. Three lecture hours per week.

EGM 540. LEAN SIX SIGMA & LEAN MANUFACTURING  
THREE CREDITS

This course focuses on developing the knowledge and skills of a typical industry based Six Sigma Green Belt candidate. The course includes the descriptive statistics and project management skills necessary to Define, Measure, Analyze, Improve and Control processes. The course is characterized by its experiential learning, project based training and practical statistics which are reinforced through hands-on learning exercises. Lecture topics include Six Sigma problem-solving techniques, continuous improvement, mistake proofing, Lean Six Sigma, Lean manufacturing, determining the cost of quality and more. Three lecture hours per week.

EGM 544. EMERGING TECHNOLOGIES  
THREE CREDITS

This course aims to develop students skills in monitoring emerging new technologies, innovation forecast and technology assessment, with an introduction of data mining tools and exploration of emerging technologies. Students will study new developments in emerging technologies, how to track pertinent developments, and discover what is going on in the research world. The course focuses on developing the capability to be a technology manager and a critical well-informed consumer of such technology. Three lecture hours per week.

## Engineering

### EGM 545. APPLIED ENGINEERING ANALYSIS

THREE CREDITS

This course is intended for all engineering students and it provides a strong background in mathematical modeling of various systems relevant to mechanical, electrical and management problems. Typical topics covered include (but are not limited to) linear algebra, matrix and vector mechanics, eigenvalue problems, ordinary differential equations, Fourier analysis, partial differential equations and optimization. Three lecture hours per week.

### EGM 580. GRADUATE PROJECT CONTINUUM

ONE - THREE CREDITS

EGM students may elect a three-credit-hour industry-based project option. The student, working with industry, will select a project topic derived from an existing need/interest in industry under the guidance of a faculty project advisor selected by mutual agreement of the student and faculty member. When the project is completed and approved by the Project Advisor, bound copies of the approved report will be filed in the department office and in Farley Library for record. A grade will be awarded each semester the student is enrolled in EGM 580. At project completion, a completion grade will be awarded by converting one credit-hour of EGM 580 to one credit-hour of EGM 581 (Graduate Project Completion). EGM 580 credit does not apply toward meeting degree requirements until a grade for EGM 581 is recorded. Only two hours of credit for EGM 580 may apply toward degree requirements (although the student may enroll in a total of more than two credit hours of continuum if project completion extends to additional semesters).

### EGM 581. GRADUATE PROJECT COMPLETION

ONE CREDIT

Recorded with grade by converting one credit-hour of EGM 580. Occurs upon completion of the graduate project, receipt of Project Advisor approval, and submittal of approved copies to the department office and Farley Library for binding and record.

### EGM 590. THESIS CONTINUUM

ONE - SIX CREDITS

Students may elect the six-credit-hour thesis option under the guidance of a Thesis Advisor who chairs the Thesis Committee. The Committee is comprised of three members; at least two members (including the Advisor) must be Wilkes faculty members. When the thesis is complete and has been defended with Committee approval in an open forum, bound copies of the approved thesis will be filed in the department office and in Farley Library for record. A continuum grade will be awarded each semester the student is enrolled in Continuum. A completion grade will be awarded by converting one credit-hour of EGM 590 Graduate Thesis Continuum to one credit-hour of EGM 591 Graduate Thesis Completion. EGM 590 credit does not apply toward meeting degree completion until a grade for EGM 591 is recorded. Only five hours of credit for EGM 590 may apply toward Engineering Management degree requirements (although the student may enroll in a total of more than five hours of continuum if thesis completion extends to additional semesters).

### EGM 591. GRADUATE PROJECT COMPLETION

ONE CREDIT

Recorded with grade by converting one credit-hour of EGM 590. Occurs after successful defense of the Graduate Thesis before a Thesis Committee in an open forum, and after approved copies have been submitted to the department office and Farley Library for binding and record.

## MASTER OF SCIENCE IN MECHANICAL ENGINEERING (M.S.M.E.)

Jamal A. Ghorieshi, Ph.D., Program Director

Courses are available days and evenings.

### Admission Requirements

Applications are invited from individuals who possess a B.S. degree in Mechanical Engineering or close fields from an accredited institution. Applicants not meeting the requirements may be provisionally admitted and will be required to take sufficient undergraduate courses to make up deficiencies.

To be considered for admission, the applicant must submit the following minimum requirements:

Submit to the Graduate Admissions Office a completed graduate application for admission with payment of appropriate application fee

Submit two letters of recommendation from previous academic faculty and/or from current or

previous supervisors, if employed.

Demonstrate satisfactory performance as an undergraduate by providing a complete set of official undergraduate transcripts.

International students: Refer to page 10 for additional admissions requirements.

### **Degree Requirements**

The Master of Science in Mechanical Engineering program requires 30 credits of graduate level course work. The program consists of 15 credits of mandatory core courses. Students have the option of a six-credit thesis or a three-credit project with an additional three-credit technical elective. Students may select 9/12 additional credits hours from the list of technical electives.

### **Core Courses:**

Applied Engineering Analysis ME 401; Product Development ME 411; Transport Phenomena ME 421; Solid Mechanics ME 432; Materials Science ME 442.

### **Thesis/Project Option:**

Graduate students are strongly recommended to select the thesis option to complete their graduate course work. However, they may choose a three-credit hour project option.

#### **First Semester**

ME 401 – Applied Engineering Analysis  
ME 411 – Product Development  
ME 427 – Transport Phenomena

#### **Second Semester**

ME 436 – Solid Mechanics  
ME 442 – Materials Science  
Technical Elective

#### **Third Semester**

ME 501 – Graduate Education Continuum  
Technical Elective  
Technical Elective

#### **Fourth Semester**

ME 599 – Thesis / OR  
Project + Technical Elective  
Technical Elective

### **Technical Electives:**

Technical electives may be selected from the technical elective graduate course list. In addition, up to one graduate level course from any Engineering or Science field is transferable.

Non-thesis option: 3 credits of ME 599 are required. Students should submit a well-documented report to the department.

Thesis option: Six credits of thesis ME 599 are required. The thesis shall be defended in an open forum. Three faculty members constitute a Thesis Committee with the Thesis Advisor as Chair.

Students who opt to complete a thesis may select from posted research topics or proposed areas of interest of the faculty and submit a proposal of their thesis to the Department. Final decision of topic and advisor will be taken by the Department in accordance with Department guidelines. Ordinarily, these topics will touch on one or more of the following areas: structural Analysis, Thermal Sciences, Finite Element Method, Solid Mechanics, Dynamics, MEMS, control Systems; Robotics, Mechatronics, energy conversion.

Both full- and part-time students are limited to a maximum of three thesis credits in any single semester.

The minimum acceptable grade point average is 3.0. (See Grade Regulations.)

Advanced standing or transfer credit is limited to six (3) graduate credits. Petitions should be submitted to the Engineering and Physics Division and should document minimum competency defined as relevant graduate course work at an accredited institution with an earned minimum grade of 3.0 (0-to-4 scale) or equivalent expertise.

### **Financial Aid**

A limited number of assistantships are available for full-time students. Applicants should possess superior academic qualifications and provide good scores in the GRE (General and Engineering).

## MECHANICAL ENGINEERING COURSE DESCRIPTIONS

### ME 401. APPLIED ENGINEERING ANALYSIS

THREE CREDITS

This course is intended for physical science and engineering students. Topics include inner product spaces, operator algebra, eigenvalue problems, Fourier series, Sturm-Liouville theory, and partial differential equations. Cross list MTH 461

### ME 402. ENGINEERING COMPUTATIONAL ANALYSIS

THREE CREDITS

This course introduces applications of Matrix algebra (Review only), Solution of linear simultaneous equations, Solving linear system of equations by iteration methods, Roots of algebraic and transcendental equations, Interpolation, Methods of finding polynomial roots, Eigen values & eigenvectors, Numerical integration, Numerical differentiation, Numerical solution of initial value problems, Boundary value problems.

### ME 411. PRODUCT DEVELOPMENT

THREE CREDITS

This course introduces organizational issues and decision-making for capital investments in new technologies. The commercialization process is traced from research and development and marketing activities through the implementation phase involving the manufacturing function. Term project is a commercialization plan for a new manufacturing technology.

### ME 418. QUALITY CONTROL ENGINEERING

THREE CREDITS

This course addresses quality control in the manufacturing environment, statistical methods used in quality assurance, statistical process control.

### ME 425. ENERGY SYSTEMS

THREE CREDITS

This course introduces fundamental principals of energy transmission and energy conversion. Comprehension of the physical systems in which the conversion of energy is accomplished. Primary factors necessary in the design and performance analysis of energy systems three credits.

### ME 427. TRANSPORT PHENOMENA

THREE CREDITS

This course introduces theory and applications of heat, mass, and momentum transport. The fluid dynamics topics such as conservation laws, laminar and turbulent flow, Navier Stokes equations of motion and other related topics will be covered. Topics include free and forced convection, boiling and condensation, and the analogy between heat and mass transport. Practical problems of engineering applications in different areas will be discussed.

### ME 432. VIBRATION OF DYNAMIC SYSTEMS

THREE CREDITS

This course is an introductory course in mechanical vibration dealing with free and forced vibration of single and multi-degree of freedom for linear systems.

Fee: \$100.

### ME 436. SOLID MECHANICS

THREE CREDITS

This course is an introduction to continuum mechanics, variational methods, including vectors and tensors, state of stress and compatibility equation, plain stress and strain. Energy Principles and virtual work will be discussed.

### ME 438. MACHINE DESIGN

THREE CREDITS

This course introduces design of machine elements and deals with theories of deformation, failure, and fatigue A study of shaft design, fasteners, welds, gears, ball roller bearings, belts, chains, clutches, and brakes.

## ME 439. CLASSICAL MECHANICS

THREE CREDITS

This course is an introduction to classical mechanics. Topics covered include: Newtonian mechanics, oscillations, Lagrangian and Hamilton's principle, Dynamics of a systems of particles and rigid bodies.

## ME 442. MATERIAL SCIENCE

THREE CREDITS

This course introduces advance materials for engineers, emphasizing the fundamentals of manufacturing/structure/property/function relation and applications. Topics include materials selection for machine design component in micro and nano-scales, biomaterials, nano-composites, and optimized materials for nano-sensors & actuator systems.

## ME 451. MECHATRONICS

THREE CREDITS

This course is a multidiscipline technical area defined as the synergistic integration of mechanical engineering with electronic and intelligent computer control in the design and manufacture of industrial products and processes. This course covers topics such as actuators and drive systems, sensors, programmable controllers, microcontroller programming and interfacing, and automation systems integration.

## ME 452. NANO-TECNOLOGY

THREE CREDITS

This course explores the fundamentals of Nanotechnology and its applications for colloidal suspension, Electrophoretic deposition and nano sensing by understanding materials properties, micro-machining, sensor and actuator principles. Two hours lecture and three hours lab per week.

## ME 454. CONTROL SYSTEMS

THREE CREDITS

Laplace transforms and matrices. Mathematical modeling of physical systems. Block diagram and signal flow graph representation. Time-domain performance specifications. Stability analysis; Ruth-Hurwitz criterion. Steady state error analysis. Root-locus and frequency response techniques. Design and compensation of feedback systems. Introductory State space analysis.

## ME 498. ADVANCED TOPICS IN MECHANICAL ENGINEERING

ONE TO THREE CREDITS

This course includes selected topics in the field of mechanical engineering. These may include one or more of the following: control systems, automation, robotics, manufacturing systems, solid mechanics, energy systems, fluid flow, acoustics, computer systems, bio-mechanics.

## ME 501. GRADUATE EDUCATION CONTINUUM

THREE CREDITS

Recorded with grade for one credit-hour. Occurs as a continuum bases till successful completion of thesis or project.

## ME 599. THESIS/PROJECT

THREE TO SIX CREDITS

Students have the option of selecting up to six credits- house of thesis or three credit hour of project under guidance of a thesis/project advisor. The thesis will have a committee of three members; at least two members (including the advisor) must be Wilkes faculty members. The thesis/ project should be presented in an open forum.

# MATHEMATICS

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## MATHEMATICS

Dr. Barbara A. Bracken, Chairperson

MASTER OF SCIENCE IN MATHEMATICS  
 MASTER OF SCIENCE IN EDUCATION

The courses of study are intended for:

1. Those with an undergraduate degree from a traditional mathematics program. For the degree in mathematics, a student who has met admission requirements can take up to half of the required 30 credits in computer science.
2. Current or prospective teachers of mathematics who wish to enhance their training in either educational methodology or in mathematics/computer science itself.
3. Those who plan to continue their studies beyond the master's level in mathematics.

### ADMISSION

To be considered for admission, the applicant must submit the following:

1. A completed graduate application for admission with payment of appropriate application fee
2. Two letters of recommendation from previous academic faculty and/or from current or previous supervisors, if employed.
3. A complete set of official undergraduate transcripts from all academic institutions previously attended.

### Master of Science in Mathematics

Applicants are expected to have had undergraduate courses in each of the following three areas: linear algebra/matrix theory, advanced calculus or real variables, and abstract algebra. Students deficient in one or more of these areas may still be admitted into the program, but are required to make up all deficiencies early in their graduate studies.

### Master of Science in Education

Admission requirements for the Department of Education are described under the header "Secondary Education" earlier in this bulletin.

### DEGREE REQUIREMENTS

#### 1. **Master of Science in Mathematics**

Candidates for the degree of Master of Science in Mathematics must complete thirty (30) credits of approved 400-level courses offered by the Department of Mathematics and Computer Science numbered 400 or above, with a minimum of six (6) credits completed in 500-level courses.

A thesis option is available whereby a candidate can write and defend a written thesis under the direction of a faculty advisor. At most, six of the required thirty credits may be earned through thesis work. Students electing a thesis option should consult the department chairperson for details regarding thesis-preparation guidelines.

#### 2. **Master of Science in Education**

Candidates for the degree of Master of Science in Education with a concentration in Secondary Education/Mathematics must complete thirty (30) credits of approved courses offered by the Department of Mathematics/Computer Science and the Department of Education. Of these thirty credits, eighteen (18) credits shall be in approved 400-level courses offered by the Department of Mathematics and Computer Science. Requirements for the Education component of the Master of Science degree in Education with a concentration in Secondary Education/Mathematics are listed under the Education section earlier in this bulletin.

## COMPUTER SCIENCE COURSE DESCRIPTIONS

### CS 419. PRINCIPLES OF PROGRAMMING LANGUAGES

THREE CREDITS

A study of the principles that govern the design and implementation of programming languages. Topics include language structure, data types, and control structures. Programming projects will familiarize students with the features of programming languages through their implementation in interpreters.

Prerequisite: CS 226 or equivalent

### CS 421. SIMULATION AND DATA ANALYSIS

THREE CREDITS

Methods of handling large databases including statistical analysis and computer simulations. The emphasis will be upon discrete simulation models with a discussion of relevant computer languages, SLAM, GPSS, and/or SIMSCRIPT.

Prerequisites: CS 125 (or the equivalent programming experience) and one semester of calculus.

### CS 423. THEORY OF COMPUTATION

THREE CREDITS

This course formalizes many topics encountered in previous computing courses. Topics include: languages, grammars, finite automata, regular expressions and grammars, context-free languages, push-down automata, Turing machines and computability.

Prerequisites: MTH 231 (Discrete Mathematics) and CS 126 (or the equivalent programming experience).

### CS 424. SYSTEMS ANALYSIS

THREE CREDITS

A study of the design and implementation of large computer projects. Special emphasis is placed on applications to business systems. Students will use a CASE tool for automated systems analysis and design.

Prerequisite: CS 226 or equivalent

### CS 425. DATABASE MANAGEMENT

THREE CREDITS

Practical experience in solving a large-scale computer problem including determination of data requirements, appropriate data organization, data manipulation procedures, implementation, testing and documentation.

Prerequisite: CS 126 or permission of the instructor.

### CS 426. OPERATING SYSTEM PRINCIPLES

THREE CREDITS

Analysis of the computer operating systems including Batch, Timesharing, and Realtime systems. Topics include sequential and concurrent processes, processor and storage management, resource protection, processor multiplexing, and handling of interrupts from peripheral devices.

Prerequisite: CS 226 or equivalent

### CS 427. COMPILER DESIGN

THREE CREDITS

A study of compiler design including language definition, syntactic analysis, lexical analysis, storage allocation, error detection and recovery, code generation and optimization problems.

Prerequisite: CS 226 or equivalent

### CS 428. ALGORITHMS

THREE CREDITS

Theoretical analysis of various algorithms. Topics are chosen from sorting, searching, selection, matrix multiplication and multiplication of real numbers, and various combinational algorithms.

Prerequisite: CS 226 or equivalent and MTH 202 (Set Theory and Logic).

### CS 430. COMPUTER ARCHITECTURE

THREE CREDITS

A study of the design, organization, and structure of computers, ranging from the microprocessors to the latest "supercomputers."

Prerequisite: CS 226 or equivalent



## CS 434. SOFTWARE ENGINEERING

THREE CREDITS

A course in "programming in the large." Topics include software design, implementation, validation, maintenance and documentation. There will be one or more team projects.

Prerequisite CS 226 or equivalent

## CS 435. ADVANCED DATABASE CONCEPTS

THREE CREDITS

A continuation of CS 425. Concentration on the design of a large-scale database system, current special hardware and software, and the role of a DBMS in an organization.

Prerequisite: CS 325 (Database Management).

## CS 440. ARTIFICIAL INTELLIGENCE

THREE CREDITS

This course will provide an overview of artificial intelligence (AI) application areas and hands-on experience with some common AI computational tools. Topics include search, natural language processing, theorem proving, planning, machine learning, robotics, vision, knowledge-based systems (expert systems), and neural networks.

Prerequisite: CS 126 (Unix) and equivalent programming experience in a high-level language.

## CS 450. OBJECT-ORIENTED PROGRAMMING

THREE CREDITS

Object-oriented concepts and their application to human-computer interaction. Concepts to be covered include objects, classes, inheritance, polymorphism, design patterns, GUI interface guidelines and design of interfaces. There will be programming projects in object-oriented languages.

Prerequisite: CS 226 or equivalent

## CS 455. COMPUTER NETWORKS

THREE CREDITS

This course introduces basic concepts, architecture, and widely used protocols of computer networks. Topics include the Open System Interconnection (OSI) model consisting of physical link layer, data layer, network layer, transport layer, session layer, presentation layer, and application layer, medium access sublayer and LAN; various routing protocols; Transmission Control Protocol (TCP) and Internet Protocol (IP) for internetworking.

Prerequisite: Either CS 225 or CS 126 and CS 224 or equivalent

## CS 460. LINEAR PROGRAMMING

THREE CREDITS

Graphical linear programming, simplex algorithm and sensitivity analysis. Special L.P. models such as the transportation problem, transshipment problem, and assignment problem. May include integer programming, branch and bound algorithm, geometric programming, goal programming. (Cross-listed with MTH 460)

Prerequisite: Programming experience in a high-level language and completion of one semester of calculus..

## CS 463. OPERATIONS RESEARCH

THREE CREDITS

A survey of operations research topics such as decision analysis, inventory models, queueing models, dynamic programming, network models, heuristic models, and non-linear programming. (Cross-listed with MTH 463)

Prerequisite: Programming experience in a high-level language and completion of one semester of calculus.

## CS 464. NUMERICAL ANALYSIS

THREE CREDITS

An introduction to numerical algorithms as tools to providing solutions to common problems formulated in mathematics, science, and engineering. Focus is given to developing the basic understanding of the construction of numerical algorithms, their applicability, and their limitations. (Cross-listed with MTH 464)

Prerequisites: Programming experience in a high-level language and completion of a one-year calculus sequence.

## Mathematics

### CS 467. COMPUTER GRAPHICS

THREE CREDITS

Introduction to equipment and techniques used to generate graphical representations by computer. Discussion of the mathematical techniques necessary to draw objects in two and three-dimensional space. Emphasis on application programming and the use of a high-resolution color raster display.

Prerequisite: CS 226 or equivalent

### CS 483. WEB DEVELOPMENT

THREE CREDITS

An introduction to the development of dynamic, database-driven sites, including active server pages, PHP, authentication, session tracking and security, and the development of shopping cart and portal systems.

Prerequisites: CS 283 (Web Development I) and CS 325 (Database Management).

### CS 495-496. INDEPENDENT STUDY IN COMPUTER SCIENCE

THREE CREDITS

Individual study in a chosen area of computer science under the supervision of a faculty member.

May be repeated for credit.

Prerequisite: Approval of Department Chairperson.

### CS 498. TOPICS IN COMPUTER SCIENCE

VARIABLE CREDIT

Study of one or more special topics in computer science. May be repeated for credit provided a different topic is selected.

## MATHEMATICS COURSE DESCRIPTIONS

### MTH 411. REAL ANALYSIS

**Four credits**

A rigorous treatment of fundamental concepts in analysis, with emphasis on careful reasoning and proofs. Topics covered include the completeness and order properties of real numbers; limits and continuity; conditions for integrability and differentiability; infinite sequences and series of functions. Basic notions of the topology of the real line are also introduced.

Prerequisite: MTH 202 (Set Theory & Logic) or consent of instructor

### MTH 413. FUNCTIONS OF SEVERAL VARIABLES

THREE CREDITS

A modern treatment of calculus of functions of several real variables. Topics include: Euclidean spaces, differentiation, integration and manifolds leading to the classical theorems of Green and Stokes.

Prerequisites: MTH 214 (Linear Algebra) and MTH 411 (Real Analysis) or consent of instructor.

### MTH 414. COMPLEX ANALYSIS

THREE CREDITS

Complex functions, limit, continuity, analytic functions, power series, contour integration, Laurent expansion, singularities and residues.

Prerequisite: MTH 212 (Multivariable Calculus) or consent of instructor.

### MTH 431. ABSTRACT ALGEBRA I

FOUR CREDITS

A rigorous treatment of fundamental concepts in algebra, with emphasis on careful reasoning and proofs. Topics covered include equivalence relations, binary operations. Integers: divisibility, factorization, integers modulo  $n$ , elementary group theory, subgroups, cyclic groups, permutation groups, quotient groups. Homomorphisms and isomorphisms. Introductory topics in ring theory as time permits.

Prerequisite: MTH 202 (Set Theory & Logic) or consent of instructor

### MTH 432. ABSTRACT ALGEBRA II

THREE CREDITS

A continuation of MTH 431. Includes the study of polynomial rings, ideals, field extensions and Galois Theory.

Prerequisite: MTH 431 (Abstract Algebra).

## MTH 442. TOPOLOGY

THREE CREDITS

An introduction to point-set topology, including a study of metric spaces, topological spaces, countability and separation axioms, compactness, connectedness, product spaces.

Prerequisite: MTH 411 (Real Analysis) or consent of instructor.

## MTH 443. GEOMETRY

THREE CREDITS

A study of selected topics from Euclidean and non-Euclidean geometry.

Prerequisite: MTH 202 (Set Theory & Logic) or consent of instructor

## MTH 451. PROBABILITY AND MATHEMATICAL STATISTICS I

THREE CREDITS

Random variables, probability distributions, expectation and limit theorems, confidence intervals.

Prerequisites: A one-year calculus sequence or consent of instructor.

## MTH 452. PROBABILITY AND MATHEMATICAL STATISTICS II

THREE CREDITS

Hypothesis testing, non-parametric methods, multivariate distributions, introduction to linear models.

Prerequisite: MTH 451 or consent of instructor.

## MTH 454. STATISTICAL METHODOLOGY

THREE CREDITS

This course emphasizes applications, using statistical computer packages (SPSS, JMP or BMDP) and real data sets from a variety of fields. Topics include estimation and testing; stepwise regression; analysis of variance and covariance; design of experiments; contingency tables; and multivariate techniques, including logistic regression.

Prerequisite: MTH 451 or consent of instructor.

## MTH 460. LINEAR PROGRAMMING

THREE CREDITS

Graphical linear programming, simplex algorithm and sensitivity analysis. Special L.P. models such as the transportation problem, transshipment problem, and assignment problem. May include integer programming, branch and bound algorithm, geometric programming, goal programming. (Cross-listed with CS 460)

Prerequisite: Programming experience in a high-level language and completion of one semester of calculus.

## MTH 461. APPLIED MATHEMATICS I

THREE CREDITS

Topics include inner product spaces, operator algebra, eigenvalue problems, Sturm-Liouville theory, Fourier series and partial differential equations.

Prerequisites: MTH 211 (Differential Equations) and MTH 212 (Multivariable Calculus) or consent of instructor.

## MTH 462. APPLIED MATHEMATICS II

THREE CREDITS

Topics include systems of linear differential equations; nonlinear differential equations; qualitative, numerical, and finite difference methods; theorems of Green and Stokes and the Divergence Theorem.

Prerequisites: MTH 211 (Differential Equations) and MTH 212 (Multivariable Calculus) or consent of instructor.

## MTH 463. OPERATIONS RESEARCH

THREE CREDITS

A survey of operations research topics such as decision analysis, inventory models, queueing models, dynamic programming, network models, heuristic models, and non-linear programming. (Cross-listed with CS 463)

Prerequisite: Programming experience in a high-level language and completion of a one-year calculus sequence.

## Mathematics

### MTH 464. NUMERICAL ANALYSIS

THREE CREDITS

An introduction to numerical algorithms as tools to providing solutions to common problems formulated in mathematics, science, and engineering. Focus is given to developing the basic understanding of the construction of numerical algorithms, their applicability, and their limitations. (Cross-listed with CS 464)

Prerequisites: Programming experience in a high-level language and completion of a one-year calculus sequence.

### MTH 470. READINGS IN MATHEMATICS

THREE CREDITS

Individual study of special topics under the supervision of a faculty member. Designed for students who have completed a substantial amount of course work in mathematics.

Prerequisite: Consent of Mathematics Department Chairperson May be repeated for credit if a different topic is selected.

### MTH 511. MEASURE AND INTEGRATION

THREE CREDITS

Measures, measurable functions, integration, convergence theorems, product measures, signed measures.

Prerequisite: MTH 442 or consent of instructor.

### MTH 513. FUNCTIONAL ANALYSIS

THREE CREDITS

Topics include: Banach spaces,  $L_p$ -spaces, Hilbert spaces, topological vector spaces, and Banach algebra.

Prerequisites: MTH 411 and a course in linear algebra.

### MTH 532. MODERN ALGEBRA

THREE CREDITS

A study of group theory (including the Sylow Theorems and solvable groups); ring theory (including the Noetherian rings and UFDs); modules, tensor algebra, and semi-simple rings.

Prerequisites: MTH 431, and a course in linear algebra or consent of instructor.

### MTH 542. ALGEBRAIC TOPOLOGY

THREE CREDITS

Polyhedra, simplicial homology theory, cohomology rings, and homotopy groups.

Prerequisite: MTH 442.

### MTH 498/598. TOPICS IN MATHEMATICS

THREE CREDITS

A study of topics of special interest. It may be a continuation and intensive study of topics begun in an upper-level course in analysis, topology, algebra, or probability. May be repeated for credit if a different topic is selected.

Prerequisite: Consent of instructor

### MTH 590. THESIS WRITING

UP TO SIX CREDITS

Student can work toward the completion of a written thesis under the direction of a faculty advisor. May be repeated up to six credits.

Prerequisite: Consent of Department Chairperson

# NURSING

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## NURSING

Mary Ann Merrigan, Ph.D., R.N., Chairperson  
Deborah Zbegner Ph.D., C.R.N.P.-R.N.-C., Director, Graduate Nursing Program

### DOCTOR OF NURSING PRACTICE (DNP)

#### ONLINE PROGRAM

The Doctor of Nursing Practice (DNP) online program is designed in concert with the mission of the University and the School of Nursing. The goal of the doctoral program is to produce knowledgeable, competent, and clinically proficient advanced practice nurses with the skills and dispositions needed to serve in leadership capacities in their respective fields.

The Primary elements of the program are applied research and clinical practice. These two elements are embedded in courses throughout the program with opportunities to apply acquired knowledge and skills to problems and practice in the students' respective fields.

The Doctor of Nursing Practice program is designed as a practice-focused doctoral program to prepare clinical experts in a specialized field. The Doctor of Nursing Practice program will have a common core with three concentrations from which students may select, if needing a clinical specialty. These concentrations include: Adult-Gerontology, Psychiatric/Mental Health, and Nurse Executive.

Students entering the program with a BSN or non-advanced practice MSN are eligible to take the certification exams for Clinical Nurse Specialists and Advanced Nurse Executive by the American Nurses Credentialing Center (ANCC) on completion of program requirements.

The online program is designed for self-motivated students adept at using computers. Student computers must meet system requirements of the university.

#### PROGRAM OUTCOMES

1. Synthesize nursing science to manage complex health problems and improve health outcomes in advanced nursing practice.
2. Develop and evaluate knowledge and skills in organizational and systems leadership to improve health care practice and policy.
3. Critically analyze information technology, research methodology, quality improvement methodology to implement the best evidence based practice.
4. Design and analyze patient care technology and information systems to enhance quality of health care delivery.
5. Evaluate health care policies to improve health care policy outcomes at the local, state, and national levels.
6. Employ specialized knowledge and leadership skills when collaborating and leading other inter-professional health care teams in complex health care delivery systems.
7. Analyze health disparities, cultural diversity, environmental and societal needs in the care of individuals, aggregates, and populations.
8. Develop, demonstrate, and sustain advanced levels of clinical judgment, systems thinking and accountability to implement and evaluate evidence based care disparities, cultural diversity, environmental and societal needs in the care of individuals, aggregates, and populations.

#### ADMISSION REQUIREMENTS

- Bachelor of Science in Nursing with a GPA of 3.0 or higher on a 4.0 scale
- Master of Science in Nursing with a GPA of 3.5 or higher on a 4.0 scale
- Advanced Practice Nurses (Nurse Practitioners, Clinical Nurse Specialists, Nurse Anesthetists, Nurse Midwives) must present evidence of:
- Completion of graduate courses titled Advanced Pathophysiology, Advanced Pharmacology, and Advanced Physical Assessment

- Proof of completion of a minimum of 500 supervised clinical practice hours during advanced practice nursing master's or post-master's program
- Proof of national advanced practice certification (preferred)
- Official transcripts from all post-secondary education experiences (International students must submit all official transcripts and other requirements to <http://www.wes.org> and pay the appropriate fees. World Education Services will forward documents to Wilkes University.)
- Three recommendation forms submitted from graduate-prepared nurses or faculty who can attest to the applicant's potential for advanced-practice studies and for leadership
- A three-page narrative written by the applicant providing insight into professional goals and expectations for doctoral studies
- A professional portfolio submitted by the applicant reflecting career and scholarship achievements to date, which will be continued through the DNP program and presented at the time of the scholarly project
- Documentation of current RN state licensure and current national certification for advanced practice nursing
- For applicants whose native language is not English and who hail from non-English speaking countries, submission of a minimum Test of English as a Foreign Language (TOEFL) score of 550 or International English Language Testing System (IELTS) score of 6.0 earned within two years prior to application
- For those applicants who meet the above requirements, a successfully completed phone interview

#### THE CURRICULUM

##### GRADUATE NURSING CORE (FOR RN'S ENTERING WITH A BACHELOR'S DEGREE) (21 CREDITS)

NSG 500	Advanced Health Assessment
NSG 501	Theoretical Foundations of Nursing Science
NSG 502	Advanced Nursing Research
NSG 504	Advanced Role Development in Nursing
NSG 505	Health Care Policy and Models of Care
NSG 530	Pathophysiology for Advanced Practice
NSG 533	Pharmacotherapeutics for Advanced Practice Nursing

##### CONCENTRATIONS

##### ADULT – GERONTOLOGY CLINICAL NURSE SPECIALIST (14 CREDITS)

NSG 553	Adult Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credit
NSG 554	Advanced Practice in Adult-Gerontology I	3 credit
NSG 555	Advanced Practice in Adult-Gerontology II	3 credit
NSG 506	Advanced Practice in Adult-Gerontology Clinical I	3 credit
NSG 515	Advanced Practice in Adult-Gerontology Clinical II	3 credit

##### PSYCHIATRIC / MENTAL HEALTH CLINICAL NURSE SPECIALIST (14 CREDITS)

NSG 526	Clinical Modalities in Advanced Psychiatric Mental Health Nursing Practice	3 credit
NSG 527	Family Systems Theory	3 credit
NSG 535	Advanced Practice in Psychiatric Mental Health Nursing I	3 credit
NSG 536	Advanced Practice in Psychiatric Mental Health Nursing II	3 credit
NSG 551	Mental Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credit

##### NURSE EXECUTIVE (15 CREDITS)

NSG 560	Healthcare Operations for the Nurse Executive	3 credit
NSG 561	Organizational Leadership for the Nurse Executive	3 credit
NSG 562	Advanced Leadership Topics for the Nurse Executive	3 credit

## Nursing

NSG 563	Nurse Executive Practicum I	3 credits
NSG 564	Nurse Executive Practicum II	3 credits
DNP CORE (POST-MASTER'S AND BS-DNP STUDENTS) (30 CREDITS)		
NSG 600	Nursing Informatics	3 credits
NSG 601	Biostatistics	3 credits
NSG 602	Ethical Principles for Advanced Nursing Practice	3 credits
NSG 603	Application of Nursing Research	3 credits
NSG 604	Epidemiology and Environmental Health	3 credits
NSG 605	Collaboration in Health Care Delivery	3 credits
NSG 606	Diversity and Social Issues	3 credits
NSG 607	Leadership in Advanced Nursing Practice	3 credits
NSG 608	Scholarly Project	3 credits

### LENGTH OF DNP PROGRAM

Master's in Nursing level advanced practice nurses may require the 30 credit DNP core for completion. Master's in Nursing level non advanced practice nurses are evaluated individually and will require an estimated 45-49 credits for completion. Bachelor's in Nursing level candidates must complete 65-70 credits.

Each academic unit will typically run for a 12 week period. Courses will be offered sequentially with two courses taught in the fall, two in the spring, and one in the summer

An on-site residency is required for students enrolled in NSG 500, Advanced Health Assessment, in order to demonstrate advanced physical assessment skills.

The total time taken to complete the proposed doctoral degree may not exceed six years for Post-Master's students and eight years for BS-DNP students.

### CLINICAL PRACTICE

The student is responsible to arrange for all clinical experiences. A preceptor from the practice setting that promotes attainment of course objectives should be identified by the student. The preceptor must have a graduate degree in an appropriate healthcare discipline. After approval is received by the Graduate Curriculum Committee in the School of Nursing, clinical arrangements are coordinated through the Director of Experiential Learning prior to the semester in which the experience will be conducted.

It is the student's responsibility to meet any agency requirements related to the practicum experience. (physical examination, child abuse clearance, criminal history, immunizations). Evidence of compliance must be provided to the Director of Experiential Learning prior to the beginning of the clinical practice experience. The student should provide a copy of the preceptor's current resume or curriculum vita.

Evidence of liability insurance must also be provided prior to any clinical experiences.

The DNP program requires completion of a total of 1000 hours of practice experience conducted in the practicum, and scholarly project courses beyond the bachelor's level of nursing education. Advanced practice nursing students (CNS, NP, Midwife, NA) are credited with hours from their master's program in nursing. Validation of those hours is provided by official transcript or a letter describing the number of practicum hours.

Students in the master's program complete clinical hours according to the concentration chosen. These clinical hours can be applied towards the 1000 clinical hours required for completion of the DNP. Oversight of the practice experience is the responsibility of the faculty.

### SCHOLARLY PROJECT

Students in the graduate program are required to complete a scholarly project that demonstrates mastery of theoretical content through analysis and synthesis. Scholarly Project oversight is provided by assigned graduate faculty. The final project is presented to the Scholarly Project Committee via web cam or onsite at the university. Students who are unable to complete their Scholarly Project in



the required timeframe must continue to register for 1 billable credit hour per each Fall and Spring semester.

The DNP Scholarly Project validates that candidates have achieved competency in The Essentials of Doctoral Education for Advanced Nursing Practice through the application of research and clinical implementation. The Scholarly Project is 6 credits and completion is over the last 2 semesters of the program. The final project will be submitted as a manuscript for publication..

## MASTER OF SCIENCE WITH MAJOR IN NURSING

### PURPOSE

The purpose of the graduate program in Nursing at Wilkes University is to prepare advanced practice nurses as Clinical Nurse Specialists in either Adult-Gerontology or Psychiatric Mental Health or as Nurse Executives, or Nurse Educators for advancing nursing practice. An advanced practice nurse is a registered nurse who is prepared at the master's or doctoral level for nursing practice. This multidisciplinary program provides a foundation for doctoral study in nursing and continued professional development.

Graduates of the program are eligible to take the certification examinations for Clinical Nurse Specialist and Advance Nurse Executive by the American Nurses Credentialing Center (ANCC) upon completion of the requirements.

This program is fully accredited by the Commission on Collegiate Nursing Education (CCNE). Each student's program of study is planned to meet each individual's personal goals and professional requirements.

### PROGRAM OUTCOMES

1. Synthesize advanced knowledge of nursing and related disciplines in the development of advanced nursing practice for the roles of the Clinical Nurse Specialist, Nurse Executive, or Nurse Educator.
2. Develop expertise as an advanced practice nurse in the role of Clinical Nurse Specialist, Nurse Executive, or Nurse Educator.
3. Develop skills and abilities to assume leadership roles in advanced nursing practice.
4. Evaluate nursing research for its applicability to advanced nursing practice.
5. Evaluate applicable knowledge and concepts in nursing to deal with the complexities of a dynamic society.
6. Participate in lifelong learning as a part of advanced nursing practice.

### ADMISSION REQUIREMENTS

In addition to the requirements of the Graduate Division, admission to the Master's Program in nursing requires:

- Graduation from an approved baccalaureate program in nursing.
- Licensure as a Registered Nurse.
- One year of clinical experience prior to clinical practicum.
- A GPA from the original program of 3.0 or higher on a 4.0 scale.
- An undergraduate statistics course.
- An undergraduate research course.
- Evidence of health assessment skills.
- A statement of professional goals. These goals should relate to the goals of the graduate program in nursing at Wilkes.
- Two letters of recommendation.
- Personal interview

A student whose background is judged to be deficient in any area will be evaluated individually and a program plan that will remedy the deficiency will be developed. Courses to remedy such deficiency do not carry graduate credits.

## Nursing

### THE CURRICULUM

#### **Graduate Nursing Core (24 Credits)**

NSG 500	Advanced Health Assessment	3 credits
NSG 501	Theoretical Foundations of Nursing Science	3 credits
NSG 502	Advanced Nursing Research	3 credits
NSG 504	Advanced Role Development in Nursing	3 credits
NSG 505	Health Care Policy and Models of Care	3 credits
NSG 530	Pathophysiology for Advanced Practice	3 credits
NSG 533	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
NSG 590	Scholarly Project	3 credits

#### CONCENTRATIONS

#### **Adult – Gerontology Clinical Nurse Specialist (14 Credits)**

NSG 553	Adult Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	3 credits
NSG 554	Advanced Practice in Adult-Gerontology	3 credits
NSG 555	Advanced Practice in Adult-Gerontology II	3 credits
NSG 506	Advanced Practice in Adult-Gerontology Clinical I	3 credits
NSG 515	Advanced Practice in Adult-Gerontology Clinical II	3 credits

#### **Psychiatric / Mental Health Clinical Nurse Specialist (14 Credits)**

NSG 526	Clinical Modalities in Advanced Psychiatric Mental Health Nursing Practice	3 credits
NSG 527	Family Systems Theory	3 credits
NSG 535	Advanced Practice in Psychiatric Mental Health Nursing I	3 credits
NSG 536	Advanced Practice in Psychiatric Mental Health Nursing II	3 credits
NSG 551	Mental Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credits

#### **Nurse Executive (15 Credits)**

NSG 560	Healthcare Operations for the Nurse Executive	3 credits
NSG 561	Organizational Leadership for the Nurse Executive of Managerial Accounting	3 credits
NSG 562	Advanced Leadership Topics for the Nurse Executive of Finance	3 credits
NSG 563	Nurse Executive Practicum I	3 credits
NSG 564	Nurse Executive Practicum II	3 credits

#### **Nursing Education Core (15 Credits)**

NSG 540	The Nursing Curriculum: Development and Implementation	3 credits
NSG 541	Teaching Methodologies and Strategies in Nursing	3 credits
NSG 542	Evaluation in Nursing Education	3 credits
NSG 544	Clinical Practice in Education I	3 credits
NSG 545	Clinical Practice in Education II	3 credits

## R.N.-M.S. PROGRAM

### PURPOSE

This accelerated program is designed for the experienced, practicing registered nurse who plans to continue nursing studies through the master's level and does not hold a baccalaureate degree. Adjustments of the undergraduate requirements permit rapid progress into the graduate level. The Master's Program remains intact and prepares the registered nurse for advancing nursing practice. Program plans are individualized for each student. Time to complete the program is related to the applicability of transfer credit as well as the number of credits taken in any semester.

An interview with the Director of the Graduate Nursing Program is required prior to entry into the program. Formal admission to Wilkes University is necessary and will include evaluation of transfer credits.

### ADMISSION REQUIREMENTS

To be considered for admission, the applicant must successfully complete the following minimum requirements:

- Submit a completed graduate application for admission with payment of appropriate application fee
- Submit official transcripts showing graduation from an accredited nursing program.
- Licensure as a Registered Nurse.
- One year of clinical experience prior to clinical practicum.
- A GPA from the original program of 3.0 on a 4.0 scale.
- A statement of professional goals.
- Two letters of recommendation.
- Personal Interview.

## POST GRADUATE DEGREE CERTIFICATE PROGRAMS IN ADULT-GERONTOLOGY CLINICAL NURSE SPECIALIST, PSYCHIATRIC MENTAL HEALTH CLINICAL NURSE SPECIALIST, NURSE EXECUTIVE, OR NURSING EDUCATION

### PURPOSE

This program is designed for professional nurses who have earned a Master's or Doctoral Degree in Nursing and seek further education in advanced nursing practice. Programs offered are the Adult-Gerontology Clinical Nurse Specialist, Adult Psychiatric Mental Health Clinical Nurse Specialist, Nurse Executive, and Nursing Education concentrations. No degree will be awarded.

### ADMISSION REQUIREMENTS

- Master's or Doctoral degree with a major in nursing from a program approved by either The National League for Nursing (NLN) or The Commission on Collegiate Nursing Education (CCNE).
- GPA 3.0 on a 4.0 scale
- Current Registered nurse license.
- Two years of recent professional experience in nursing
- Personal interview
- Completed application for admission to graduate Studies, including academic transcripts
- Two letters of reference from health care professionals attesting to the candidate's clinical expertise
- Statement of professional goals

### THE CURRICULUM

#### ***Adult – Gerontology Clinical Nurse Specialist (23 Credits)***

NSG 500	Advanced Health Assessment	3 credits
NSG 530	Pathophysiology for Advanced Practice	3 credits
NSG 533	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
NSG 553	Adult Health Perspectives of Culturally Diverse, Rural, and Underserved Populations	2 credits
NSG 554	Advanced Practice in Adult-Gerontology I	3 credits

## Nursing

NSG 555	Advanced Practice in Adult-Gerontology II	3 credits
NSG 506	Advanced Practice in Adult-Gerontology Clinical I	3 credits*
NSG 515	Advanced Practice in Adult-Gerontology Clinical II	3 credits*

### *Psychiatric / Mental Health Clinical Nurse Specialist (23 Credits)*

NSG 500	Advanced Health Assessment	3 credits
NSG 530	Pathophysiology for Advanced Practice	3 credits
NSG 533	Pharmacotherapeutics for Advanced Practice Nursing	4 credits
NSG 526	Clinical Modalities in Advanced Psychiatric Mental Health Nursing Practice	3 credits
NSG 527	Family Systems Theory I	3 credits
NSG 535	Advanced Practice in Psychiatric Mental Health Nursing I	3 credits
NSG 536	Advanced Practice in Psychiatric Mental Health Nursing II	3 credits
NSG 551	Mental Health Perspectives of Culturally Divers, Rural, and Underserved Populations	3 credits

### *Nurse Executive (24 Credits)*

NSG 500	Advanced Health Assessment	3 credits
NSG 530	Pathophysiology for Advanced Practice	3 credits
NSG 533	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
NSG 560	Healthcare Operations for the Nurse Executive	3 credits
NSG 561	Organizational Leadership for the Nurse Executive	3 credits
NSG 562	Advanced Leadership Topics for the Nurse Executive	3 credits
NSG 563	Nurse Executive Practicum I	3 credits
NSG 564	Nurse Executive Practicum II	3 credits

### *Nursing Education (24 Credits)*

NSG 500	Advanced Health Assessment	3 credits
NSG 530	Pathophysiology for Advanced Practice	3 credits
NSG 533	Pharmacotherapeutics for Advanced Practice Nursing	3 credits
NSG 540	The Nursing Curriculum: Development and Implementation	3 credits
NSG 541	Teaching Methodologies and Strategies in Nursing	3 credits
NSG 542	Evaluation in Nursing Education	3 credits
NSG 544	Clinical Practice in Education I	3 credits
NSG 545	Clinical Practice in Education II	3 credits

\*To meet this requirement students must take N 533 or have completed a 3-credit advanced pharmacotherapeutics course within the past five years. Courses completed prior to the five year limit must be accompanied by evidence of at least three hours of continuing education in advanced pharmacotherapeutics for each year surpassing the five-year limit.

## NURSING COURSE DESCRIPTIONS

**NOTE: Students in practicum courses must carry personal liability insurance.**

### NSG 500. ADVANCED HEALTH ASSESSMENT

#### THREE CREDITS

This course presents an overview of the full and comprehensive health assessment of the adult client. Emphasis on multiple aspects of assessment, including physical, functional, and mental health assessment along with transcultural variations, will prepare the student for advanced practice nursing. A one week residency is required.

**Prerequisite: Graduate standing**

NSG 501. THEORETICAL FOUNDATIONS OF NURSING SCIENCE  
THREE CREDITS

This course emphasizes the systematic process of theory development in nursing. The role of traditional science in relation to other ways of knowing is explored. Students will describe, analyze, and evaluate current theories of nursing. The relationship of research and practice to theory is discussed.

**Prerequisite: Graduate standing.**

NSG 502. ADVANCED NURSING RESEARCH

**Three credits**

This course builds on knowledge and skills developed in undergraduate research and statistics courses. Skills in the analysis and evaluation of nursing research are further developed. Students analyze the contributions of the empirical approach to the development of nursing science. Selected research designs and methodologies which are used to advance nursing knowledge are examined. Students are given the opportunity to critique and synthesize current research for its application to an identified problem in nursing practice.

**Prerequisite: Undergraduate Statistics**

NSG 504. ADVANCED ROLE DEVELOPMENT IN NURSING

THREE CREDITS

Examines the role development process and its applicability to the advanced practice role in nursing. The historical, theoretical, and conceptual basis of role development, advanced practice, and evaluation are explored. A framework for practice, which includes the sub-roles of direct care provider, educator, researcher, manager and consultant, is examined.

**Prerequisite: Graduate Standing**

NSG 505. HEALTH CARE POLICY AND MODELS OF CARE

THREE CREDITS

Analysis of issues relative to advanced nursing practice. Assessment of proposed approaches to the resolution of issues, based on current literature and research findings, is done collaboratively in a seminar format.

**Prerequisite: Graduate standing**

NSG 506. ADVANCED PRACTICE IN GERONTOLOGICAL NURSING I

THREE CREDITS

Students use theories from nursing and other sciences to plan, manage, and evaluate direct care services provided to older adults and their families in community settings. Clinical experience focuses on case management, including advanced assessment, diagnosis, planning and evaluation as it relates to health promotion and maintenance in this population. Opportunities for interdisciplinary experience and collaborative practice are provided. The seminar component of the course is designed to develop clinical decision-making skills through case study presentations and extend the theoretical and research base of advanced clinical practice. (Seminar plus 250 clinical practice hours)

**Prerequisites: NSG 501 and 504 (may be taken concurrently)**

NSG 515. ADVANCED PRACTICE IN GERONTOLOGICAL NURSING II

THREE CREDITS

Students use theories from nursing and other sciences to plan, manage and evaluate direct care services provided to frail older adults and their families in institutional and community settings. Clinical experience focuses on case management, including advanced assessment, diagnosis, planning and evaluation as it relates to the management of acute conditions and complex chronic health problems. Opportunities for interdisciplinary experiences and collaborative practice are provided. The seminar component of the course is designed to develop clinical decision-making skills through case study presentations and to extend the theoretical and research base of advanced clinical practice. (Seminar plus 250 clinical practice hours)

**Prerequisites: NSG 501 and 504 (may be taken concurrently)**

NSG 526. CLINICAL MODALITIES IN ADVANCED PSYCHIATRIC MENTAL HEALTH NURSING PRACTICE

THREE CREDITS

This course provides a foundation in the major systems of therapy for individuals and groups used in advanced psychiatric mental health nursing and other disciplines engaged in mental health practice.

## Nursing

Focus will be on therapeutic modalities such as brief psychotherapy, group processes and practices, milieu therapy and crisis intervention as they relate to advanced nursing practice in mental health.

Prerequisite: Graduate standing

### NSG 527. FAMILY SYSTEMS THEORY I THREE CREDITS

This course examines the process of human development in the context of the family relationship system. A theoretical framework for understanding this process and the therapeutic methods that derive from it are presented. Orientation to various methods and techniques of family therapy is provided.

Prerequisite: Graduate standing or the permission of the instructor

### NSG 530. PATHOPHYSIOLOGY FOR ADVANCED PRACTICE THREE CREDITS

The course presupposes an understanding of human anatomy and physiology at an undergraduate level. At an advanced practice level the course will explore pathophysiology, assessment, and diagnosis of adults with selected episodic / chronic health problems

### NSG 533. PHARMACOTHERAPEUTICS FOR ADVANCED PRACTICE NURSING THREE CREDITS

This course explores the basic concepts of clinical pharmacokinetics and their application in drug regime design and monitoring. Pharmacotherapy for major diseases is emphasized. The course provides the student with a strong background in pharmacological agents and basic pharmacological principles. The course highlights major drug categories, purpose of action, common interactions and contraindications. Nursing and pharmacy practice faculty work collaboratively to provide the student with case studies that allow students to demonstrate their understanding of applied pharmacotherapy within the parameters of advanced practice nursing.

### NSG 535. ADVANCED PRACTICE IN PSYCHIATRIC MENTAL HEALTH NURSING I THREE CREDITS

Supervised advanced psychiatric mental health nursing practice is undertaken with adults and/or older adults and their families in a variety of settings. Theories and practice are integrated to address the process of assessment and diagnosis of functional and dysfunctional patterns of behaviors; the formation of initial intervention strategies; and implementation of treatment and case management of psychiatric clients. A minimum of 15 hours of practice and 3 hours of small group supervision is required each week. (Total: 250 practice hours)

Prerequisites or co-requisites: NSG 526, and 527

### NSG 536. ADVANCED PRACTICE IN PSYCHIATRIC MENTAL HEALTH NURSING II THREE CREDITS

Supervised advanced psychiatric mental health nursing practice is undertaken with adults and/or older adults and their families in a variety of settings. The focus is on the refinement and development of clinical interventions. Outcome evaluation, termination and professional role development are emphasized. A minimum of 15 hours of practice and 3 hours of small group supervision is required each week. (Total: 250 practice hours)

Prerequisites or co-requisites: NSG 528, 533, and 535

### NSG 540. THE NURSING CURRICULUM: DEVELOPMENT AND IMPLEMENTATION THREE CREDITS

This course provides a foundation to understand the core of knowledge of educational processes which undergird nursing education. Competencies needed by nurse educators are explored; principles, philosophies and theories of learning, curriculum development, professional socialization, and accreditation as well as legal requirements for nursing programs are discussed. The relationship between curricular design and accreditation standards is described.

Prerequisite: NSG 501 or graduate standing

### NSG 541. TEACHING METHODOLOGIES AND STRATEGIES IN NURSING THREE CREDITS

Building on knowledge of curriculum and learning, approaches to classroom and clinical teaching are explored. Learning outcomes as they relate to instructional teaching/learning interventions are developed. The use of instructional technology is included.

Prerequisite: NSG 540 or graduate standing

## NSG 542. EVALUATION IN NURSING EDUCATION

THREE CREDITS

Evaluation methodologies from selection of applicants through the meeting of graduation requirements will be explored. Testing strategies and test reliability will be discussed. Classroom and clinical achievement will be included. Faculty evaluation as well as student measurement will be discussed.

Prerequisite: Graduate standing

## NSG 544. CLINICAL PRACTICE IN EDUCATION I

THREE CREDITS

Nursing 544 and 545 are practicum courses that provide an opportunity to actively participate in a faculty role within an educational setting. The first semester will focus on classroom teaching; the second semester will focus on teaching in a clinical setting. One hundred hours of practice are required in each semester. (Seminar plus 100 practice hours)

Prerequisites/co-requisites: NSG 540, 541, 542

## NSG 545. CLINICAL PRACTICE IN EDUCATION II

THREE CREDITS

Nursing 544 and 545 are practicum courses that provide an opportunity to actively participate in a faculty role within an educational setting. The first semester will focus on classroom teaching; the second semester will focus on teaching in a clinical setting. One hundred hours of practice are required in each semester. (Seminar plus 100 practice hours)

Prerequisite: NSG 544

## NSG 551. MENTAL HEALTH PERSPECTIVES OF CULTURALLY DIVERSE, RURAL, AND UNDERSERVED POPULATIONS

TWO CREDITS

This course is designed to examine the mental health perspectives of culturally diverse, rural, and underserved populations. Topics include, but are not limited to: cultural competence, cultural bound syndromes, cultural assessment, challenges faced by PMH-NPs in the mental health care of minorities, immigrants, refugees, and other underserved populations, and factors influencing mental health care and services in rural settings. In addition, this course will examine how health care reform will affect diverse individuals with mental illnesses. Knowledge gained from this course can be integrated into clinical practice.

Prerequisite: Graduate standing

## NSG 553. ADULT HEALTH PERSPECTIVES OF CULTURALLY DIVERSE, RURAL, AND UNDERSERVED POPULATIONS

TWO CREDITS

The course is designed to introduce the advanced practice nursing student to the issues of culturally diverse, rural and underserved populations. The theory can be integrated into clinical practice for adult-gerontology patients and families to promote understanding of differences and issues that impact comprehensive planning of health care services.

Prerequisite: None

## NSG 554. ADVANCED PRACTICE IN ADULT-GERONTOLOGY I

THREE CREDITS

This course is designed to prepare advanced practice nursing students to provide acute primary health care to the adult-gerontology population. The course integrates nursing theories that are evidence-based with health assessment and diagnostic reasoning of acute primary care health problems. Health promotion, protection and disease prevention interventions are provided with consideration of culturally diverse populations.

Prerequisite: NSG 500, 530, and 533

## NSG 555. ADVANCED PRACTICE IN ADULT-GERONTOLOGY I

THREE CREDITS

This course is designed to prepare advanced practice nursing students to provide chronic primary health care to the adult-gerontology population. The course integrates nursing theories that are evidence-based with health assessment and diagnostic reasoning of chronic, primary health care problems. Health promotion, protection and disease prevention interventions are provided with consideration of culturally diverse populations.

Prerequisite: NSG 554

## Nursing

### NSG 560. HEALTHCARE OPERATIONS FOR THE NURSE EXECUTIVE THREE CREDITS

This course prepares the nursing executive by examining the multiple administrative areas necessary for success at an executive level. The differences between US health care policy and the health care policies of various other countries will be explored. An analysis of select health care administration topics through the use of both individual and collaborative learning will prepare students to succeed in an ever-expanding, constantly changing health care environment.

Prerequisite: None

### NSG 561. ORGANIZATIONAL LEADERSHIP FOR THE NURSE EXECUTIVE THREE CREDITS

This course examines the executive level leadership skills necessary to excel within the rapidly changing health care environment of the future. Emphasis is placed on understanding how the individualized leadership styles of today's health care executives shape the culture and vision of the organizations of tomorrow. This course also provides an in-depth analysis of how building an autonomous, ethical, and diverse leadership team and workforce assists the executive in developing solutions to complex organizational problems.

Prerequisite: None

### NSG 562. ADVANCED LEADERSHIP TOPICS FOR THE NURSE EXECUTIVE THREE CREDITS

This course synthesizes previously established theory and skill sets to explore select advanced topics in health care leadership. The issues explored will assist the executive nurse in leading a health care organization during times of crisis or conflict as well as prosperity. Emphasis is placed on understanding health care as an intricate, dynamic organism which is in continual need of attention.

Prerequisite: None

### NSG 563. NURSE EXECUTIVE PRACTICUM I THREE CREDITS

This practicum course synthesizes previously established theory and skill sets to further develop the student's administrative abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the student will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The seminar component of this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making.

Prerequisite: NSG 560

### NSG 564. CLINICAL NURSE EXECUTIVE PRACTICUM II THREE CREDITS

This practicum course synthesizes previously established theory and skill sets to further develop the student's leadership abilities. By applying theories from other sciences and utilizing interdisciplinary experiences and collaborative opportunities, the student will further enhance the skills necessary to excel as a health care executive in an evidence-based, culturally sensitive environment. The completion of an organizational needs assessment within this course is designed to supplement previous theoretical applications and stimulate critical-thinking and decision-making.

Prerequisite: NSG 561

### NSG 590. SCHOLARLY PROJECT THREE CREDITS

The student, under the guidance of a selected faculty member, will critique and synthesize relevant research and literature on a clinical problem in nursing. The student will explore interrelationships between ideas in a scholarly manner. Implications for advanced nursing practice will be addressed. Each student will present his/her project upon its completion.

Prerequisite: Consent of instructor

### NSG 600. INFORMATICS THREE CREDITS

Students use information systems to analyze patient data, perform research, and evaluate project outcomes. The course will include applications in computer-based patient records, data-base management systems, e-health, distance education, and research. Legal and ethical issues associated with computer use are examined.



**Prerequisite:** Doctoral standing.

**NSG 601. BIostatISTICS**

THREE CREDITS

Statistics is the science whereby inferences are made about specific random phenomena on the basis of relatively limited sample material. It is widely used in biological, health, and social sciences, etc. Biostatistics is the branch of applied statistics that applies statistical methods to medical and biological problems.

**Prerequisite:** Doctoral standing.

**NSG 602. ETHICAL PRINCIPLES FOR ADVANCED NURSING PRACTICE**

THREE CREDITS

This course will analyze a broad range of ethical principles that impact the health professions, from euthanasia and abortion to informed consent and behavior control. Examination of the ethical, moral, and legal obligations within selected decision-making frameworks will be completed. Strategies to assist in the resolution of ethical dilemmas will be developed through the application of selected theories and concepts. Interaction between ethical, legal, and political events that affect advanced practice nursing will be explored.

**Prerequisite:** Doctoral standing.

**NSG 603. APPLICATION OF NURSING RESEARCH**

THREE CREDITS

This course analyzes research methods to appraise research literature for application to practice and evaluate practice outcomes in varied settings. Application of relevant research findings are used to generate practice guidelines, design evidence based interventions and examine patterns and predict outcomes. The collaborative role of the DNP in research is discussed.

**Prerequisite:** Doctoral standing

**NSG 604. EPIDEMIOLOGY AND ENVIRONMENTAL HEALTH**

THREE CREDITS

The purpose of this course is to examine the concepts and methods of epidemiological and environmental health analysis and their application to advanced nursing practice. The student will be able to integrate this knowledge into nursing practice in a variety of health care settings through research, program development, health policy and advocacy.

**Prerequisite:** Doctoral standing

**NSG 605. COLLABORATION IN HEALTH CARE DELIVERY**

THREE CREDITS

This course focused on the knowledge and skills needed to promote collaboration with all members of the interdisciplinary health care team. Content will include exploration of the design, implementation, and evaluation of programs and policies for effective health care delivery.

**Prerequisite:** Doctoral standing

**NSG 606. DIVERSITY AND SOCIAL ISSUES**

THREE CREDITS

This course focuses on cultural and social issues affecting members of a global society. A critical appraisal of health care disparities is emphasized and strategies for quality improvement are analyzed.

**Prerequisite:** Doctoral standing

**NSG 607. LEADERSHIP IN ADVANCED NURSING PRACTICE**

THREE CREDITS

This course provides an opportunity for students to analyze theories of leadership and management as they relate to the multifaceted role in advanced nursing practice. The health care environment, with its ongoing changes in organization and financing, is impacted upon by changes in health policy, regulatory processes, and quality measures. The understanding of this content will prepare the student to provide quality cost-effective care, to participate in the design and implementation of care in a variety of health care systems, and to assume a leadership role in the managing of human, fiscal, and physical care resources.

**Prerequisite:** Doctoral standing.

Nursing

NSG 608. SCHOLARLY PROJECT

SIX CREDITS

In this capstone course, the student, under the guidance of a selected faculty member, will analyze and synthesize theoretical and empirical research relevant to a clinical practice issue. Students will design a comprehensive and holistic approach to this problem using evidence-based presentation. This course provides opportunity for additional clinical practice needed for the development of advanced nursing practice competencies. Required clinical hours for DNP clinical competency are dependent upon educational / clinical background. This could vary from 500 to 1000 hours.

Prerequisites: Doctoral standing, NSG 600, 601, 602, 603, 604, 605, 606, and 607.

# PHARMACY

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## PHARMACY

Dean: Dr. Bernard W.  
Graham

Assistant Deans: Dr. Harvey Jacobs  
Dr. Rhonda Waskiewicz

Chairperson, Department of Pharmacy Practice: Dr. Edward F. Foote  
Chairperson, Department of Pharmaceutical Sciences: Dr. Arthur Kibbe

Faculty: Professors: Foote, Graham, Kibbe, Witczak

Associate Professors: Bohan, Bolesta, J. Ferrence, Jacobs, Kristeller, Longyhore, McCune,  
Malinowski, McManus, Olenak, Roke-Thomas, Trombetta, Welch, Wright

Assistant Professors: Bolesta, Bommareddy, J. Ferrence, K. Ferrence, Manning, Metka, Patel,  
Russell, VanWert

Instructors: Billek, Holt-Macey, Musheno, Nanstiel

The School of Pharmacy offers a program of professional study leading to the Doctor of Pharmacy (Pharm.D.) degree. The purpose of the program is to prepare graduates for successful pharmacy practice in the health care environment of the twenty-first century. The U.S. health care system has been undergoing rapid, even dramatic, change. This transformation is expected by most observers to continue for some time. Those individuals and organizations responsible for the delivery of pharmaceutical care have not been and will not be sheltered from the forces of change. It becomes necessary, therefore, to provide new practitioners with the necessary knowledge base and skills required in a transformed health care system.

With the rapid transformation of health care delivery, a strong foundation in the basic sciences (e.g., pharmaceuticals, pharmacology, medicinal chemistry, anatomy and physiology) remains essential while clinical knowledge (e.g., therapeutics, pharmacokinetics, pathophysiology) and skills (e.g. physical assessment, patient counseling, clinical decision-making) become even more important. Successful practice will demand an improved understanding of the social sciences (e.g., psychology, sociology, economics, health policy, management). Most importantly, the future pharmacy practitioner must have outstanding interpersonal skills. Among these are the abilities to communicate effectively and to function in a team environment.

### OUR MISSION

Our mission is to educate and develop highly qualified professionals and notably contribute to the ever-changing science and practice of pharmacy.

### OUR VISION

We aspire to be recognized as a premiere School of Pharmacy through progressive education, cutting-edge practice, and significant contribution to the science of pharmacy.

### OUR VALUES

#### Personalized Education

We are committed to educating future professional pharmacists. We demonstrate this through our emphasis on communication, team-building, personal mentoring, close inter-professional relationships, an interdisciplinary curriculum, service-learning and small class size.

#### Cornerstone Scholarship

Scholarly pursuits support our commitment to educational excellence, faculty development, quality patient care and the advancement of the practice and science of pharmacy.

#### Ultimate Service/Practice

We regard progressive pharmacy care, committed professionalism, and civic engagement as essential to cultivating a dedication to the health and wellness of the community in which we live.

## ACCREDITATION

The American Council on Pharmaceutical Education (ACPE) has granted the Doctor of Pharmacy (Pharm.D.) program at Wilkes University full accreditation.

*The six-year Pharmacy Program at Wilkes consists of two components. The first is the two-year Prepharmacy Program and the second is the Professional Program.*

## PROFESSIONAL PROGRAM

The Professional Program is four years and leads to the Doctor of Pharmacy (Pharm.D.) degree. Graduates of the program are eligible for state examination to become licensed pharmacists after completing appropriate internship hours. The four years of education consist of three years of in-class (i.e., lecture, laboratory, discussion group) and one year of experiential education.

**Admission into the Professional Program (Enrollment limit: 70)**

To be admitted into the Professional Program of the School of Pharmacy, a student must have either enrolled in and successfully completed the Prepharmacy Program at Wilkes University or have submitted a successful application to the School of Pharmacy.

## ADMISSION THROUGH THE APPLICATION PROCESS

Faculty reserve the right to select from among the applicants who will have the best opportunity to complete the curriculum within four years and have productive professional lives. Admission is based upon the student's academic ability as reflected in grades from prepharmacy courses, number of courses repeated, typical course loads, PCAT scores, total academic career, and references, as well as a successful interview. If applicable, the committee will also consider the most recent academic performance for those non-traditional students returning to college life after hiatus. Each Spring a select group of applicants are invited for an interview, based upon a complete evaluation of all submitted application materials. Any missing documentation will compromise the application.

The number of seats in the professional program available through the application process is dependent on the number of Prepharmacy Guaranteed Seat Students able to claim a seat. A portion remaining seats are available on an academically competitive basis to Wilkes students with overall and prerequisite GPAs above a 3.0 and a portion are available to Transfer students with overall and prerequisite GPAs above a 3.0 on a competitive basis. To be classified as a Wilkes student, the student must complete and be enrolled at Wilkes University for two full-time, consecutive semesters before enrollment AND must complete 18 credits of prerequisite courses at Wilkes University by the end of the Spring semester prior to enrollment in the professional program. Failure to meet both these criteria will result in classification as a "Transfer" student.

## HOW TO APPLY

**To obtain a School of Pharmacy application, you may call or write:**

School of Pharmacy  
Wilkes University  
Wilkes-Barre, PA 18766  
(570) 408-4280  
1-800-WILKESU ext. 4280  
**[pharm@wilkes.edu](mailto:pharm@wilkes.edu)**

The application is also available on the web at: **[www.wilkes.edu/pharm/](http://www.wilkes.edu/pharm/)**

**Please note: The School of Pharmacy application is different from the Wilkes University application. All applicants must complete the application and return it before February 1 for the upcoming Fall semester.**

## PHARMACY MINIMUM ADMISSION REQUIREMENTS

**To be considered for admission to the Professional Program of the School of Pharmacy, the applicant:**

- should complete the Wilkes University General Education Course Requirements or have completed a baccalaureate degree;
- must complete the Pharmacy Prerequisite Courses listed below by the end of the spring term prior to admission;
- must obtain a minimum overall GPA of 2.50 and a minimum GPA of 2.50 in the Pharmacy Prerequisite Courses listed below (Wilkes student). Preferential consideration will be given to Wilkes students with GPAs of 3.0 or higher.
- must obtain a minimum overall GPA of 3.00 and a minimum GPA of 3.00 in the Pharmacy Prerequisites listed below for preferential consideration (non-Wilkes student).
- obtain a grade of C (2.0) or better in each of the Pharmacy Prerequisite Courses listed below;

***Prerequisite grades less than 2.0 may be repeated with the higher grade factoring into the GPA. However, applications will not be considered if more than 2 grades less than 2.0 in prerequisite courses are recorded. In addition, repeating courses in which a grade above a 2.0 was earned will not factor into the GPA. However, exceptions to the above rules will be considered on an individual basis and only if students can provide written explanation of extenuating circumstances.***

***(Note: admission into the Pharmacy Program is extremely competitive. Earning the minimum academic criteria necessary to submit an application does not in any way infer or promise an interview or admission into the program.)***

- must provide three completed recommendation forms, one of which must be from a pharmacist;
- must successfully complete the interview process;
- must demonstrate acceptable written communication skills; and
- must submit scores on the Pharmacy College Admission Test (PCAT) by February 1.

#### PHARMACY PREREQUISITES

Two semesters (8 credits) of General Chemistry with labs

Two semesters (8 credits) of Organic Chemistry with labs

Two semesters (8 credits) of General Biology with labs

One semester (4 credits) of Calculus

One semester (3 credits) of Statistics

One semester (4 credits) of General Physics with lab

One semester (3 credits) of Microeconomics

One semester (3 credits) of Oral Communications

#### PROFESSIONAL STANDARDS

Students enrolled in the program of the School of Pharmacy are expected to endorse professional standards by subscribing to the Oath of the Pharmacist. Students are also expected to abide by the American Pharmacists Association's Code of Ethics of the Profession.

#### ACADEMIC PROGRESSION REQUIREMENTS

All students in the Professional Program of the School of Pharmacy are required to meet minimum standards for progression. Academic progression requirements include a minimum semester and a cumulative pharmacy GPA of 2.0. In addition, no student shall be allowed more than 8.0 credits of less than 2.0 grades in required professional courses both inside and outside of the School. Any course with a grade of 0.0 must be repeated. At the end of each semester the progress of each student in the Professional Program will be reviewed. Students failing to meet minimal academic standards at the end of any semester must petition the Student Review Subcommittee through the Assistant Dean to further progress in the School. More inclusive policies, including but not limited to acceptable classroom and experiential site behavior, alcohol and substance abuse, and other issues impacting the image of the professional program and the student, adopted within these guidelines are distributed to all students in the school of pharmacy.

#### EXPERIENTIAL CURRICULUM COMPONENT

Experiential learning is a critical component of the curriculum at Wilkes. Before being placed in an experiential setting, all students are required to:

- possess professional liability insurance,
- have documentation of immunizations,
- pass a physical examination,
- be certified in Basic Cardiac Life Support and Basic First Aid,
- possess an active Pennsylvania Pharmacy Intern License, and
- pass a criminal background check.

**The Introductory Pharmacy Practice Experience (IPPE)** consists of a number of different experiences. During the summer following successful completion of the P-1 year, students will complete a 2-week (80 hour) Introductory Pharmacy Practice Experience (IPPE I). The second professional year (the P-2 year) includes 40 hours of IPPE II during the fall and/or spring semester. In addition, students will complete a 2-week (80 hour) IPPE III during the summer after the P-2 year. In the third professional year (P-3) of the professional program, the curriculum includes a

two-semester course in service learning (longitudinal care), and 40 hours of IPPE IV. These P-2 and P-3 experiences are in the Wilkes-Barre/Scranton area, but are away from campus.

The fourth professional year (the P-4 year) of the professional program is devoted to Advanced Pharmacy Practice Experience (APPE). Each student will be assigned to 1 six-week rotation, plus 6 five-week rotations, some of which may be at some distance from the Wilkes-Barre area. As much as possible, The School of Pharmacy will assist in locating safe, affordable housing for clerkships. Since patient care is a continuous activity, some experiences may be conducted outside of regular school/business hours. Note also that APPE start and end dates do not adhere to the regular university calendar. The student is responsible for paying all transportation and housing costs for all experiential components of the curriculum.

#### GRADUATION, DEGREE AND LICENSURE REQUIREMENTS

It is the student's responsibility to meet all graduation requirements, and it is expected that all students accepted into the Pharm.D. Program will meet regularly and frequently with their advisors to ensure timely progress toward their Doctor of Pharmacy degree. Graduation is dependent on successful completion of all required and elective course requirements in the School of Pharmacy (see Progression Requirements) AND completion of all General Education Requirements mandated by Wilkes University.

A student entering the Professional Program with a bachelor's degree from a four-year accredited college or university is exempted from the University's General Education Requirements, but is not exempted from the prerequisite entry requirements prescribed by the School of Pharmacy for entry into the Professional Program.

All non-degree students entering the Professional Programs are encouraged to complete the General Education Requirements prior to beginning the Professional Curriculum, and especially before the completion of the second professional year (P-2). As a matter of record, non-degree students who have successfully completed the second professional year (P-2) in the School of Pharmacy AND completed all General Education Requirements will be awarded a generic Bachelor of Science degree. The pass-through B.S. degree does not meet eligibility requirements for licensure as a pharmacist; it is only intended to acknowledge the academic achievement of students completing four years of university-level education.

Pharmacy licensure is governed by state law. All states require graduation from an accredited School or College of Pharmacy. Additional requirements for licensure should be requested from the state in which licensure is sought. It is the student's responsibility to fulfill all requirements for the state in which they seek licensure. Students must contact that State Board of Pharmacy for all appropriate paperwork. For further information, please contact the Dean's Office in the School of Pharmacy.

The School of Pharmacy reserves the right to revise the Pharmacy Curriculum at any time in order to prepare students for future practice roles, meet new accreditation requirements and to incorporate innovations in instruction

### THE DOCTOR OF PHARMACY PROGRAM REQUIRED COURSES AND RECOMMENDED COURSE SEQUENCE FOR PROFESSIONAL PROGRAM

#### P-1 FALL SEMESTER

PHA 301	Found. of Pharm. Practice I	2
PHA 308	Pharm. and Health Care Delivery	3
PHA 311	Pharmaceutics I	4
PHA 313	Pharm. Calculations	1
PHA 327	Medical Microbiology	4
PHA 331	Anatomy/Physiology I	4
		<hr/>
		<b>18</b>

#### P-1 SPRING SEMESTER

PHA 302	Pharmaceutical Care Lab I	1
PHA 304	Found. of Pharm. Practice II	2
PHA 310	Clinical Research Design	3
PHA 312	Pharmaceutics II	4
PHA 332	Anatomy & Physiology II	4
PHA 365	Medical Biochemistry	4
		<hr/>
		<b>18</b>

Pharmacy



## P-1 SUMMER

PHA 335 Intro. Pharmacy Practice Exp I (IPPE I)

## P-2 FALL SEMESTER

PHA 401	Pharmacy Care Lab II	1
PHA 405	Pharmaceutical Care Systems	2
PHA 411	Biopharm/Clinical Kinetics	4
PHA 421	Pharmacotherapeutics I	2
PHA 423	Pharmacotherapeutics II	2
PHA 425	Pharmacotherapeutics III	3
	Elective	3
		<hr/>
		<b>18</b>

## P-2 SPRING SEMESTER

PHA 402	Pharmaceutical Care Lab III	1
PHA 410	Biotechnology/Immunology	3
PHA 412	Mgt. of Pharm. Operations	3
PHA 426	Pharmacotherapeutics IV	2
PHA 428	Pharmacotherapeutics V	4
PHA 430	Pharmacotherapeutics VI	2
PHA 440	IPPE II	1
	Elective	2-3
		<hr/>
		<b>17-18</b>
		<hr/>

Pharmacy

P-2 SUMMER

PHA445 Intro. Pharmacy Practice Exp III (IPPE III)

2

P-3 FALL SEMESTER

PHA 501	Pharmaceutical Care Lab IV	1
PHA 503	Longitudinal Care I	1
PHA 505	Pharmacy Law	2
PHA 509	Economic Evaluation of Pharm.	3
PHA 521	Pharmacotherapeutics VII	2
PHA 523	Pharmacotherapeutics VIII	4
PHA 525	Pharmacotherapeutics IX	2
	Elective	2-3
		<hr/>
		<b>17-18</b>

P-3 SPRING SEMESTER

PHA 502	Pharmaceutical Care Lab V	1
PHA 504	Longitudinal Care II	1
PHA 526	Pharmacotherapeutics X	2
PHA 528	Pharmacotherapeutics XI	2
PHA 530	Pharmacotherapeutics XII	4
PHA 532	Alternative Medicine/Nutrition	3
PHA 555	IPPE IV	1
	Professional Elective	2-3
		<hr/>
		<b>16-17</b>

P-4 ADVANCED PHARMACY PRACTICE EXPERIENTIAL YEAR

The APPE portion of the curriculum consists of 7 rotations in various settings. Rotation #1 is 6 weeks in duration. Rotations #2-7 are 5 weeks in duration.

There are four required APPE rotations. In addition there are three elective APPE rotations. Information will be provided during the P-3 year.

PHA 510	Medicine	
PHA 511	Ambulatory Care	
PHA 512	Community Practice	
PHA 513	Health System	
Elective	Advanced Pharmacy Practice Experiences	3 @ 5 weeks

## PHARMACY COURSES

Pharmacy

## INTRODUCTORY PHARMACY EXPERIENCE (IPPE)

PHA 335. INTRODUCTORY PHARMACY EXPERIENCE (IPPE)

TWO CREDITS

This course will provide introductory practice experience to students in the community setting. The course fosters the development of professionalism in an environment of practical application of knowledge, skills, and attitudes. Students will be faced with a variety of issues practical to community pharmacy. The student will take an independent learning approach under the supervision of a practicing community pharmacist. The course is two full-time weeks (80 hours) of experience. ***Prerequisite: Successful completion of P-1 year.***

## Pharmacy

PHA 440. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE II

ONCE CREDIT

This course will provide introductory practice experience to students in two health care settings: prescriber's clinics and a faculty practice site. Students will have an independent approach to learning and gain a broader understanding of these settings and the role that pharmacists may play.

***Prerequisite: P-2 standing.***

PHA 445. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE III

TWO CREDITS

This course will provide introductory practice experience to students in the health-system setting. The course fosters the development of professionalism in an environment of practical application of knowledge, skills, and attitudes. Students will be faced with a variety of issues practical to this area of practice. The student will take an independent learning approach under the supervision of a practicing pharmacist. The course is two full-time weeks (80 hours) of experience. **Prerequisite:** *Successful completion of P-2 year.*

## Pharmacy

### PHA 555. INTRODUCTORY PHARMACY PRACTICE EXPERIENCE

ONE CREDIT

This course will provide introductory practice experience to students in two health care settings: home health and long-term care. Students will have an independent approach to learning and gain a broader understanding of these settings and the role that pharmacists may play. **Prerequisite: P-3 standing.**

## PHARMACY GENERAL COURSES

### PHA 301 & PHA 304. FOUNDATIONS OF PHARMACY PRACTICE

TWO CREDITS EACH

The purpose of this course sequence is to provide the student with the foundational concepts and skills needed to practice pharmacy in the 21st century as the role of the pharmacist= expands and continues to change. In addition to one's knowledge of the scientific basis of practice, the ability to communicate and be an effective team member is critical to the pharmacist's role as an educator, clinician, and member of the health-care team. As such, the student will experience the processes of self- and group-assessment, team development, and the use of effective communication strategies through discussions, assignments, role-playing, and case studies. A unique feature of this course sequence is the interdisciplinary faculty team. The expertise and perspective of each faculty member contribute to the development and teaching of this course. Furthermore, this approach demonstrates the relevance and importance of other disciplinary subject matter to the development and maturation of a pharmacy practitioner. **Prerequisite: P-1 standing.**

### PHA 302, 401, 402, 501, 502. PHARMACEUTICAL CARE LAB I - V

ONE CREDIT EACH

This four-semester sequence is designed to develop the student's ability to integrate and apply information as well as practice skills that are taught throughout the curriculum. The use of case studies, role-plays, presentations and other active-learning strategies engages students in the learning process and requires them to synthesize information at increasing levels of complexity as the student moves through the course sequence. Fee: \$30. **Prerequisite: P-1, P-2 or P-3 standing as appropriate for each laboratory.**

### PHA 308. PHARMACEUTICAL AND HEALTH CARE DELIVERY

THREE CREDITS

Examination of health and pharmaceutical delivery in the U.S. conducted from a societal perspective. Emphasis is on public policy, economic behavior and outcomes. Application will be made to various pharmaceutical sectors (e.g., retail, health systems, manufacturing). Students should gain an understanding of the factors driving transformation of health care delivery and the implications for future pharmacy practice. Lecture: Three hours per week. **Prerequisite: P-1 standing or consent of instructor.**

### PHA 310. CLINICAL RESEARCH AND DESIGN

THREE CREDITS

Application of research design concepts and statistical techniques to design, critically analyze and interpret preclinical, clinical and economic studies of pharmaceuticals and treatment plans. Lecture: Three hours per week. **Prerequisite: MTH 150 or equivalent and P-1 standing or consent of instructor.**

### PHA 311 & PHA 312. PHARMACEUTICS I & II

FOUR CREDITS EACH

The study and application of physico-chemical principles that are necessary for the design, development and preparation of pharmaceutical dosage forms. The study of quantitative skills necessary for an understanding of the basic and clinical pharmaceutical sciences, including skills in pharmaceutical calculations and extemporaneous preparation of dosage forms. Lecture: Three hours per week. Laboratory/Recitation: Three hours per week. Fee: \$150 **Prerequisite: P-1 standing or**



**consent of instructor. PHA 311 is a prerequisite for PHA 312.**

PHA 313. PHARMACY CALCULATIONS

ONE CREDIT

The common mathematical processes that a pharmacist may encounter in professional practice are covered. Interpretation of the prescription, including Latin abbreviations, will be discussed. Medical terminology and the generic name, trade name, manufacturer and classification of the top 100 drugs will also be presented. Lecture one hour per week. **Prerequisite: P-1 standing or consent of instructor.**

PHA 327. MEDICAL MICROBIOLOGY

FOUR CREDITS

An overview of microbiology with special emphasis on pathogenic microbiology. Lecture: Three hours per week. Laboratory: Three hours per week. Fee: \$150. Cross listed with BIO 327. **Prerequisite: P-1 standing or consent of instructor.**

PHA 331 & PHA 332. MEDICAL ANATOMY & PHYSIOLOGY I & II

FOUR CREDITS EACH

In-depth principles of human anatomy and physiology as well as an introduction to pathophysiology will be presented. Lecture: Two hours per week. Laboratory/Recitation: Three hours per week. Discussion/Recitation: two hours per week. Fee: \$150. **Prerequisite: P-1 standing or consent of instructor. PHA 331 is a prerequisite for PHA 332.**

PHA 405. PHARMACEUTICAL CARE SYSTEMS: DESIGN & CONTROL

TWO CREDITS

Examines delivery of pharmaceutical products and services from a systems perspective in a variety of patient care settings. Focus is upon effectiveness, efficiency and quality. Covers design of systems, establishment and monitoring of key indicators, total quality management and quality assurance agencies (e.g., JCAHO, NCQA). Lecture: Two hours per week.

PHA 410. IMMUNOLOGY/BIOTECHNOLOGY

THREE CREDITS

A discussion of nonspecific host defense mechanisms and a detailed description of specific immunity. Products that impart artificial active and passive immunity are presented. The concept of biotechnology is discussed together with the currently available products of genetic engineering that relate to immunology. The various immunological disorders and the immunology of cancer and HIV are discussed. Lecture: Three hours per week.

**Prerequisite: PHA 331, 332, 365 or consent of instructor.**

PHA 411. BIOPHARMACEUTICS & CLINICAL PHARMACOKINETICS

FOUR CREDITS

The fundamentals of biopharmaceutics and pharmacokinetics are presented. The physical and chemical properties of the drug and dosage form and the impact of the route of administration and patient characteristics and disease state will be related to the absorption, distribution, metabolism and elimination in the body. Individual drugs and patient case histories will be used to familiarize the student to practice. Lecture: Three to four hours per week. Recitation: zero to three hours per week.

**Prerequisite: PHA 311, PHA 312 or consent of instructor.**

PHA 412. MANAGEMENT OF PHARMACY OPERATIONS

THREE CREDITS

The principles of management, including personnel and financial management, will be covered as they apply to management of pharmacy operations in a variety of settings (e.g., community, health system, managed care). Lecture: Three hours per week.

## Pharmacy

### **Prerequisite: PHA 308 or consent of instructor.**

PHA 503 AND PHA 504. LONGITUDINAL CARE LAB I & II  
ONE CREDIT EACH

Students will follow a patient or patients over an extended period of time in a medical or home setting. Pharmaceutical knowledge and skills will be applied in communications, health assessment, monitoring of pharmacotherapy, evaluation of both humanistic and clinical outcomes. Issues of health care, cost access and quality as revealed through each patient's interaction with health and pharmaceutical care systems will be addressed. Three hours per week. Students are responsible for transportation to and from all off-campus experiential sites.

### **Prerequisite: PHA 503 is prerequisite to PHA 504.**

PHA 505. PHARMACY LAW  
TWO CREDITS

The study of federal and state statutes, regulations and court decisions which control the practice of pharmacy and drug distribution. Civil liability in pharmacy practice and elements of business and contract law will be covered. Lecture: Two hours per week.

PHA 509. ECONOMIC EVALUATION OF PHARMACEUTICAL PRODUCTS & SERVICES  
THREE CREDITS

Introduction to commonly used economic evaluation methods (e.g., cost-minimization, cost-utility, cost-benefit, cost-effectiveness) as applied to pharmaceutical products and services. Quality of life and outcomes research will also be explored. Emphasis is on understanding evaluation methods and research design and interpreting the relevant literature for practice applications. Lecture: Three hours per week.

### **Prerequisite: PHA 308 and PHA 310 or consent of instructor.**

PHA 532. ALTERNATIVE MEDICINE AND NUTRITION  
THREE CREDITS

This course gives an overview of various alternative/contemporary medicine practices; homeopathy, herbal therapy, chiropractic, acupuncture, acupressure, body massage, ayurvedic, and shamanic practices. This course will also give an overview on the concept and practice of nutrition: parenteral and enteral nutrition. Lecture: Three hours.

### **Prerequisite: PHA 331, 332, 365 or consent of instructor.**

## PHARMACY ELECTIVE COURSES

PHA 395-396. INDEPENDENT STUDY  
ONE - SIX CREDITS

Independent study and research for advanced students in the field of the major under the direction of a staff member.

### **Prerequisites: Approval of department chairperson.**

PHA 450. NEUROPHARMACOLOGY OF DRUGS OF ABUSE  
THREE CREDITS

In-depth analysis of drugs of abuse, including pharmacokinetics, pharmacodynamics, tolerance, sensitization, physical dependence, and effects of drug use during pregnancy. Drug testing and substance abuse treatment strategies will also be discussed. Lecture: Three hours.

### **Prerequisite: PHA 421 or consent of instructor.**

PHA 452. EXTEMPORANEOUS COMPOUNDING  
THREE CREDITS

Students will achieve basic and advanced skills in compounding pharmaceutical dosage forms for individualized patient therapy to replace a lack of commercially available products, and enhance therapeutic problem-solving between the pharmacist and physician to enhance patient compliance. Students will work independently on research assignments and compounding preparations. Lecture one hour, laboratory six hours per week. Fee: \$150.

### **Prerequisites: PHA 311 and PHA 312 and permission of instructor.**

PHA 495-496. INDEPENDENT STUDY  
ONE - SIX CREDITS

Independent study and research for advanced students in the field of the major under the direction

of a staff member.

***Prerequisites: Approval of department chairperson.***

PHA 595-596. INDEPENDENT STUDY

ONE - SIX CREDITS

Independent study and research for advanced students in the field of the major under the direction of a staff member.

Prerequisites: Approval of department chairperson.

## Pharmacy

### PHA 534. INTRODUCTION TO HOSPITAL PHARMACY PRACTICE

#### TWO CREDITS

This course introduces a student to the practice of pharmacy within a hospital setting. The student will be introduced to the history of, management of, clinical services within, and career options in a hospital pharmacy. The student will need to complete a hospital site visit, a formulary evaluation, and a Drug-Use Evaluation (DUE). Didactic and active learning techniques will be employed throughout the course.

PHA 536. PRINCIPLES OF ADVANCED COMMUNITY PHARMACY MANAGEMENT

TWO CREDITS

This course is designed to provide a foundation for students interested in pursuing the development and implementation of advanced clinical programs in a community pharmacy. The student will be introduced to principles in pharmacy and fiscal management, professional development, and the management and legal issues relating to clinical pharmacy services. Didactic and active learning techniques will be employed throughout the course and the student will be required to develop a business plan.

## Pharmacy

### PHA 538. PEDIATRIC PHARMOCOTHERAPY

TWO CREDITS

This course is designed to expand the student's current knowledge base regarding the pediatric population and to introduce the core concepts involved in the care of this special population. The course prepares students to identify and address drug-related problems in pediatric patients and to demonstrate competency within those areas. This will be accomplished by completion of case scenarios, actual patient presentations, and a take-home examination. An on-site visit to the Children's Hospital of Philadelphia (CHOP) is required. ***Prerequisite: P-3 Standing***

## PHA 540. COMPREHENSIVE DIABETES MANAGEMENT

TWO CREDITS

This course provides a multidisciplinary foundation for health professionals in the principles of diabetes management. Students who successfully complete the course will have knowledge and the basic skill set that is needed to begin practicing diabetes management. The majority of this course is independent self-study of online lectures, but there are mandatory on-campus discussions/exams.

**Prerequisite:** *P-3 standing or permission of instructor.*

## PHA 550. PRINCIPLES OF EXPERIMENTAL PHARMACOLOGY

THREE CREDITS

This course is designed to increase the student's appreciation of the science of pharmacology. The student will be exposed to principles and theories that are currently used to interpret pharmacological data about new drug products and physiological systems in both humans and animals. A series of articles will be used to demonstrate application of pharmacological techniques, and the student will be asked to suggest additional techniques to further clarify published hypotheses. The student will conduct experiments to apply pharmacological theories and techniques and to use the scientific method to gain data to support a hypothesis. Fee: \$150.

## PHA 551. VETERINARY PRODUCTS

THREE CREDITS

Veterinary Products is designed to introduce pharmacy students to Veterinary Pharmacology and Therapeutics and the role of the pharmacist in the care of animals. The students will evaluate the most commonly used drugs in veterinary care and relate that evaluation to the use of these drugs in humans. The student will learn fundamental concepts that will allow the student to provide pharmaceutical care to animals and assist the veterinarian and owner in the care of pets and domestic animals. There will be a field trip to a zoo on one Saturday during the course.

**Prerequisites:** *PHA 424 and 426.*

## PHA 552. PRINCIPLES OF BIOORGANIC AND MEDICINAL CHEMISTRY

THREE CREDITS

This will be an introductory course whose aims are to provide the principles of bioorganic and medical chemistry, including an understanding of drug structure-activity relationships, prediction of the physicochemical properties of a drug, basic knowledge of the major pathways of drug metabolism and factors that can contribute to drug-drug interactions.

**Prerequisites:** *CHEM 231-232, PHA 327, 365.*

## PHARMACOTHERAPEUTIC MODULES

(PHA 421, 423, 425, 426, 428 430, 521, 523, 525, 526, 528, and 530) - A four-semester, twelve-module sequence (three modules per semester) that integrates pharmacology, medicinal chemistry, pathophysiology, and pharmacotherapy. This team-taught, interdisciplinary course provides students with the opportunity to learn and apply concepts from these four disciplines

PHA 421 Pharmacotherapeutics I: Principles of Pharmacology & Medicinal Chemistry  
Two credits

PHA 423 Pharmacotherapeutics II: Principles of Pharmacotherapeutics  
Two credits  
Prerequisite: PHA 421.

PHA 425 Pharmacotherapeutics III: Self-Care and Dermatology\*  
Three credits

PHA 426 Pharmacotherapeutics IV: Gastrointestinal Disorders\*  
Two credits

PHA 428 Pharmacotherapeutics V: Infectious Diseases\*  
Four credits

PHA 430 Pharmacotherapeutics VI: Hematology, Joint Disorders, Surgery\*  
Two credits

PHA 521 Pharmacotherapeutics VII: Pulmonary Disorders\*  
Two credits

PHA 523 Pharmacotherapeutics VIII: Cardiovascular Disorders\*  
Four credits

PHA 525 Pharmacotherapeutics IX: Renal Disorders\*  
Two credits

PHA 526 Pharmacotherapeutics X: Endocrine Disorders & Women's Health Issues\*  
Two credits

PHA 528 Pharmacotherapeutics XI: Neoplastic Diseases\*  
Two credits

PHA 530 Pharmacotherapeutics XII: Central Nervous System Disorders\*  
Four credits

\* PHA 423 is prerequisite to PHA 425-530.

PHA 421. PHARMACOTHERAPEUTICS I: PRINCIPLES OF PHARMACOLOGY & MEDICINAL CHEMISTRY  
TWO CREDITS

PHA 423. PHARMACOTHERAPEUTICS II: PRINCIPLES OF PHARMACOTHERAPEUTICS  
TWO CREDITS  
**Prerequisite: PHA 421.**

PHA 425. PHARMACOTHERAPEUTICS III: SELF-CARE AND DERMATOLOGY\*  
THREE CREDITS

PHA 426. PHARMACOTHERAPEUTICS IV: GASTROINTESTINAL DISORDERS\*  
TWO CREDITS

PHA 428. PHARMACOTHERAPEUTICS V: INFECTIOUS DISEASES\*  
FOUR CREDITS



PHA 430. PHARMACOTHERAPEUTICS VI: HEMATOLOGY, JOINT DISORDERS, SURGERY\*  
TWO CREDITS

PHA 521. PHARMACOTHERAPEUTICS VII: PULMONARY DISORDERS\*  
TWO CREDITS

PHA 523. PHARMACOTHERAPEUTICS VIII: CARDIOVASCULAR DISORDERS\*  
FOUR CREDITS

PHA 525. PHARMACOTHERAPEUTICS IX: RENAL DISORDERS\*  
TWO CREDITS

PHA 526. PHARMACOTHERAPEUTICS X: ENDOCRINE DISORDERS & WOMEN'S HEALTH ISSUES\*  
TWO CREDITS

PHA 528. PHARMACOTHERAPEUTICS XI: NEOPLASTIC DISEASES\*  
TWO CREDITS

PHA 530. PHARMACOTHERAPEUTICS XII: CENTRAL NERVOUS SYSTEM DISORDERS\*  
FOUR CREDITS

***\*PHA 423 is prerequisite to PHA 425-530.***

## ADVANCED PHARMACY PRACTICE EXPERIENCE (APPE)

PHA 510. GENERAL MEDICINE ADVANCED PHARMACY PRACTICE EXPERIENCE

FIVE-SIX CREDITS

Integration of basic pharmacy related concepts to the delivery of pharmaceutical care in general medicine practice. Clinical practice: Forty hours per week for a total of five weeks.

***Prerequisite: P-4 standing.***

PHA 511. AMBULATORY CARE ADVANCED PHARMACY PRACTICE EXPERIENCE

FIVE-SIX CREDITS

Integration of basic pharmacy related concepts to the delivery of pharmaceutical care in ambulatory care settings. Clinical practice: Forty hours per week for a total of five weeks.

***Prerequisite: P-4 standing.***

PHA 512. COMMUNITY ADVANCED PHARMACY PRACTICE EXPERIENCE

FIVE-SIX CREDITS

Integration of basic pharmacy related concepts to the delivery of pharmaceutical care in community practice settings. Clinical practice: Forty hours per week for a total of five weeks.

***Prerequisite: P-4 standing.***

PHA 513. HEALTH SYSTEM ADVANCED PHARMACY PRACTICE EXPERIENCE  
FIVE-SIX CREDITS

Integration of advanced pharmacy related concepts to the delivery of pharmaceutical care in the health system setting. Clinical practice: Forty hours per week for five weeks.

***Prerequisite: P-4 standing.***

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PHA 599 A, B, C. ELECTIVE ADVANCED PHARMACY PRACTICE EXPERIENCE ROTATIONS  
FIVE-SIX CREDITS

Advanced pharmacy practice experience involved in different aspects of pharmaceutical care.  
(Courses to be determined.) Clinical practice 40 hours per week for a total of five weeks.

***Prerequisites: P-4 standing.***

## PHARMACOTHERAPEUTIC MODULES

(PHA 421, 423, 425, 426, 428 430, 521, 523, 525, 526, 528, and 530) - A four-semester, twelve-module sequence (three modules per semester) that integrates pharmacology, medicinal chemistry, pathophysiology, and pharmacotherapy. This team-taught, interdisciplinary course provides students with the opportunity to learn and apply concepts from these four disciplines

PHA 421 Pharmacotherapeutics I: Principles of Pharmacology & Medicinal Chemistry  
Two credits

PHA 423 Pharmacotherapeutics II: Principles of Pharmacotherapeutics  
Two credits  
Prerequisite: PHA 421.

PHA 425 Pharmacotherapeutics III: Self-Care and Dermatology\*  
Three credits

PHA 426 Pharmacotherapeutics IV: Gastrointestinal Disorders\*  
Two credits

PHA 428 Pharmacotherapeutics V: Infectious Diseases\*  
Four credits

PHA 430 Pharmacotherapeutics VI: Hematology, Joint Disorders, Surgery\*  
Two credits

PHA 521 Pharmacotherapeutics VII: Pulmonary Disorders\*  
Two credits

PHA 523 Pharmacotherapeutics VIII: Cardiovascular Disorders\*  
Four credits

PHA 525 Pharmacotherapeutics IX: Renal Disorders\*  
Two credits

PHA 526 Pharmacotherapeutics X: Endocrine Disorders & Women's Health Issues\*  
Two credits

PHA 528 Pharmacotherapeutics XI: Neoplastic Diseases\*  
Two credits

PHA 530 Pharmacotherapeutics XII: Central Nervous System Disorders\*  
Four credits

\* PHA 423 is prerequisite to PHA 425-530.

# ACADEMIC CALENDAR 2011 - 2012

Wilkes University  
Wilkes-Barre, PA 18766  
1-800-WILKES-U  
[www.wilkes.edu](http://www.wilkes.edu)

## **Summer 2011**

### **Pre-Session**

Classes Commence	Monday, May 23, 2011	8:00 a.m.
Classes End	Friday, June 10, 2011 <i>(Including Final Examinations)</i>	12:00 noon

### **First Day Session**

Classes Commence	Monday, June 13, 2011	8:00 a.m.
Classes End	Friday, July 15, 2011 <i>(Including Final Examinations)</i>	12:00 noon

### **Nine-Week Evening Session**

Classes Commence	Monday, June 13, 2011	6:00 p.m.
Classes End	Tuesday, August 16, 2011 <i>(Including Final Examinations)</i>	10:00 p.m.

### **Second Day Session**

Classes Commence	Monday, July 18, 2011	8:00 a.m.
Classes End	Friday, August 19, 2011 <i>(Including Final Examinations)</i>	12:00 noon

## **Fall Semester 2011**

Classes Commence	Monday, August 29, 2011	8:00 a.m.
Labor Day Recess Begins	Friday, September 2 2011	5:00 p.m.
Classes Resume	Tuesday, September 6 2011	8:00 a.m.
Summer Commencement	Sunday, September 11 2011	1:00 p.m.
Fall Recess Begins	Wednesday, October 12 2011	10:00 p.m.
Classes Resume	Monday, October 17 2011	8:00 a.m.
Thanksgiving Recess Begins	Tuesday, November 22 2011 <i>Follow Thursday Class Schedule</i>	10:00 p.m.

Classes Resume	Monday, November 28, 2011	8:00 a.m.
Classes End	Monday, December 12 2011 <i>(Follow Friday Class Schedule)</i>	5:00 p.m.

Final Examinations Begin	Monday, December 12, 2011	6:00 p.m.
Final Examinations End	Wednesday, December 21, 2011	4:30 p.m.
	Tuesday, January 3, 2012 to Friday January 13, 2012	

## **Interession 2012**

M.A.Creative Writing Residency	Friday, January 6, 2012 Saturday, January 14, 2012	
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## **Spring Semester 2012**

Classes Commence	Monday, January 16, 2012	8:00 a.m.
Spring Recess Begins	Friday, March 2, 2012	5:00 p.m.
Classes Resume	Monday, March 12, 2012	8:00 a.m.
Holiday Recess Begins	Wednesday, April 4, 2012	10:00 p.m.
Classes Resume	Tuesday, April 10, 2012	8:00 a.m.

### **Special Note**

**Tuesday, May 1, 2012**  
*(Follow Thursday Class Schedule)*

Classes End	Wednesday, May 2, 2012 <i>(Follow Friday Class Schedule)</i>	5:00 p.m.
Final Examinations Begin	Friday, May 4, 2012	8:00 a.m.
Final Examinations End	Saturday, May 12, 2012	4:30 p.m.
<b>Commencement</b>	Saturday, May 19, 2012	1:00 p.m.

## COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

(570) 408-4235  
 1-800-WILKES U, ext. 4235  
 (1-800-945-5378)  
[www.wilkes.edu](http://www.wilkes.edu)

Ms. Kristine Pruett, Assistant to the Dean for Project Development	(570) 408-4676
Ms. Erin Sutzko, Director, Enrollment for Extended Learning	(570) 408-4253
Ms. Margaret Petty, Director, Center for Continued Learning	(570) 408-4460

## ADMINISTRATIVE SUPPORT OFFICES

### **Center for Continued Learning**

(570) 408-4235  
 Lower Level, Breiseth Hall  
 139 South Franklin Street  
 FAX: (570) 408-7846

### **Graduate Education**

(570) 408-4671  
 Lower Level, Breiseth Hall  
 139 South Franklin Street  
 FAX: (570) 408-4905

### **Graduate and Professional Studies Office**

(570) 408-4235  
 Lower Level, Breiseth Hall  
 139 South Franklin Street  
 FAX: (570) 408-7846

### **Graduate Studies Admissions**

(570) 408-4234 -Joanne Thomas  
 (570) 408-4238- Joshua Savitski  
 Lower Level, Breiseth Hall  
 139 South Franklin Street  
 FAX: (570) 408-7846

### **Dean's Office**

College of Graduate and Professional Studies  
 and School of Education  
 (570)408-4239  
 Second Floor, Weckesser Hall  
 170 South Franklin Street  
 FAX: (570)408-2119

### **International Student Advisor**

(570) 408-4107  
 Second Floor, Conyngham Hall  
 130 South River Street  
 FAX: (570) 408-7811

### **School of Pharmacy**

(570) 408-4280  
 First Floor, Stark Learning Center  
 160 South River Street

FAX: (570) 408-7828

**Student Services Center**

*(Financial Aid, Registration, Student Accounts, Transcripts)*

(570) 408-2000

University Center on Main

169 South Main Street



## PROGRAM CONTACTS FOR GRADUATE AND PROFESSIONAL STUDIES

<b><i>Program</i></b>	<b><i>Contact</i></b>	
Business Administration (M.B.A.)	Dr. Anthony L. Liuzzo	(570) 408-4709
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