

STEPHENS  
COLLEGE

Curriculum Catalog  
2012-2013

ESTABLISHED IN 1833

## Accreditation

Stephens is accredited by the Higher Learning Commission of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, Phone: (800) 621-7440 (V); 312-263-7462 (F); [info@hlcommission.org](mailto:info@hlcommission.org); [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)



Stephens' undergraduate business and business-related programs are accredited by the International Assembly for Collegiate Business Education (IACBE), 11257 Strang Line Rd, Lenexa, KS 66215 913-631-3009



Stephens' education programs are accredited by the Department of Elementary and Secondary Education (DESE), 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102, Phone: 573-751-4212.



The Health Information Administration Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).



The information contained in this catalog is subject to change without published notice. This catalog does not establish a contractual relationship. Its purpose is to provide students with information regarding programs, requirements, policies and procedures to qualify for a degree from Stephens College. A student follows the catalog in effect at the time of entry provided attendance is uninterrupted. When changes to program or degree requirements occur, either the catalog in effect at the time of entry or the latest revised catalog may be followed.

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Tower Hall

## Mission Statement

"Historically committed to meeting the changing needs of women, Stephens College prepares students to become leaders and innovators in a rapidly changing world. Stephens engages lifelong learners in an educational experience characterized by intellectual rigor, creative expression and professional practice, in an environment supported by accomplished faculty and dedicated alumnae. Graduates of Stephens are educated in the liberal arts, professionally prepared and inspired by our tradition of the *Ten Ideals* as core values that enrich women's lives."

— *Adopted November 2010*

## Ten Ideals

Inherent in the culture at Stephens College is the tradition of the Ten Ideals, which originated in 1921. Each year, 10 students whose activities represent the overall ideals of Stephens College are selected as personifications of individual Ideals.

The Ten Ideals are as follows:

1983 through today:

1. **Respect** for our own dignity and the dignity of others, embodied in a sense of social justice
2. **Courage** and persistence
3. **Independence**, autonomy and self-sufficiency
4. **Support** for others through the willingness to take and give criticism, acceptance and love
5. **Sensitivity** to the uniqueness and fragility of the natural world of which we are part
6. **Responsibility** for the consequences of our choices
7. **Belief** in our changing selves and in our right to change
8. **Creativity** in the spiritual and aesthetic dimensions of life
9. **Intelligence** that is informed and cultivated, critical yet tolerant
10. **Leadership** which empowers others



Sursum! Located in Journey Plaza

From 1921:

1. **Courtesy**
2. **Forcefulness**
3. **Health**
4. **Self-discipline**
5. **Reverence toward the Spiritual**
6. **Honesty**
7. **Love of Scholarship**
8. **Service**
9. **Cheerfulness**
10. **Appreciation of the Beautiful**

## President's Message

Welcome to Stephens College!

As the second-oldest women's college in the United States, Stephens enjoys a long tradition of academic excellence and student-centered curricula – from our three-year residential Bachelor of Fine Arts degree to our online and blended graduate and professional certificate programs. I urge you to take a few minutes

to browse through this catalog; it will provide you with all of the information you need about our policies, practices and programs. And I am confident you also will discover new learning opportunities that will inspire you to pursue your intellectual and artistic passions.



Stephens offers you a teaching-and-learning environment well beyond the classroom. Here you will find a supportive community of peers, mentors and teachers, ready to support, encourage and challenge you to become the best you can be. Upon completion of your studies, you will become a part of our national alumnae network, a global community of strong, successful and engaged women and men who remain deeply committed to the college.

In the meantime, I encourage you to make the most of your Stephens experience. Seek out new opportunities to challenge yourself and be open to the new possibilities that await you. We are glad to have you with us.

Warmly,

Dr. Dianne M. Lynch  
President, Stephens College

## Admission to the College

Stephens College offers programs designed for undergraduate residential students and programs designed for individuals who are unable to attend classes in the traditional college setting. Admission presupposes the readiness to undertake the task of working independently, the ability to maintain a positive and critical approach to studies and creative work, the capacity to collaborate with advisors and instructors, and to make use of constructive feedback and advice. The College requires that all candidates for admission are graduates of accredited four-year high schools or have satisfied high school requirements through the GED or other officially specified arrangements. Students applying for transfer to Stephens College must submit all College transcripts for evaluation. Admission to Stephens College is based on academic ability and potential seriousness of purpose, character and certain other qualifications. Offers of admission are extended to students most likely to benefit from the educational opportunities at Stephens. The Office of Admission staff will assist all applicants in applying for admission and in planning their future at Stephens College.

Stephens College does not discriminate on the basis of color, race, religion, national origin, sexual orientation, veteran status or disability or handicap in administration of its educational policies; admission policies; scholarship, and loan, athletic and or other College-administered programs; or in its employment practices. Stephens College is committed to meeting fully its obligations of nondiscrimination under Federal and State laws as they are currently written or as they may be amended from time to time, and is further committed to creating a community in which a diverse population can live and learn and work in an atmosphere of respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, or other personal characteristics or beliefs. Inquiries concerning compliance with applicable law may be directed to the Office of Vice President of Student Services, Campus Box 2033, Stephens College, Columbia, MO 65215.

## Application Procedure

Application procedures vary by applicant type.

### Freshman Applicants

Applications may be submitted by prospective freshmen to apply for undergraduate degree study at Stephens College as early as their junior year of high school. Admission decisions are made on a rolling basis, meaning applications are accepted throughout the year.

Please submit the following to the Stephens College Office of Admissions in order for your application to be reviewed:

- Completed and signed application for admission
- Non-refundable application fee of \$25. Apply online or visit campus for a fee waiver.
- Official high school transcript through the end of your junior year. An official transcript must be sent directly to the Office of Admissions by your high school. The General Equivalency Diploma (GED) is also accepted. Home-schooled students should submit a transcript of coursework completed.
- Official results of the ACT or SAT I
- High school guidance counselor recommendation form or a letter of recommendation for Home-schooled and GED applicants
- Personal Statement

To apply for scholarships, there is no separate application form. The application and supporting materials you submit will be used to determine your eligibility.

*DUAL-ENROLLMENT ADMISSION:* Qualified applicants currently attending an area high school may apply to enroll in coursework at Stephens College for college credit. Candidates must complete the Dual-Enrollment Program Student Admission Application.

### Residential Transfer Applicants

Applications may be submitted by prospective residential transfer students for undergraduate degree study at Stephens College throughout the calendar year. Admission decisions are made on a rolling basis; however, applications submitted at least one month prior to the start of the spring or fall semester will be given priority consideration.

Please submit the following to the Stephens College Office of Admissions in order for your application to be reviewed:

- Completed and signed application for admission
- Non-refundable application fee of \$25. Apply online or visit campus for a fee waiver.
- Official high school transcript with your graduation date. This must be sent directly to the Stephens College Office of Admissions by your high school. The General Equivalency Diploma (GED) is also accepted. Home-schooled students should submit a transcript of coursework completed.
- Official results of the ACT or SAT I

- Official college transcripts from any colleges attended. Please note, it is considered a form of academic dishonesty not to declare previous enrollments.
- Personal Statement

To apply for scholarships, there is no separate application form. This application and supporting materials you submit will be used to determine your eligibility.

### Non-Residential (Online) Transfer Applicants

Applications may be submitted by prospective online transfer students for undergraduate degree study at Stephens College throughout the calendar year. The director or assistant director review in conjunction with the chairs of the departments all completed application files and extend an offer of admission to those who meet the admission requirements.

The Academic Advisor works with the Registrar and Department Chair to evaluate transcripts for transfer credit. The Academic Advisor will provide advising information and a degree plan worksheet to the student.

Please submit the following to the Stephens College Office of Admissions in order for your application to be reviewed:

- Completed and signed Graduate & Continuing Studies application for admission.
- Non-refundable application fee of \$50.
- Personal Statement of 300-500 words
- Official high school transcript or GED score report (Degree-seeking students only)
- Official transcripts from *all* previously and currently attended accredited institutions. Transcripts must be sent directly from the institution to Stephens College Graduate & Continuing Studies department and bear the institution's official seal and Office of the Registrar's signature.
- If applicable, official documentation for credit evaluation from other sources such as professional programs and testing programs.
- International Students: Official Test of English as a Foreign Language (TOEFL) score if English is not your first language. Minimum score requirements are 213 (computer-based) or 79-80 on internet based test.

Applicants should submit application materials online or by mail to Stephens College, Graduate & Continuing Studies, 1200 E. Broadway, Box 2083, Columbia, MO 65215.

### International Students

Applications should be filled out completely in English by the applicant and mailed to the Stephens College Office of Admissions. A \$25 non-refundable application fee must accompany this application. The Application for International Student Admission will be reviewed when all required information is received. After submitting the application, students will be notified as quickly as possible of the admission decision. Once accepted to Stephens College, an enrollment deposit of \$100 will be required before the I-20 form will be issued. Both the application fee and enrollment deposit must be paid in U.S. currency, either by check or money order payable to Stephens College. We cannot accept postal coupons or foreign currency.

To be assured full consideration for August admission, applications should be filed no later than April 15, and all credentials should be in the Office of Admissions by May 1. If applying for January admission, your application must be completed and all credentials should be in the Office of Admissions by November 1.

The following materials must be received to process your application:

- Application for International Student Admission
- \$25 non-refundable application fee
- Certification of Finances. The U.S. Government requires applicants to show ability to finance their education and pay for living expenses before Stephens can issue paperwork for a visa.
- Essay
- Official Secondary School records (listing subjects and grades)\*
- Certified copy of diploma or other proof of graduation from secondary school\*
- Official copy of grades from maturity certificate examination (Abitur, Baccalaureat), if taken\*
- Official record of each year of secondary study and copy of final examination certificate, if secondary school taken under British or similar system\*
- TOEFL test scores. Paper-based score of 550, Computer-based score of 213, or Internet-based score of 79 required. Stephens' TOEFL code is 6683.
- ESL Program records (if applicable)

*Documents in a foreign language must be submitted with official English translation.*

### Readmission or Reinstatement of Former Students

Former Stephens College students who have been absent from the College at least one semester (not to include study abroad, leave or summer session), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Academic Standing Committee. Official transcripts of any college or university coursework attempted or completed must be submitted for evaluation by the Registrar. No one will be permitted to register for classes until officially readmitted or reinstated to the College. Students who have been absent from Stephens College one or more years will be subject to degree requirements corresponding to the catalog of the re-entry year.

Previously earned grades and credit are carried forward, except for those students who enter a continuing education degree program.

### Second Degree

A student applying to Stephens College to pursue a second bachelor's degree must complete the Residential Transfer application process.

## Additional Admissions Information

### Acceptance of Offer of Admission

When a student has been accepted for admission, the student may enroll at the College by submitting her enrollment deposit. This deposit will be credited to the student's account during her first semester of enrollment.

### New Student Orientation

All students must participate in orientation. Residential Freshman and Transfer students participate in orientation immediately preceding their first semester. Online transfer students participate in an online orientation class.

### Classification of Transfer Students

Students are classified according to the amount of course credit earned. Freshman: 0 to 26.9 semester hours; Sophomore: 27.0 to 53.9 semester hours; Junior: 54.0 to 86.9 semester hours; Senior: 87.0 or more semester hours. Refer to "Options for Earning Credit" for details of converting transfer credit.

### Period of Deferral

Students may have extenuating circumstances that prevent them from beginning the semester for which they applied. A student may defer an offer of admission for one calendar year (three consecutive semesters), after which they will need to reapply for admission. If the student enrolls at another institution they will be required to reapply as a transfer student.

### Campus Visits

The Office of Admissions is open Monday – Friday, 8 a.m. to 5 p.m., and on special weekends. Summer hours are observed May through July and the Office of Admissions is open Monday – Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to 1 p.m. Please call (800) 876-7207 in advance or complete an online visit registration to make your visit as productive as possible. The following is a list of visit options.

#### Visit Opportunities

**Preview Events** highlight everyday life at Stephens. During these one- or two-day visits, you will engage in planned activities and have time to explore what interests you. Some events are tailored to specific majors.

**Individual Visits** are best when classes are in session. Call (800) 876-7207 to discuss the visit ahead of time so that we may help you make the most of your time on campus.

### Contact Information

**Office of Admissions**  
Stephens College  
1200 E. Broadway  
Columbia, MO 65215

(800) 876-7207  
(573) 876-7237 Fax  
[apply@stephens.edu](mailto:apply@stephens.edu)  
[finaid@stephens.edu](mailto:finaid@stephens.edu)

## Academic Programs

Stephens' educational environment draws its strength from a unique blend of career-professional, fine arts and liberal arts programs in three baccalaureate degree offerings.

### Degree Offerings

#### The Bachelor of Arts Degree

A Bachelor of Arts degree may be in a single-discipline or interdisciplinary, or be a student-initiated major.

#### The Bachelor of Science Degree

A Bachelor of Science degree may be in a single discipline or interdisciplinary, or be a student initiated major.

#### The Bachelor of Fine Arts Degree

A Bachelor of Fine Arts degree may be in a single discipline or interdisciplinary, or be a student-initiated major.

### Minors

Students completing a baccalaureate degree program may elect to include a minor selected from those offered by the academic areas of the college. There is no student-initiated minor.

### Liberal Arts General Education Requirements

As Stephens' Mission Statement explains, the Liberal Arts curriculum grounds all degree programs, striking an appropriate balance between preparing students for the careers they hope to pursue and educating them for the lives they will lead. Regardless of her major, every student at Stephens completes 30 required semester hours in her Liberal Arts program, unless she brings to the College advanced placement, international baccalaureate or college transfer credit that matches these requirements. Within the Liberal Arts program, students take four Core Courses, four Learning Community Courses, and two Choice Courses. All Liberal Arts courses provide opportunities for students to develop their critical thinking and communication skills.

In addition to the Liberal Arts program courses, students may take other Liberal Arts courses for elective credit. Departments may also approve Liberal Arts courses as electives in their majors and minors. Liberal Arts courses taken to fulfill the Liberal Arts program requirements may not count as required courses in any major or minor.

Details are located in the School of Humanities and Sciences, Liberal Arts, page 96.

## Majors and Minors

### Majors - Undergraduate Programs

Biology	Graphic Design*
Business and Marketing*	Human Development
Creative Writing*	Integrated Media
Dance*	Interior Design*
Digital Filmmaking*	Legal Studies*
Education* (certification in early childhood and elementary)	Liberal Studies
English*	Marketing: Public Relations and Advertising
Equestrian Studies*	Psychology*
Equestrian Science	Theatre Arts*
Fashion Communication	Theatre Management
Fashion Design and Product Development	Theatrical Costume Design
Fashion Marketing and Management	

\* Also available as a minor

### Additional Minors:

Art History	Media Studies
Chemistry	Music
Finance	Spanish
Forensic Science	Special Event Planning
Language and Culture Management	Visual Arts
Mathematics	Women's Studies

## Special Majors

### Liberal Studies Major

The Liberal Studies major is a Bachelor of Arts degree program in which the student combines study in selected concentrations and minors. The major provides a flexible learning path for students who find their interests and talents met by selecting study in two concentrations or two minors, or one concentration and one minor, from concentrations and minors available through academic programs. Only one minor or concentration from a particular discipline may be included in a Liberal Studies major.

The degree program for a Liberal Studies major requires completion of liberal arts requirements and 30 to 45 semester hours in the major. Depending upon the concentrations or minors selected, the Liberal Studies major will have 18 to 24 hours at or above the 300 level. Residential students who elect the Liberal Studies major will complete a senior requirement (project, essay or internship).

A form for declaring a Liberal Studies major is available in the Registrar's office or in department offices. The major is expected to be declared by the end of the sophomore year (completion of 60 semester hours).

### Student-Initiated Major (SIM)

The student-initiated major (SIM) is available for the student whose academic interests, abilities and career goals are not directed toward a traditional major. This non-traditional major is designed by the student with the assistance of a faculty planning committee. Student-initiated majors are drawn primarily from two disciplines offered in a major or minor at Stephens College. The degree is named based on the areas chosen, e.g. fashion-art, biology-dance, or mass communication-women's studies. Transfer credit may be included in the required degree credits for a student-initiated major only when the courses are approved by the appropriate department chair(s) to substitute for courses within the discipline that offers the major or minor. A student-initiated major may incorporate study abroad as well as programs that are available through other accredited colleges or universities.

To explore the possibilities of a student-initiated major, a student discusses her interests with her faculty adviser. When plans progress, a planning committee is formed which includes the student, the adviser, department chairs from the primary disciplines, or faculty members who represent particular academic or career interests. The student writes a rationale for the major and prepares a projected four-year academic plan that is inclusive of all degree requirements. The proposal must meet the general guidelines for a major in the Bachelor of Arts, the Bachelor of Science or the Bachelor of Fine Arts degree programs. The original proposal is subject to discussion and revision until approved by the planning committee and reviewed by the registrar. Once approved, the plan for the major is forwarded to the Office of the Registrar where it becomes a permanent part of the student's academic record.

Guidelines for the preparation of a proposal for a student-initiated major are available in department offices and the Office of the Registrar. The application and approval process should be completed by the end of the student's sophomore year (usually the fourth semester of full-time enrollment). Transfer students entering with junior standing will be allowed one semester for the approval process to be completed.

## Pre-Professional Study

### Law

The Association of American Law Schools (AALS) recommends that students who wish to earn a law degree (J.D.) focus their preparation on advanced skills in reading, writing and speaking; logical and analytical reasoning; and creative thinking. An understanding of human institutions and values, especially those affected by law, is also important. To prepare students for law school, Stephens College offers a major and minor in Legal Studies and a 3:3 J.D. Program with the University of Missouri at Columbia. The 3:3 J.D. Program provides highly motivated students the opportunity to earn a law degree in six years rather than the traditional seven years. Students who qualify may begin law school at the University of Missouri at Columbia after completion of three years of undergraduate courses at Stephens. After completing the first year of law school (full-time, 30 semester hours) in good academic standing (grade of 70 or above), the student earns a bachelor's degree from Stephens College.

### Pre-Medicine, Pre-Dentistry and Pre-Veterinary Medicine

Stephens College offers coursework to prepare students, regardless of their major, for entry into a range of professional health programs, including medical, dental, or veterinary school. Students may also take these courses on a space available basis at the University of Missouri–Columbia through the Mid-Missouri Associated Colleges & Universities (MMACU). Working with our health professions advisor, students receive guidance and support to required undergraduate coursework, and as they consider possible professional programs of study, prepare for required entrance exams and complete their applications. Typically the pre-professional coursework should be completed by the spring semester of the year in which admission is sought to a professional program so that entrance exams and applications can be completed before application deadlines.

## Special Programs

### Honors House Program

The House Plan, a combined living-learning experience, began in the 1960s with Ford Foundation support. It has become a permanent feature of Stephens College. The House Plan offers a program for freshmen honor students interested in taking related liberal arts courses under the leadership of a team of teachers. House Plan students quickly develop a feeling of community and rapport with their teachers and student staff who are former House Plan participants.

### Study Abroad

Stephens College expands the boundaries of the campus with a wide variety of overseas study opportunities. Study abroad programs combine academic study with cross-cultural interaction and complement students' major courses of study and foreign language interests. Once introduced to different ways of living, studying, working and communicating, students open doors of opportunity to enter their profession anywhere in the world.

### Study Abroad Program Offerings

There are many opportunities for study abroad through a wide variety of sources. Study Abroad programming is available for summer, semester and full year. In addition, Stephens College has formal affiliations with several providers to offer quality study abroad programming including excellent instruction and assistance for the student "on the ground." These affiliations mean that:

- State and federal financial aid are applied to the study abroad term
- Bill payments continue through Stephens College
- Academic credit(s) are automatically accepted at Stephens

Additional information about affiliated programming and application details can be found on the Stephens College website: <http://www.stephens.edu/academics/abroad/>

### Eligibility for Study Abroad

To be eligible for study abroad, students must meet the following eligibility requirements:

- One full year completed on the Stephens Campus
- Cumulative GPA of 2.5 or higher and good academic standing
- Good student standing (no major disciplinary infractions)

### Preparation

Preparing for this experience requires that you begin the planning process at least a year in advance. A student considering study abroad should discuss alternative programming with the Stephens College Study Abroad Coordinator and her academic advisor before making a decision. It is critical that you visit the Study Abroad Coordinator to ensure that you understand what is expected of you.

### Application for Study Abroad

All students must apply to study abroad by filing a Stephens College Study Abroad Application with the Study Abroad Coordinator. Specific information about the application process and deadlines can be found on the Study Abroad website: <http://www.stephens.edu/academics/abroad/>

### Study Abroad Contact

For a complete list of programs and information, see [www.stephens.edu/studyabroad](http://www.stephens.edu/studyabroad) or contact the Study Abroad Coordinator, 103 Walter Hall, (573)876-2317 or [L.Baumgartner7704@stephens.edu](mailto:L.Baumgartner7704@stephens.edu).

### PLUS degree Program

Students may be eligible to earn a bachelor's degree followed by a master's degree in as little as one additional year. Students must indicate their intent by their sophomore year. Learn more: [www.stephens.edu/plusone](http://www.stephens.edu/plusone)

### Academic Partnerships (qualified students only)

With the University of Missouri-Columbia:

Filmmaking  
Law

With Chatham University (Pittsburgh, PA):

Physical Therapy  
Physician Assistant Studies

3:3 Law Program Law Partnership  
B.A. degree from Stephens College  
J.D. from the University of Missouri-Columbia School of Law

3:2 Occupational Therapy Program in Biology Natural Sciences  
B.A. from Stephens College  
Master's in Occupational Therapy from Washington University (St. Louis)

3:2 Physicians Assistant Studies Program Natural Sciences  
B.A. from Stephens College  
Master of Physician Assistant Studies from Chatham College (Pittsburgh)

Doctor of Physical Therapy Program Natural Sciences  
B.S. from Stephens College  
Doctor of Physical Therapy from Chatham College (Pittsburgh)

### **Reserve Officer Training Corps**

The Army and Air Force ROTC programs offered through the Mid-Missouri Associated Colleges and Universities agreement provide college women the opportunity to become commissioned officers in the military. On completing ROTC course requirements and receiving a bachelor's or advanced degree, the student is commissioned.

### Air Force Program Overview

The Air Force Reserve Officer Training Corps (AFROTC) provides the opportunity to become a United States Air Force officer while completing a college degree. The program combines traditional undergraduate education with military instruction in preparation for Air Force leadership challenges. Each semester academic AFROTC classes will build a foundation for application in a two-hour Leadership Lab.

Department of Aerospace Studies  
College of Arts and Science  
Air Force Reserve Officer Training Corps (AFROTC)  
217 Crowder Hall  
(573) 882-7621  
airforce.missouri.edu  
[www.afrotc.com](http://www.afrotc.com)

### Scholarships

High School Seniors: Air Force ROTC offers an excellent scholarship program for highly qualified students. Many of these scholarships pay full tuition. All of the scholarships include an annual textbook allowance and a tax-free monthly stipend during the academic year. The high school scholarship application period runs from May of the junior year until December 1 of the senior year. Competition is based on the whole-person concept. Please visit [www.afrotc.com](http://www.afrotc.com) for the most current scholarship information.

In-College Students: Freshmen or sophomores can join and compete for one of many scholarship offers. In-College scholarship tuition dollar amounts vary. However, all scholarship recipients receive an annual textbook allowance and a tax-free monthly stipend during the academic school year. Visit [www.afrotc.com](http://www.afrotc.com) for the most current In-College scholarship information.

### Qualifications

Requirement to enroll in freshman/sophomore year AFROTC are:

- Full time student at a college that offers Air Force ROTC as a host school or cross-town school
- At least 14 years old (17 for scholarship recipients)
- In good physical condition
- Of good moral character

### Air Force Benefits

- Starting salary of approximately \$45K, increasing to over \$64K in four years (salary varies depending on location and dependent status)
- 30 days vacation with pay each year
- Free medical and dental care
- Up to 100% of postgraduate tuition paid
- Worldwide travel opportunities

### Obligation

After graduating from college and successfully completing all Air Force ROTC requirements, cadets receive a commission as a second lieutenant with an obligation of four years of service in the active duty Air Force. Pilots incur a ten-year commitment from the date of graduation from pilot training. A few additional career fields require a six or eight year commitment.

### Minor in Aerospace Studies

A minor in Aerospace Studies is available upon the completion of 15 semester hours, of which 12 hours are taught by Aerospace Studies. The additional 3 hours must be approved by the Department of Aerospace Studies and be in the academic area of history, political science, sociology, military science disciplines, or peace studies.

The following courses can be registered for at Stephens to be taken through the ROTC Program at the University of Missouri:

### Aerospace Courses

#### **AERO 1100 The Foundations of the United States Air Force (2 hrs.)**

Introduces the Air Force and Air Force ROTC. Topics include professional appearance, military customs and courtesies, core values, equal opportunity and treatment, officer opportunities, group leadership problems. Applies communicative skills. Leadership lab.

#### **AERO 1200 The Foundations of the United States Air Force (2 hrs.)**

Continues the introduction to the Air Force and Air Force ROTC. Topics include Air Force origins, organizations, major commands, installations, sister services (Army and Navy), group leadership problems. Applies communicative skills. Leadership lab.

#### **AERO 2100 The Evolution of USAF Air and Space Power (2 hrs.)**

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Explores Air Force heritage, Air Force leaders and Air Power doctrine. Applies communicative skills. Leadership lab.

#### **AERO 2200 The Evolution of USAF Air and Space Power (2 hrs.)**

Continues the examination of air and space power from the Vietnam era through the present. Topics include the Vietnam War, the Persian Gulf War, and the Global War on Terrorism. Applies communicative skills. Leadership lab.

#### **AERO 3100 Air Force Leadership Studies (3 hrs.)**

An integrated leadership and management survey course emphasizing development of the individual as an Air Force leader. Special topics include situational leadership, principle centered leadership, corrective supervision and counseling. Leadership lab.

#### **AERO 3200 Air Force Leadership Studies (3 hrs.)**

Air Force leadership principles are examined from the foundation developed in AERO 3100. Ethical decision making, personal core values, and character development are discussed. Military evaluation systems are outlined. Leadership lab.

#### **AERO 4100 National Security Affairs/Preparation for Active Duty (3 hrs.)**

Examines the national security process, regional studies, Air Force and joint doctrine. Special topics include the military as a profession and civilian control of the military. Continued emphasis on communicative skills. Leadership lab.

#### **AERO 4200 National Security Affairs/Preparation for Active Duty (3 hrs.)**

Examines civilian control of the military, officership, the military justice system, and current issues affecting military professionalism. Continued refinement of communicative skills. Leadership laboratory.

### Army Program Overview

The Army Reserve Officer Training Corps (AROTC) provides the opportunity to become a United States Army officer while completing a college degree. The program combines traditional undergraduate education with military instruction in preparation for Army leadership challenges. Cadets will attend a weekly class of instruction and a lab on Thursday afternoons.

Department of Military Science  
College of Arts & Science  
Army Reserve Officer Training Corps (AROTC)  
201 Crowder Hall  
(573) 882-7721  
<http://armyrotc.missouri.edu/>

### Scholarships

Students interested in applying for AROTC scholarships may apply at [goarmy.com/rotc](http://goarmy.com/rotc).

### Qualifications

- Minimum GPA 2.5
- ACT of 19
- Pass the Army Physical Fitness Test (APFT)
- Medically qualified
- Pass a background investigation

### Army Benefits

- 100% Tuition
- Books: \$1200 per year
- Graduated stipend: Freshmen \$300, Sophomores \$350, Juniors \$450, Seniors \$500
- Residential Life Grant (RLG) from Missouri - \$750 for Room and Board annually

### Obligation

Your total service obligation will be eight years.

- You may elect to spend four years in the Active Duty Army (and the following four years in the Reserve Component or Inactive Ready Reserve) or
- All eight years in the Army Reserves or National Guard

### Military Science Courses

#### **MIL\_SC 1100 Foundations of Officership (1hr.)**

Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management. (Offered in the Fall semester)

#### **MIL\_SC 1110 Introductory Military Science Laboratory I (1 hr.)**

Field application of skills taught in Military Science 1100, to include leadership, land navigation, tactical skills and basic soldier skills. Prerequisite: Military Science MIL\_SC 1100. (Offered in the Fall semester)

#### **MIL\_SC 1120 Basic Leadership (1 hr.)**

Establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling. (Offered in the Spring semester)

#### **MIL\_SC 1130 Introductory Military Science Laboratory II (1 hr.)**

Field application of skills taught in Military Science 1120, to include leadership, land navigation, tactical skills and basic soldier skills. Prerequisite: Military Science MIL\_SC 1120. (Offered in the Spring semester)

#### **MIL\_SC 2200 Individual Leadership Studies (2 hrs.)**

Students identify successful leadership characteristics through observation of others and self through experimental learning exercises. Students record observed traits (good and bad) in a dimensional leadership journal and discuss observations in small group settings. (Offered in the Fall semester)

**MIL\_SC 2210 Intermediate Military Science Laboratory I** (1 hr.)

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. First aid topics and drill and ceremony are also taught. Prerequisite: Military Science (MIL\_SC) 2200. (Offered in the Fall semester)

**MIL\_SC 2220 Leadership and Teamwork** (2 hrs.)

Study examines how to build successful teams, various methods for influencing action, effective communication in selling and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback. (Offered in the Spring semester)

**MIL\_SC 2230 Intermediate Military Science Laboratory II** (1 hr.)

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon-level offensive and defensive operations. Practical application of night land navigation. Prerequisite: Military Science (MIL\_SC) 2220. (Offered in the Spring semester)

**MIL\_SC 3230 Leadership and Problem Solving** (3 hrs.)

Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. Prerequisite: departmental consent. (Offered in the Fall semester)

**MIL\_SC 3240 Leadership and Ethics** (3 hrs.)

Examines the role communications, values, and ethics play in effective leadership. Topics include ethical decision-making, considerations of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication ability. Prerequisite: Military Science (MIL\_SC) 3230. (Offered in the Spring semester)

**MIL\_SC 3250 Leadership and Management** (3 hrs.)

Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques. Prerequisite: Military Science (MIL\_SC) 3240. (Offered in the Fall semester)

**MIL\_SC 3260 Officership** (3 hrs.)

Study includes case study analysis of military law and practical exercises on establishing an ethical command climate, service as an officer; capstone exercise. Leadership lab students must complete a semester long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. Prerequisite: Military Science (MIL\_SC) 3250. (Offered in the Spring semester)

**MIL\_SC 3160 Death by a Thousand Cuts: Counterinsurgency/Insurgency the American Experience** (3 hrs.)

This course explores the problem of insurgency and counterinsurgency in terms of what we can learn from these conflicts. It examines counterinsurgency theory and practice, the Philippine Insurrection, Banana Wars, Vietnam War, Afghanistan, and Iraq. (Offered in the Fall and Spring semesters)

**MIL\_SC 3161 The American Experience in Vietnam** (3 hrs.)

This course was developed to provide students the opportunity to examine the American experience in the Vietnam War, to search for meanings in this experience, and to arrive at their own conclusions concerning the impact of the war upon the nation. Moreover, it challenges the students to think critically about war and the use of military power to settle differences between nations. (Offered in the Fall semester)

**MIL\_SC 3162 Counterinsurgency in Asia** (3 hrs.)

This course explores the problem of insurgency and counterinsurgency in Asia in terms of what we can learn from these conflicts. The course examines the insurgency in the Philippine Insurrection 1899-1902, the Vietnam War, the Soviet-Afghan War, in Thailand, Sri Lanka and Malayan Emergency. May be repeated for credit. (Offered in the Fall semester)

**MIL\_SC 3163 U.S. Military History in the Western Tradition** (3 hrs.)

Analysis of United States military history from the Colonial period to the present (1609-2012). It is a comprehensive look into the evolution of warfare in America, military traditions and heritage, and technology. This course analyzes the following, American Revolution, War of 1812, Mexican American War, Civil War, Indian Wars, Spanish American War, World War I, Inter War Period, World War II, Korean War, Vietnam War, Gulf War, Afghanistan, and Iraq. (Offered in the Spring semester)

## Financial Aid

As an institutional commitment, Stephens College endeavors to provide assistance to its admitted students who demonstrate financial need. This assistance is made possible through the generosity of friends of the College, alumnae, state and federal government programs and the College itself. More than 98 percent of Stephens' students receive financial assistance from the College.

There are two basic categories of financial assistance: (1) scholarships that are based on academic ability and special skills; and (2) financial aid that is awarded on the basis of need. See the Sources of Financial Aid section for a list of the various types.

### Student Cost of Education (Residential Undergraduate Programs)

In planning to attend Stephens College, a student should expect the following typical costs for an academic year based on the 2012-13 residential fee structure.

Tuition and General Fees:	\$ 27,410
Room (double occupancy):	\$ 8,295
Board (Unlimited meals w/ \$100 flex)	\$ 3,400

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**TOTAL DIRECT FEES: \$ 39,105**

(Actual room & board costs can differ from this amount depending on the choice of residence hall or selection of a single room)

Additional Estimated Expenses: (Books, supplies, personal expenses etc.) \$3,576

These fees are subject to change at the discretion of the Stephens College Board of Trustees. In addition, allowances for transportation costs of at least two (2) round trips per academic year from your residence to campus should be anticipated. The Office of Financial Aid will consider the total cost of education, which consists of the above items, when awarding financial aid.

Educational costs of independent students and nonresidential students will vary from the above amounts. Please contact the Financial Aid office for the exact costs of attendance for these categories of students.

### How to Apply for Financial Assistance

Apply for undergraduate admission to Stephens College. The student must be accepted for admission before financial aid can be awarded. Students may apply for admission as early as September 1 to be considered as candidates for merit-based institutional scholarships. Scholarships will be awarded from October through May. All students who are accepted for admission will be considered as a candidate for these scholarships if they meet the academic criteria.

Complete the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible. The Stephens College priority deadline is March 1. For Missouri residents, the deadline for state aid is April 1. This form should be completed either via Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or on the paper form which can be printed from the website, and submitted to the Department of Education. Designate Stephens College as a recipient of the results of this FAFSA form by including the Stephens College school code: 002512. Upon receipt of the required form from the processing service, the Stephens College Office of Financial Aid will analyze the report to determine eligibility for financial assistance.

\*We will process any enrolled students who have not completed a FAFSA prior to July 1 as "Scholarship Only" students, unless and until a FAFSA has been completed. Financial Aid notices will be sent prior to the July billing cycle if students are eligible for any non-need-based scholarships or awards.

Certain students (approximately 30 percent) will be selected for verification under federally mandated guidelines. The family will be asked to provide a signed photocopy of the student and parents' most recent U.S. income tax return transcript from the IRS and fill out an institutional verification worksheet.

You must reapply each year for financial assistance.

## Sources of Financial Aid

Stephens College provides financial assistance through Federal aid, state-administered aid, gifts from alumnae, parents, friends, faculty and staff, business firms, foundations, trusts, corporations and the Columbia community.

In addition to its own funds, Stephens College participates in the following federal programs: the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work Study Program (FWS), Federal Direct Subsidized Stafford Student Loan, Federal Direct Parent Loans for Undergraduate Students (PLUS) and Federal Direct Unsubsidized Stafford Student Loan for independent students as defined by the federal regulations.

## Institutional Merit-Based Aid (Residential Undergraduate Programs Only)

### Freshmen Scholarships:

#### High Honors Scholarship

High school minimum GPA of 3.60, ACT 27 +, SAT I 1820 +. \$9,000 per year. Renewable. Must maintain a 3.0 cumulative GPA.

#### Presidential Scholarship

High school minimum GPA of 3.00. ACT 24-26, SAT 1660-1819. \$7,500 per year. Renewable. Must maintain a 3.0 cumulative GPA.

#### Stephens Award

High school minimum GPA of 2.7, ACT 21-23, SAT 1500-1659. \$5,000 per year. Renewable. Must maintain a 2.5 cumulative GPA.

#### Community Engagement Award

Freshmen who live on campus and must complete necessary points per year; up to \$3,000 per year. Award is renewable if 2.5 GPA is maintained and if student lives on campus and garners points through involvement in the Stephens community. MUST DEMONSTRATE NEED based on the FAFSA results. Cannot be combined with athletic scholarships.

#### A+ Award

Missouri resident, verified participation in the A+ program. \$1,000 per year. Renewable. Must maintain a 2.0 cumulative GPA.

### Transfer Students Scholarships:

#### Phi Theta Kappa Founders Scholarship

AA degree and 3.5 + GPA. \$9,000 per year. Renewable. Must maintain a 3.0 cumulative GPA.

#### Transfer Scholarship

12+ hours of transfer credit with 3.5 + college GPA. \$8,000 per year. Renewable. Must maintain a 3.0 cumulative GPA.

#### Transfer Award

12+ hours of transfer credit with 2.9-3.4 college GPA. \$6,000 per year. Renewable. Must maintain a 2.5 cumulative GPA.

## Institutional and Federal Need-Based Aid (Residential Undergraduate Programs Only, unless otherwise indicated)

#### Stephens Grant

Full-time students (non-apprentices only) with proven financial need. Value varies with established need.

#### Midwest Student Exchange Program (MSEP)

Freshmen (non-apprentices only) residing in Kansas, Michigan, Minnesota, Nebraska, Wisconsin, Indiana or North Dakota; Student must indicate "MSEP Applicant" on Application for Admission. Award equals 10% of tuition each year.

#### Sister Grant

Sisters concurrently enrolled full-time in Stephens College will receive award. \$500 per year.

#### UPHA Awards

Full time students who are members of the United Professional Horsemen's Association. Renewable. Must continue membership in UPHA and maintain a 2.0 cumulative GPA to renew. \$1,000 per year. Must provide proof of membership.

#### Tuition Remission Awards

Awards such as the Faculty/Staff Tuition Waiver, CIC Tuition Exchange and TE Tuition Exchange, students may receive up to the cost of tuition less all other federal, state and institutional aid as long as the student continues to qualify for each program.

#### Stephens Study Abroad Scholarships

Awarded by the Study Abroad Committee, only for the semester(s) the student is studying abroad. Amount varies.

#### Federal Pell Grant (Both Residential and Non-Residential undergraduate Programs).

Enrolled undergraduate students meeting program requirements. Up to \$5,550 for the 2012-2013 academic year.

#### Federal Supplemental Education Opportunity Grant (Both Residential and Non-Residential undergraduate Programs).

Undergraduate students with exceptional financial need who also receive the Pell Grant. Maximum Stephens award per year is \$750.

#### Federal Perkins Loan (Both Residential and Non-Residential Undergraduate Programs).

Undergraduate students with proven financial need. Value varies. Maximum Stephens award is \$2,000 per year.

#### Federal Work Study Program (FWS)

Undergraduate students with proven financial need. Value varies according to need. Paid hourly rate (minimum wage) every two weeks. Students must earn these funds.

#### Stephens Employment Program

Full-time undergraduate students with preference to financial aid students. Value varies. Paid hourly rate (minimum wage) every two weeks. Students must earn these funds.

#### Federal Direct Stafford Student Loan Program (subsidized and unsubsidized) (Both Residential and Non-Residential undergraduate Programs).

Full- or half-time students meeting program requirements. Up to \$3,500 per year for freshmen; \$4,500 per year for sophomores; \$5,500 per year for juniors and seniors.

#### Federal Direct Parent Loans for Undergraduate Students (PLUS) (Both Residential and Non-Residential undergraduate Programs).

Full- or half-time students meeting program requirements. Cost of education less other financial aid.

#### Federal Direct Additional Unsubsidized Loan (Both Residential and Non-Residential undergraduate Programs).

Full- or half-time students meeting program requirements who are independent, or dependent students whose parents were denied the PLUS loan. Up to \$4,000 for freshmen and sophomores; up to \$5,000 for juniors and seniors. Dependent students may also receive up to an additional \$2,000 with no parent PLUS loan denial needed. Independent students may also receive up to \$2,000 more for a total of up to \$6,000 for freshmen and sophomores and up to \$7,000 for juniors and seniors.

### State-Administered Programs (Residential Undergraduate Programs Only, unless indicated otherwise).

#### Access Missouri Grant Program (Both Residential and Non-Residential undergraduate Programs).

Legal residents of Missouri with proven financial need. Full-time undergraduate students. Amount varies based on availability of state funds each year. Renewable by application with a 2.5 or greater cumulative GPA, and continued need determined by the Missouri Department of Higher Education. Free application for Federal Student Aid (FAFSA) must be processed by April 1.

#### Missouri Bright Flight Scholarship Program

Missouri resident with composite ACT or SAT I score in top 3% of all Missouri students. Up to \$2,000 per year.

## Other Sources of Financial Aid

### Veterans Administration (G.I. Bill)

Veterans, widows of veterans and children of disabled or deceased veterans. Value varies.

### Rehabilitation Commission

Students with certain physical or emotional disabilities. Value varies.

### Local Awards

Value varies.

## Satisfactory Academic Progress, Probation and Suspension

The goal of satisfactory academic progress is to achieve no less than the 2.0 cumulative (overall) GPA required to receive a degree from Stephens College. Students who carry a standard load of 15 semester hours per semester, who maintain at least a 2.0 cumulative GPA and who meet all other degree requirements, can expect to receive a baccalaureate degree in four academic years. Students who carry fewer courses or who repeat courses in order to improve their GPA should plan to attend summer school or enroll more than four years.

All actions described will reference the student's grade point average at the time grades are recorded. Good standing is attained when at least a 2.0 (C) semester average is earned over 12 semester hours or more and at least a 2.0 cumulative GPA is maintained. Students who enter the College on conditional status or who are placed on probation must carry 12 semester hours and earn a semester GPA of 2.0 or better by the end of the second semester on conditional/probation or academic suspension will result. Suspended students are not eligible to enroll at the College. Probationary students who meet the 2.0 semester grade requirement, but whose cumulative average remains below 2.0 may enroll, but they remain on probation until a 2.0 cumulative average is achieved. A student whose semester GPA is less than 1.0 in any semester, but whose cumulative average remains 2.0 or better, will be placed on academic probation with the warning that a semester average of 2.0 or better in at least 12 semester hours must be earned the next semester or suspension will result. A student who earns less than a 1.0 average in any semester, whose cumulative average falls below 2.0 as a result, will be placed on academic suspension.

If suspended and wishing for reinstatement at Stephens College, a student is normally expected to enroll for one semester for 12 semester hours at another regionally accredited institution and earn a 2.0 average, in support of her petition to be reinstated. If there are extenuating circumstances that resulted in the suspension, as determined by an interview with the vice president for student services, a suspended student may petition the Academic Standing Committee for immediate reinstatement. When a student petitions the Academic Standing Committee for reinstatement, the committee reviews the student's record of achievement and makes a decision that fully considers the student while upholding the academic standards of the College. Reinstated students who do not meet the conditions set by the committee during their first semester back at Stephens will be suspended again, without immediate appeal. Applications for immediate reinstatement are processed through the registrar. All other applications for reinstatement are processed through the Office of Admissions. When reinstated, a student's eligibility for financial assistance will be reviewed under the criteria explained in the next section.

## Academic Standing Criteria for Financial Assistance

Students receiving financial aid must fulfill certain criteria to determine that they are in good standing and maintaining satisfactory progress in their course of study. For financial assistance purposes, a full-time student must maintain satisfactory academic progress defined as successful completion of at least 66.7% of their attempted classes with a cumulative 2.0 GPA. Students who carry a normal load of 15 semester hours per semester, who maintain a 2.0 cumulative GPA and who meet other degree requirements, can expect to receive a baccalaureate degree in four academic years. For purposes of financial aid, Stephens College sets a maximum time frame of six academic years for a full-time student to complete a baccalaureate degree. At the end of each semester, a determination of continued eligibility for financial assistance is made. Any student who fails to meet the established criteria will be placed on financial warning for one semester. Continued failure to meet the established criteria will result in financial assistance suspension and loss of all eligibility for financial assistance.

In the case of a student who made satisfactory progress after the semester on financial aid warning, but in a later semester fails to meet the established criteria again, that student may receive one more semester on warning but will have her financial assistance suspended if any future semesters are below the established criteria. Students may not have two probationary semesters in a row, and students will not receive more than two warning semesters total, except in the case of a special circumstance, which will be determined on a case by case basis.

In the event of loss of eligibility of financial assistance due to extenuating circumstances, the student may appeal to the Director of Financial Aid for reinstatement of financial assistance eligibility. Examples of extenuating circumstances, which must be documented by the student and which would be considered by the Director of Financial Aid include the death of a relative of the student or an injury or illness of the student.

Where there are no extenuating circumstances, the student may petition for reinstatement of financial assistance eligibility when she subsequently obtains academic standing consistent with the established criteria as stated in the first paragraph of this section.

Successful course completion requirements for financial assistance eligibility will be pro-rated for transfer, three-quarter and half-time students. GPA requirements are the same for part-time students as for full-time students.

### **Academic Standing Criteria for Scholarships and Awards**

Students receiving Stephens College scholarships must maintain a 3.0 cumulative grade point average and complete at least 24 credit hours per academic year.

Students receiving Stephens College awards must maintain a 2.5 cumulative grade point average and complete at least 24 credit hours per academic year.

Progress is monitored every semester; students failing to meet the requirement will be placed on merit warning for the next enrollment period. If a student fails to meet the requirements at the end of their merit warning semester, they will continue on warning for one additional semester. After the third semester, the student must be meeting the requirements or their scholarship or award will be removed and the student placed on merit suspension.

If there are extenuating circumstances, students may appeal their status in writing to the Director of Financial Aid.

### **Withdrawal from Stephens**

When it is necessary for a student to voluntarily withdraw from the College, she or her parents will provide written notification to the vice president for student services. The date of withdrawal is the date of notification, unless a later date is requested. Students are expected to leave within 48 hours of the date of withdrawal. If any refund is due upon withdrawal, it will be made on the basis of the policy in effect that year.

### **Retention Information and the Student Right to Know Act**

In compliance with the Student Right to Know Act, Stephens publishes the current applicable data in the College catalog. Detailed information about the retention rate of students at Stephens College is available on request from the vice president for student services.

### **Obligation of the College in the Event of Curtailment of Programs**

Stephens College will not be obligated to refund any fees for room, board, tuition or other charges, nor will it assume liability for any kind of curtailment of operations resulting from weather, accident, fire, war, or riot; nor from lack of faculty or other personnel, lack of materials, supplies, or equipment, or any cause not involving gross negligence on the part of the College.

**Tuition and Fees 2012-2013**

Basic fees for 2012-2013 are explained below. These charges are subject to change at the discretion of the Stephens College Board of Trustees.

**Residential On-Campus Undergraduate Programs:**

**Tuition:**

Tuition for the 2012-2013 academic year is \$13,605 per semester. Tuition includes registration for 12 - 18 semester hours each semester.

A fee of \$715 per semester hour will be charged for additional semester hours above 18.

A fee of \$715 per semester hour will be charged to students in their final semester taking 6 or less hours.

Tuition includes on-campus activity charges including Student Government Association membership, attendance at on-campus cultural events, student health center services, the student newspaper (*Stephens Life*), and a student identification card.

**Room:**

Per semester room rates vary depending on the following building options:

Residence Hall	Single	Double	Air Conditioning
Tower	\$3,800	\$2,770	Included
Tower Apartment	\$3,847	\$3,202	Included
Pillsbury	\$3,550	\$2,520	\$500 single/\$250 double
Prunty	\$3,480	\$2,450	Included
Searcy	\$2,965	\$1,935	\$500 single/\$250 double

**Board:**

Board charges vary depending on the following meal plan options:

Unlimited Meal Plan:	\$1,700 per semester
All-flex Plan:	\$1,000 per semester

**Additional Fees (per semester):**

Technology Fee:	\$100
Additional course fees:	variable
Course Audit Fee (per credit hour)	\$110
Private music lesson – per ½ hour lesson per week:	\$300
EQS riding fee (per class)	\$800
Horse boarding (per month)	\$475
Graduation fee	\$100
Vehicle registration (annual)	\$78
Replacement ID card	\$15
Transcript (per transcript request)	\$10
Returned check fee (per check)	\$25

Other lab fees and supply fees are listed in the schedule of courses for each semester. Additional tuition, at the per-

course fee in effect at the time, is charged for summer programs and for independent studies registered during intercession periods. A separate fee schedule is published each year for summer and off-campus programs sponsored by Stephens College.

Personal expenses, such as laundry, linens, books and incidentals, transcript fees, and a graduation fee, are the responsibility of the student.

The College reserves the right to adjust fees subsequent to the publication of this catalog.

**Non-Residential Online Undergraduate Programs:**

**Current Fee schedule:**

General Education/Business Tuition	\$ 320.00 per credit hour
Health Information Administration Tuition	\$ 340.00 per credit hour
Plus Student Graduate Course Enrollment	Current Graduate Tuition Rate
Orientation Course (1 semester hour)	\$ 320.00
Application Fee (non-refundable, submit with application)	\$ 50.00
Challenge Health Information Administration course	\$ 500.00
Student General Fee	\$ 20.00 per credit hour
Technology Fee	\$ 25.00 per credit hour
Graduation Fee	\$ 100.00
Prior Learning Credit – review fee	\$ 225.00 per credit hour
Prior Learning Credit – transcription fee	\$ 225.00 per credit hour
Leave of Absence Fee	\$ 40.00
Readmission Fee	\$ 50.00

Tuition rates are set and in effect from Summer semester through Spring semester each year, but subject to change at the discretion of Stephens College Board of Trustees.

Tuition and fees do not include books and materials or the cost for graduation.

**Employer Reimbursement**

While Stephens College is willing to assist by providing documentation, employer reimbursement payments are an arrangement between the student and the employer. The student is responsible for payment of tuition when due.

**Non-Degree Enrollments**

Students enrolling in classes as a non-degree student must pay tuition and fees in full upon course enrollment.

**Refund Policy for Dropped Courses**

As long as students remain enrolled in at least one course, students may drop courses and receive a full tuition refund for the dropped courses within the first week of all eight-week courses and within the first two weeks of 16-week semester courses. Revisions to financial aid awards may occur, if needed. After these deadlines, no tuition will be refunded. For exact dates, students should refer to the current academic calendar for Graduate and Continuing Studies. If a student drops all courses for that semester, a proration of charges and financial aid may need to occur. Please see Withdrawal Policy below.

## Payment Policy

You are responsible for payment of all charges for tuition, room and board, and fees.

- Full payment for all tuition, fees, room and board, and all other charges are due one week prior to the beginning of each term (fall, spring and summer).
- For registration and enrollment changes after the tuition due date, payment is due immediately.

Payments may be made by check or credit card. The college accepts Mastercard, Visa, Discover, and American Express.

## Tuition Payment Options

The College uses Tuition Management Systems (TMS) which offers an interest-free monthly payment plan to pay for tuition, room and board. Contact TMS at 800-635-0120 or visit their website at [www.afford.com](http://www.afford.com). TMS charges a \$47 per term processing fee to participate in this program. If you choose the TMS option, you must be signed up prior to attending classes or moving in to the residence halls one week prior to the beginning of each term (fall, spring, and summer).

## Application of Financial Aid

The Accounting Office applies financial aid funds to student accounts in the following order:

Pell Grant funds  
FSEOG funds  
Perkins loan funds  
Stafford loan funds  
PLUS loan funds  
Institutional merit-based aid  
Institutional performance-based aid, aid based on residency location, & tuition waivers  
Institutional need-based aid  
Outside Scholarship funds  
Alternative Loan fund

If Federal Student Aid funds (items 1-5 above) cause the account to have a credit balance, the Accounting Office will issue a refund to the student or parent (based on which aid caused the credit balance).

Additional Information about financial aid is available from the Financial Aid office and in the Financial Aid section of this catalog.

## Failure to Pay

If you do not pay your bill or make payment arrangements, you will not be allowed to attend classes or enter the residence halls. In addition, the college will not release grade reports, transcripts, degrees, or diplomas for any student whose account is not current. Prior to registering for future courses, you must make satisfactory financial arrangements with the Accounting Office for any fees assessed to your account during the term.

## Transcripts

A transcript is an official copy of the student's permanent academic record bearing the College seal and the signature of the registrar. Official transcripts are available to students upon written request in the Office of the Registrar. Copies of transcripts, official and unofficial, will not be released to students with an unpaid balance at Stephens College resulting from charges for tuition and fees, fines, or other assessments.

The fee charged for an official transcript is \$10, paid in advance. Transcripts are normally sent by the Office of the Registrar to the receiving institution. If a student requests an official transcript for herself, the words "Issued to Student" will appear on it. A currently enrolled student may obtain an information copy (unofficial) of her academic transcript through [My Stephens](#).

## Withdrawal Policy

### Enrollment cancellation prior to first day of class

Stephens will refund all of the student's tuition and fees if he or she cancels his or her enrollment before the first day of the semester.

**Complete withdrawal after the first day of class, but prior to 60% completion of the semester**

In the event that a student withdraws after the first day of classes and prior to 60% completion of the semester, a pro-rated charge for tuition, room, and board is calculated. The calculation is based on the number of days attended compared to the total number of days in the semester. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded. The student's tuition, room, and board charges are credited and financial aid is charged back to the student's account according to this pro-rata share of time spent at the institution. Federally funded aid will be charged back in accordance with Federal regulations in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, Academic Competitiveness Grant, National SMART Grant, and Federal SEOG (Supplemental Educational Opportunity Grant).

Withdrawal may be voluntary or at the request of the college. In the case of voluntary withdrawal, "official" notification of withdrawal from Stephens College must be made. "Official" notification is a written notice provided to the Vice President of Student Services.

**Complete withdrawal after 60% completion of the semester**

In the event that a student withdraws after the 60% completion point in the semester, the student will be charged 100% of all fees and will be deemed to have earned 100% of their financial aid. Withdrawal may be voluntary or at the request of the college. In the case of voluntary withdrawal, "official" notification of withdrawal from Stephens College must be made. "Official" notification is a written notice provided to the Vice President of Student Services.

**Partial Withdrawals**

If a student withdraws from a portion of enrolled credit hours but does not completely withdraw from the College, no refund of tuition or financial aid will be calculated. If a student is enrolled in more than 18 credit hours in a single semester and was charged an overload fee for the additional credit hour(s), and the student withdraws from the course which caused the overload fee, the refund policy stated above will apply.

**Summer Session Withdrawal and Refund Policy**

The above policy also applies to the summer session.

**Refund of Lab or Miscellaneous Fees**

If a student changes her or his class schedule during the first three weeks of classes, lab or miscellaneous fees will be added or deducted at 100% of the charge. Beginning with the first day of the fourth week of classes (the day following census day), no adjustment to the fees for a course will be made.

**Returned Checks**

Writing a check without sufficient funds is a violation of state law, and the violator is subject to prosecution. A check returned to the College due to insufficient funds will result in a \$25 charge and the amount of the check added to the outstanding balance.

## Campus Life

### On-Campus Living and Food Service Requirements

Students enrolled in the residential program at Stephens are required to live in on-campus housing throughout their enrollment and participate in the College's food service plan until classified as a senior or age 23. Day students are students who reside with their spouse, parent or legal guardian, or are Columbia-area residents not legally dependent on another person, who have lived in the community for one full year or more. All students living off campus are required to pay fees which include the charge for a specific number of meals on campus per semester in the college dining service. Students who reside off campus will have financial aid figured on a reduced cost of attendance basis.

### Broadcasting Activities

Stephens students receive hands-on experience in the production of programming for KWWC-FM, the 1,250-watt radio station owned and operated by the College, and in Studio A, a full-size television studio.

### Career Development

Stephens Career Development assists students with all phases of career planning from choosing majors and identifying career possibilities to gaining career-related experiences and securing employment or entrance to graduate school. The Career Development staff work extensively with students one-on-one to address individual needs, as well as in groups through special programs and presentations on such topics as interviewing, résumé writing and job-search strategies. Career Development also works cooperatively with academic programs to help students plan and prepare for internship opportunities.

Career Development maintains an extensive library of resources including employer directories, company literature, graduate school information, résumé sample books, a computerized career information system and much more. The office also maintains a database consisting of more than 500 alumnae career consultants from whom students may gain valuable career and employment information.

Employment opportunities can be found in Career Development for permanent, part-time and summer positions. Career Development also assists students with on-campus work study positions.

### Cultural Events

The vast array of cultural and diversity experiences available to students on campus includes theatre productions, chamber music concerts, exhibits in the Davis Art Gallery, jazz, ballet, comedy and musical productions, numerous lectures, discussions and presentations by on-campus and outside experts.

### Disabled Student Services

Mobility-impaired students may contact the Vice President of Student Services to receive an accessibility map of the campus and other information concerning access to campus buildings and grounds. Individual orientation to the campus is available through the Vice President of Student Services.

Mobility-impaired students should contact the Vice President for Academic Affairs concerning accessibility of scheduled classrooms. Once officially notified, the Vice President for Academic Affairs will make every effort to schedule classes in locations that accommodate limited mobility.

Residents who have a physical disability that requires special accommodations should contact the Director of Residence Life for room assignments that best meet their needs.

## Health and Wellness

### *Counseling Services*

Students' academic, career and personal counseling needs are met by a variety of services and programs at Stephens College. These programs are designed to assist students as they move toward self-reliance and self-confidence.

### *Health Services*

The Stephens Health Services program is designed to help students gain the knowledge they need to make responsible decisions about optimal health. Health Services offers the services of a board certified physician daily when classes are in session. She sees students by appointment at the health clinic for lifestyle changes, illnesses and injuries and may refer students to specialists if necessary.

Students should be aware of personal medical insurance coverage. Specific information on student health insurance for purchase is available in the Office of the Vice President for Student Services.

When a student is admitted to Stephens, she receives a health information form which must be completed and

returned to Health Services prior to her arrival on campus. A student must furnish the report of her medical history, present health status and evidence of recent immunizations prior to confirming fall preregistration. Insurance information is also required.

#### *Health Connection*

The campus workout facility, The Health Connection, is located in Hillcrest Hall.

#### *MU Student Recreation Complex*

Stephens is pleased to offer its campus community the wellness benefits of a partnership with the neighboring University of Missouri-Columbia. This arrangement allows Stephens students, faculty and staff access to the state-of-the-art MU Student Rec Complex (SRC) just a few blocks from the Stephens campus. Membership gives you access to the [MU Rec Complex, aquatic facilities and outdoor fields](#). See the Stephens [Campus Life website](#) for more information.

### Office of Student Leadership, Campus Programming and Diversity

The Office promotes and sponsors student activities and events, and provides advice and support for student organizations and campus-wide activities.

The Director and staff are committed to developing student leadership and involvement through innovative and developmental programs. The office encourages service, volunteerism and active participation throughout the student body.

### Residence Life

The Director of Residence Life and graduate residents, all of whom are professionals in the student life area, work closely with student staff members, assist in the development of hall programs and provide opportunities for individual and group development that contribute to the quality of life for students living in the residence halls.

Resident assistants (RAs) and resident directors (RDs) living in the halls are students who serve as peer support persons, providing resource information and referrals. They assist students in adjusting to college life and its demands. RAs and RDs are responsible for creating and maintaining a sense of community in the residence halls.

Residential hall living complements students' academic endeavors through the connections they make with their roommate, hallmates and staff. The staff encourages students to take advantage of the many opportunities for involvement. These opportunities are designed to challenge a student as she learns and grows throughout her college years.

Students invited to be a part of the Honors House Plan, which is a specialized living and learning environment, will be living in a designated area in the residence quad. Tower Hall is reserved for upper-class students only. A special housing situation exists for students with pets. Please refer to the Stephens College website for [details](#).

### Student Government Association

Students' responsibilities in campus and hall government are twofold: to become involved in policy-making by making suggestions and problems known to elected representatives; and to uphold the rules and regulations made by the same representatives.

Every student is automatically a member of the Student Government Association (SGA). SGA has executive and legislative powers to govern student activities and to develop and maintain group living standards. Students who are elected to SGA committees gain experience in planning, administering and communicating cultural, social and recreational activities and in dealing with academic, residential and community problems. Students are also elected to serve as class officers for each of the four classes. These officers work within the SGA guidelines as well as serve as leaders for their classmates.

### Student Identification Card

With the Identification card, a student may cash checks, obtain a Stephens postal box and be given ticket discounts for most Stephens Macklanburg Playhouse productions.

### Student Organizations

Many growth and leadership opportunities are available to students through the following organizations. Honoraries include Alpha Epsilon Rho; Alpha Lambda Delta, national freshman honorary; Beautiful; Beta Beta Beta, science; Chi Tau Epsilon, dance; Kappa Delta Pi, education; Mortar Board, national senior honorary; Pi Phi Rho, fashion; Psi Chi, psychology; Sigma Delta Beta, business, management, administration; Sigma Tau Delta, English and Creative Writing. Campus organizations include American Association of University Women; American Humanics Student Association; Campus Life Unleashed; Catholic Student Association; Champions of Character; Christian Outreach Fellowship; Dance Collaborations; Innovative Fashion Association; International Interior Design Association; Judicial Board; Keep a Child Alive; Martin Luther King Student Union (MLKSU); Overflow; Pre-Law Society; Prince of Wales Club; Psychology Club; Public Relations Student Society of America (PRSSA); Queer-Straight Alliance; Stephens Equine Therapy Association (SETA); Sketchy Business; Stephens College Ambassadors; Stephens College Democrats; Stephens College Film

Series; Stephens College Pro-Choice; Stephens Justice; Stephens Sisters; Student Government Association (SGA); Students in Free Enterprise (SIFE); Students Learning About Teacher Education (SLATE); Susies for Organized Service (S.O.S.); Velvetones; Warehouse Theatre; Wood Womyn; Greek life includes Sigma Sigma Sigma; Kappa Delta; Panhellenic Council.

### Student Publications

Students may become involved in the production of the student newspaper, *Stephens Life*, by enrolling in a mass communication practicum course for credit. *Harbinger*, a magazine of original literary, photographic and graphic works, is also produced by students.

### The Campus

The buildings on the Stephens campus bridge the modern and historic eras.

Historic Senior Hall, the oldest building on campus (1841) and one of the oldest structures in Columbia, is included in the National Register of Historic Places and houses the music and dance programs.

The James Madison Wood Quadrangle is the Stephens learning center. Included are the Hugh Stephens Resources Library, classrooms, multipurpose areas, office-seminar space, a teaching auditorium, a lecture theater, listening rooms, television and radio studios, FM broadcast facilities, newsroom, computer labs, laboratories, galleries, art studios—bringing together traditional learning aids and modern technology.

The Hugh Stephens Resources Library is the central building of the Quadrangle. It is an open, informal space housing a variety of resources and offering students and staff comfortable study areas and computer access to enhance a pleasant, independent learning and research experience. The Library also offers other spaces to facilitate academic and business meetings, such as the Penthouse and other meeting rooms. The Albert Schweitzer Collection area is a quiet nook tucked away in a corner of the Library—perfect as a quiet place for individual study or reflection.

The library collection includes more than 130,000 volumes with new materials added at the rate of approximately 1,000 each year. There is also a very good reference collection with professional staff who work with students and faculty to provide individual or group instruction concerning the various library resources as needed. The Library subscribes to several large databases with access to thousands of full-text and abstract versions of numerous journals. Other media include audio and videotapes, DVDs and journals on microform. The Education/Children's Resource Collection is also housed in the Library.

Access to the Library's collection is through the on-line public catalog, Arthur. Stephens College is a member of the Arthur cluster of the MOBIUS consortium and so has access to the collections of the other 62 different libraries in the state of Missouri. Students can view the online catalogs of other member libraries, borrow books directly online or review their own list of checked out materials and renew items themselves if so desired. Arthur is available at <http://arthur.missouri.edu/>.

The library is home to two computer labs (Mac and PC) and a G5 Mac lab for digital film editing.

Helis Communication Center, KWWC-FM and the Patricia Barry Television Studio serve as laboratories for students in television and radio production, digital filmmaking, broadcast and print journalism, and public relations courses.

Lewis James and Nellie Stratton Davis Art Gallery exhibits works of selected artists, with a special emphasis on women artists. The Catherine Webb Art Studios provide class and studio space for drawing, painting, computer and digital design, and printmaking. These studios also support fashion design classes.

E.S. Pillsbury Science Center houses science and mathematics faculty offices. Classrooms and laboratories are set up for individual projects and class experiments.

Louise Dudley Hall contains classrooms with audiovisual equipment for courses in English, art history, social studies, business, psychology, and computer technology. Special facilities in Louise Dudley Hall include a large art history collection of 35,000 slides, records, CDs and videos. This specialized library is used as a teaching aid in art and art history classes.

Windsor Auditorium, a teaching auditorium seating 300, is also used for recitals and guest lectures.

Charters Lecture Theatre, with seating for 128, is used for lectures and films. The adjacent Arena Classroom is used for teaching, lecturing, conferences, exhibitions, audiovisual presentations and special theatre arts productions.

Firestone Baars Chapel, designed by Eero Saarinen, is acknowledged to be one of the most beautiful buildings of its kind in the United States. It is used for a variety of worship services and campus activities as well as for individual worship and meditation.

Stamper Commons features self-service dining facilities for all students, faculty and staff and separate lounge areas.

Also located in Stamper Commons is the College post office, Susie's Store (the college convenience store), the Office of Student Leadership and Campus Programming, Health Services, Office of Vice President of Student Services, Office of Residence Life, Career Services, and the spacious Windsor Lounge.

The Stars Café in Columbia Foyer features deli style sandwiches, salads, beverages and snacks, plus coffee and hot teas. The hours of operation will be posted by the Café at the beginning of the fall semester.

The John and Mary Silverthorne Arena is equipped for NAIA basketball and volleyball. The Arena is used for a variety of campus activities.

Macklanburg Playhouse adjoins the Performing Arts Department production shop and the student-run Warehouse Theatre. The playhouse seats 350 and includes a computerized lighting control system, sound system and modern rigging equipment. Some unique features are a fully trapped stage floor; 8-foot-by-32-foot flexible apron deck; dimmer per circuit lighting distribution; and an independent intercom system. The building houses faculty offices, a rehearsal hall, an art gallery and a box office.

The Visitors Center, a four-story building, houses the Office of Graduate and Continuing Studies and SC Events (Campus Conferencing) and provides rooms for guests of the College. The building also contains the Macklanburg Gallery, which exhibits the Berman Collection and works of art by Albert and Arland Christ-Janer.

### Other Buildings

Classrooms, studios for fashion design, dance, music and drama, and student offices are located in several traditional and modern buildings; administrative offices are centered principally in Lela Raney Wood Hall.

Also on campus are the experimental arena-type Warehouse Theatre with seating for about 300; the Johnson Plant Laboratory (greenhouse); and the Audrey Webb Child Study Center, housing the Stephens College Children's School. Stephens Stables, including indoor and outdoor arenas, paddocks and rings, and two stable blocks, are close to the main campus. The indoor arena, renovated in 1999, furnishes all-weather accommodations for riding instruction and horse shows.

## Academic Regulations and Policies

Students are held responsible for understanding the academic policies and procedures of the College as published in the undergraduate catalog, course schedules, and advising materials.

### Academic Policies

#### Academic Calendar

The Stephens College residential academic calendar consists of first semester (fall term) and second semester (spring term). Each semester includes two sessions and a final examination period. Some residential and performing arts programs offer summer programs and courses. Graduate and online programs offer a summer semester with a full selection of coursework.

##### Semester I (Fall Term)

15 weeks

*Session 1:* 8 weeks; *Session 2:* 8 weeks

##### Semester II (Spring Term)

15 weeks

*Session 3:* 8 weeks; *Session 4:* 8 weeks

#### Academic Integrity

Stephens College is a community of scholars committed to truth. The validity of a Stephens College degree depends upon the integrity of the work that it represents. Academic dishonesty violates the ethical standards of our community and stunts students' intellectual and personal development. Stephens has therefore adopted an academic dishonesty policy that imposes penalties for students who commit acts of academic dishonesty.

#### Academic Dishonesty

Academic dishonesty includes but is not limited to the following:

1. Committing plagiarism. Plagiarism means presenting another person's work as one's own. The work in question could be research data, a text of any kind, a performance, musical composition, design, work of visual art, photograph, film, video, choreography, or any other type of intellectual property, whether copyrighted or not. This includes buying another person's work from any source and presenting it as one's own.
2. Cheating. Cheating means engaging in any dishonest behavior on examinations, tests, quizzes, assignments, or any other academic activity. This includes use or attempted use of unauthorized assistance, collaboration (unless expressly permitted by the instructor), and unauthorized possession of examinations or other academic materials belonging to a member of the college faculty or staff.
3. Engaging in activities that disadvantage another student, including destruction, defacement, alteration or unauthorized removal of resource materials, or sabotaging another student's work.
4. Turning in substantially the same work for more than one course (unless expressly permitted by the instructors).
5. Misrepresenting oneself or one's circumstances in order to obtain an advantage in academic activities.
6. Using copyrighted material without obtaining the appropriate rights or permissions. The material in question could be a computer program, a text of any kind, a performance, musical composition, design, work of visual art, photograph, film, video, choreography, or any other type of copyrighted material.
7. Fabricating or falsifying any data, information, or citation in an academic activity.
8. Aiding another student in any act of academic dishonesty.

The procedures to be followed in cases of academic dishonesty are outlined below.

1. An instructor suspecting academic dishonesty will first make a concerted effort to confer with the student.
2. If, after conferring with the student, or attempting to confer with the student, the instructor is convinced the student is not guilty of academic dishonesty, the matter will be dropped.
3. If, after conferring with the student, the instructor is convinced the student is guilty of academic dishonesty, the instructor will impose the penalty or penalties specified in the course syllabus. If the instructor has not stated a penalty or penalties in the syllabus, the penalty will be no more severe than a grade of failure or no credit for the assignment in question. If the instructor imposes a failing grade for the course, the student will not be allowed to withdraw to avoid the penalty. The instructor is required to report all acts of academic dishonesty to the office of the Vice President for Academic Affairs. The report will be forwarded to the Academic Standing Committee. A record of every incident of academic dishonesty will be retained in the office of the VPAA.
4. If the student chooses to appeal the instructor's decision she/he may request a hearing before the Academic Standing Committee by delivering a written request and all supporting evidence to the office of the VPAA within ten (10) days of notification of the instructor's decision. Pending the outcome of the hearing the student should continue to attend the class.
5. Having received a request for a hearing from the office of the VPAA, the chair of the Academic Standing Committee will, in a timely manner, convene the committee for the hearing. The committee chair will notify the student and the instructor of the time and place of the hearing at least three (3) days prior. The student and the instructor have the right to appear in person in front of the committee at the hearing. If he or she considers it advisable, the committee chair may invite other individuals to take part in the hearing. The hearing will provide a fair opportunity for both the student and the instructor to present fully the specific details of the case. Upon conclusion of the hearing, the Academic Standing Committee will rule by vote in closed session. The Committee will notify the student, the student's academic advisor and instructor of its decision in writing. The written notification will clearly outline the consequences of subsequent instances of academic dishonesty by the student. The Academic Standing Committee may decide:
  - a. To confirm the instructor's finding and impose the penalty or penalties specified in the course syllabus, or
  - b. To confirm the instructor's finding and in consultation with the instructor, impose a different penalty, or
  - c. To reverse the instructor's finding, impose no penalty and direct the instructor to impose no penalty.
6. In addition to the hearings described above, the Academic Standing Committee will separately review all cases in which a student is guilty of academic dishonesty on more than one occasion. In these cases, the Committee may recommend to the Vice President for Academic Affairs that the student be placed on disciplinary probation, be suspended from the College, or be expelled from the College.
7. In cases of academic dishonesty that affect a degree already conferred, the Academic Standing Committee will make a recommendation to the President of the College regarding revocation of the degree.
8. All decisions of the Academic Standing Committee are final.

### Falsification of College Records

Falsification of College records or of records provided to the College is grounds for disciplinary action. Failure to declare college credit attempted or earned elsewhere is considered falsification of records. Incidents will be reported to the Academic Standing Committee, which will follow the same procedures outlined for academic dishonesty.

### Academic Appeals

A student may appeal an academic action that they deem to be arbitrary, capricious, prejudiced or contrary to College policy or procedure. In all academic appeals except a grade appeal, the student consults the registrar and submits a written petition to the Academic Standing Committee. The written petition shall set forth all reasons and documentation as to why the student feels that an academic policy or procedure was not followed. The committee will carefully review the petition and determine a resolution to the appeal. The appropriate College officials and the student will be notified in writing of the committee's decision.

In the case of a grade appeal, (1) the student shall speak with the instructor. The student may ask to see the instructor in the department chair's office or she may ask her adviser or the student advocate to accompany her to the appointment. The student must take all her graded work to the interview and inquire how the final grade was determined. The instructor may agree that a grade change is appropriate. If so, the instructor shall complete a Change of Grade form in the Office of the Registrar. An instructor may change a grade without review by the Academic Standing Committee if the change is processed within one semester after the grade is assigned. Grades that have been on record for more than one semester may not be changed unless approved after an examination of the circumstances by the Academic Standing Committee. (2) If the discussion with the instructor and the department chair does not resolve the issue, the student may petition in writing the Academic Standing Committee, giving the committee complete information, including the syllabus and all the graded work she did for the class, and why she believes the final grade was arbitrary, capricious or contrary to College policy. (3) The committee will ask the instructor how grades were assigned for all students in the class and why the petitioner received her grade. (4) The committee will carefully review all grade work and other pertinent information and will decide whether to uphold the grade or change it. In exceptional cases where a grade change is called for, the committee, after consulting with the instructor, will direct the registrar to change the grade. All parties will be notified in writing of the committee's decision.

### Attendance Policy

Stephens College emphasizes the importance of active participation in courses. A student must attend the first class meeting to confirm enrollment in each course. If the student does not attend the first meeting, the instructor has the right to require the student to drop the course.

Students are expected to attend class. Absence from class for any reason counts as an absence and does not exempt a student from completion of all work required for a course. All off-campus, College-sponsored activities are voluntary; they do not allow students unexcused absences from classes. Students who know of a pending absence are responsible for notifying the instructor so arrangements can be made to complete the work. It is the instructor's prerogative to decide whether or not work may be made up.

Instructors determine the attendance policy for their classes. It is permissible to use attendance as a factor in determining a student's grade. Each instructor is expected to announce an attendance policy at the beginning of a course and to state the policy in the syllabus.

### Catalog Authority

The degree plan for an individual student is in accordance with the catalog in effect at the time a student first enrolls at Stephens. If a student declares a minor, or changes their major, the degree plan will be in accordance with the catalog in effect at the time the minor or change of major was declared.

### Course Credit and Semester Hours

At Stephens, course credit is counted in semester hours. In general, a three semester hour course consists of 45 hours of instructional time in the classroom. Courses are completed in a semester or in a session (half a semester). The same amount of instructional time is scheduled for courses receiving the same amount of credit, whether taught in the semester or session format. Credit transferred from other regionally accredited colleges or universities is converted into semester hours.

### Degree Plan

Potential graduates are required to file an application for graduation and a completed degree plan check sheet at least one semester prior to the semester in which they expect to receive a degree. The registrar and department chairs evaluate each senior's degree plan. Students and their advisers receive copies of the evaluations. When deficiencies are identified in a degree plan, it is the student's responsibility to make the necessary adjustments that will allow them to complete graduation requirements.

### Obligation of the College in the Event of Curtailment of Programs

Stephens College will not be obligated to refund any fees for room, board, tuition or other charges, nor will it assume liability for any kind of curtailment of operations resulting from weather, accident, fire, war, or riot; nor from lack of faculty or other personnel, lack of materials, supplies, or equipment, or any cause not involving gross negligence on the part of the College.

### Retention Information and the Student Right to Know Act

In compliance with the Student Right to Know Act, Stephens publishes the current applicable data in the College catalog. Detailed information about the retention rate of students at Stephens College is available on request from the Vice President for Student Services.

### Withdrawal Policy

Any student who withdraws from the College during the course of the academic year must provide written notification to the Vice President for Student Services. A student is legally registered until he/she provides a written notification. The date of notification is the date of withdrawal, unless a later date is requested. Students are expected to leave within 48 hours of the date of withdrawal. If any refund is due upon withdrawal, it will be made on the basis of the written notification and the tuition and fees refund policy in effect that year. If the student withdraws from the College on or after the first day of class, a grade of "W" will be recorded as a final grade for all classes in which the student was enrolled. Students withdrawing from the College will not receive partial credit for courses that were not fully completed.

### Academic Courses and Credits

#### Transfer Credit

Students are required to submit an official transcript for all work completed at any other college or university prior to or after enrolling at Stephens. *It is considered a form of academic dishonesty not to declare these enrollments.* The student who applies for admission, re-admission or reinstatement to Stephens is responsible for having each institution send an official transcript directly to the Office of Admission. After entry to the college, transcripts are sent directly to the Office of the Registrar.

All college-level coursework completed with a C or better at an accredited institution of higher education and oriented toward a baccalaureate degree, including dual credit earned while in high school, will be evaluated for credit at Stephens College. Transfer credit is incorporated into the academic record either as elective credit or to count toward specific degree requirements. Credit will be granted only once for equivalent courses. The relevant faculty or Dean will review new requests for transfer credit course equivalencies and determine which courses count toward liberal arts requirements. The registrar and the appropriate Dean or faculty designee will evaluate credit that may apply toward a major or minor upon submission of appropriate descriptive information. Credit accepted will be included in the cumulative hours earned but neither grades nor grade points earned at other institutions will be used in the computation of the Stephens College grade point average. Credit earned at institutions that have non-regional accreditation and all credit earned 20 or more years prior to admission will be considered for transfer, but only on a course-by-course basis as approved by a Dean or faculty designee.

#### Advanced Placement, International Baccalaureate Credit and Credit by Examination

Students who participate in the Advanced Placement Program (AP), an International Baccalaureate (IB) Program, or the College Level Examination Program (CLEP) may have score reports sent to the registrar for evaluation. Credit gained with AP scores of 4 or 5 will advance the degree program or fulfill Liberal Arts requirements, as appropriate. Credit gained with AP scores of 3 will earn elective credit. Likewise, credit earned for scores of 4 or better on the higher-level IB examinations and scores at or above the 50th percentile on the CLEP examinations will advance the degree program or fulfill Liberal Arts requirements, as appropriate. Credit earned through AP, IB, or CLEP will be recorded with a grade of S, and this credit will not affect the student's grade point average.

Students who have not participated in the AP or CLEP examination programs, but who believe themselves to be advanced in a particular area of study, may ask to be examined by appropriate department faculty for possible awards of Credit by Examination or placement in an advanced class. When credit is awarded it will serve as elective credit or to meet a specific degree requirement, as recommended by the faculty. Advanced placement carries no credit award, but may serve as a prerequisite for another course. Credit by Examination does not affect the grade point average. The College charges a minimal fee per course credit awarded through Credit by Examination.

#### Mid-Missouri Associated Colleges and Universities (MMACU)

Through the Mid-Missouri Associated Colleges and Universities (MMACU) consortium arrangement among mid-Missouri higher education institutions, undergraduate students may enroll at member colleges and universities in courses not available at Stephens. Stephens students do not pay additional tuition for enrollment through the MMACU program; however, special course fees may be required. All MMACU enrollments are on a space-available basis. To participate, students must have completed at least one semester at Stephens College, be in good standing and have met appropriate prerequisites. Students must follow the drop-add, attendance and other academic policies of the institution they visit. MMACU institutions include Lincoln University (Jefferson City), William Woods University (Fulton), Westminster College (Fulton) and the University of Missouri (Columbia). A similar arrangement is also available through Columbia College (excluding online and evening programs). Course schedules for MMACU institutions and Columbia College are available on their web sites. Information about enrolling is available in the Registrar's office.

Stephens College accepts for transfer college-level courses enrolled through the University of Missouri Center for Independent Study. The Center catalog is available online. UMC tuition is charged at the lower- or upper-division rate for UMC independent study and is to be paid by the student upon enrollment. Credit earned through this program counts as elective credit toward degree requirements at Stephens, as liberal arts credit if approved by the registrar, or as credit for a major or minor if approved by the department chair.

### Independent Study

Students may consider independent study to help realize special academic interests and goals. Three types of independent study are available at Stephens. Special Studies recognize learning that is achieved through work-related experiences. Readings are available in subjects not offered in the regular curriculum; at least one major research paper will be required. In a Project the study culminates in a project that is supported by readings and short papers. Independent study allows the student to explore subjects not available in the regular curriculum. The credit is elective unless the study is approved by the Dean of Liberal Arts to meet a liberal arts requirement or by a department chair to count toward a major or minor.

### Course Prerequisites

Prerequisites are eligibility requirements for a course. A student who fails a prerequisite course may not enroll in the succeeding course unless the prerequisite course has been successfully repeated or the student has obtained the permission of the instructor.

### Course Prefixes and Numbers

The prefix of a course represents the academic discipline. Course numbers progress according to divisions: 100- and 200-level series are lower-division courses, 300- and 400-level series are upper-division courses; and 500-level and above are graduate division courses.

### Course Load

To be classified as full-time, a student must carry at least 12 semester hours per semester. All residential students are to be full-time, unless admitted as a part-time student or unless permission to register for less than 12 semester hours has been granted by the Vice President for Student Services. A typical full-time student course load in a Bachelor of Arts or a Bachelor of Science program is 15 semester hours per semester, plus up to 2 semester hours in an activity, such as applied music or physical activity. Exceptional students in these degree programs who maintain at least a 2.33 cumulative GPA may obtain permission from their advisor to register for the maximum semester hours allowed per semester (18 semester hours). Students in a three-year Bachelor of Fine Arts program have automatic permission to enroll in 18 semester hours. An additional fee is assessed for course loads in excess of 18 semester hours. Students may not exceed 20 hours per semester under any circumstances without the support of their advisor and permission of the relevant School Dean.

Additional hours, up to 12 semester hours, may be earned in summer school, or during summer/winter/spring inter-sessions, providing courses are available or independent study plans can be worked out with a faculty sponsor. Additional tuition is charged for credit earned in this manner, based on the fee schedule in effect at the time.

### Auditing Courses

Only lecture courses may be audited. An audit fee will be assessed. These enrollments require the signature of the instructor on an Add petition and may be added during the respective semester or session add period. A course originally registered "for credit" may not be changed to "audit credit" at a later time. Courses which count in a major or minor, or toward specific degree requirements (English composition, liberal arts, etc.) may not be audited.

### Pass/Fail Courses

Courses offered on a pass/fail basis are so identified in the catalog course description and in the course schedule. To take an elective course pass/fail that is not designated with that option, a student must get the support of the instructor and the Dean must bring the request to the Curriculum Committee for one-time approval.

### Repeated Courses

A student may be required to repeat a course in order to meet a grade requirement or may elect to repeat a course in order to improve her GPA. When a student repeats a course, the number of credits and grade earned for the repeated course will be used when calculating GPA and total credit hours earned. The original course and course grade remain on the student's transcript even though it is not used to calculate the GPA or total completed credits. Students may not receive credit more than once for an equivalent course, whether taken at Stephens College or transferred to Stephens, unless the catalog states that the course may be repeated for credit a specific number of times.

### Adding and Dropping Courses

Approval to add or drop courses must be obtained from the course instructor and the advisor. Approval forms are available in the Registrar's office and online. The student must obtain the signatures of the instructor and the adviser on the approval form and file the form with the Registrar's office. The drop or add will not be registered until the form

is filed with the Registrar. Students enrolled in LBA107/108 may not drop without permission from the Director of Liberal Arts.

Students may add courses up to the end of the first week of the semester. Students may drop classes through the third week of the semester and may withdraw from courses through the ninth week of the semester. For session courses, one week is allowed to add a class and four weeks are allowed to drop a class. Drop-add and withdraw deadlines are published and distributed to all students and advisers in each semester's Schedule of Courses. Summer drop/add dates vary with the summer course length. It is the students' responsibility to know the drop/add deadlines for each course in which they enroll and meet these deadlines.

A grade of "W" (withdraw) will be recorded as a final grade for all courses withdrawn from after the end of the drop period up until the deadline for withdrawing from a class. If a student stops attending a class and does not drop or withdraw from the class by the deadlines stated on the Schedule of Classes, a grade of "F" for the class will be recorded.

The registrar will not approve a request to withdraw from a class after grade report forms have been distributed.

If a student completely withdraws from the College on or after the first day of class, a grade of "W" will be recorded as a final grade for all classes in which the student was enrolled.

Each student has access to an up-to-date record of her class schedule through My Stephens. Students are responsible for checking the accuracy of their registration and can bring any questions to their advisor or to the Registrar's office.

### Final Examinations

The Schedule of Courses published each semester gives advance notice of the final examination schedule. Examinations are held according to the published schedule and students are responsible for meeting the schedule. A student who believes she has an appropriate reason to take an examination outside the scheduled time may do so only if the instructor and appropriate Dean approves her written request.

## Academic Performance

### Assessment

Stephens College assesses the outcomes of students' educational experiences. The Liberal Arts (LBA) program and each academic program have assessment plans in place to measure whether students have developed skills and acquired knowledge consistent with the programmatic goals and learning outcomes of the College and the major. All students participate in the assessment process according to the requirements of their academic program.

### Grade Reports

Student performance in courses is recorded in the grade report. Grade reports are issued at mid-term and at the end of each semester and summer term, and are available to students through [My Stephens](#).

### Grading Policies

Grades and grade points are assigned on the following basis: A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, F = 0.0. Grades in the A range denote excellent achievement; the B range denotes above average achievement; the C range denotes average achievement; the D range denotes below average achievement (D- is the lowest passing mark); F denotes unacceptable (failing) work. An instructor may lower a grade or reduce the credit towards the final grade in a course for excessive absences. Faculty are expected to discuss their grading system at the beginning of each course and include their grading policy in the course syllabus. Students should not hesitate to ask an instructor to explain the grading system employed in a class.

Grades for pass/fail courses are recorded as "S" (Satisfactory) or "U" (Unsatisfactory). An "S" grade grants credit but no grade points. A "U" grade counts as an "F" in the grade point average.

An "I" (incomplete) mark may be assigned at the discretion of an instructor. The "I" may stand on the student record only up to the end of the subsequent semester, excluding summer terms. An "I" becomes an "F" if coursework is not completed and a grade reported by the end of the following semester or by an earlier deadline set by the instructor.

Other grades include: "RE" denotes no credit, no grade points, must re-enroll in course and is only used for LBA 107/108 and certain graduate courses. A "W" mark indicates a late drop with permission and carries no grade points.

### Grade of Incomplete

A student who completes most of the work in a course at a passing level, but is unable to complete the work on time due to extenuating circumstances, may speak with the instructor to see if receiving an "I" (incomplete) mark is warranted. Up to one semester is allowed to complete the coursework, unless the instructor sets an earlier deadline. If

the work is not submitted by the deadline, the grade automatically becomes an F. If unusual circumstances indicate the need, the instructor may grant one additional semester to complete the course. An incomplete does not affect the GPA in the semester it is assigned. Students who receive incompletes are ineligible for a deans' list that semester.

### Grade Points

The number of grade points earned for a class is computed by multiplying the semester hours by the point value of the letter grade. Semester averages are computed by dividing the number of grade points earned by the number of semester hours carried. Cumulative averages are computed by dividing the cumulative number of grade points earned by the cumulative number of semester hours carried (not semester hours earned), excluding courses in which "RE" or "S" grades are assigned. When a course is repeated to improve a grade, the grade and grade points earned the second time nullify the previous record, but the original course and the grade assigned remain on the transcript.

### Deans' Lists (Honors and High Honors)

Full-time students who are enrolled in at least 12 semester hours of graded (A-F) credit who have no incompletes and who earn a semester GPA that meets the standards described below will be named by the Vice President for Academic Affairs and the Vice President for Student Services to a dean's list at the end of each semester. Part-time students who complete at least 12 semester hours over two semesters and meet these grade standards will be named to a dean's list at the end of the second semester.

Grade requirements for the dean's lists are based upon a minimum GPA determined by the Vice President for Academic Affairs and the Vice President of Student Services. Students are named to the lists at the end of the fall and spring semesters. The current GPA requirements are 3.80 or better for the high honors list and 3.60 to 3.79 for the honors list. Credit and grades earned through Stephens in an off-campus program or through the Mid-Missouri Associated Colleges and Universities consortium (MMACU) will count toward eligibility for a dean's list.

### Graduation with Honors

Eligibility to graduate with honors is based upon criteria adopted by the faculty of Stephens College.

Undergraduate students who have earned 60 hours of graded credit from Stephens College and meet degree requirements are eligible for Latin Honors.

- Summa Cum Laude - 3.90 to 4.00
- Magna Cum Laude - 3.80 to 3.89
- Cum Laude - 3.70 to 3.79

Graduation "With Honors" is available to undergraduate students completing between 36 and 59 graded credit hours at Stephens College and meeting degree requirements with a cumulative GPA of 3.7 or above.

This policy applies to both residential and continuing studies undergraduate students.

Degree candidates who have the requisite GPA in the semester prior to graduation will be nominated for graduation honors. Actual honors are determined after final grades are recorded and it is ascertained that requirements have been met. Graduation honors are noted on the diploma and official transcript.

## Academic Progress

### Classification of Students

Students are classified according to the amount of semester hours earned. Freshman: 0.0 to 26.99 hours; sophomore: 27.0 to 53.99 hours; junior: 54.0 to 89.99 hours; senior: 90 or more semester hours.

### Satisfactory Academic Progress

The goal of satisfactory academic progress is to achieve no less than the 2.00 cumulative (overall) GPA required to receive a degree from Stephens College. Students who carry a standard load of 15 semester hours per semester, maintain at least a 2.00 cumulative GPA, and meet all other degree requirements can expect to receive a baccalaureate degree in four academic years. Students who carry fewer courses or who repeat courses in order to improve their GPA should plan to attend summer school or enroll more than four years.

Good academic standing is attained when at least a 2.00 (C) semester average is earned over 12 semester hours or more and at least a 2.00 cumulative GPA is maintained.

### Probation

A student whose semester grade point average (GPA) is between 1.00 and 1.99, but whose cumulative GPA remains above 2.00, will be placed on academic probation.

Probationary students who meet the 2.00 semester GPA requirement, but whose cumulative GPA remains below 2.00, will remain on probation until a 2.00 cumulative GPA is achieved.

Students who enter the college on conditional status or who are placed on probation must carry 12 semester hours and earn a semester GPA above 1.99 by the end of the second semester after being placed on probation or conditional status. If these conditions are not met, the student will be placed on academic suspension.

### Suspension

Students who do not earn a semester GPA of 2.00 or better by the end of the second semester on probation will be placed on academic suspension.

Students who earn less than a 1.00 GPA in any semester will be placed on academic suspension. Suspended students are not eligible to enroll at the College.

### Reinstatement

A suspended student may discuss her case with the Vice President for Student Services to determine if there were extenuating circumstances that affected her academic performance. If the Vice President for Student Services determines that such extenuating circumstances existed, the suspended student may petition the Academic Standing Committee for reinstatement. The committee will review the student's record and supporting evidence and will make a decision that takes the circumstances into account, while upholding the academic standards of the College. The committee may recommend that the student be reinstated under specific conditions. Reinstated students who do not meet the conditions set by the committee during their first semester following reinstatement will be suspended again without the option of immediate appeal.

A student may also apply for reinstatement after enrolling at another regionally accredited institution for one semester and earning a 2.00 semester GPA for at least 12 semester hours. Applications for reinstatement under these conditions are processed through the Office of Admissions. When a student is reinstated, her eligibility for financial assistance will be reviewed under the criteria explained in the section "Academic Standing Criteria for Financial Assistance" below.

### Academic Standing Criteria for Financial Assistance

Students receiving financial aid must fulfill certain criteria to determine that they are in good standing and maintaining satisfactory progress in their course of study. For financial assistance purposes, a full-time student must maintain satisfactory academic progress defined as successful completion of at least 21 semester hours per year with a cumulative 2.00 GPA. Students who carry a normal load of 15 semester hours per semester, who maintain a 2.00 cumulative GPA and who meet other degree requirements, can expect to receive a baccalaureate degree in four academic years. For purposes of financial aid, Stephens College sets a maximum time frame of six academic years for a full-time student to complete a baccalaureate degree. At the end of each semester, a determination of continued eligibility for financial assistance is made. Any student who fails to meet the established criteria will be placed on financial probation for one semester. Continued failure to meet the established criteria will result in suspension of financial assistance and loss of all eligibility for financial assistance.

In the event of loss of eligibility of financial assistance due to extenuating circumstances, the student may appeal to an Appeals Committee for reinstatement of financial assistance eligibility. The student must complete the Financial Assistance Appeal Statement, which is available from the director of financial aid. Examples of extenuating circumstances, which must be documented by the student and which would be considered by the Appeals Committee include the death of a relative of the student or an injury or illness of the student.

Where there are no extenuating circumstances, the student may petition for reinstatement of financial assistance eligibility when she subsequently obtains academic standing consistent with the established criteria as stated in the first paragraph of this section.

Successful course completion requirements for financial assistance eligibility will be pro-rated for transfer, three-quarter and half-time students. GPA requirements are the same for part-time students as for full-time students.

### Academic Services

**IT IS THE STUDENT'S RESPONSIBILITY TO UNDERSTAND AND COMPLETE ALL REQUIREMENTS NECESSARY FOR GRADUATION FROM STEPHENS COLLEGE.**

### Academic Advising

Every student is assigned a faculty advisor upon entering Stephens College. Advisors are assigned based on a student's area of academic interest. The advisor works with the student to plan an individual program of studies and activities. The faculty adviser is available to students for information, advice, support, and discussion of academic

goals, class performance, and career goals. Students meet with advisors on specific days scheduled each semester and by appointment.

Faculty members treat student-adviser conferences confidentially. When appropriate, referrals may be made for professional counseling.

### Instructional Resources

Department collections—materials that are the working tools of a department—are housed in the various academic departments and supplement the collections of the Hugh Stephens Resources Library. They include the Department of Art's collection of more than 5,000 color and black-and-white slides and 1,000 mounted prints; and the Art History Program's collection of more than 35,000 art history color slides and special collection of art reproductions. Studio and practice instruments available to music students include grand pianos, studio spinets, a two-manual neoclassic Aeolian-Skinner pipe organ and a Rutkowski and Robinette two-manual harpsichord.

Special media facilities are located in the Helis Communication Center and include KWWC-FM, a 1,250-watt radio station, and a fully equipped television studio.

The Department of Fashion boasts the Historical Costume Collection of more than 12,000 garments and accessories of European and American origin. The collection spans the years from 1750 to the present. Fully equipped drawing and design studios are available for student use.

### Student Success Center

The Academic Resource Center is an individualized tutoring center that provides assistance to all Stephens College undergraduates who want to improve their academic skills and performance. The goal of the center is to assist students who desire additional help beyond that provided by course instructors. Professional staff are available to help with writing, research skills, math, business, computing, study skills, and time management. Drop-in visits are welcome but appointments are recommended. Students may request up to three appointments a week. No fees are charged for services. The Center is located in Stamper Commons. Hours of operation are posted outside the Center and also on the website.

### Transcripts

A transcript is an official copy of the student's permanent academic record bearing the College seal and the signature of the registrar. Official transcripts are available to students upon written request in the Office of the Registrar. Copies of transcripts will not be released to students with an unpaid balance at Stephens College resulting from charges for tuition and fees, fines, or other assessments.

The fee charged for an official transcript is \$10, paid in advance. Transcripts are normally sent by the Office of the Registrar to the receiving institution. If a student requests an official transcript for herself, the words "Issued to Student" will appear on it. A currently enrolled student may obtain an information copy (unofficial) of her academic transcript by logging into [My Stephens](#).

### General Degree Requirements: Bachelor of Arts, Bachelor of Fine Arts and Bachelor of Science Degrees

The Stephens College residential program offers three baccalaureate degrees and an associate in arts degree. The baccalaureate degrees are the Bachelor of Arts, the Bachelor of Fine Arts, and Bachelor of Science.

The following general requirements apply to students in the residential program who earn the Bachelor of Arts, the Bachelor of Fine Arts, and Bachelor of Science. A student in the residential program is one admitted through the Office of Admissions, regardless of where the student resides.

#### Academic Residency Requirement

Academic residency for the residential program is met by one of the following: full-time enrollment for at least seven semesters, full-time enrollment for at least six semesters with at least 12 hours of advance placement (AP) or college hours earned before initial enrollment, or full-time enrollment for at least three semesters for transfer students. Part-time students meet the academic residency requirement. The last 15 semester hours of credit in all degree programs must be earned through Stephens College or its programs. Under certain circumstances this requirement may be waived with permission from the Vice President for Academic Affairs.

#### Application for a Degree, Graduation

Potential degree candidates must file a graduation application and a completed degree plan check sheet with the registrar by the dates posted by the Registrar's Office. A graduation fee of \$100.00 will be charged. Associate and baccalaureate degrees are granted in December, May and August to students who qualify academically and have met

their financial obligations. Commencement is held in May and December of each academic year. Students who file a plan with the registrar that enables them to graduate the following August may participate in May Commencement.

### Waivers of Degree Requirements or Other Academic Policies

Under unusual or extraordinary circumstances, some students will have reason to petition for the waiver of an academic policy or procedure. Such students submit a written petition to the Academic Standing Committee for consideration. Supportive statements written on behalf of the student by the faculty adviser, other faculty or a student life staff member are usually requested by the committee. A decision is made by the committee and communicated to the student.

## Degree Completion

### Number of Courses and GPA

A baccalaureate degree requires completion of all specific and general requirements, a minimum of 120 semester hours of college-level credit and a cumulative GPA of 2.00 or higher. All baccalaureate degrees require completion of at least 36 semester hours of advanced-level courses (300 level or above). Advanced-level semester hours include all 300-level and above courses taken in the major, the minor, as electives, or as upper level liberal arts requirements.

A baccalaureate degree requires completion of at least one major. Students are expected to declare a major prior to attaining junior standing. General information about the types of degrees offered at Stephens is given below. Specific information about the requirements for each major is found in the Programs of Study section of the catalog.

### The Bachelor of Arts Degree

A Bachelor of Arts degree may be in a single-discipline or interdisciplinary, or be a student-initiated major.

A Bachelor of Arts degree includes at least 24 semester hours of specified credit, of which at least 15 semester hours must be at or above the 300 level. As many as 45 semester hours may be required in the major, including courses within and outside the prefix of the major. The last 15 semester hours in all degree programs must be earned through Stephens College or its programs.

A student-initiated Bachelor of Arts degree, including the Liberal Studies major, is subject to the above guidelines and is planned jointly by the student, her adviser, and the department chairs or coordinators who represent the primary disciplines that will comprise the major. Declaration forms and guidelines are available in the Office of the Registrar.

### The Bachelor of Science Degree

A Bachelor of Science degree may be in a single discipline or interdisciplinary, or be a student initiated major.

A Bachelor of Science degree includes at least 45 semester hours of specified credit, of which at least 15 semester hours must be at or above the 300 level. As many as 57 semester hours may be required in the major, including courses within and outside the prefix of the major. The last 15 semester hours of credit in all degree programs must be earned through Stephens College or its programs.

A student-initiated Bachelor of Science degree is subject to the above guidelines and is planned jointly by the student, her adviser, and the department chairs or coordinators who represent the primary disciplines that will comprise the major. Declaration forms and guidelines are available in the Office of the Registrar.

### The Bachelor of Fine Arts Degree

The Bachelor of Fine Arts degrees may be in a single discipline or interdisciplinary, or be a student-initiated major.

The Bachelor of Fine Arts degree must include at least 60 semester hours of specified credit of which at least 15 semester hours must be at or above the 300 level. A Bachelor of Fine Arts degree may specify up to 75 semester hours of required credit in the major, including courses within and outside the prefix of the major. The last 15 semester hours of credit in all degree programs must be earned through Stephens College or its programs.

A student-initiated Bachelor of Fine Arts degree is subject to the above guidelines and is planned jointly by the student, her adviser, and the department chairs or coordinators who represent the primary disciplines that will comprise the major. Declaration forms and guidelines are available in the Office of the Registrar.

### Minors

Students completing a baccalaureate degree program may elect to include a minor selected from those offered by the academic areas of the college. There is no student-initiated minor. The requirements for minors are found in the Programs of Study section of the catalog. A minor requires a minimum of 15 semester hours, of which 6 semester hours must be 300-level or above. Students may elect additional courses in the prefix of the minor, up to a maximum of 24 hours. Only one course required for a major may also count toward a minor. If a major and minor require more than one common course, additional department approved courses of a comparable or higher level must be added to the requirements for the minor to meet the minimum number of credit hours required to earn the minor. Completed minors are recorded on the student's academic transcript but not on the diploma.

### Concentrations

A concentration consists of 15 to 24 semester hours organized exclusively for inclusion in the Liberal Studies major. The concentration may be disciplinary, interdisciplinary or interdepartmental. One advanced-level course (3 semester hours) is to be designated as the capstone (senior requirement) course.

### Double Majors and Dual-Degree Programs

Students may earn a double major by completing all general and specific requirements for two majors that are available in the same degree program, after which a single diploma is awarded. Students may submit their application for a double major after completing at least two semesters and earning 27 credit hours at Stephens College, and must have a cumulative GPA of 3.0 or higher. There may be no more than four shared courses between the two majors, and all course substitutions must be approved by the Department Chairs of both departments.

Students may earn dual degrees by completing the general and specific requirements that pertain to two degree programs, such as a Bachelor of Arts major and a Bachelor of Science major, and completing a minimum of 150 semester hours. The student will receive a diploma for each degree. A dual-degree program may require additional semesters to complete. Double majors or dual degrees may not be earned within similar programs (e.g. Fashion Design and Fashion Communication). Plans for dual degrees must be reviewed and approved by the student's advisor and relevant dean(s).

### Associate in Arts Degree

The Associate in Arts degree requires completion of a two-year academic program based primarily in the liberal arts.

The Associate in Arts degree may be conferred in December, May or August. Applications for this degree must be filed in the Office of the Registrar one semester in advance of the date on which the degree is to be awarded (the graduation fee will be charged). The requirements are as follows:

**Residency:** A student who enters as a freshman must be a full-time student for at least four semesters; transfer students must enroll full-time for at least two semesters. Part-time students must earn 24 semester hours through Stephens College to meet the residency requirement. The last 15 semester hours in the degree program must be earned through Stephens College.

**Liberal Arts:** Completion of all lower division liberal arts courses including Composition I and II or its equivalent.

**Semester Hours and GPA:** A minimum of 60 semester hours of college-level credit and a cumulative GPA of no less than 2.0 (C) are required.



Lela Raney Wood Hall

## Administrative Personnel

**President**, Dianne M. Lynch, B.A., 1979, M.A., 1986, University of Wisconsin-Madison; Ph.D., 2006, McGill University. Stephens 2009.

**Director of Information and Technology Services**, Mark Brunner, B.S., 1976, M.S., 1981, University of Missouri. Stephens 2011.

**Vice President for Academic Affairs**, Annette Digby, B.S., 1974, M.Ed, 1976, Mississippi State University; Ed.D, 1989, University of Alabama; Stephens 2012.

**Director of Library and Information Services**, Corrie Hutchinson, B.S., 2001, Truman State University; M.A., 2003, University of Missouri-Columbia; M.A., 2009, University of Missouri-Columbia. Stephens 2006.

**Registrar**, Linda Sharp, B.A., 2002, Stephens College. Stephens 1997.

**Dean of the School of Fashion and Design**, Monica McMurry, B.F.A., 1982, Stephens College; M.S., 1993, University of Missouri-Columbia. Stephens 1999.

**Dean of the School of Humanities and Sciences**, Tara Giblin, B.S., 1991, University of Illinois–Urbana; Ph.D., 1997, University of Missouri–Columbia. Stephens 2001.

**Dean of the School of Interdisciplinary Studies**, Leslie Willey, B.A., 1983, Stephens College; M.Ed., 1987, Ph.D., 2002, University of Missouri–Columbia. Stephens 1997.

**Dean of the School of Organizational Leadership and Strategic Communication**, Susan Bartel, B.S., 1980, M.Ed., 1981, Ed.D., 2012, University of Missouri-Columbia. Stephens 2006.

**Dean of the School of Performing Arts**, Beth Leonard, B.S., 1972, University of Kansas; M.A., 1973, Central Missouri State University; M.F.A, 1984, University of Missouri-Kansas City. Stephens 1991.

**Director of Institutional Research**, Isaac Tuttle, B.S., 2004, University of Missouri-Columbia. Stephens 2011.

**Vice President for Finance and Administration**, Lindi F. Overton, B.A., 1974, Lindenwood College; M.S., 1987, University of Missouri; Ph.D., 1997, St. Louis University; CPA License, State of Oregon. Stephens 2011.

**Director of Accounting**, Josh Henggeler, B.S., 2004, M.A., 2004, University of Missouri; C.P.A., 2006, State of Missouri. Stephens 2011.

**Director of Human Resources**, TBD.

**Director of Facilities Management**, Greg Mankey, Stephens 1987.

**Vice President of Strategic Enrollment Management**, Suzanne Sharp, B.S., 1990, St. Cloud State University; M.S., 2000, Central Missouri State University. Stephens 2004.

**Director of Enrollment Operations**, Chris Collier, B.S., 1999, University of Missouri-Columbia. Stephens 2004.

**Director of Financial Aid**, Paul Gordon, B.S., 1986, Truman State University. Stephens 2010.

**Vice President for Student Services, Director of Athletics**, Deb Duren, B.S., 1973, Southwest Missouri State University; M.Ed., 1990, University of Missouri-Columbia. Stephens 1984.

**Director of Residence Life**, Ryan Smith, B.A., 2002, University of Missouri-Columbia. Stephens 2012.

**Director of Health Services**, TBD.

**Director of Career Development**, Amanda Roberts, B.A., 2003, Monmouth College, M.Ed., 2005, University of South Florida. Stephens 2007.

**Director of Leadership, Programming, and Diversity**, Yvonne Chamberlain, B.F.A., 2001, Stephens College. Stephens 2010.

**Vice President for Marketing and Public Relations**, Amy Gipson, B.J., 1994, University of Missouri-Columbia. Stephens 1995.

**Vice President of Philanthropy**, Shannon Blankenship Walls, B.F.A., 1993, Stephens College. Stephens 1995-2004, 2006.

**Director of Alumnae and Donor Relations**, Marissa Todd, B.A. 2002, J.D. 2005, University of Missouri-Columbia; M.B.A., 2010, Stephens College.

**Director of Corporate and Foundations Relations**, Betsey Shay, B.A., 1980 Wellesley College. Stephens 2011.

**Director of Philanthropy**, Jessie Kwatamdia, B.S., 1992, M.S., 1997, Kansas State University. Stephens 2012.

**Director of Philanthropy**, Jackie Walters, B.A., 2000, M.B.A., 2010, Stephens College. Stephens 2011.

**Dean of Faculty Emeritus**, Eugene F. Schmidlein, A.B., 1950, Conception College; M.A., 1956, Notre Dame University; Ph.D., 1962, University of Missouri. Stephens 1959.

**Board of Trustees**

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Robert C. Smith

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## Faculty

**Andes, Tom**

Music  
B.S., 1981, University of Missouri; Stephens 2006.

**Andrews-McClymont, Jennifer**

Psychology  
B.A., 2001, Emory University; M.A., 2003, University of London; M.A., 2007, Ph.D., 2011, Emory University. Stephens 2011.

**Bartek, M. Caroline**

Fashion  
B.A., 2003, B.A., 2003, Dominican University. Stephens 2011.

**Bartel, Susan**

Dean, School of Organizational Leadership and Strategic Communication  
B.S., 1980, M.Ed., 1981, Ed.D., 2012, University of Missouri-Columbia. Stephens 2006.

**Beard, Ellen**

Equestrian Studies  
B.A., 1984, Business Administration, Stephens College. Stephens 2006.

**Bichler, Lois A.**

Natural Sciences  
B.A., 1984, St. John's University, Ph.D., 1993, University of Minnesota. Stephens 1993.

**Buchanan, Kirsteen**

Fashion  
B.F.A., 1983, Stephens College; M.A., 2000, University of Missouri-Columbia. Stephens 1996.

**Campbell, Margaret A.**

Women's Studies, Director of Student Success Center  
B.S., 1972, Missouri Southern State College; M.Ed., 1974, University of Arkansas. Stephens 1974.

**Carr, Deborah**

Dance  
B.F.A., 1973, Stephens College. Stephens 2003.

**Clark, Judith Petterson**

English and Creative Writing  
B.A., 1963, Lindenwood College; M.A., 1967, Kansas State Teachers College; Ph.D., 1989, Miami University. Stephens 1968.

**Clervi, Becky**

Director, Equestrian Studies  
B.S., 2008, Stephens College. Stephens 2000.

**Clouse, Sean**

Education  
B.A., 1997, M.A., 2001, M.A., 2003, Ph.D., 2005, University of Missouri-Columbia. Stephens 2002.

**Cothren, Courtney**

Fashion  
B.S., 2000, Stephens College; M.B.A., 2008, Stephens College. Stephens 2006.

**Doyen, Robert**

Theatre  
B.F.A., 1969, Stephens College; M.A., 1974, Illinois State University. Stephens 1982.

**Elder, Rusty**

Music  
B.S., 1997, M.M. 2001, University of Missouri-Columbia. Stephens 1999.

**Ellsworth-Smith, Pamela**

Music  
B.M.E., 1978, Arkansas State University; M.M., 1980, Loyola University. Stephens 1993.

**Estey, Carol**

Coordinator, Dance  
B.A., 1995, State University of New York, Empire State College; M.A., 1998, Tisch School of the Arts, New York University. Stephens 2008.

**Friedman, Robert**

Art  
B.F.A., 1980, M.F.A., 1989, University of Missouri-Columbia. Stephens 1991.

**Galikin, Cynda**

Theatre  
B.F.A., 1987, M.A., 1991, Washington University; M.F.A., University of Iowa, 2002. Stephens 2008.

**Giblin, Tara**

Dean, School of Humanities and Sciences  
B.S., 1991, University of Illinois-Urbana; Ph.D., 1997, University of Missouri-Columbia. Stephens 2001.

**Gray, Kate**

Graphic Design  
B.F.A., 1985, University of North Texas. Stephens 2007.

**Hartwell, Elizabeth**

Dance  
School for the Creative and Performing Arts High School. Stephens 2008.

**Hedge, Lamby**

Theatre  
B.A., State University of New York, Fredonia; M.A., University of Kansas, Lawrence; M.F.A., University of Pittsburgh. Stephens 1998.

**Hedges, Mimi**

Director, Liberal Arts  
A.S., 1988 Iowa Lakes Community College; B.A., 1980, The College of Wooster; M.F.A., 1983, Case Western Reserve University. Stephens 1983-91, 2002.

**Hutchinson, Corrie**

Director, Library and Information Services  
B.S., 2001, Truman State University; M.A., 2003,  
University of Missouri-Columbia. Stephens 2006.

**Kilgore, Jennifer**

Theatre  
B.F.A., 2002, Creighton University; M.F.A., 2006,  
University of Missouri-Kansas City. Stephens 2007.

**Kogut, Kate Berneking**

English and Creative Writing  
B.A., 1998, M.A., 2002, Ph.D., 2007, University of  
Missouri. Stephens 2003.

**Lawrence, Christine**

Psychology  
B.A., 1986, Washburn University, M.A., 1990, Ph.D.,  
1997, University of Missouri-Columbia. Stephens 2004.

**Ledda, Margaret**

Director, Health Information Administration  
B.S., 2000, St. Joseph's College; M.B.A., 2002,  
Dowling College; RHIA, 2008. Stephens 2007.

**Leonard, Beth**

Dean, School of Performing Arts  
B.S., 1972, University of Kansas; M.A., 1973, Central  
Missouri State University; M.F.A., 1984, University of  
Missouri-Kansas City. Stephens 1991.

**Lowary, Maureen**

Fashion  
B.F.A., 1980, Rhode Island School of Design. Stephens  
2004.

**Marks, Christina (Tina)**

Fashion  
B.A., 1985, University of Missouri. Stephens 2008.

**McMurry, Monica**

Dean, School of Fashion and Design  
B.F.A., 1982, Stephens College, M.S., 1993, University  
of Missouri-Columbia. Stephens 1999.

**Nichol-Caddy, Joshua**

Digital Film  
B.A., 2006, Northwestern University; M.A., 2011,  
University of Missouri-Columbia. Stephens 2011.

**Nichols, Cheryl**

Coordinator, Music  
B.M.E., 1987, University of Missouri-Columbia.  
Stephens 2001-01, 2005 to present.

**Parke-Sutherland, Tina**

English and Creative Writing  
B.A., 1970, M.A., 1972, Northern Michigan University;  
M.F.A., 1986, University of Alaska; Ph.D., 1991,  
University of Michigan. Stephens 1991.

**Patel, Sara**

Equestrian Studies  
B.S., 2002, Stephens College. Stephens 2006.

**Phillips, Jeffrey M.**

Natural Sciences  
B.S., 1981, University of Central Florida; M.S., 1986,  
Ph.D., 1994, North Carolina State University. Stephens  
2001.

**Sanders, Gina**

Interim Director, Graduate Counseling Program

**Schneeberger, Sharon**

Education  
B.S., 1965, M.S., 1967, Oklahoma State University;  
Ph.D., 1977, George Peabody College for Teachers of  
Vanderbilt. Stephens 1985; 2005.

**Schultz, Daniel**

Theatre  
B.F.A., 2000, M.S.L., 2010, Stephens College.  
Stephens 2008.

**Shackelford, Pam**

Business and Marketing  
B.S., 1990, Columbia College; M.B.A., 1993, Maryville  
University. Stephens 2004.

**Smith, Orlando**

Business and Marketing  
B.A., 1991, Missouri Southern State College; M.A.,  
1998, Webster University. Stephens 2007.

**Somerville, Kris**

English and Creative Writing  
B.A., 1987, College of the Ozarks; M.A., 2000,  
University of Missouri. Stephens 2000.

**Terry, James H.**

Liberal Arts, Art History  
B.A., 1981, Wesleyan University; M.A., 1992, Ph.D.,  
1998, University of Missouri-Columbia. Stephens 1988.

**Thompson, Chase**

Digital Film  
B.S., Columbia College, 2005. Stephens 2007.

**Thompson, Mark**

Liberal Arts, History  
B.A., 1995, Dalhousie University; M.A., 1996,  
University of Toronto; Ph.D., 2007, University of  
Toronto. Stephens 2008.

**Willey, Leslie**

Dean, School of Interdisciplinary Studies  
Director of Curriculum and Instruction Program  
B.A., 1983, Stephens College; M.Ed., 1987, Ph.D.,  
2002, University of Missouri-Columbia. Stephens 1997.

**Wiseman, Jonna**

Integrated Media  
B.A., 1991, Stephens College. Stephens 2005.

**Yost, Kerri**

Digital Film  
B.A., 1994, University of Missouri-Columbia; M.A.T.,  
2001, Central Missouri State University. Stephens  
2005.

**Zirngibl, Ryan**

Theatre

B.A., 2006, University of Wisconsin; M.F.A., 2009,  
University of Missouri-Kansas City. Stephens 2009.

**Zylstra, Alexandria**

Liberal Arts, Law

B.J., 1994, J.D., 1997, LL.M., 2001, University of  
Missouri–Columbia. Stephens 2002.

## Alumnae Association Board

The members of the Alumnae Association Board are volunteers who provide leadership and serve as a voice for more than 24,000 alumnae of Stephens College. This dynamic group formulates and implements programs for alumnae to assist their College in the areas of fund raising, student recruitment, area chapters and class programming, career development and general outreach.

Jennifer Brinkmann 1995  
Villa Ridge, MO 63089  
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Aimee Davenport 1998  
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Carol Ann Dove 1967/1969  
Tucker, GA 30084  
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Sally Wibbenmeyer Gregory 1998  
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[sallywgregory@mac.com](mailto:sallywgregory@mac.com)

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[jhafter@cox.net](mailto:jhafter@cox.net)

Shatenita L. Horton 2006  
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Karen Deiwert Jason 1973  
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Rebecca Sandel Lane 1978  
Seattle, WA 98108  
[reblane@gmail.com](mailto:reblane@gmail.com)

Doris Painter Littrell 1958  
Columbia, MO 65201  
[DLittrell3@centurytel.net](mailto:DLittrell3@centurytel.net)

Julie Mitchell-Barney 1979  
Westchester, OH 45069  
[Jmitch4870@aol.com](mailto:Jmitch4870@aol.com)

Mildred Swearengen Patterson 1960  
Richardson, TX  
[anniemsp@aol.com](mailto:anniemsp@aol.com)

Jenny Stahl 2005  
Baltimore, MD  
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Dotty Hanny Swatek 1960  
Burlington, WI 53105  
[dottyswatek@gmail.com](mailto:dottyswatek@gmail.com)

Michelle Todman 1983  
Parsippany, NJ 07054  
[mtodman@dsi.com](mailto:mtodman@dsi.com)

## School of Fashion & Design

Dean, Monica McMurry, M.S.

Programs of Study:

Majors:

Fashion Communication, BFA  
Fashion Design and Product Development, BFA  
Fashion Marketing and Management, BS  
Interior Design, BFA

Minor:

Interior Design

By recognizing and developing individual potential, the School of Fashion and Design educates and challenges students to negotiate the dynamic global marketplace as distinctive, creative, ethical professionals. We are committed to providing a respectful, supportive, collaborative community that cultivates intellectual agility, marketable creativity, technical excellence, and a passion for a life of learning and leading.

### Fashion Communication

The interdepartmental program in fashion communication is a unique opportunity for students wishing to prepare for a career within the fashion fields of journalism, promotion or special events. Planned cooperatively by the fashion, graphic design, and integrated media departments, the fashion communication program allows students to master the skills necessary for professional success. Students apply critical decision making and practical experience learned through problem solving both within the classroom and internships.

The Fashion Communication program at Stephens College gives students many options. A minor in one of the following areas may also be considered: marketing, management, business/finance, interior design, event planning, or creative writing.

Fashion communication options include: fashion journalism, reporting and editing, fashion advertising, public relations, publicity, visual merchandising, store planning, special event coordination and fashion photography. Students who maintain a commitment to fashion communication will find themselves among the most well-prepared undergraduates in the nation.

### Fashion Design and Product Development

Fashion is one of America's leading industries. Stephens College offers a Bachelor of Fine Arts degree that prepares students to become professionals in fashion design and product development. A major in fashion at Stephens is further distinguished and enriched by a liberal arts foundation. Through our program, Stephens women prepare themselves for a wide variety of positions in fashion design. Our alumnae can be found in all aspects of the global fashion industry.

The Fashion Design and Product Development program provides the technical and creative skills necessary for success in this exciting field. Computerization is incorporated into several design courses as an integral part of the fashion industry's future. The program at Stephens includes guest critics who are actively involved in the industry. Students are required to complete an internship and encouraged to participate in one of our study abroad programs. In addition to our standard fashion degrees, students may elect to develop a self-initiated major during the sophomore year that combines fashion with at least one other discipline. All self-initiated majors require approval by the School of Design and Fashion faculty.

### Fashion Marketing and Management

The interdepartmental program in fashion marketing and management provides a unique opportunity for students wishing to prepare for a career in that field. The program is significant in its emphasis on necessary specialized skills, within the larger context of the liberal arts offerings of the College. Planned cooperatively by the School of Design and Fashion and the Department of Business and Marketing, the fashion marketing and management program allows students to master the skills necessary for professional success through the application of those skills to instances of critical decision-making and hands-on, real industry projects in classroom and internship experiences.

Fashion marketing and management at Stephens College gives the student many options. Depending on individual career goals, students may wish to consider a minor in one of the following areas: Graphic Design, Special Event Planning, Integrated Media or Interior Design. These combinations increase the student's competitive edge when seeking employment at managerial levels. Career options for our graduates have included: manufacturer's

representative, visual merchandiser, store manager, merchandise buyer, stylist, fashion editor/journalist, public relations director, product developer and planner, to name a few. Stephens encourages a student to consider entrepreneurial goals as well. The Fashion department also allows the student to change directions in her education if she finds newly examined options are better suited to her goals. Students who maintain a commitment to fashion marketing and management throughout their education at Stephens will be among the most well-prepared undergraduates in the country.

### Interior Design\*

As part of the School of Design and Fashion, interior design students learn that good design balances creative expression and marketable function. Students will work with instructors who are practicing interior designers to develop their own creative styles while exploring all facets of the interior design industry. Coursework is a strong mix of expert knowledge and hands-on projects that prepare students to complete the NCIDQ test after graduation. In addition, this BFA is enriched through a strong grounding in the liberal arts along with the possibility for student chosen minors.

Advancing through this program allows students to become more familiar with the industry and delve into concepts of sustainability, ergonomics and special populations. Along the way, students employ greater use of technology and gain real-world experience. The culmination of the program is a Senior Capstone course that provides the student with the opportunity to work hand-in-hand with a mentor on a design project reflecting her specific area of interest.

Graduates of our program prepare themselves for positions such as consultants, interior designers, project managers, owning their own home furnishing business, a manufactures representative or designing their own furniture or fabric. All students will be given the education, experience and examination to enhance the function and quality of interior spaces. (*\*Note: Majors and minors are not being accepted into this program at the present time*)

## Fashion Degrees

### Requirements for the B.F.A. Major in Fashion Communication

The bachelor of fine arts major in fashion communication requires the completion of 30 hours of liberal arts requirements, 32 semester hours in FAS, 15 semester hours in IME, 9 semester hours in GDE, 9 semester hours in BUS/ MPA, 6 semester hours of required electives, and 4 hours of FAS capstone coursework for a total of 76 hours in the major. Students must earn a C- or better in all required courses within the Bachelor of Fine Arts in fashion communication degree. Students may not continue to the next level class until the prerequisite class is passed with a C- or better. An overall G.P.A. of at least 2.0 in all major courses is required.

### Required Courses

#### Fashion Courses:

FAS 170: Survey of the Fashion Industry (3 hrs.)  
FAS 203: Textiles (3 hrs.)  
INT 210: Pre-Internship Seminar (1 hr.)  
FAS 275: Fashion Communication (3 hrs.)  
FAS 303: Product Development (3 hrs.)  
FAS 305: Visual Merchandising and Display (3 hrs.)  
FAS 310: Fashion Show Production and Coordination (3 hrs.)  
FAS 335: Fashion Journalism (3 hrs.)  
FAS 345: Art Direction and Photo Styling (3 hrs.)  
FAS 375: 20th Century Costume (3 hrs.) OR FAS 315: Pre-20th Century Costume (3 hrs.)  
FAS 492: Fashion Industry Internship (1 hr.)  
FAS 493: Current Issues in the Global Fashion Industry (3 hrs.)  
FAS 496: Post-Internship Seminar (1 hr.)

#### Required Integrated Media Courses:

IME 101: Media and Culture (3 hrs.)  
IME 103: Writing for the Mass Media (3 hrs.)  
IME 207: Newswriting and Reporting (3 hrs.)  
IME 208: Digital Photography (3 hrs.)  
IME 290: Creating Online Media (3 hrs.)

#### Required Graphic Design Courses:

GDE 120: Graphic Design I: Typography (3 hrs.)  
GDE 210: Graphic Design II: Digital Imaging (3 hrs.)  
GDE 310: Publication Design (3 hrs.)

#### Required Business and Marketing Courses:

BUS 171: Foundations of Business (3 hrs.)  
BUS 250: Principles of Marketing (3 hrs.)  
MPA 205: Public Relations: Principles and Practices (3 hrs.)

#### Required Senior Capstone Courses:

FAS 485: Capstone Project: Research (1hr.)  
FAS 486: Senior Capstone Project (3 hrs.)

#### Choice Classes (6 hours):

*Choose two from the following list:*

BUS 331: Integrated Marketing Communications (3 hrs.)  
BUS 354: Consumer Behavior (3 hrs.)  
ENG 240: Writing Creative Non-Fiction (3 hrs.)  
FAS 201: Product Analysis (3 hrs.)  
GDE 110: Principles of Design (3 hrs.)  
GDE 320: Advertising Design (3 hrs.)  
IME 192: Digital Video Editing (3 hrs.)  
IME 211: Documentary/News Production (3 hrs.)  
IME 307: Advanced Newswriting and Reporting (3 hrs.)  
MPA 240: Nuts and Bolts of Event Planning (3 hrs.)  
MPA 330: Advanced Events Planning and Management (3 hrs.)  
MPA 403: Strategic Writing (3 hrs.)

### Requirements for the B.F.A. Major in Fashion Design and Product Development

The bachelor of fine arts major in fashion design and product development requires the completion of liberal arts requirements and 74 semester hours in FAS, including a fashion-related internship. In addition, 9 semester hours in Art and 3 semester hours in BUS are required. Students must earn a C- or better in all required courses within the bachelor of fine arts in fashion design and product development program. Students may not continue to the next level class until the prerequisite class is passed with a C- or better.

#### Required Courses

ART 105: Beginning Drawing (3 hrs.)  
ART 201: Life Drawing (3 hrs.)  
ART 203: Painting/Color (3 hrs.)  
BUS 250: Marketing (3 hrs.)  
FAS 111: Clothing Construction I (3 hrs.)  
FAS 170: Survey of the Fashion Industry (3 hrs.)  
FAS 192: Introduction to Apparel Manufacturing (3 hrs.)  
FAS 201: Product Analysis (3 hrs.)  
FAS 203: Textiles (3 hrs.)  
FAS 214: Draping and Patternmaking I (5 hrs.)  
FAS 220: Computer-Aided Patternmaking (2 hrs.)  
FAS 246: Fashion Drawing (3 hrs.)  
FAS 248: Advanced Fashion Drawing and Illustration (3 hrs.)  
FAS 303: Product Development (3 hrs.)  
FAS 315: Pre-20th Century Costume (3 hrs.)  
FAS 316: Draping and Patternmaking II (5 hrs.)  
FAS 320: Computer-Aided Design (3 hrs.)  
FAS 325: Advanced Computer Aided Design (2 hrs.)  
FAS 330: Sportswear and Dresses (3 hrs.)  
FAS 340: Sportswear: Active, Swim and Casual (3 hrs.)  
FAS 375: 20th Century Costume (3 hrs.)  
FAS 403: Tailored Design: Suits and Outerwear (2 hrs.)  
FAS 404: Tailored Design: Suits and Outerwear (2 hrs.)  
FAS 405: Senior Collection: Line Development (4 hrs.)  
FAS 420: Computer-Aided Manufacturing (2 hrs.)  
FAS 466: Senior Collection: Studio (3 hrs.)  
FAS 468: Portfolio Development (2 hrs.)  
FAS 492: Fashion Industry Internship (1 hr.)  
FAS 493: Current Issues in the Global Fashion Industry (3 hrs.)  
FAS 496: Post-Internship Seminar (1 hr.)  
INT 210: Pre-Internship Seminar (1 hr.)

### Requirements for the B.S. Major in Fashion Marketing and Management

The bachelor of science major in fashion marketing and management requires completion of liberal arts requirements, 33 semester hours in FAS, and 15 semester hours in BUS. In addition, students are required to take 3 hours in ECO, and 6 hours in ACC. Students must earn a C- or better in all required courses within the Bachelor of Science fashion marketing and management program. Students may not continue to the next level class until the prerequisite class is passed with a C- or better. BUS 350: Principles of Finance is not a required course, but it is strongly recommended for the student considering graduate school.

#### Required Courses

ACC 210: Accounting I (3 hrs.)  
ACC 220: Accounting II (3 hrs.)  
BUS 171: Introduction to Entrepreneurship (3 hrs.)  
BUS 225: Principles of Management (3 hrs.)  
BUS 250: Marketing (3 hrs.)  
BUS 305: Human Resource Management (3 hrs.)  
BUS 331: Integrated Marketing Communications (3 hrs.)  
ECO 202: Microeconomics (3 hrs.)  
FAS 170: Survey of the Fashion Industry (3 hrs.)  
FAS 203: Textiles (3 hrs.)  
FAS 270: Foundations of Fashion Marketing Management (3 hrs.)  
FAS 285: Concepts of Retail Control (3 hrs.)

FAS 303: Product Development (3 hrs.)  
FAS 310: Fashion Show Production and Coordination (3 hrs.)  
FAS 314: Fashion Industry Strategies and Decision Making (3 hrs.)  
FAS 315: Pre-20th Century Costume (3 hrs.) **or** FAS 375: 20th Century Costume (3 hrs.)  
FAS 401: Applied Fashion Marketing Management Project (3 hrs.)  
FAS 492: Fashion Industry Internship (1 hr.)  
FAS 493: Current Issues in the Global Fashion Industry (3 hrs.)  
FAS 496: Post Internship Seminar (1 hr.)  
INT 210: Pre-Internship Development (1 hr.)

*Plus three hours from the following:*

FAS 111: Clothing Construction (3 hrs.)  
FAS 201: Product Analysis (3 hrs.)  
FAS 305: Visual Merchandising and Display (3 hrs.)  
BUS 350: Principles of Finance (3 hrs.)  
BUS 354: Consumer Behavior (3 hrs.)  
BUS 362: Professional Communication (3 hrs.)

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## Fashion Courses

### **FAS 105: Fashion Presentation: Modeling**

(1 hr.)

(Open to all students; required for first-time Modeling Group members)

A modeling course that benefits anyone interested in good carriage and an ability to move with assurance and poise. A "performance" class in which students learn runway modeling.

### **FAS 111: Clothing Construction**

(3 hrs.)

(Open to all students; lab fee charged)

A laboratory course in basic clothing construction techniques and skills. Students learn types of silhouettes and garment details by completing samples then constructing at least three garments. Emphasis is placed on developing analytical and critical-thinking skills.

### **FAS 170: Survey of the Fashion Industry**

(3 hrs.)

(Open to all students)

Survey course that explores careers in the apparel industry. Topics include: the fashion cycle, production, distribution, marketing and merchandising fashion to the consumer.

### **FAS 192: Introduction to Apparel Manufacturing**

(3 hrs.)

(Prerequisites: FAS 111 with a C- or better; lab fee charged)

A laboratory course exploring advanced sewing techniques of clothing construction and mass production. Emphases include sewing on a variety of fabrics, learning the function and operation of different sewing machines (including industrial models), costing and quality control. Students complete samples, then construct a fully lined jacket and garment of their choice that fulfill class requirements.

### **FAS 201: Product Analysis**

(3 hrs.)

(Prerequisite: FAS 170 with a C- or better.)

An introductory course to acquaint the fashion student with foundational skills needed for the product developer. Topics covered will include the principles and elements of design, color theory, trend and market research, garment styles and parts, flat and mechanical drawings, an overview of fabric types and uses, developing a line of garments, and industry sewing techniques.

### **FAS 203: Textiles**

(3 hrs.)

(Prerequisite: FAS 170 with a C- or better and sophomore standing; lab fee charged)

A study of textiles with emphasis on the interrelationships of fibers, yarn structures, fabric construction and finishes. Application of this knowledge to an understanding of textile behavior and how the fabric determines the character, performance and care of a garment. Students research new fibers and government legislation related to textiles.

**FAS 214: Draping & Patternmaking I**

(5 hrs.)

(Prerequisites: FDP majors: FAS 192 with a C- or better; TCD majors: FAS 111 and concurrent enrollment in THA 352; lab fee charged)

Basic principles of draping and flat pattern making: bodice, skirt and dress. A visual understanding of garments will be provided by draping muslins and making paper patterns. Original student design may be critiqued for eligibility to Jury of Selection.

**FAS 220: Computer-Aided Patternmaking**

(2 hrs.)

(Prerequisite: FAS 214 with a C- or better; lab fee charged)

Basic principles of computer patternmaking explored through a series of exercises. The student will develop the problem-solving and technical skills necessary to develop patterns on the computer.

**FAS 230: Pre-Studies Abroad in Fashion**

(2 hrs.)

(Prerequisites: completion of one or more courses of the following prefix(es) with a C- or better: FAS, HUM, ARH and ART and a 3.0 or higher GPA)

A tour preparation course for the fashion study abroad programs. Designed to provide the student with a cultural, historical and practical background that supports an international educational experience.

**FAS 246: Fashion Drawing**

(3 hrs.)

(Prerequisite: ART 201 and FAS 192 with a C- or better; lab fee charged)

Learn the fashion figure's proportions and the effect of different fabrics on the body by drawing from a live model. Croquis are developed, as are techniques of rendering floats and mechanical drawings to illustrate garment details. Fabrics are rendered with a variety of media. Exercises involve designing women's wear for different categories of dress including designer and better sportswear.

**FAS 248: Advanced Fashion Drawing and Illustration**

(3 hrs.)

(Prerequisite: FAS 246 with a C- or better; lab fee charged)

Focuses on fashion illustration and may include study of proportions as well as fabrics and designs appropriate for men's and children's wear. Live models used extensively to gain better understanding of fashion figures. Exploration of graphic design principles, layout and different media for advertising, promotion and fashion presentation.

**FAS 270: Foundations of Fashion Marketing Management**

(3 hrs.)

(Prerequisite: FAS 170 with a C- or better)

An introductory course that provides an overview of fashion retailing functions. Focus is placed on retail math and students will learn to analyze profit factors and apply mathematical concepts to solve merchandising problems.

**FAS 275: Fashion Communication**

(3 hrs.)

(Prerequisite: FAS 170 and IME 101 with a C- or better grade; lab fee charged)

A study of the marketing and promotional strategies used within the fashion communication field. Students will study the purposes, procedures, methods and techniques used in various fashion promotional activities. Special attention will be given to the unique language of fashion advertising and its specific applications.

**FAS 280: Topics in Fashion**

(1 - 3 hrs.)

(Prerequisite: dependent on topic being offered; taught at irregular intervals; lab fee may be charged)

Courses developed to fit current trends in fashion design, product development, marketing and management.

**FAS 285: Concepts of Retail Control**

(3 hrs.)

(Prerequisites: FAS 270, BUS 250 or concurrent enrollment, and ACC 210 or concurrent enrollment with a C- or better grade or permission of instructor)

A study of the principles involved in the management of the functional areas of any retail organization: planning, management, merchandising, promotion, sales and personnel with special emphasis on merchandise operation and control functions including the six-month buying plan.

**FAS 290: Fashion Tours**

(1 hr.)

(Prerequisite: completion of one FAS course, an overall 3.0 GPA or higher, or permission of tour instructors)

New York Tour (spring break). Study and research in the New York fashion market, theatres, museums and more. Every other year in January or February fashion trip to MAGIC in Las Vegas. Fee charged. Trips to other venues or cities on a pre-announced basis.

**FAS 303: Product Development**

(3 hrs.)

(Prerequisites: BUS 250 and FAS 203 with a C- or better; Junior standing)

Focus on utilizing fashion skills to develop and market branded lifestyle products. A variety of fashion-related goods are analyzed from conception to distribution. Domestic and foreign markets are explored and global trade issues are discussed. Group projects involve role playing and problem solving.

**FAS 305: Visual Merchandising and Display**

(3 hrs.)

(Prerequisite: FAS 275 or FAS 285 with a C- or better.)

The study of display techniques and visual merchandising employed by the fashion industry. This course will examine the tools, techniques, principles and elements of display that sell merchandise. An important component of this course will be "hands-on" activities. Individual creativity will be strongly encouraged.

**FAS 310: Fashion Show Production and Coordination**

(3 hrs.)

(Prerequisites: FAS 203, with a C- or better, BUS 250 and junior standing)

The examination of fashion promotion includes faculty lectures and student projects. A detailed study of the processes involved with staging a successful fashion show. Knowledge applied to production of several events and the annual spring fashion show.

**FAS 314: Fashion Industry Strategies and Decision Making**

(3 hrs.)

(Prerequisites: BUS 250, FAS 285 or FAS 303, or concurrent enrollment, with a C- or better grade and junior standing)

A course designed to interpret fashion marketing and management principles through the case analysis method. Students encouraged to analyze and develop alternative courses of action for a variety of situations. Includes discussion of moral and ethical issues in the fashion industry.

**FAS 315: Pre-20th Century Costume**

(3 hrs.)

(Prerequisite: LBA 108 or equivalent course, and FAS 170 and FAS 203 for fashion majors, with a C- or better and junior standing)

A study of social history and the resulting costumes worn by men, women and children from primitive times through the 1800s. Emphasis on how politics, economics, and technology affect the changing silhouettes of each period. Writing intensive.

**FAS 316: Draping & Patternmaking II**

(5 hrs.)

(Prerequisites: FAS 214, FAS 203 and FAS 246 with a C- or better or concurrent enrollment; lab fee charged)

Students strengthen and broaden draping and patternmaking skills by applying acquired techniques to a wide variety of garment silhouettes. Tailored, loose-fitting and bias-cut garments will be studied. Original student design may be critiqued for eligibility to Jury of Design.

**FAS 320: Computer-Aided Design**

(3 hrs.)

(Prerequisite: FAS 248 with a C- or better and computer proficiency; lab fee charged)

Using various programs, students learn to create garment flats and illustrations, scan and manipulate fabrics and visuals, and design textiles and graphics. Emphasis is on the computer as a design tool, and using a variety of techniques and programs to achieve effects.

**FAS 325: Advanced Computer Aided Design**

(2 hrs.)

(Prerequisite: FAS 320 with a C- or better; lab fee charged.)

Computer course in which students utilize Lectra/Kaledo to create textile designs. Students will also be exposed to texture mapping and storyboards. Color modes, color matching and printing considerations will be discussed. Class time divided between instructor demonstrations, student exercises and arranged laboratory time for independent work.

**FAS 330: Career Sportswear and Dresses**

(3 hrs.)

(Prerequisite: FAS 248 and FAS 340 with a C- or better; lab fee charged)

Better sportswear and dress class in which students develop portfolios of original designs, which are critiqued by a professional designer. Two ensembles are constructed by the student, using a variety of fabrics. Pattern grading,

markers, spec sheets, and costing follow the design work.

**FAS 335: Fashion Journalism**

(3 hrs.)

(Prerequisites: FAS 275, IME 207 with a C- or better grade; lab fee charged)

Writing intensive course in which students research and write a variety of types of stories, from editorial to factual to promotional. Emphasis on researching, reporting and editing fashion stories. Types of written communication covered may include: business stories, features, essays, commentary/opinion, interviews, trend forecasts, show reviews, product reviews.

**FAS 340: Sportswear: Active, Swim and Casual**

(3 hrs.)

(Prerequisite: FAS 316 and FAS 248 with a C- or better; lab fee charged)

Students develop a portfolio of original designs, including designs necessitating two- and four-way stretch fabrics. A professional designer critiques work, and the student constructs three ensembles.

**FAS 345: Art Direction and Photo Styling**

(3 hrs.)

(Prerequisite: IME 208, GDE 210, FAS 305 with a C- or better grade; lab fee charged)

Lab course in which students conceive and execute photo shoots in order to tell visual stories, accompany written work or sell products. Students study and practice creating concepts for a variety of editorial and advertising shoots. Tasks discussed and practiced include location, merchandise and photographer selection; casting; styling; sourcing props and accessories; set creation; project management; garment organization systems; directing; photo editing.

**FAS 375: 20th Century Costume**

(3 hrs.)

(Prerequisite: LBA 108 or equivalent course, and FAS 170 and FAS 203 for fashion majors, with a C- or better, and Stephens College junior standing) Writing intensive.

Focus on the impact of cultural, political and social changes in 20th century. Explores fashion and the psychology of dress in culturally diverse settings. Final research project includes in-depth study of history of dress using an assigned methodological approach.

**FAS 380: Topics in Fashion**

(1 - 3 hrs.)

(Prerequisite: dependent upon topic being offered; lab fee may be charged)

Taught at irregular intervals. Includes courses developed to fit current trends in fashion design, marketing and management. Topics may include: childrenswear; menswear; design problem solving; plus sizes; eveningwear; advanced illustration; knitwear design; visual merchandising; ethnic costume and wholesale distribution, retail math, Excel.

**FAS 390: Fashion Study Abroad Summer Tour**

(0-2 hrs.)

(Prerequisite: FAS 170, FAS 230 and a 3.0 or higher G.P.A.)

Overseas study tour with emphasis on the international fashion industry. Previous tours have been to France and Italy.

**FAS 401: Applied Fashion Marketing Management Project**

(3 hrs.)

(Prerequisites: FAS 285, FAS 314 and ACC 220 with a C- or better and senior standing. Only for declared Fashion Marketing and Management major seniors)

This in-depth capstone course for the F.M.M. degree is designed to give students the opportunity to integrate the various functional areas of the industry into one retail organization. This could include resource and merchandise planning, financial and organizational development, marketing and promotion planning into a viable and cogent merchandising unit.

**FAS 403: Tailored Design: Suits and Outerwear**

(2 hrs.)

(Prerequisite: FAS 340 with a C- or better, plus concurrent enrollment in FAS 330; lab fee charged)

Students develop portfolios of original designs of suits or coats appropriate for the bridge/designer market. A professional designer selects designs for construction. Students will use a combination of couture and industrial tailoring techniques.

**FAS 404: Tailored Design: Suits and Outerwear**

(2 hrs.)

(Prerequisite: FAS 403 with a C- or better; lab fee charged)

Continuation of FAS 403 with completion of a tailored ensemble using hand-tailored techniques.

**FAS 405: Senior Collection: Design Research and Line Development**

(4 hrs.)

(Prerequisite: FAS 330 and FAS 403 with a C- or better and Stephens College senior standing, lab fee charged. Only for declared Fashion Design and Product Development major seniors.)

Students choose a garment classification and target market, then conduct research through interviews with vendors, buyers and consumers. After designing a collection appropriate for the chosen market, a student creates production and merchandising plans to complete the product development process. A portfolio of the student's original designs is critiqued by a professional designer who selects a collection of three or more complete ensembles for the student to construct in FAS 466.

**FAS 420: Computer-Aided Manufacturing**

( 2 hrs.)

(Prerequisites: FAS 220 and FAS 466 with a C- or better; lab fee charged)

Creation and manipulation of patterns using apparel industry-specific computer software. Includes digitizing, pattern grading and marker making. Technical design and production information is generated. Class time divided between instructor demonstrations, student exercises and arranged laboratory time for independent work.

**FAS 466: Senior Collection Studio**

(3 hrs.)

(Prerequisite: FAS 405 with a C- or better; lab fee charged)

During an intense seven weeks, a student produces a senior collection as chosen in FAS 405. A minimum of three complete ensembles must be constructed. Concluding this capstone course, a student must evaluate her work and make a formal presentation before the Jury of Selection.

**FAS 468: Portfolio Development**

(2 hrs.)

(Prerequisite: FAS 466 with a C- or better; lab fee charged)

Emphasis on finished work of original designs for the final portfolio, which includes a résumé and letter of application. May be critiqued by a fashion industry professional at formal presentation.

**FAS 480: Topics in Fashion**

(1.0- 3.0 course)

(Prerequisite: dependent upon topic being offered; lab fee may be charged)

Previous topic offered: retail entrepreneurship.

**FAS 485: Fashion Communication Capstone Research**

(1 hr.)

(Prerequisites: FAS 275, 335, & 345, GDE 310, IME 290; concurrent enrollment with FAS 493; FCO major senior standing; lab fee charged)

The student conceives, researches and proposes a capstone project to be completed during spring semester. The project should incorporate skills and knowledge gained during the FCO course of study. Both written and visual research methods are utilized when preparing the proposal. Each proposal will be presented to a committee for approval.

**FAS 486: Fashion Communication Capstone Project and Portfolio**

(3 hrs.)

(Prerequisite: FAS 485 with C- or better, FCO major senior standing; lab fee charged)

This course is the senior capstone for all graduating FCO majors. The student designs and produces (or realizes) a capstone project and presents it to a committee for review and evaluation. Suggestions from the 485 committee must be incorporated. The student also creates a comprehensive body of work to be used when seeking employment or admission to graduate school. Contents may include both new work and previous work, as directed by the instructor.

**FAS 492: Fashion Industry Internship**

(1 hr.)

The student must complete 140 hours of substantive work in an approved internship with a fashion-oriented firm and complete an internship portfolio. Available summer only.

**FAS 493: Current Issues in the Global Fashion Industry**

(3 hrs.)

(Prerequisites: FAS 303 with C- or better and junior or senior standing)

Research and analysis of current issues in fashion communication, design, product development, manufacturing and merchandising for both foreign and domestic markets. Final project involves study of fashion in another country.

**FAS 494: Internship**

(2 hrs.)

(Prerequisites: INT 210 with a C- or better, and Stephens College senior status. Permission of the department is required.)

The student must complete 240 hours of substantive work in an approved internship with a fashion-oriented firm and complete an internship portfolio.

**FAS 496: Post-Internship Seminar**

(1 hrs.)

(Prerequisites: INT 210 with a C- or better, and student must have completed 140 hours of substantive work at an approved fashion-oriented firm)

Examination of case studies on the internship experience. A seven-week course in which the student reflects on her personal internship experience and shares the internship experiences of fellow learners. Emphasis is placed on the student's assessment of her own work performance, the employment environment and the internship employer. Critical thinking through effective problem solving is encouraged through the analysis and development of case studies based on the internship experience. Additionally, moral and ethical issues confronted in the work environment are examined. The student will explore post-graduation opportunities for employment that build on her internship experience.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed by the student who wishes to investigate a subject not otherwise available. All independent studies are subject to the approval of design and fashion faculty. Information about independent study may be obtained in department offices or in the Office of the Registrar. All proposed independent studies will be approved by a consensus of the entire fashion faculty prior to student registration in such a course.

## Interior Design

(Majors and minors are not being accepted into this program at the present time)

### Requirements for the B.F.A. Major in Interior Design

The bachelor of fine arts major in interior design requires the completion of liberal arts requirements and 77 semester hours of coursework in the major, including an internship. Students must earn a C- or better in all required courses within the bachelor of fine arts in interior design program. Students may not continue to the next level class until the prerequisite class is passed with a C- or better.

### Required Courses

GDE 110: Principles of Design (3 hrs.)  
GDE 120: Graphic Design I: Typography (3 hrs.)  
GDE 210: Graphic Design II: Digital Imaging (3 hrs.)  
BUS 171: Foundations of Business (3 hrs.)  
BUS 250: Marketing (3 hrs.)  
IDS 101: Interior Design Survey I: Residential and Retail (3 hrs.)  
IDS 102: Interior Design Survey II: Commercial and Healthcare (3 hrs.)  
IDS 103: Drawing I for Interiors (3 hrs.)  
IDS 200: Drawing II for Interiors (3 hrs.)  
IDS 201: Interior Design Studio I: Residential Design (3 hrs.)  
IDS 202: Interior Design Studio II: Retail Design (3 hrs.)  
IDS 203: Textiles (3 hrs.)  
IDS 205: Interior Materials: Furniture/Finishes/Fixtures (3 hrs.)  
IDS 206: Lighting/Acoustics/Ergonomics (3 hrs.)  
IDS 207: Computer-Aided Design and Drafting (3 hrs.)  
INT 210: Pre-Internship Seminar (1 hr.)  
IDS 301: Interior Design Studio III: Commercial Design (3 hrs.)  
IDS 302: Interior Design Studio IV: Healthcare Design (3 hrs.)  
IDS 307: Advanced CADD and Presentation Techniques (3 hrs.)  
IDS 310: The Practice of Interior Design (3 hrs.)  
IDS 315: History of Interiors & Architecture I (3 hrs.)  
IDS 350: Seminar and Community Outreach (2 hrs.)  
IDS 375: History of Interiors & Architecture II (3 hrs.)  
IDS 400: Applied Interior Design Project Research (3 hrs.)  
IDS 450: Professional Practice and Ethics (3 hrs.)  
IDS 468: Portfolio Development (2 hrs.)  
IDS 490: Applied Interior Design Project Studio/BFA Senior Exhibition (3 hrs.)

### Requirements for a Minor in Interior Design

The minor in Interior Design includes 18 hours of study, with four courses at the 100-200 level and two courses at 300-400. This minor gives the student a chance to enhance her major and career goals in areas such as Fashion Design, Marketing, and Communication, Graphic Design, and Theater Arts, or become part of a self-initiated major or a Liberal Studies major. The minor gives the student an overview of the four segments of interior design that compose the major: residential, retail, commercial, and healthcare. Through the study of the history of interiors and architecture and drawing for interiors, the student gains an appreciation of the past and tools to use for the future. Students may not continue to the next level class until the prerequisite class is passed with a C- or better.

IDS 101: Interior Design Survey I: Residential and Retail (3 hrs.)  
IDS 102: Interior Design Survey II: Commercial and Healthcare (3 hrs.)  
IDS 103: Drawing I for Interiors (3 hrs.)  
IDS 200: Drawing II for Interiors (3 hrs.)  
IDS 315: History of Interiors and Architecture I (3 hrs.)  
IDS 375: History of Interiors and Architecture II (3 hrs.)

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## Interior Design Courses

### IDS 101: Interior Design Survey I: Residential and Retail (3 hrs.)

(Open to all students; lab fee charged)

This survey course overviews the interior design profession regarding residential and retail design, its history, industry

and related career areas. The residential and retail design specialties are explored through hands-on projects. Emphasis on these projects focus on basic space planning, color development, furnishings, materials selections, and elevations are addressed.

**IDS 102: Interior Design Survey II: Commercial and Healthcare**

(3 hrs.)

(Prerequisite: IDS 101; lab fee charged)

Second part of the survey class, it is an exploration to the commercial and health care segments of the interior design field. The projects continue to challenge the student's knowledge of materials, space planning and broadens their knowledge with specification writing.

**IDS 103: Drawing I for Interiors**

(3 hrs.)

(Open to all students; lab fee charged)

This is a studio course focusing on design communication through architectural working drawings. During this 16 week course students will be introduced to the concepts of Orthographic projection in the form of floor plans, sections and elevations. Topics for this course will include Drafting equipment and their uses, basic technical drawing, the design process as it applies to interior environments and architectural lettering. Students will also be introduced to the professional vocabulary and symbols used in the field of architecture as they apply to the interior design profession.

**IDS 200: Drawing II for Interiors**

(3 hrs.)

(Prerequisite: IDS 103; Lab fee charged)

Students practice a variety of visual communication techniques including orthographic, isometric, axonometric and perspective drawings and quick sketching. Rendering skills are developed as student's practice rendering interior elements in detail, including finishes, fabrics and accessories. A variety of media is used to represent light, texture, color, value and form.

**IDS 201: Interior Design Studio I: Residential Design**

(3 hrs.)

(Prerequisite: IDS 101 and IDS 103 with a C- or better; lab fee charged)

Study of the concepts and requirements in residential interior design. Appropriate research methods and programming of client requirements are introduced as well as techniques of diagramming space to provide proper circulation and activity relationships. Design concept, image, color and finishes are emphasized in hands-on projects. Students will consider environmental concerns in their designs. Practicing professionals will critique final projects.

**IDS 202: Interior Design Studio II: Retail Design**

(3 hrs.)

(Prerequisite: IDS 101 and IDS 103 with a C- or better; lab fee charged)

Study of the concepts, programming, space planning and functional and aesthetic aspects of retail environments. Design concept, image, color and finishes are emphasized in hands-on projects. Practicing professions will critique final projects.

**IDS 203: Textiles**

(3 hrs.)

(Prerequisite: IDS 101 with a C- or better and sophomore standing; lab fee charged. Cross listed as FAS 203)

Textiles are the study of fabrics with emphasis on the interrelationships of fibers, yarn structures, fabric construction, dyeing, printing, and finishes. An in depth understanding of textile behavior and how the fabric determines the character, performance and care of a garment helps the student determine how to specify the appropriate textile for whatever environment is required. Students research new fibers and government legislation related to textiles. The student will investigate the properties of residential, contract fabrics, and their application. Fabric resources, typical sampling, specifying, estimating yardage, maintenance and manufacturing processes are researched and discussed.

**IDS 205: Interior Materials: Furniture/Finishes/Fixtures**

(3 hrs.)

(Prerequisite: FAS 203/IDS 203 with a C- or better; lab fee charged)

Study of the interior finish materials and component systems used in the design profession; their properties, performance, application, limitations and installation techniques, plus presentation methods including sample boards, as well as the appropriate trade sources. Methods of learning how to locate, evaluate, and modify such items as upholstered furniture, kitchen and bath equipment, hardware, floor and wall finishes, window treatments, and office systems are studied. Emphasis is placed on the preparation and development of specifications.

**IDS 206: Lighting/Acoustics/Ergonomics**

(3 hrs.)

(Open to all students.)

Focus on principles of lighting, ergonomics and acoustics in the interior environment. Lighting design basics will be

studied, including criteria, calculations, planning and layout. Human factors, including ergonomics, anthropometrics and psychological and social influences are addressed.

**IDS 207: Computer-Aided Design and Drafting**

(3 hrs.)

(Prerequisite: IDS 103 with a C- or better)

Students study concepts of 2D and 3D- dimensional drafting applications such as floor plans, furniture plans, reflected ceiling plans, and elevations. Using AutoCAD, students create, store, modify, and plot drawings.

**IDS 301: Interior Design Studio III: Commercial Design**

(3 hrs.)

(Prerequisite: IDS 102 and IDS 200 with a C- or better; lab fee charged)

Students engage in more complex projects emphasizing in-depth research and design analysis methods and *advanced programming* for large-scale commercial environments. Hands-on projects result in functional and aesthetic design solutions. Application and knowledge of building codes and ADA compliance are further developed in design project assignments. A combination of hand drawings and AutoCAD will be used. Practicing professionals will critique final projects.

**IDS 302: Interior Design Studio IV: Healthcare Design**

(3 hrs.)

(Prerequisite: IDS 102 and IDS 200 with a C- or better; lab fee charged)

Advanced design course in which students use in-depth research and design analysis methods to explore specific user-group requirements which address cultural, behavioral, and quality-of-life issues. Hands-on projects will result in functional and aesthetic design solutions. A combination of hand drawings and AutoCAD will be used. Practicing interior designers and architects will critique final projects.

**IDS 307: Advanced CADD and Presentation Techniques**

(3 hrs.)

(Prerequisite: IDS 200 with a C- or better; lab fee charged)

Emphasis on graphic communication as part of the design and communication process for interior designers.

Integration of skills and rendering employed in graphic representational methods used to analyze and describe interiors and conceptual ideas.

**IDS 310: The Practice of Interior Design**

(3 hrs.)

(Prerequisite: IDS 206)

This is an over view course of all aspects of what an interior designer is responsible for on projects. Critical thinking through effective problem solving is encouraged through the analysis and development of case studies based on a student's internship experience. Additionally, moral and ethical issues confronted in work environment are examined.

**IDS 315: History of Interiors & Architecture I**

(3 hrs.)

(Prerequisite: LBA 108/208)

Study of the history and theory of architecture, furniture, interiors and decorative arts from ancient times through mid-1800's. Emphasis on the major design periods such as Archaeological, Classic Revival, Baroque, Rococo and Neo-Classical in Middle and Western Europe, Britain and the United States. Examination of the significance and application to current design problems. Writing intensive, includes scholarship by and about women and ethnic minorities, plus the history and traditions of the major.

**IDS 350: Seminar/Community Outreach**

(2 hrs.)

(Prerequisite: IDS 202)

This course offers an opportunity for students to actively work in the interior design field by working on a community-sponsored project in the local community. Possible projects include: working with Habitat for Humanity, the Public Housing Authority, the Department of Housing and Urban Development or local contractors and developers.

**IDS 375: History of Interiors & Architecture II**

(3 hrs.)

(Prerequisite: IDS 315 with a C- or better)

Study of the history and theory of architecture, furniture, interiors and decorative arts from themid-1800's to present day. Emphasis on the major design periods in Middle and Western Europe and the United States, including the Machine Age, Arts and Crafts, Deco, Innovations and the rise of Modernism. Examination of the significance and application to current design problems, as well as the evolution of the practice and role of the design professional in society. Writing intensive, includes scholarship by and about women and ethnic minorities, plus the history and traditions of the major.

**IDS 400: Applied Interior Design Project Research**

(3 hrs.)

(Prerequisite: IDS 302 with a C- or better, declared IDS majors only; lab fee charged)

This in-depth capstone course for the I.D. degree is designed to give students the opportunity to integrate all aspects of interior design into one major project reflecting the student's chosen design interest. Students will obtain, develop and analyze data and design criteria and devise a creative concept specific to their selected areas of study. Faculty and a professional mentor will guide design development. Part one of the Capstone project.

**IDS 450: Professional Practice and Ethics**

(3 hrs.)

(Prerequisite: BUS 250, IDS 310 with a C- or better, declared IDS majors only)

Students take a practice NCDIQ exam. Examination of the profession of interior design including professional standards and practices as well as history, documents, organizations, trade resources, certification, management and ethics. Business methods, developing client relationships and client record-keeping techniques are discussed. Students will write project proposals. Ethics course.

**IDS 468: Portfolio Development**

(2 hrs.)

(Prerequisite: IDS 302 and IDS 307 with a C- or better, declared IDS majors only)

This course gives the student the time to present the body of work the student has produced over her course of study as a final portfolio. The portfolio will include a résumé, letter of application and self-promotion piece. A combination of instructors and professionals will critique the projects.

**IDS 490: Applied Interior Design Project Studio/BFA Senior Exhibition**

(3 hrs.)

(Prerequisite: IDS 400 with a C- or better, or permission of instructor)

Based on the research completed the previous semester, students prepare a capstone project in interior design which synthesizes space planning, building regulations, accessibility, lighting, furniture layouts, color finishes and materials, furniture and furnishings selections, details, and their selected methods of presentation/communication. Project will culminate with a presentation/exhibit to an audience of invited professional designers, faculty and peers. Part two of the Capstone project.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed to the fashion faculty by a student who wishes to investigate a subject not otherwise available. All independent studies are subject to the approval of the design and fashion faculty. Information about independent study may be obtained in department offices or in the Office of the Registrar.

## School of Humanities & Sciences

Dean: Tara Giblin, Ph.D.

Programs of study:

### Majors:

Biology, BS  
Biology, BA  
Creative Writing, BFA  
Creative Writing, BFA, scriptwriting emphasis  
English, BA  
Health Information Administration, BS (online program)  
Legal Studies, BA  
Liberal Studies, BA  
Psychology, BS

### Minors:

Art History  
Biology  
Chemistry  
Creative Writing  
English  
Forensic Science  
Language and Culture  
Legal Studies  
Mathematics  
Psychology  
Spanish  
Visual Arts  
Women's Studies

The School of Humanities and Sciences delivers the core curriculum that continues the College's tradition of Liberal Arts education. Our disciplines include writing, history, art and cultural studies, science, social science, literature and math. The globally-informed and women-centered courses we design and teach provide all Stephens students with the literacy, numeracy, communication, and critical thinking skills necessary for success in their careers and satisfaction in well-lived and engaged lives. Our collaborative and dynamic faculty staff nine majors and thirteen minors, and represent the best in teaching, scholarship and creative activity.

Our students actively participate at the local and national levels in honor societies in English, Science, and Psychology and have the opportunity to showcase their scholarly and creative work on campus at art shows, readings, and presentations and off-campus at regional meetings and events. Outside the classroom, faculty engage in a wide range of professional activities. Recently those activities have included writing, directing and producing a short film; publishing poetry, fiction, and non-fiction; maintaining an active practice in counseling psychology; researching Shakespearean plays, performance, and playhouses; publishing scholarly work in law journals and reaching the finalist stage in a national competition to design a major local art installation. Faculty have traveled to coach and judge local and international law school competitions; give presentations and lectures at national and international conferences; explore the meaning of liberal education in the 21st century at the Aspen Institute's Wye Faculty Seminar and engage in teaching and faculty development at a Nepali medical school.

### Art

Students in the Art program learn the language of the visual arts through projects and critiques. Beginning and advanced courses in Drawing, Painting and Printmaking afford the opportunity to explore a variety of media. Art classes are generally small, allowing for individual attention in a hands-on working environment. Art students are treated as individuals and are encouraged to work independently, in order to find their own creative paths while they develop their own artistic voice and style.

The Davis Art Gallery enriches the Stephens campus and the Columbia community by exhibiting the work of artists of all genders, ages, cultures, and styles. Courses in Art support majors in Graphic Design, Interior Design and Fashion Design and the Visual Arts minor. Students in any discipline may minor in Visual Arts.

### Art History

Courses in Art History offer students opportunities to explore the painting, sculpture, architecture and decorative arts of periods from prehistory through contemporary art. Introduction to Art History begins the study of Art History; intermediate and advanced courses concentrate on specific art-historical periods. Courses in Art History enhance majors in Theater, Dance, Film, Graphic Design, Interior Design and Fashion Design by broadening students' understanding of the contexts in which these arts developed. A minor in Art History is available for students in all disciplines.

### Biology

Built upon a cross-discipline approach, the Bachelor of Science and Bachelor of Arts in Biology involve integrated explorations and experimentation in biology, chemistry, mathematics and physics. They provide excellent preparation

for women pursuing postgraduate training for medical and dental schools, veterinary schools, occupational and physical therapy programs, and graduate school. Our graduates also successfully enter the workforce as laboratory scientists.

Academic partnerships provide an expedited route to graduate degrees in health sciences. A three-year/two-year program with Washington University in St. Louis allows the student to earn a Bachelor of Arts degree from Stephens College and a Master's degree in Occupational Therapy from Washington University. A similar three year/two year program exists leading to a Physician's Assistant degree with Chatham University, in Pittsburgh. A second agreement with Chatham University provides guaranteed entry into the Doctor of Physical Therapy Program for the Stephens College student who graduates with the appropriate requirements met. Students interested in Pre-med and Pre-vet can design an appropriate course of study within the biology program with their advisors.

Minors in Biology and Chemistry allow student in other majors in-depth explorations of these important fields.

### English/Creative Writing

Written language is a principal repository of the values of human civilization and a continually evolving tool by which we construct our lives. The English/Creative Writing program engages students in a thriving literary community that foregrounds the complexity and subtlety of texts and highlights women's writing. Students write original critical and creative work in poetry, fiction, nonfiction, screenwriting, and playwriting. Poised to lead a life of letters, graduates pursue advanced degrees and professional careers.

Students may earn a Bachelor of Arts in English, a Bachelor of Fine Arts in Creative Writing, or Bachelor of Fine Arts in Creative Writing with a scriptwriting emphasis all of which prepare students for graduate study and careers in a range of fields including law, humanities, art history, political or social sciences, philosophy, women's studies, history, writing, professional editing and production, public relations, and writing for the stage and screen.

### Forensic Science

Forensic science, the application of science to the law, encompasses the fields of biology, chemistry, social sciences and the law. This minor gives students in all disciplines an overview of the field from a cross-disciplinary perspective; providing the opportunity to gain critical thinking and hands-on science skills. Students may choose from a variety of courses in psychology and biology to complete this minor.

### Health Information Administration

The Bachelor of Science in Health Information Administration (HIA) is an online program designed to assist women and men to gain the skills required to perform the general and specific duties of Registered Health Information Administrators (RHIA's). Students will study financial management of health care institutions; risk management and quality assessment; computer applications in health information centers; management of clinical classification and reimbursement systems; and human resource administration. Satisfactory completion of the HIA Program establishes a student's eligibility to sit for the national registration examination (RHIA). The HIA program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

### Legal Studies

The Legal Studies program at Stephens is a unique preparatory program designed to accomplish three goals: prepare students to work in the legal field upon graduation, ensure our graduates have a competitive advantage when applying to law school, and prepare our students to excel in law school. The uniqueness of the program involves a skills-based approach. We teach the skills necessary for Stephens students to do well on the law school admission exam, such as critical and analytical thinking, as well as introduce students to many of the legal topics they will study in law school. For those students not pursuing law school upon graduation, the Bachelor of Arts in Legal Studies major equips students with the theoretical and substantive knowledge necessary to succeed in any law-related profession.

A joint program with the neighboring University of Missouri-Columbia School of Law (MU), the 3:3 Program allows students to complete undergraduate coursework in three years and, with a successful GPA and required LSAT score, earn early admission to MU's Law School.

A minor in Legal Studies may be combined with a major in other disciplines, and can enhance the preparedness of the student for law school, other graduate programs, or for practice in law-related fields.

### Liberal Arts

The liberal arts program grounds all the College's degree programs, striking an appropriate balance between preparing students for the careers they hope to pursue and educating them for the lives they will lead. The program provides a women-centered, globally focused course of study that introduces students to the knowledge, skills, methods and approaches of the academic disciplines that constitute the Liberal Arts. Regardless of her major, every student at Stephens completes 30 required semester hours in her Liberal Arts program.

### Liberal Studies

The Liberal Studies major is a Bachelor of Arts degree program that provides a flexible learning path for students who find their interests and talents met by combining study in two concentrations or two minors, or one concentration and one minor, selected by the student from concentrations and minors made available in Apparel Studies, Child Development, Early Childhood Education, English and Women's Studies, Studio Art, and Writing and Language, as well as a select list of minors.

### Mathematics

One of the oldest disciplines of study, mathematics allows students to experience the traditional fields of pure and applied math through introductory and limited advanced coursework. Mathematics courses are available to meet general education requirements as well as those required or recommended by major programs.

### Psychology

The psychology program builds upon the overarching goals of the liberal arts by providing a link between social and natural sciences. The curriculum is designed to develop students' critical thinking skills in both applied and empirical psychology. Students learn the importance of psychology's contribution to the improvement of the human condition at individual, community and global levels. Because psychology is an inherently interdisciplinary field, with a scope encompassing diverse investigations into the human mind from neuroscientific to developmental to clinical, a major represents a comprehensive degree for a variety of future occupational and educational goals. The B.S. in Psychology trains students in every area of psychological inquiry and prepares them for the competitive graduate school application process. Students may also be interested in the Human Development major, which relies heavily on Psychology coursework to train students for entry-level employment into occupations where a background in psychology and child development is an advantage. This major is administered through the Education program in the School of Interdisciplinary Studies.

A minor in psychology may be a valuable supplement to majors in other disciplines due to the widespread applicability of understanding both the underlying structures and ensuing functions of human behavior. A psychology minor may also enhance the preparedness of the student for graduate degrees in a variety of areas including art therapy, equine therapy, human resource management, or public relations.

Psychology minors who meet specified requirements may complete graduate work during their senior year, allowing completion of the Counseling M.Ed. graduate degree in as little as six semesters in the PLUS program.

### Spanish

Spanish coursework provides the opportunity for students to expand their knowledge of written and spoken Spanish and explore Hispanic culture and literature. Students interested in international business are encouraged to develop a student-initiated major by combining Spanish with Entrepreneurship and Business Management.

### Women's Studies

Women's Studies at Stephens is an interdisciplinary program drawing upon the expertise of faculty and student-life professionals across the campus and focusing on the construction of knowledge about women, both in the United States and in the rest of the world. In Women's Studies courses students and faculty work together to illuminate women's distinct experiences, perspectives, and concerns, as well as to explore the liberatory strategies women have employed and continue to employ throughout the world. More than 50 faculty members, representing all areas of academic life, have taught in the program since its beginning in the early 1970s when Stephens College first demonstrated national leadership in the field.

The Women's Studies Program offers a minor, but Women's Studies is also an excellent choice for students who wish to combine study in the discipline with another discipline in a student-initiated major.

## ART

### Requirements for a Minor in Visual Arts

These minors may be particularly useful for students in Fashion Design, Marketing, Advertising and Public Relations, Integrated Media, and Education, as well as for students preparing for art-related careers. These minors may also be used as part of a student-initiated major or a Liberal Studies major.

A minor in Visual Arts or Graphic Design requires completion of at least 15 semester hours, including at least 6 hours at the 300 level. All courses require a C- or better to become part of an art minor.

### Suggested Models for Visual Arts Minors

Drawing and Painting:

ART 105: Beginning Drawing (3 hrs.)

ART 201: Life Drawing (3 hrs.)

ART 203: Painting/Color (3 hrs.)

ART 301: Advanced Drawing (3 hrs.)

ART 303: Advanced Painting (3 hrs.)

Printmaking:

GDE 110: Principles of Design (3 hrs.)

ART 105: Beginning Drawing (3 hrs.)

ART 203: Painting/Color (3 hrs.)

ART 205: Printmaking (3 hrs.)

ART 305: Advanced Printmaking (3 hrs.) (repeat twice)

### Other Ways to Include Art as Part of a Major

Create a student-initiated major during the sophomore year of study that combines Art or Graphic Design with at least one other discipline such as Fashion Design, Integrated Media, Marketing and Public Relations, Theatre Arts or Digital Filmmaking for a B.S. or B.F.A. degree. The faculty of the combined disciplines work with students to create student-initiated majors that are presented to the full faculty of the chosen majors for approval.

Create a Liberal Studies major by combining study in two concentrations or two minors, or one concentration and one minor. A student must follow the prescribed departmental minor or concentration requirements.

Forms for declaring a Liberal Studies major or student-initiated major are available from the Registrar, department offices, or on the [Stephens College web site](#).

### Internships

Internships provide the student real-world experience and a platform for future employment. Internships are encouraged after the junior year. Graphic Design majors are required to complete INT 210: Internship Development and at least one 3-hr. internship.

All internship and workshop participants must be in good standing with the College, having an overall GPA of C or better.

The course number of the internship is based on the student's class, academic standing and prerequisite courses completed. After completion of an internship the student will complete assessment documents together with her employer or instructor and a grade will be awarded.

### Capstone Course

Student-initiated and Liberal Studies majors complete a capstone course comprising a written statement and a senior project usually culminating in an exhibition in the Davis Art Gallery. *December graduates must have completed ART 494: Senior Portfolio during the previous spring semester.*

## Art Courses

### **ART 105: Beginning Drawing**

(3 hrs.)

(Open to all students; model and lab fee charged)

Introduction to basic methods and media of drawing through exercises in contour, gesture, value, volume and space, perspective and composition. Still-life, landscape and life-model subjects as well as experimental studies.

### **ART 201: Life Drawing**

(3 hrs.)

(Prerequisite: ART 105 with C- or better; model and lab fee charged)

Problems in drawing the figure: human anatomy and proportion, figure composition. Continuation of practice in drawing fundamentals such as contour, gesture, volume, and value.

### **ART 203: Painting/Color**

(3 hrs.)

(Prerequisite: ART 105 with C- or better, or permission of instructor; lab fee charged)

The study of color relationships and systems of color composition, using the basic methods, materials and media of painting. Problems using still life, landscape and the human figure as a point of departure for development of creative expression. Discussion of contemporary directions in painting.

### **ART 205: Printmaking**

(3 hrs.)

(Prerequisites: ART 105 or permission of instructor; lab fee charged; may be repeated three times)

Introduction to processes such as printing on fabric, linocut, woodcut, screen printing and photo printmaking. Process emphasized may change from semester to semester or year to year. Development will be encouraged in the areas of technical control, graphic quality and effective personal expression.

### **ART 280: Topics in Art**

(1-3 hrs.)

(Prerequisite: depends on topic offered; lab fee charged)

Introduction to various topics in fine and applied art.

### **ART 294: Workshop**

(1-3 hrs.)

(Prerequisites: ART 105 and approval of faculty)

A workshop experience completed off campus.

### **ART 301: Advanced Drawing**

(3 hrs.)

(Prerequisite: ART 201 with C- or better; may be taken four times for credit; lab fee charged)

Emphasis on individual development of drawing skills with a variety of subjects. Development of the drawing as a finished work.

### **ART 303: Advanced Painting**

(3 hrs.)

(Prerequisite: ART 203 with C- or better; ART 201 recommended; may be taken four times for credit; lab fee charged)

Emphasis on individual development and personal style. Exploration of media, imagery and discussion of contemporary critical issues.

### **ART 305: Advanced Printmaking**

(3 hrs.)

(Prerequisite: ART 205 with C- or better; ART 203 recommended; may be taken four times for credit; lab fee charged)

Continued development of technical skills and personal style in various printmaking media. Printmaking process emphasized may change from semester or year to year. Development of a complete edition or series. Discussion of the aesthetics of the print.

### **ART 380: Topics in Art and Design**

(1-3 hrs.)

(Prerequisite: depends on topic offered; lab fee charged)

Various topics in fine and applied art.

### **ART 394: Art Workshop**

(1-3 hrs.)

(Prerequisites: ART 105 and approval of faculty).

A workshop experience completed off campus.

**ART 494: Senior Project**

(1-6 hrs.)

(Prerequisite: approval of faculty; lab fee when appropriate.)

A major body of independently conceived and produced work in the student's primary studio area. Evaluated by all art faculty. Offered spring semester only

## Art History

### Requirements for a Minor in Art History

Students must complete 15 semester hours in the ARH prefix, including six hours at the 300 level. The Art History minor may become part of the Liberal Studies major and student-initiated majors.

## Art History Courses

### ARH 101: Introduction to the History of Art

(3 hrs.)

(Open to all students)

Introduces students to the history of the visual arts and architecture. Students will become familiar with a wide range of artistic techniques and media and will acquire analytical tools for understanding and criticizing the arts. Students will learn to recognize the distinctive features of key periods in the history of western art from prehistory to the present day. The primary focus will be the art of the Mediterranean, Europe and post-colonial America, but the traditions of Asia, the Islamic world, Africa and ancient Mesoamerica will also be discussed. This course is intended to provide a foundation for more advanced study and to contribute to a life-long appreciation of art.

### ARH 201: Greek and Roman Art

(3 hrs.)

(Prerequisite: sophomore standing or permission of instructor)

Introduces students to the material remains of the ancient Greeks and Romans, the founders of western art and culture. Painting, sculpture, architecture and the decorative arts will be analyzed in the context of political, social and cultural institutions. Students will learn to recognize major period styles and understand how buildings and art objects functioned in Greek and Roman society.

### ARH 203: Medieval and Byzantine Art

(3 hrs.)

(Prerequisite: sophomore standing or permission of instructor)

Introduces students to the art and architecture of the Medieval and Byzantine worlds, from the Christianization of the Roman Empire in the 4th century to the brink of the Renaissance in the 14th century. We will explore sculpture, wall painting, the arts of the book, secular and religious architecture and the decorative arts (ceramics, metalwork, glass, textiles and mosaics) in the context of political, social and cultural institutions.

### ARH 205: Renaissance and Baroque Art

(3 hrs.)

(Prerequisite: sophomore standing or permission of instructor)

Focuses on painting, sculpture and architecture from the 14th to the 17th centuries in Italy and Northern Europe—one of the most brilliant periods in the history of art. Students will analyze works of art in terms of technique, iconography, function and style, and (most importantly) in terms of their meanings in the contexts of their own times and for us today.

### ARH 207: Nineteenth-century Art

(3 hrs.)

(Prerequisite: sophomore standing or permission of instructor.)

Concentrates on European and American painting, sculpture and decorative arts in the nineteenth century. The major periods studied are Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism. Artists include David, Goya, Turner, Courbet, Manet, Monet, Cassatt, Degas, Van Gogh, Gauguin and Cézanne.

### ARH 280: Topics in Art History

(3 hrs.)

Topics courses are devoted to subjects that are not covered in depth in other ARH courses, especially non-Western art.

### ARH 309: Modernism and Post-Modernism in the Arts

(3 hrs.)

(Prerequisites: one ARH course and junior or senior standing, or permission of instructor)

This course explores the arts in Europe and America from the beginning of the 20th century to the present. We focus on important styles and movements, examining both the artistic products of each and the public statements of the participants. We pay particular attention to the interconnectedness of the arts in various media. Artists featured include painters, sculptors, architects, composers, playwrights, performance artists, filmmakers and choreographers.

**ARH 317: Islamic Art and Culture**

(3 hrs.)

(Prerequisites: one ARH course and junior or senior standing, or permission of instructor)

This course introduces the art and architecture of Islam, a cultural heritage shared by one fifth of the world's population. We will investigate this subject from the perspective of the faith and traditions of Islam and the history of the Muslim world from the time of Mohammed to the present day. Topics will include secular and religious architecture, miniature painting, calligraphy, and the decorative arts. Our investigation will proceed through illustrated lectures and discussion, supplemented by films and field trips.

**ARH 355: Seminar: Women in Art**

(3 hrs.)

(Prerequisite: one ARH course and junior or senior standing, or permission of instructor; cross-listed as WST 355)

This course explores the contributions women have made to painting, sculpture and architecture from the Renaissance to the present.

**ARH 380: Topics in Art History**

(3 hrs.)

Topics courses are devoted to subjects that are not covered in depth in other ARH courses, especially non-Western art.

## Biology and Natural Sciences

### Requirements for the B.S. Major in Biology

The Bachelor of Science major in biology requires completion of liberal arts requirements and of required courses, plus electives in the natural sciences (BIO, CHM, NSC, PHY). A grade of C or better must be earned in required natural science courses (BIO, CHM, NSC, PHY) to graduate. All pre-professional studies (pre-med, pre-vet, pre-dental, etc.) are strongly advised to complete the chemistry sequence through organic chemistry (CHM342) even though it is not a requirement of the major. Students should select a math course that is consistent with their career goals. A student wishing to earn a B.S. degree in Biology and proceed to Chatham's Doctoral Program in Physical Therapy, must include EDU114, BIO343 and BIO349.

### Health Science Track

#### Required Courses (54 hours):

BIO 105: Basic Laboratory Techniques (2 hrs.)  
BIO 181: Investigations of Biological Concepts I (4 hrs.)  
BIO 182: Investigations of Biological Concepts II (4 hrs.)  
BIO 290: Genetics (4 hrs.)  
BIO 292: Cell Biology (3 hrs.)  
BIO 311: Microbiology (5 hrs.)  
BIO 343: Human Anatomy (5 hrs.)  
BIO 349: Human Physiology (4 hrs.)  
BIO 410: Biochemistry (3 hrs.)  
BIO 497: Senior Project I (2 hrs.)  
BIO 498: Senior Project II (2 hrs.)  
CHM 111: General Chemistry I (4 hrs.)  
CHM 112: General Chemistry II (4 hrs.)  
PHY 211: Physics I (4 hrs.)  
PHY 212: Physics II (4 hrs.)

#### Recommended Electives (0-7h)

BIO 201: Structural Kinesiology (3 hrs.)  
BIO 284: Vertebrate Zoology (4 hrs.)  
BIO 315: Immunology (3 hrs.)  
BIO 377: Molecular Biology Techniques (2 hrs.)  
CHM 341: Organic Chemistry I (4 hrs.)  
CHM 342: Organic Chemistry II (4 hrs.)  
CHM 345: Instrumentation (4 hrs.)

### Laboratory Science Track

#### Required Courses (43 hours):

BIO 105: Basic Laboratory Skills (2 hrs.)  
BIO 181: Investigations of Biological Concepts I (4 hrs.)  
BIO 182: Investigations of Biological Concepts II (4 hrs.)  
BIO 292: Cell Biology (3 hrs.)  
BIO 290: Genetics (4 hrs.)  
BIO 311: Microbiology (5 hrs.)  
CHM 345: Quantitative Instrumental Analysis (4 hrs.)  
BIO 377: Molecular Biology Techniques (2 hrs.)  
BIO 496: Internship (3 hrs.)  
BIO 497: Senior Project I (2 hrs.)  
BIO 498: Senior Project II (2 hrs.)  
CHM 111: General Chemistry I (4 hrs.)  
CHM 112: General Chemistry II (4 hrs.)

#### Recommended Electives (2-17 hours)

BIO 284: Vertebrate Zoology (4 hrs.)  
BIO 315: Immunology (3 hrs.)  
BIO 410: Biochemistry (3 hrs.)  
CHM 341: Organic Chemistry I (4 hrs.)  
CHM 342: Organic Chemistry II (4 hrs.)  
BIO 343: Human Anatomy (5 hrs.)  
BIO 349: Human Physiology (4 hrs.)

PHY 211: Physics I (4 hrs.)

PHY 212: Physics II (4 hrs.)

### Requirements for the B.A. Major in Biology

The bachelor of arts major in biology requires completion of liberal arts requirements and a minimum of 50 semester hours in the major. A grade of C or better must be earned in all required natural science courses (BIO,CHM,NSC,PHY) to graduate.

This major, Bachelor of Arts in Biology, may be modified to meet all the requirements for our agreements with Washington University Occupational Therapy program and for the Physicians Assistant Studies Program at Chatham College by following the course outline below.

### Required Courses (32 hours)

BIO 181: Investigations in Biological Concepts I (4 hrs.)

BIO 182: Investigations in Biological Concepts II (4 hrs.)

BIO 496: Research/Clinical Internship (3 hrs.)

BIO 497: Senior Project I (2 hrs.)

BIO 498: Senior Project II (2 hrs.)

CHM 111: Gen College Chemistry I (4)

CHM 112: Gen College Chemistry II (4)

MAT 207: Statistics (3 hrs.)

PHY 211: Physics I (4 hrs.)

*and ONE of the following four groups:*

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- **BA four year Biology degree (Stephens College only) (17-19 semester hrs.)**

- Six to eight hours of 200 level coursework (6-8)
- Eleven hours of 300 level coursework (11)

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- **3:2 Masters in Physician Assistant Studies (Chatham College, PA) (27 semester hrs.)**

- BIO 290: Genetics (3 hrs.)
- BIO 311: Microbiology (5 hrs.)
- BIO 343: Human Anatomy (5 hrs.)
- BIO 349: Human Physiology (4 hrs.)
- CHM 341: Organic Chemistry I (4 hrs.)
- EDU 114: The Child: Life Span/Cross-Cultural Perspective (3 hrs.)
- PSY 111: Introduction to Psychology (3 hrs.)

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- **3:2 Master in Occupational Therapy (Washington University, MO) (18 semester hrs.)**

- BIO 343: Human Anatomy (5 hrs.)
- BIO 349: Human Physiology (4 hrs.)
- EDU 114: The Child: Life Span/Cross-Cultural Perspective (3 hrs.)
- PSY 111: Introduction to Psychology (3 hrs.)
- PSY 320: Abnormal Psychology (3 hrs.)

*and must be able to show competency in the following:*

- CIS 206: Computer Information Systems
- BIO 195: Medical Terminology (can be taken online through our online HIA program)

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- **Doctoral program in Physical Therapy (Chatham College, PA)**

**To be eligible to enter this program your degree program must include:**

- EDU 114: The Child: Life Span/Cross-Cultural Perspective (3 hrs.)
  - BIO 343: Human Anatomy (5 hrs.)
  - BIO 349: Human Physiology (4 hrs.)
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### Requirements for a Minor in Biology

A biology minor requires completion of BIO 181 or BIO 182 and at least 4 additional courses in the Natural Sciences (BIO, CHM or PHY), with at least two courses at or above the 300 level.

### Requirements for a Minor in Chemistry

A chemistry minor, for a biology major, requires the completion of CHM 341–CHM342 and at least two of the following electives: CHM 345, CHM 410/BIO 410, and CHM 496. This is in addition to the chemistry courses required within the biology major. For non-biology majors wishing to earn a chemistry minor, the minor requires completion of CHM111–112, CHM 341–342, plus one of the following electives: CHM 345 or CHM 410/BIO 410. A chemistry minor is strongly recommended for all students considering graduate school or professional programs.

## Biology Courses

### BIO 105: Basic Laboratory Techniques

(2 hrs.)

This course is designed to introduce science majors and minors to basic laboratory techniques, instrumentation, and safety. Emphasis is placed on training students to be proficient in performing basic laboratory skills, troubleshooting problems and the use/limitations of equipment.

### BIO 111: Biological Concepts (with lab)

(3 hrs.)

(Open to all students, Liberal Arts approved Natural Science; lab fee charged)

An introduction to the science of biology. The following biological topics may be addressed: biology as a science, the scientific method, basic biochemistry, organ systems, ecology and human biology. Laboratory exercises are designed to illustrate and clarify concepts presented in lecture. Includes scholarship by and about women and ethnic minorities. Does not count in the major.

### BIO 115: Health for All: Disease and Public Health

(3 hrs.)

(Open to all students, Liberal Arts approved Natural Science; lab fee charged)

This is a non-biology course designed to give students an overview of important topics in microbiology through understanding basic scientific principles. Common microbes, our relationship to them and our treatment of them will be covered. Does not count in the major.

### BIO 121: The Art and Science of Growing Plants

(3 hrs.)

(Open to all students. Liberal Arts approved Natural Science. Lab fee charged.)

A lab oriented study of factors affecting plant growth and care. Equal time will be given to indoor and outdoor plants and the latter will include flower and vegetable gardens and landscape design. Topics covered include light requirements, pest control, organic gardening and the use of native plants. Does not count in the major.

### BIO 181: Investigations in Biological Concepts I (with lab)

(4 hrs.)

(Lab fee charged)

This course integrates the ideas and disciplines of biochemistry, cell biology and genetics. Important topics include basic biochemistry, cell structure, metabolic activity, molecular genetics and Mendelian inheritance. Considerable emphasis is placed on the process of scientific investigation. The laboratory emphasizes proper lab technique, the process of science and investigation into cellular and genetic processes. Includes scholarship by and about women and ethnic minorities. Writing intensive. Offered Fall only.

### BIO 182: Investigations in Biological Concepts II (with lab)

(4 hrs.)

(Prerequisite: BIO 111, BIO 181 or permission of instructor; lab fee charged)

A continuation of BIO 181. This course emphasizes the philosophy of science, evolution, diversity, systematics and ecology. The course emphasizes the mechanisms of evolution, evolutionary history, surveys of organismal diversity and adaptation, ecology, and the relationship between ecology and evolution. Offered Spring only.

**BIO 200: Introduction to Crime Scene Analysis**

(3 hrs.)

(Open to all students, Liberal Arts approved Natural Science; lab fee charged)

(Prerequisite: Open to all students with 2 years of high school science)

The course will introduce a number of specialized fields in forensic science. Through the analysis of hair, fluid samples, DNA evidence, drugs and alcohol, we will learn basic principles of biology and chemistry and how they can be applied to solve crimes. Does not count in major. Offered annually.

**BIO 201: Structural Kinesiology**

(3 hrs.)

(Open to all students, Liberal Arts approved Natural Science)

This course will study human structure and function associated with body movement, with special emphasis on movements associated with dance training. The course will include a structural study of the bones, muscles, tendons and ligaments of the human body and a functional study of the resulting body movements. The course will also briefly examine other systems important in muscle movement, such as the cardiovascular and respiratory systems. Finally, this course will apply this knowledge of muscular function to performance and injury when training (using dance training as the model system). Offered periodically.

**BIO 280: Topics in Biology**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**BIO 284: Vertebrate Zoology (with lab)**

(4 hrs.)

(Prerequisite: BIO 182 or permission of instructor; lab fee charged)

A survey of the anatomy, physiology, zoogeography, evolution and ecology of vertebrate animals. In a mixed laboratory, discussion, and presentation format, students will investigate the major evolutionary changes that have occurred in fish, amphibians, reptiles, birds and mammals. Offered periodically.

**BIO 290: Genetics (with lab)**

(4 hrs.)

(Prerequisite: BIO 182 or permission of instructor; lab fee charged)

An examination of the transmission, structure and function of genetic material in plants and animals. Course content progresses from classical Mendelian genetics, including the chromosome theory of inheritance, structure and replication, organization and regulation of genetic information of bacterial, eukaryotic and viral genes, to current topics and techniques in molecular biology. Writing intensive. Offered Fall only.

**BIO 292: Cell Biology**

(3 hrs.)

(Prerequisite: BIO 182 or permission of instructor)

A study of the cell as the unit of structure and function of living things. The molecular, metabolic and ultrastructural systems emphasized together with bioenergetics, communication, heredity and gene expression. Offered biannually.

**BIO 302: Forensic Microscopy**

(3 hrs.)

(Prerequisite: BIO 181 or BIO 111 or BIO 200; lab fee charged. Cross listed as FOR 302.)

This course is designed to use various microscopic techniques to examine trace evidence. The focus will be on how to use a microscope for forensic science and the examination of various mounting and staining techniques of trace evidence. The trace evidence examined will include human and animal hairs, various fibers and plastic fusion, glass, paint, soil, explosives, minerals, dust, drugs and arson. In addition, students will learn the criteria for including or excluding trace evidence, and the preparation of evidence. This class is lab intensive and will use case studies using various techniques.

**BIO 311: Microbiology (with lab)**

(5 hrs.)

(Prerequisites: BIO 182, BIO 292, or permission of instructor; lab fee charged)

The study of the morphology, physiology, genetics and ecology of important microorganisms of human health and disease, and of environmental concern. Emphasis on bacteria and viruses. Writing intensive. Offered biannually.

**BIO 315: Immunology**

(3 hrs.)

(Prerequisite: BIO 311 or permission of instructor; lab fee charged)

An advanced introductory course in a rapidly advancing field, using experimental design as a tool to elucidate immunological principles. Includes (1) an introduction to the cells and tissues of the immune system; (2) the molecular mechanisms used by the immune system to recognize antigens and the process of activation of the immune system that results from antigen recognition; (3) a description of the means by which the stimulated immune system eliminates foreign molecules, cells and organisms; and (4) an examination of clinical problems that are primarily

immunologic. This course contains several laboratory experiences. Writing intensive. Offered periodically.

**BIO 343: Human Anatomy (with lab)**

(5 hrs.)

(Prerequisite: BIO 182 or permission of instructor; lab fee charged)

An advanced course in anatomy. Examines the organization of the human body, human embryology, gross and microscopic anatomy of tissues and organ systems and pathology, diseases and developmental abnormalities of the human body. Instruction includes the use of prepared slides, actual mammalian dissections and computer-based human dissection. Offered biannually.

**BIO 349: Human Physiology (with lab)**

(4 hrs.)

(Prerequisite: BIO 182 or permission of instructor; lab fee charged)

An advanced course in human physiology. Examines the function of the human body, including basic cellular processes, regulation and homeostasis of the body, control of body movement, cardiovascular and respiratory physiology, metabolism, reproduction, development, aging and pathology. Instruction will include laboratory experiments and computer-based simulations. Offered biannually.

**BIO 370: Evolutionary Biology**

(3 hrs.)

(Prerequisite: BIO 290 or BIO 182 with permission of instructor)

Evolutionary biology will emphasize the following topics: the synthesis of evolutionary theory and genetics, population genetics, molecular evolution, mechanisms of evolution, speciation, phylogeny reconstruction and evolutionary history.

**BIO 377: Molecular Biology Techniques**

(2 hrs.)

(Prerequisite: BIO 292 or permission of instructor)

This course will focus on examination of current molecular biology research techniques. The class will be laboratory based and writing intensive. Special emphasis will be placed on methodology and application of specific molecular techniques and essays commonly used in research and clinical environments. Additionally, this course will serve to develop critical analysis skills of current research and provide opportunity to expand in scientific writing, presentation and discussion. Writing intensive. Offered biannually.

**BIO 380 Topics in Biology**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**BIO 410: Biochemistry**

(3 hrs.)

(Prerequisite: BIO 182, CHM 341; cross listed as CHM 410)

This course blends complex biological and chemical concepts. Advanced problem-solving skills are used to investigate amino acids/proteins, enzymes, protein purification, nucleic acids, flow of genetic information, analysis and cloning of genes, membranes, carbohydrates, and metabolic pathways. Offered periodically.

**BIO 496: Research/Clinical Internship**

(3 hrs.)

(Prerequisite: permission of instructor)

Provides opportunities for select junior and senior science majors to participate in a research program in biology under the supervision of a full-time professional scientific investigator in industry or shadow professionals in the student's chosen occupational field. Interns become familiar with all aspects of the research project, including the design, carrying out the research plan and analyzing and reporting the research results. Interns have opportunities to present papers at the Missouri Academy of Science and the Tri-Beta Biological Society meetings. Graded on Pass/Fail basis.

**BIO 497: Senior Project I/BIO 498: Senior Project II**

(2 hrs. per semester)

(Prerequisite: senior standing or permission of instructor)

This two semester course sequence assesses the ability of graduating students to assimilate diverse biological information into a meaningful synthesis. Course projects will be tailored to the interests and training of the student. During the first semester, students learn experimental design and data analysis strategies. During the second semester, students work independently during the semester to develop their research project, carry out the research, analyze it, write a manuscript and give a presentation to the department. Writing intensive.

## Chemistry Courses

### CHM 101: Chemistry in Everyday Life

(3 hrs.)

(Open to all students, Liberal Arts approved Natural Science; lab fee charged)

This one-semester course, designed for non-science majors, will provide a broad view of the way in which chemistry affects people in their daily lives. Ordinarily, it will be taken by students who wish to meet the science requirement for graduation, and by students wishing to broaden their general scientific knowledge and understanding of the world around them. The course is appropriate for students who have had no chemistry in high school, or one year of chemistry. Students who have had more than one year of high school chemistry should not enroll. Does not count in the major.

### CHM 111: General College Chemistry I (with lab)

(4 hrs.)

(Prerequisite: two years of high school algebra or concurrent enrollment in MAT 111: College Algebra; approved eye protection required; lab fee charged)

First semester of the sequence covering the fundamental principles of chemistry. Topics include matter, chemical compounds and reactions, stoichiometry, thermodynamics, atomic structure, bonding and molecular geometry. Also emphasized are the accomplishments and contributions of women within the chemical sciences. The laboratory introduces students to basic skills and techniques.

### CHM 112: General College Chemistry II (with lab)

(4 hrs.)

(Prerequisite: CHM 111; approved eye protection required; lab fee charged)

Second semester of the sequence covering the fundamental principles of chemistry. Topics include chemical kinetics and equilibrium, properties of gases, liquids, solids and solutions, acid-base chemistry, electrochemistry and nuclear chemistry.

### CHM 280: Topics in Chemistry

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

### CHM 340: Introduction to Organic Chemistry (with lab)

(5 hrs.)

(Prerequisites: grade of C or better in CHM 111 or equivalent of instructor's consent; lab fee charged)

A survey of organic chemistry, including an introduction to structure and bonding, functional group chemistry, principles of reactivity, reaction mechanisms, the molecules of life. Laboratory illustrates and augments the lecture material. 4 lectures, 1 lab per week.

### CHM 341: Organic Chemistry I (with lab)

(4 hrs.)

(Prerequisite: CHM 112; approved eye protection required; lab fee charged)

First semester of the sequence covering the chemistry of carbon-containing compounds. Topics include orbitals and bonding, the nomenclature and physical properties of functional groups, conformations and stereochemistry, substitution and elimination reactions at  $sp^3$ -hybridized carbon, additional reactions to carbon-carbon multiple bonds and spectroscopy. The laboratory introduces basic skills and techniques.

### CHM 342: Organic Chemistry II (with lab)

(4 hrs.)

(Prerequisite: CHM 341; approved eye protection required; lab fee charged)

Second semester of the sequence covering the chemistry of carbon-containing compounds. Topics include spectroscopy, addition and substitution reactions at the carbonyl group, enolates, aromatic compounds, radicals and pericyclic reactions. Studies in biochemical compounds such as amino acids, peptides and proteins may be included. Laboratory will focus on the investigations of important organic reactions.

### CHM 345: Quantitative Instrumental Analysis

(4 hrs.)

(Prerequisite: CHM112; lab fee charged)

This quantitative analysis courses the principles of instrumental analysis. Instruments such as gas chromatograph (GC), ultraviolet/visible spectrometer (UV/Vis) fourier transform spectrometer (FTIR) and high performance liquid chromatograph (HPLC) will be utilized. The complimentary laboratory experience allows hands-on experience conducting quantitative analysis. Students will learn calibration techniques and method development. The laboratory will also include an individualized research component. Offered periodically.

**CHM 380: Advanced Topics in Chemistry**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**CHM 410: Biochemistry**

(3 hrs.)

(Prerequisites: BIO 182, CHM 341. Cross-listed as BIO 410)

This course blends complex biological and chemical concepts. Advanced problem-solving skills are used to investigate amino acids/proteins, enzymes, protein purification, nucleic acids, flow of genetic information, analysis and cloning of genes, membranes, carbohydrates and metabolic pathways. Offered periodically.

**CHM 496: Research Internship**

(3 hrs.)

(Prerequisite: permission of instructor)

Select junior and senior science majors are able to participate in a research project in chemistry under the supervision of a professional scientific investigator. Interns become familiar with all aspects of the research process, including project design, planning, experimentation, analysis and presentation. Opportunities to present data and results at meetings of professional societies, such as the American Chemical Society, are available.

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## Natural Sciences Courses

**NSC 115: Physical Science: How Things Work**

(3 hrs.)

(Open to all students; Liberal Arts approved Natural Science; lab fee charged)

Liberal arts class for non-science majors and education majors. A comprehensive, hands on laboratory science course on experiments in Life Science, physical science, earth science as well as basic content in all three areas. Does not count in the major.

**NSC 125: Science of Beauty**

(3 hrs.)

(Open to all students; Liberal Arts approved Natural Science; lab fee charged)

Liberal arts class for non-science majors. An introduction to the human body from the cell to whole organ systems. The course emphasizes the use of the scientific method, examines the perception of beauty and questions whether there is a scientific basis for beauty. The biological and chemical basis behind cosmetics and cosmetic surgical procedures are explored. Does not count in the major.

**NSC 211: Environmental Science**

(3 hrs.)

(Open to all students, Liberal Arts approved Natural Science; lab fee charged)

Students will look at many aspects of environmental issues such as the economic, cultural, historical and most important, the scientific basis. Study how the living and nonliving parts of an ecosystem work and interact to affect the environment or ecosystem. Study human influences on the environment from local to global scales. Understanding the scientific approach to evaluate environmental issues. Does not count in the major.

**NSC 280: Topics in Natural Science**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**NSC 333: Practicum (with lab)**

(1-3 hrs.)

(May be taken for either S/U or A-F credit; may be repeated for credit)

(Prerequisites: BIO 182 and permission of instructor, junior and senior standing preferred.)

Practical work experiences related directly to courses and/or program operations in the natural sciences, supervised by an instructor of the student's choice.

**NSC 365: Women, Science and Society**

(3 hrs.)

(Prerequisite: junior or senior standing or permission of instructor; cross-listed as WST 365)

This course will broaden the student's understanding of the far-reaching impact that feminist analysis has had on all fields of knowledge, including the field of science. Students will learn that contemporary women in science are changing the way people think about science and practice it. Students in the course will benefit from exposure to cross-cultural analysis of science and some of the ways people from various cultures understand the human relationship to the world.

**NSC 380: Advanced Topics in Natural Science**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

## Physics Courses

**PHY 211: College Physics I (with lab)**

(4 hrs.)

(Prerequisite: MAT 111 or MAT 211 or the equivalent, or permission of instructor; lab fee charged)

Topics include statics, kinematics, dynamics, oscillations, work, energy, gravitation, thermodynamics and sound.

Includes scholarship by and about women and ethnic minorities.

**PHY 212: College Physics II (with lab)**

(4 hrs.)

(Prerequisite: PHY 211 or permission of instructor; lab fee charged)

Continuation of PHY 211. Includes electricity and magnetism, optics, matter, waves and particles.

## English/Creative Writing

### Requirements for the B.A. Major in English

The bachelor of arts major in English requires completion of the liberal arts requirements and at least 39 hours in ENG, including the following: 3 hours to enter the English/Creative Writing community; 6 hours in American literatures, 6 hours in English literary traditions to build perspective; 3 hours focusing on women's literatures in English to address issues of cultural difference; 3 hours to understand modes of criticism, 3 hours to address ethical issues, 3 hours to demonstrate mature, literate prose, and a 3 hour senior capstone course in the form of an independent research essay. In addition, the student takes 3 hours of women's studies and chooses 9 to 12 hours from other ENG offerings up to a total of 45 hours. At least 15 hours in the major must be at or above the 300 level.

English majors must earn a C or better in the required courses, and must maintain a C average over all courses in the major. If a student earns less than a C in a required course, she must repeat it in order to improve her grade. *English majors are also required to attend readings and presentations by departmental students, faculty and guests.*

### Required Courses

ENG 110: Conversations: Authors and Audiences (3 hrs.)  
ENG 269: American Literatures I (3 hrs.)  
ENG 270: American Literatures II (3 hrs.)  
ENG 271: English Literary Traditions I (3 hrs.)  
ENG 272: English Literary Traditions II (3 hrs.)  
ENG 305: Advanced Composition (3 hrs.)  
ENG 308: Women Writers (3 hrs.)  
ENG 340: Language: Uses and Abuses (3 hrs.)  
ENG 372: Criticism and Culture (3 hrs.)  
ENG 490: Senior Essay (3 hrs.) (not Senior Project)  
WST 210: Introduction to Women's Studies (3 hrs.)  
Plus 9 to 12 hours, chosen from literatures, creative writing, and writing and language

### Requirements for the B.F.A. Major in Creative Writing

The bachelor of fine arts in creative writing requires completion of the liberal arts requirements, and at least 61 semester hours and no more than 75 hours in the major including a minimum of 18 hours of writing courses, 3 hours in WST, 27 hours in the required English core courses, at least 9 hours in English electives, 1-7 hours of internship and a 3 hour senior capstone course. At least 15 hours in the major must be at or above the 300 level. Creative writing majors interested in screenwriting or playwriting may choose to follow the courses listed in the scriptwriting emphasis.

Creative writing majors must maintain a C average overall in courses in the major, and must earn a C or better in ENG 490: Senior Project. *Creative writing majors are also required to attend readings and presentations by departmental students, faculty and guests.*

### Required Writing Courses (minimum 18 hrs.)

B.F.A. students must be continuously enrolled in at least 3 semester hours in any of the following genres for each semester after they declare the major.

### Required Writing Courses (6 hrs.)

ENG 210: Introduction to Creative Writing (3 hrs.)  
ENG 212: Introduction to Scriptwriting (3 hrs.)

### And at least four writing courses in at least four genres from the following choices (12 hrs.):

ENG 240: Writing Creative Non-Fiction (3 hrs.)  
ENG 242: Intermediate Creative Writing (3 hrs.)  
ENG 250: Screenwriting II (3 hrs.)  
ENG 311: Fiction Workshop (3-6 hrs.)  
ENG 312: Playwriting Workshop (3-6 hrs.)  
ENG 313: Poetry Workshop (3-6 hrs.)  
ENG 314: Autobiography Workshop (3-6 hrs.)  
ENG 315: Creative Writing Workshop: Screenwriting (3-6 hrs.)

### Required English Courses (27 hrs.)

ENG 110: Conversations: Authors and Audiences (3 hrs.)  
ENG 269: American Literatures I (3 hrs.)

ENG 270: American Literatures II (3 hrs.)  
ENG 271: English Literary Traditions I (3 hrs.)  
ENG 272: English Literary Traditions II (3 hrs.)  
ENG 305: Advanced Composition (3 hrs.)  
ENG 308: Women Writers (3 hrs.)  
ENG 340: Language: Uses and Abuses (3 hrs.)  
ENG 372: Criticism and Culture (3 hrs.)

### Required Women's Studies Course

WST 210: Introduction to Women's Studies (3 hrs.)

### English Electives

At least 9 hours required

### Program Internships

Internship (1 hour required; 6 hours more may be elected)  
ENG 396: *Harbinger* Editing Internships  
Register other internships by independent study.

### Required Capstone

ENG 490: Senior Project (3 hrs.) (not Senior Essay)

### Scriptwriting Emphasis:

#### Required Writing Courses (minimum 21 hrs.)

(All B.F.A. students must be continuously enrolled in at least 3 semester hours in any of the following genres for each semester after they declare the major. All BFA students must take courses in a minimum of 4 genres.)

ENG 210: Introduction to Creative Writing (3 hrs.)  
ENG 212: Introduction to Scriptwriting (3 hrs.)  
ENG 242T: Intermediate Playwriting (3 hrs.)  
ENG 250: Screenwriting II (3 hrs.)

#### **Plus one of the following two courses:**

ENG 312: Advanced Creative Writing Workshop: Playwriting (3-6 hrs.)  
ENG 315: Advanced Creative Writing Workshop: Screenwriting (3-6 hrs.)

#### And at least two writing courses in at least two genres from the following choices (6 hrs.):

ENG 240: Writing Creative Non-Fiction (3 hrs.)  
ENG 242P: Intermediate Creative Writing: Poetry (3 hrs.)  
ENG 242F: Intermediate Creative Writing: Fiction (3 hrs.)  
ENG 311: Advanced Creative Writing Workshop: Fiction (3-6 hrs.)  
ENG 313: Advanced Creative Writing Workshop: Poetry (3-6 hrs.)  
ENG 314: Advanced Creative Writing Workshop: Autobiography (3-6 hrs.)

#### Other Required English Courses (27 hrs.)

ENG 110: Conversations: Authors and Audiences (3 hrs.)  
ENG 269: American Literatures I (3 hrs.)  
ENG 270: American Literatures II (3 hrs.)  
ENG 271: English Literary Traditions I (3 hrs.)  
ENG 272: English Literary Traditions II (3 hrs.)  
ENG 305: Advanced Composition (3 hrs.)  
ENG 308: Women Writers (3 hrs.)  
ENG 340: Language: Uses and Abuses (3 hrs.)  
ENG 372: Criticism and Culture (3 hrs.)

#### Required Women's Studies Course (3 hrs.)

WST 210: Introduction to Women's Studies (3 hrs.)

#### English Electives (9 hrs.)

Suggested: ENG387: Writing Through Performance (3 hrs.)

#### Program Internships (1 hr.)

(1 hour required; 6 hours more may be elected)  
ENG 396: Harbinger Editing Internship

ENG 397: Audio Drama Internship  
Register other internships by independent study.

### Required Capstone (3 hrs.)

ENG 490: Senior Project (3 hrs.) (not Senior Essay)  
Majors are also required to attend readings and presentations by departmental student, faculty, and guests.  
Scriptwriting focus students must participate in program-sponsored, performance-related events.

### Requirements for a Minor in English

(Not open to Creative Writing majors.)

A minor in English requires completion of a minimum of 15 hours with a maximum of 24 hours.

One must be chosen from the following:

- ENG 269: American Literatures I (3 hrs.)
- ENG 270: American Literatures II (3 hrs.)
- ENG 271: English Literary Traditions I (3 hrs.)
- ENG 272: English Literary Traditions II (3 hrs.)

plus

- ENG 308: Women Writers (3 hrs.)
- 9 hrs of ENG electives including 3 hrs at or above 300 level.

### Requirements for a Minor in Creative Writing

(Not open to English majors.)

A minor in Creative Writing requires completion of a minimum of 15 hours with a maximum of 24 hours.

One must be chosen from the following:

- ENG 269: American Literatures I (3 hrs.)
- ENG 270: American Literatures II (3 hrs.)
- ENG 271: English Literary Traditions I (3 hrs.)
- ENG 272: English Literary Traditions II (3 hrs.)

plus

- ENG 308: Women Writers (3 hrs.)
- 9 hrs of ENG electives chosen from creative writing courses,  
including 3 hrs at or above 300 level.

### Requirements for a Minor in Language and Culture

(Not open to English or Creative Writing majors.)

A minor in Language and Culture requires completion of a minimum of 18 hours with a maximum of 24 hours.

One must be chosen from the following:

- ENG 269: American Literatures I (3 hrs.)
- ENG 271: English Literary Traditions I (3 hrs.)
- ENG 342: World Mythologies (3 hrs.)

and

- ENG 240: Writing Non-Fiction (3 hrs.)
- ENG 305: Advanced Composition (3 hrs.)
- ENG 308: Women Writers (3 hrs.)
- ENG 340: Language Use and Abuse (3 hrs.) \*
- ENG 372: Criticism and Culture (3 hrs.)

May take additional ENG courses up to a total of 24 hours.

\*Legal Studies majors who choose this minor must take another ENG course to substitute for ENG 340 Language Use and Abuse as this is required in that major. Recommend LGS majors to take ENG 271 and ENG 269.

### English and the Liberal Studies Major

In the residential program, the Department of English/Creative Writing offers one concentration, Writing and Language, and three minors, English, Creative Writing, and Language and Culture, that are available for the liberal studies major. Only one of these may be included in a liberal studies major. See the Liberal Studies section of the catalog for complete information about the concentrations and the major. Students including English or Creative Writing in a liberal studies major also participate in the departmental assessment of majors.

## English/Creative Writing Courses

### **ENG 110: Conversations: Authors and Audiences**

(3 hrs.)

(Open to all students; *required* of ENG/CRW majors; recommended for ENG/CRW minors.)

This course helps students discover and sharpen their own skills as authors and audiences through writing and conversations with visiting writers. Students will also contract to participate as authors and/or audiences in a number of literary events at the college and in the Columbia community.

### **ENG 210: Introduction to Creative Writing**

(3 hrs.)

(Open to all students; *required* of Creative Writing majors.)

This course helps students discover and sharpen their skills as creative writers, readers and editors. Concentrating on nonfiction, poetry, and fiction, the class establishes a creative writing community with each class member presenting her work to the whole class, as well as to the instructor, for responses and revision suggestions. Students whose skills and experience in creative writing make a beginning-level course inappropriate may be advanced upon recommendation of the English/Creative Writing faculty.

### **ENG 212: Introduction to Scriptwriting**

(3 hrs.)

(Open to all students; cross-listed as DFM 212; *required* of Creative Writing majors.)

This course is designed as an introduction to writing for performance in which students will explore a variety of ways to creatively express themselves in dramatic form. The emphasis of this course is on both the creative craft of the writing process, culminating in written projects as well as learning the basic, structure of story and character.

### **ENG 230: Screenwriting I**

(3 hrs.)

(Prerequisites: DFM 187 or DFM 188 or permission of instructor. Cross-listed with DFM 230)

This course is designed as an introduction to screenwriting, focusing on the foundations of linear, visual storytelling for the screen.

### **ENG 240: Writing Non-Fiction**

(3 hrs.)

(Prerequisite: LBA 108/208; or department recommendation)(offered alternate years)

The powerful expressive and persuasive impact of the essay has been recognized and celebrated by many of the greatest writers of the past and present. Women, especially, now publish substantial volumes of influential and moving essays. This course studies contemporary essays and provides practice (in a workshop setting) in the form and style of writing nonfiction prose.

### **ENG 242: Intermediate Creative Writing**

(3 hrs.)

(May be repeated, up to 9 semester hours in different genres)

(Prerequisites: ENG 210 and ENG 212 or department recommendation)

This course provides opportunities for intermediate-level creative writing, focusing on craft and technique and helping prepare students with some creative writing experience for the advanced, creative writing workshops. Students sharpen their writing, reading and revision skills as well as explore the structural and content possibilities of the studied genre.

### **ENG 250: Screenwriting II**

(3 hrs.)

(Prerequisites: Eng 212, or DFM/ENG 230 or permission of instructor. Cross-listed with DFM 250)

Screenwriting II is an intermediate-level course focusing on linear storytelling for the screen. Students will deepen their knowledge and experience of previously introduced screenwriting tools, including structure, character, conflict, action, dialogue, and visual storytelling. Adaptation and non-traditional story structures for film will be introduced.

### **ENG 255: Literary Studies**

(3 hrs.)

(May be repeated for credit with different topic)

(Prerequisite: LBA 108/208)

This course presents a variety of topics that cut across national boundaries and time limits with varying emphasis on themes, motifs, movements and comparisons. Topics have included "World's Great Novels," "Chinese Literature," "Reading Poetry," "Biography and Autobiography," and "World Drama."

### **ENG 269: American Literatures I**

(3 hrs.)

(Prerequisite: LBA 108/208; *required* of English and Creative Writing majors.) (offered alternating Fall semesters)

This course introduces students to a range of primary texts, usually in a number of genres, written before the 20th century and investigates the ways various circumstances in the writing and the reading processes, as well as in the culture at large, come together to make an "American Literature."

**ENG 270: American Literatures II**

(3 hrs.)

(May be repeated for credit with a different topic up to 6 semester hours)

(Prerequisite: LBA 108/208; *required* of English and Creative Writing majors.) (offered alternating Spring semesters)

Usually more narrowly focused than ENG 269, this course intensively studies a particular 20<sup>th</sup> or 21<sup>st</sup> century American literature. Depending on the individual instructor, the course will use an organizing principle such as a specific time, place, cultural movement, or event to bring together a set of related texts, often from a number of literary genres.

**ENG 271: English Literary Traditions I**

(3 hrs.)

(Prerequisite: LBA 108/208; *required* of English and Creative Writing majors.) (offered alternating Fall semesters)

A study of early and early modern English literatures and language with emphasis on three historical and cultural contexts selected in part for their interest in light of new readings about women and popular culture, such as those on the representation of the warrior woman or the outsider.

**ENG 272: English Literary Traditions II**

(3 hrs.)

(Prerequisite: LBA 108/208; *required* of English and Creative Writing majors.) (offered alternating Spring semesters)

A study of Restoration and Post-Restoration English and Colonial and Post-Colonial literatures, arranged to consider the cultural politics of canons. Readings include both canonical and popular literature.

**ENG 280: Topics in Writing, Language and Literatures**

(3 hrs.)

(Prerequisite: LBA 108/208 and permission of instructor)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**ENG 305: Advanced Composition**

(3 hrs.)

(Prerequisites: LBA 108/208 with at least a grade of C- or department recommendation; *required* of English and Creative Writing majors.) (offered alternate years)

This advanced course gives students opportunities to expand the writing, reading, and critical thinking skills explored in basic composition classes; to practice rhetorical strategies, including argument; and to learn the art and discipline of writing for publication in academic fields.

**ENG 308: Women Writers**

(3 hrs.)

(Prerequisites: LBA 108/208 and one 3 hour 200-level ENG or WST course; or permission of instructor; cross listed as WST 308; *required* of English and Creative Writing majors.) (offered alternating Spring semesters)

This course analyzes women's literatures in English of various cultures and periods considering the history of critical attention given to them. In addition to standard genres of poetry, fiction and drama, this course may include reading in nontraditional genres: essays, diaries and letters, and performance art.

**ENG 311: Creative Writing Workshop: Fiction**

(3 hrs.)

(May be repeated up to 6 semester hours)

(Prerequisite: ENG 210; ENG 240 or ENG 242 and permission of instructor) (offered alternate years)

This course advances the experienced creative writer to more sophisticated fictional projects. Reading published short fiction as well as each other's work, students explore issues of form, craft and subject matter from the perspective of the fiction writer's position in contemporary culture.

**ENG 312: Creative Writing Workshop: Playwriting**

(3 hrs.)

(May be repeated up to 6 semester hours)

(Prerequisite: ENG 210, ENG 212 and permission of instructor) (offered alternate years)

This course advances the experienced creative writer to more sophisticated dramatic projects. Reading works by professionals as well as by classmates, students explore issues of form, craft, subject matter and performance from the perspective of the playwright in contemporary culture.

**ENG 313: Creative Writing Workshop: Poetry**

(3 hrs.)

(May be repeated up to 6 semester hours)

(Prerequisite: ENG 210; ENG 240 or ENG 242 and permission of instructor) (offered alternate years)

This course advances the experienced creative writer to more sophisticated poetic projects. Reading published poetry

as well as each other's work, students explore issues of form, craft, subject matter and audience from the perspective of the poet's position in contemporary culture.

**ENG 314: Creative Writing Workshop: Autobiography**

(3 hrs.)

(May be repeated up to 6 semester hours)

(Prerequisite: ENG 210; ENG 240 or ENG 242 and permission of instructor)(offered alternate years)

This course advances the experienced creative writer to more sophisticated projects focused on autobiographical subjects. Emphasis is on both theoretical and craft issues surrounding the constitution of the gendered self through autobiographical writing such as sketches, journals, memoirs and dream cycles.

**ENG 315: Creative Writing Workshop: Screenwriting**

(3 hrs.)

(Prerequisites: ENG 212 or ENG 230; ENG 250 and permission of the instructor)

(May be repeated up to 6 semester hours)

This course advances the experienced creative writer to more sophisticated screenwriting projects. Reading produced screenplays as well as works by classmates, students explore issues of form, craft, subject matter, and production from the perspective of the screenwriter in contemporary culture.

**ENG 319: Twentieth Century Poetry**

(3 hrs.)

(Prerequisites: LBA 108/208 and one 3 hour 200-level ENG course, junior standing; or permission of the instructor.)

In this course students study a wide range of poetry written in the 20th century. Depending on the instructor, the course may organize readings around a variety of themes, historical events, poetic movements, cultures, and/or categories.

**ENG 340: Language: Uses and Abuses**

(3 hrs.)

(Prerequisites: LBA 108/208, junior standing or permission of instructor; *required* of English and Creative Writing majors.) (offered alternate years)

Language and literacy have the power to inspire or to debase, to communicate or to deceive, to liberate or to enslave. This course explores the ethical implications of language use, especially in the realms of advertising, politics, the arts and the professions, as well as private life, and considers the impact of changing technologies on the role of language in the present and the future.

**ENG 341: Fairy Tales and Folklore**

(3 hrs.)

(Prerequisite: LBA 108/208) (offered alternate years)

This course takes an historical and cross-cultural approach to the many forms of folklore including fairy tales, urban legends, folksongs and jokes. Students study the importance of folklore in culture and gain direct experience in the methods of folklore collection and performance.

**ENG 342: World Mythologies**

(3 hrs.)

(Prerequisites: LBA 108/208, junior standing or permission of instructor)(offered alternate years)

This course explores selected mythological texts and practices from a wide range of cultures, both current and historical, and examines the role in contemporary life of mythological—rather than scientific or historical—thought.

**ENG 345: Shakespeare**

(3 hrs.)

(Prerequisites: LBA 108/208; and one 3 hour 200-level ENG course, junior standing or permission of instructor)

A study of the plays of Shakespeare in their historical theatrical context and in light of new readings in performance studies and in the representations of gender, race, class, and nationality.

**ENG 360: Western World Literatures**

(3 hrs.)

(Prerequisites: LBA 108/208, and one 3 hour 200-level ENG course, junior standing or permission of instructor)

This course reads works of literature from England, the Continent, and the Americas with special reference to the changing roles of women and variously disempowered people.

**ENG 367: Development of the Novel**

(3 hrs.)

(Prerequisites: LBA 108/208 and one 3 hour 200-level ENG course, junior standing or permission of instructor)

A study of the novel from its early forms in England. Historically arranged, the texts are explored with special attention to the representations of gender, class, race and nationality, and to a variety of critical approaches to the genre.

**ENG 369: American Novels**

(3 hrs.)

(Prerequisites: LBA 108/208 and one 3 hour 200-level ENG course, junior standing or permission of instructor)

The compelling power of American novels comes from the ability to give speech to the many and varied voices of American life and thus to provide a space for the literary representation of cultural conflict. Organized historically or thematically, this course explores the possibilities and problems of the genre, both for writers and for readers, inside an American cultural context. Readings may include works from North, Central, and South America when thematically appropriate.

**ENG 372: Criticism and Culture**

(3 hrs.)

(Prerequisites: LBA 108/208, and junior standing or permission of instructor; *required* of English and Creative Writing majors.) (offered alternate years)

This course studies contemporary critical trends as they apply to literature, film, fashion or other cultural patterns, and considers specifically the numerous trends that have coalesced into "Cultural Criticism."

**ENG 376: Contemporary Literature**

(3 hrs.)

(Prerequisites: LBA 108/208 and one 3 hour 200-level ENG course, junior standing or permission of instructor)

This course identifies and examines emerging trends in recent literature.

**ENG 380: Topics in Writing, Language and Literatures**

(3 hrs.)

(Prerequisite: LBA 108/208 and permission of instructor)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**ENG 383: Major Author**

(3 hrs.)

(May be repeated for credit with a different topic up to 6 semester hours)

(Prerequisite: LBA 108/208 and one 3 hour 200-level ENG course, junior standing or permission of instructor)

An intensive introduction to the range and depth of one or more writers such as George Eliot, Emily Dickinson, Toni Morrison, James Joyce, Virginia Woolf, Gertrude Stein and her circle, Margaret Atwood, Adrienne Rich or Sylvia Plath and Ted Hughes.

**ENG 385: Digital Media and Publishing**

(3 hrs.)

(Prerequisite: LBA 108/208, junior standing or permission of instructor)

Students will develop textual editing and publishing skills and gain familiarity with various forms of publishing as it relates to their future career goals and specific interests.

**ENG 387: Writing Through Performance: Literature and Auto/biography**

(3 hrs.)

(Prerequisite: ENG 210 or ENG 212; Junior standing; or permission of the instructor)

This course focuses on the writing of scripted adaptations for the stage through performance. Adaptations will include folklore, literature, poetry, autobiography, and biography. Students will develop skills in critical reading, writing, listening, speaking and analysis of performance as they study the communicative power of oral and literary texts.

**ENG 396: Harbinger Editing Internships**

(1 hr. fall term; 3 hrs. spring term)

(May be repeated up to 7 semester hours)

(Prerequisite: LBA 108/208 and 1 course in Creative Writing and successful application)

Students learn to edit, design, produce and promote *Harbinger*, a magazine that includes the creative accomplishments of Stephens' artists, designers and writers. This course includes a study of the "little magazine" as a genre.

**ENG 397: Audio Drama Internship**

(1-3 hrs.)

(May be repeated up to 7 semester hours)

Students learn to write, develop, and produce collaborative and solo audio drama projects while studying trends and opportunities in contemporary audio drama. This course includes the writing and production of a season of an audio drama.

**ENG 490: Senior Essay or Project**

(3 hrs.)

(Prerequisite: permission of department chair)

The BA student designs a major literary research project and the BFA student designs a creative writing project in consultation with an evaluation committee, workshops and completes the project, defends it during an oral examination conducted by the committee, gives a solo reading or presentation, participates in capstone discussions of her life after

graduation, and completes the program Assessment Portfolio. Students aspiring to produce a chapbook in addition to a creative writing project must register for ENG 490 in the fall semester.

### Independent Study

Independent studies (special studies, tutorials, readings and projects) may be proposed by students who need to meet a degree requirement. Information about independent study may be obtained in the Department of English/Creative Writing or in the Office of the Registrar.

## Forensic Science

### Requirements for a Minor in Forensic Science

A forensic science minor requires completion of PSY 111 Introduction to Psychology plus six hours in Biology/Forensic Science and six hours in Psychology/Forensic Science. Six of those hours must be at or above the 300 level. Many courses are offered intermittently. Students should check with their advisors to create a plan of study.

#### Required Course:

PSY 111: Introduction to Psychology (3 hours)

#### Courses which fulfill the Minor requirements in Forensic Science include:

BIO 200: Crime Scene Analysis (3 hours)

FOR 280: Topics in Forensic Biology (3 hours)

FOR 302: Forensic Microscopy

FOR/PSY 330: Forensic Psychology (3 hours)

FOR/PSY 355: Psychological Testing and Personality Assessment (3 hours)

FOR 380: Topics in Forensic Psychology and/or Biology (3 hours)

PSY 225: Social Psychology (3 hours)

PSY 320: Abnormal Psychology (3 hours)

PSY 415: Psychology of Personality (3 hours)

## Forensic Science Courses

### FOR 280: Topics in Forensic Science

(3 hrs.)

(Prerequisite: PSY 111)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

### FOR 302: Forensic Microscopy

(3 hrs)

(Prerequisite: BIO 181 or BIO 111 or BIO 200; cross listed as BIO 302. Lab fee charged)

This course is designed to use various microscopic techniques to examine trace evidence. The focus will be on how to use a microscope for forensic science and the examination of various mounting and staining techniques of trace evidence. The trace evidence examined will include human and animal hairs, various fibers and plastic fusion, glass, paint, soil, explosives, minerals, dust, drugs and arson. In addition, students will learn the criteria for including or excluding trace evidence, and the preparation of evidence. This class is lab intensive and will use case studies using various techniques.

### FOR 330: Introduction to Forensic Psychology

(3 hrs.)

(Prerequisite: PSY 111; cross-listed with PSY 330.)(Offered every other year)

This course is intended for students interested in the interactive relationship between psychology and law. The student will explore the many aspects of criminal and civil law and how psychological research, theory, and practice assist the legal system and influence public policy.

### FOR 380: Topics in Forensic Science

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

## Health Information Administration

Director of Health Information Administration: Margaret Ledda, M.B.A., RHIA

### Requirements for the B.S. Major in Health Information Administration

As an online program, men and women are eligible to enroll in this program. To earn a Bachelor of Science degree in Health Information Administration from Stephens College, a student must complete 120 semester hours. A minimum of 36 semester hours (including 15 in the major) must be taken with Stephens College faculty to meet the residency requirement. These distance-learning courses are online-based. Working with the Academic Advisor in consultation with the HIA Program Director, students plan a degree program around their professional and personal commitments. The degree requires completion of 66 specified semester hours in HIA coursework, 30 semester hours of specified liberal arts (general education) courses, and 24 semester hours of electives. Transfer credit may be awarded based on previous college coursework. An overall 2.5 grade point average in the HIA major must be achieved to fulfill graduating requirements.

### Required Foundation Courses

BIO 247: Anatomy & Physiology I (3 hrs.)  
BIO 248: Anatomy & Physiology II (3 hrs.)  
HIA 200: Introduction to Health Information Administration (3 hrs.)  
HIA 210: Comparative Health Records Systems (3 hrs.)  
HIA 250: Basic Healthcare Statistics (3 hrs.)  
HIA 255: Medical Terminology (3 hrs.)  
HIA 275: Clinical Applications of Pathophysiology & Pharmacology (3 hrs.)  
HIA 281: Medical Coding I (3 hrs.)  
HIA 285: Medical Coding II (3 hrs.)

### Required Core Courses

**All HIA foundation courses must be completed before taking HIA core courses. Competency in core courses cannot be demonstrated through prior learning or challenge examination.**

CIS 206: Information Systems (3 hrs.)  
BUS 225: Principles of Management (3 hrs.)  
BUS 305: Human Resource Management (3 hrs.)  
HIA 330: Legal & Ethical Issues in HIA (3 hrs.)  
HIA 347: Management of Clinical Classification & Reimbursement Systems (3 hrs.)  
HIA 351: Health Information Systems (3 hrs.)  
HIA 354: Principles of Healthcare Finance (3 hrs.)  
HIA 355: Integrated Quality Management (3 hrs.)  
HIA 375: Advanced Information Systems (3 hrs.)  
HIA 401: Management of Health Information Administration (3 hrs.)  
HIA 450: Internship in HIA (3 hrs.)  
HIA 491: Senior Seminar in Health Information Administration (3 hrs.)  
HIA 492: Senior Capstone in Health Information Administration (3 hrs.)

### Requirements for the Post-Baccalaureate Certificate in Health Information Administration

Students holding a baccalaureate or master's degree may receive a Post Baccalaureate Certificate in Health Information Administration by completing the 66 semester hours required for the HIA major. Transfer credit may be awarded based on previous college coursework. An overall 2.5 grade point average must be achieved to fulfill graduation requirements. At least 15 semester hours must be taken with Stephens College faculty.

### Required Foundation Courses

BIO 247: Anatomy & Physiology I (3 hrs.)  
BIO 248: Anatomy & Physiology II (3 hrs.)  
HIA 200: Introduction to Health Information Administration (3 hrs.)  
HIA 210: Comparative Health Records Systems (3 hrs.)  
HIA 250: Basic Healthcare Statistics (3 hrs.)  
HIA 255: Medical Terminology (3 hrs.)  
HIA 275: Clinical Applications of Pathophysiology & Pharmacology (3 hrs.)  
HIA 281: Medical Coding I (3 hrs.)  
HIA 285: Medical Coding II (3 hrs.)

### Required Core Courses

**All HIA foundation courses must be completed before taking HIA core courses.**

- CIS 206: Information Systems (3 hrs.)
- BUS 225: Principles of Management (3 hrs.)
- BUS 305: Human Resource Management (3 hrs.)
- HIA 330: Legal & Ethical Issues in HIA (3 hrs.)
- HIA 347: Management of Clinical Classification & Reimbursement Systems (3 hrs.)
- HIA 351: Health Information Systems (3 hrs.)
- HIA 354: Principles of Healthcare Finance (3 hrs.)
- HIA 355: Integrated Quality Management (3 hrs.)
- HIA 375: Advanced Information Systems (3 hrs.)
- HIA 401: Management of Health Information Administration (3 hrs.)
- HIA 450: Internship in HIA (3 hrs.)
- HIA 491: Senior Seminar in Health Information Administration (3 hrs.)
- HIA 492: Senior Capstone in Health Information Administration (3 hrs.)

### Additional Requirements for B.S. Major and Certification in HIA

#### AHIMA Membership

All HIA students are required to join and maintain membership in the American Health Information Management Association (AHIMA).

#### RHIT Progression

Graduates of a CAHIIM accredited associate's degree program in Health Information Technology (HIT) and/or who hold a current RHIT credential may receive transfer credit for the HIA Foundation courses, based on approval from the HIA Program Director. The Director will only consider transfer credit for courses with a grade of C or better.

#### Online Orientation

Flexibility and quality are the hallmarks of Stephens College. In an effort to stand by our mission and to assist new students in making a successful transition back into college, Stephens College requires that all new students complete an one hour online orientation during the first four weeks of classes. As part of the orientation, students will complete assignments designed to familiarize them with all aspects of the Blackboard as well as Stephens College policies and procedures.

#### Non-Degree Students

Non-degree seeking students wishing to take HIA courses may choose from the following. Enrollment in other HIA courses must be approved by the Director of the HIA program prior to enrollment.

- HIA 200: Introduction to Health Information Administration (3 hrs.)
- HIA 250: Basic Healthcare Statistics (3 hrs.)
- HIA 255: Medical Terminology (3 hrs.)

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## Health Information Administration Courses

### Foundation Courses

#### **BIO 247: Essentials of Human Anatomy & Physiology I**

(3 hrs.)

(Competency cannot be demonstrated through prior learning or challenge examination.)

This course introduces the structure and function of the human body to those students pursuing careers in the allied health field. The emphasis is on the way in which normal body systems are maintained and how deviations result in illness and disease. The course progresses from a general organization of the human body and of cells, to that of tissues and organs, and then to organ systems. For each system, basic anatomical structures are identified and the fundamental ways in which these structures carry out the activities of that system are investigated. The organ systems explored include (1) skin and body membranes, (2) skeletal and muscular systems, (3) nervous system and special senses, and (4) endocrine, blood and cardiovascular systems. Underlying the study of these systems, the course will show the student connections between body systems, providing an understanding of the interactions of these systems in maintaining homeostasis.

**BIO 248: Essentials of Human Anatomy & Physiology II**

(3 hrs.)

(Prerequisite: BIO 247; Competency cannot be demonstrated through prior learning or challenge examination.)

This course continues the study of the structure and function of the human body to those students pursuing careers in the allied health field. The emphasis is on the way in which normal body systems are maintained and how deviations result in illness and disease. The course progresses from a general organization of the human body and of cells, to that of tissues and organs, and then to organ systems. For each system, basic anatomical structures are identified and the fundamental ways in which these structures carry out the activities of that system are investigated. The organ systems explored include (5) lymphatic and immune systems, (6) respiratory system, (7) digestive system and metabolism, and (8) urinary and reproductive systems. Underlying the study of these systems, the course will show the student connections between body systems, providing an understanding of the interactions of these systems in maintaining homeostasis.

**HIA 200: Introduction to Health Information Administration**

(3 hrs.)

This course is an introduction to health information administration emphasizing the history of the healthcare delivery system, the health information management profession, healthcare standards and the health record. The course focuses on healthcare information requirements and standards.

**HIA 210: Comparative Health Record and Information Systems**

(3 hrs.)

This course investigates health record and information systems in hospitals, alternative care settings, and health-related agencies. Roles of the health information administrator in traditional and nontraditional healthcare settings are investigated and evaluated. Other topics include information systems application in a variety of healthcare settings, accreditations and regulatory standards in non-acute care settings, analysis of organizational behavior and culture in non-acute care settings, quality improvement methods in non-acute care settings, epidemiology, statistical applications in non-acute care settings, record content and use in non-acute care settings, healthcare information models and extra-enterprise healthcare information infrastructures. (Formerly HIA 403)

**HIA 250: Basic Healthcare Statistics for Health Information Administration**

(3 hrs.)

This course emphasizes the principles of data collection, preparation, analysis, and interpretation of health care statistics. It focuses on acceptable terminology, definitions, and computational methods. Other topics in the course include: data access, introduction to payment and reimbursement systems, calculations related to managing a health information department, statistics used in performance improvement activities and organizational assessment, vital statistics, computerized statistical packages, use of data for decision-making, healthcare data sets, registries and indices, and statistical interpretation.

**HIA 255: Medical Terminology**

(3 hrs.)

This is a basic course in medical terminology, the language of medicine. It consists of basic word structure (including word analysis, combining forms, suffixes, prefixes, and pronunciation) of descriptive medical terms pertaining to the body as a whole and to each body system.

**HIA 275: Clinical Applications of Pathophysiology & Pharmacology**

(3 hrs.)

(Prerequisites: BIO 247, BIO 248 and HIA 255 or equivalent)

This course focuses on important disease processes in major medical specialties. Emphasis is on disease terminology and abbreviations with identification of disease symptomatology, differential diagnosis and evaluation of laboratory data and drug therapy through textbook readings.

**HIA 281: Medical Coding I (ICD-9-CM)**

(3 hrs.)

(Prerequisites: BIO 247, BIO 248, HIA 255 and HIA 275 or equivalent)

This course emphasizes the principles and conventions of clinical classification systems used in today's healthcare settings. Emphasis is placed on ICD-9-CM and the introduction to ICD -10. Other topics in the course include: applicable licensing and regulatory issues relative to coded data, payment and reimbursement systems, professional ethics content of the medical record, decision-making processes, data validity and integrity, classification systems and nomenclature, quality assessment and improvement, work and legal standards related to reimbursement, and retrieval of information.

**HIA 285: Medical Coding II (CPT/HCPCS)**

(3 hrs.)

(Prerequisites: BIO 247, BIO 248, HIA 255 and HIA 275 or equivalent)

This course emphasizes the principles and conventions of the CPT/HCPCS clinical classification system used in today's healthcare settings. Other topics in the course include: applicable licensing and regulatory issues relative to coded

data, payment and reimbursement systems, professional ethics, content of the medical record, decision-making processes, data validity and integrity, classification systems and nomenclature, quality assessment and improvement, work and legal standards related to reimbursement, and retrieval of information.

## Core Courses

*All HIA foundation courses must be completed before taking HIA core courses. Competency in core courses cannot be demonstrated through prior learning or challenge examination.*

### **CIS 206: Information Systems**

(3 hrs.)

(Prerequisites: Introductory computer course and completion of HIA foundation courses)

The student will study computer concepts including networking, total information systems, and security. In addition, there will be projects using a spreadsheet, a relational database, and Web page construction. This course is designed to give a good working knowledge of the computer, software and the technology associated with it. Since the work will be done independently, students will participate in an online discussion group to collaborate with one another and gain assistance with the course. Students will use the World Wide Web, the Internet, and e-mail extensively. Note: The student must have access to a computer with CD-ROM drive and software including spreadsheet (Excel), word processing, and a relational database (Access).

### **BUS 225: Principles of Management**

(3 hrs.)

(Prerequisite: Completion of HIA foundation courses.)

The study of the basic principles of management, including organizational designs and the use of groups, leadership, communication, planning, decision-making and controlling.

### **BUS 305: Human Resource Management**

(3 hrs.)

(Prerequisites: BUS225 or permission of instructor and completion of HIA foundation courses.)

A course designed to acquaint students with the theory and techniques of effectively managing human resources in modern organizations. Topics include the following: job analysis and design; recruitment and selection; appraisal; training and development; compensation and health; and employee relations.

### **HIA 330: Legal and Ethical Issues in Health Information Administration**

(3 hrs.)

(Prerequisite: Completion of HIA foundation courses.)

This course provides the student with study of law and legal concepts as they apply to the practice of health information administration. Emphasis is on institution and physician liability; HIPAA Privacy/Rule regarding privacy and confidentiality; health record documentation standards; and release of information practices as impacted by HIPAA. Issues that occur in biomedical ethics will also be presented.

### **HIA 347: Management of Clinical Classification and Reimbursement Systems**

(3 hrs.)

(Prerequisites: BIO247, BIO248, HIA275, HIA281 and HIA 285 or equivalent, and completion of HIA foundation courses.)

This course emphasizes the application of management principles and techniques of clinical classification and reimbursement systems in health care settings. The course tests the students' coding competency and skills; reviews quality control and compliance issues of the coding function, and federal government compliance institutions. Other topics include: reimbursement software applications, data definitions, data security, data retrieval and report design, organization of health care, accreditation standards, compliance and regulatory requirements, professional ethics, supervision of staff, productivity standards, interpersonal skill development, organizational assessment and benchmarking, content of the clinical information as it relates to coded data, work redesign, and strategic planning.

### **HIA 351: Health Information Systems**

(3 hrs.)

(Prerequisites: CIS 206 and completion of all HIA foundation courses.)

This course is a study of computer applications in the management of systems to collect, store, process, retrieve, analyze, disseminate, and communicate health related information. Study of work simplification, system analysis and graphic representation techniques are covered. Other topics include data security, local and wide area network data definitions, data administration, database structures, data dictionaries, data modeling, and database administration.

**HIA 354: Principles of Health Finance**

(3 hrs.)

(Recommended prerequisites: Principles of Accounting II and/or Principles of Finance and completion of HIA foundation courses.)

Healthcare accounting principles and financial management concepts are addressed from the health information department manager/director's perspective. Students will be required to apply the concepts to the health information department and/or a healthcare organization. Key concepts will include preparing and managing the department budget, compiling a cost-benefit analysis for procurement of departmental resources, applying cost accounting concepts including time value of money, and understanding and analyzing healthcare financial statements and reports.

**HIA 355: Integrated Quality Management**

(3 hrs.)

(Prerequisite: Completion of all HIA foundation courses.)

This course is a study of the history, principles and techniques of quality assessment and performance improvement programs; review of utilization of health care and other cost-containment programs; risk management and the application of evaluation techniques in different healthcare settings. Other topics include computer software applications related to performance improvement, data retrieval and report design, organization of health care, accreditation standards, licensing and regulatory agencies, legal aspects of health care related to patient safety and risk management, professional ethics, organizational behavior, strategic planning, marketing, interpersonal skill development, organizational assessment and benchmarking, and quality improvement methods.

**HIA 375: Advanced Health Information Systems**

(3 hrs.)

(Prerequisites: CIS 206, HIA 351 and completion of HIA foundation courses.)

This course is an advanced health information systems course emphasizing the role of the HIA manager in the planning and implementation of the electronic health record (EHR). Related topics include the definition and functions of an EHR, its historical development, stakeholders and software providers. Other topics include computer architecture, local and wide area networks, data information and file structure, database management, data security and data access, e-HIM workflow issues, project management, systems life cycle analysis, and clinical and administrative user-interface analysis.

**HIA 401: Management of Health Information Centers**

(3 hrs.)

(Prerequisite: Completion of all HIA foundation courses.)

This course covers the application of the management of health information centers, discusses leadership and management functions and roles for the Health Information Administration professional. Topics include leadership, management, effective problem solving and decision making, workflow management, effective use of resources, effective communication, employee training and supervision, project and strategic planning. Budgeting is fully discussed in the course.

**HIA 450: Internship in Health Information Administration**

(3 hrs.)

(Prerequisite: Completion of all HIA coursework and permission of instructor.)

This course is an individualized professional practice experience in administration of health information centers in various health care facilities. Final determination of internship sites is contingent upon contracting approval between the site and the College and also upon the approval of the HIA Program Director. The internship is undertaken for the purpose of applying the content of all previous courses in the clinical setting. Students are expected to utilize appropriate textbooks to analyze and evaluate health information systems as required by their clinical site. Students may be required to temporarily relocate in order to complete the internship. Students are expected to exhibit professional behavior at all times. Failure to adhere to professional behavior may result in the inability to complete the internship and the HIA program. Students must purchase professional insurance and have a completed history, physical and current TB test on file prior to being allowed to undertake the internship. Students are not allowed to begin their professional practice experience until they receive notification of approval from the instructor.

**HIA 491: Seminar in Health Information Administration**

(3 hrs.)

(Prerequisites: Completion of all HIA coursework and permission of instructor.)

This is a required final course. No previous coursework will be accepted or transferred in for this course.

This course will prepare students to conduct research by preparing a formal research proposal with an emphasis on developing a research problem, conducting a literature search and review, and designing a research tool using conventional data collection methods.

**HIA 492: Capstone in Health Information Administration**

(3 hrs.)

(Prerequisites: Completion of all HIA coursework and permission of program director.)

Students will collect data using the research tool designed in the senior seminar course. Results and interpretation of findings will be tabulated and presented in a formal written report. Students will be required to draw conclusions and make recommendations based on their findings.

## Legal Studies

### Requirements for the B.A. Major in Legal Studies

A grade of C or better must be earned in each course listed below.

#### Required Courses

LGS/WST 110: Women, Law & Justice (3 hrs.)

LGS 220: Legal Analysis and Problem Solving (3 hrs.)

LGS 250: Conflict Resolution (3 hrs.)

LGS 260: Supreme Court and Constitutional Law (3 hrs.)

PHIL 4610: Philosophy and Law Seminar (3 hrs.) (MU) **OR** PHIL 330: Philosophy of Law (3 hrs.) (CC)

LGS 492: Senior Essay and Oral Defense (3 hrs.)

BUS 362: Professional Communications (3 hrs.)

BUS/LGS 352: Business Law (3 hrs.)

ENG 340: Language: Use and Abuse (3 hrs.)

LGS/IME 362: Media Law (3 hrs.)

PHL 201: Logic and Critical Thinking (3 hrs.)

LBA 250: Fundamentals of Speech (3 hrs.)

#### Choose one of the following:

LBA 142: Peacemaking in the Modern World (3 hrs.)

LBA 185: Modern Slavery Around the World: Of Human Bondage (3 hrs.)

LGS 301: Internship (1-3 hrs.)

LBA 340: Terrorism: Perspectives on Acts of Violence (3 hrs.)

### Academic Partnership: 3:3 Law Program

A joint program with the neighboring University of Missouri-Columbia, (MU) allows students to complete undergraduate coursework in three years and, with a successful GPA and required LSAT score, earn early admission to MU's Law School. Students earn a bachelor's degree from Stephens after the successful completion of the first year of law school. Thus, a student could earn a law degree in six year, instead of the normal seven years.

The program is a "succeed-sooner" opportunity for high-caliber, highly motivated students. Stephens' pre-law adviser ensures that you take the courses and obtain the skills you need for law school, in addition to offering up-to-date advice on the law school admission process.

### Requirements for a Minor in Legal Studies

Students may earn a minor in Legal Studies by completing the one required course listed below with a total of 15 semester hours; 6 semester hours must be 300-400 level advanced coursework.

#### Required Course:

LGS 110: Women, Law and Justice (3 hrs.)

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## Legal Studies and Philosophy Courses

### LGS 110: Women, Law and Justice

(3 hrs.)

(Open to all students; cross-listed as WST 110)

An introduction to the system and practice of law by focusing on areas of law impacting women's lives: family law, employment law and criminal law. Legal reasoning and research, text analysis and lawyers' lives are explored.

### LGS 220: Legal Analysis and Problem Solving

(3 hrs.)

(Prerequisite: LGS 110 or permission of the instructor)

This course explores legal research and writing. The course emphasizes effective writing methods and teaches students to analyze successfully various legal problems. Students will learn the skills and technology to be effective in today's legal environment, especially strategies for research and modes of legal writing.

### LGS 250: Conflict Resolution: Personal and Community Negotiation

(3 hrs.)

(Prerequisite: sophomore standing)

This course explores a variety of conflict resolution methods including: negotiation, mediation, arbitration, and judicial

processes. By examining personal, community, and world conflicts, students will learn how to analyze, select and apply an appropriate conflict resolution.

**LGS 260: The Supreme Court and Constitutional Law**

(3 hrs.)

(Prerequisites: LGS 110 *or* PSC 101, sophomore standing; or permission of instructor.)

Course explores the basic principles of American constitutional law through an examination of the United States Supreme Court. Focus is on the history of the Court, civil liberties and individual rights and the development of social policy as understood through landmark Supreme Court decisions.

**LGS 280: Topics in Legal Studies**

(1-3 hrs.)

(Prerequisite: dependent on topic)

Check semester course schedule for current information. Taught at irregular intervals in response to current issues, student requests, themes, availability of key personnel or other special needs. Investigates content related to one of the interdisciplinary areas comprising the major.

**LGS 301: Internship**

(1-3 hrs.)

(May be taken twice for credit but counts only once in electives category)

(Prerequisite: permission of program chair)

Students will intern in a law office, public interest group, or other agency under professional supervision.

**LGS 352: Business Law**

(3 hrs.)

(Prerequisite: junior standing or permission of instructor; cross listed as BUS 352.)

A study of the basic concepts of business law as they relate to legal rights and remedies, with an emphasis on contracts and other facets of law relevant to business practice.

**LGS 362: Media Law**

(3 hrs)

(Prerequisites: junior standing or permission of instructor; cross-listed as IME 362.)

Mass communication-especially in the last 75+ years-has spawned volumes of regulations, statutes, and court decisions that affect broadcasters, the print media, the Internet, and consumers. Students will study the legal issues concerning media and individuals, organizations and the mass media, including the development of First Amendment freedoms: free speech, free press, fair trial; privacy and access; libel, defamation, obscenity and indecency; advertising, and copyright and trademark.

**LGS 380: Topics in Legal Studies**

(3 hrs.)

(Prerequisite: dependent on topic)

Check semester course schedule for current information. Taught at irregular intervals in response to current issues, student requests, themes, availability of key personnel or other special interdisciplinary areas comprising the major.

**LGS 492: Senior Essay and Defense**

(3 hrs.)

(Prerequisite: third-year standing; must be taken in the fall semester)

The student will write an essay that integrates and demonstrates competence in the fields of study that comprise the major. In addition, an oral defense of the essay is required, which will occur before an invited audience. A student may not write or defend the senior essay before the third year.

**PHL 201: Logic and Critical Thinking**

(3 hrs.)

(Open to all students)

The course teaches the basic strategies for critical thinking, focusing on the structures of arguments as analyzed by traditional logic and analysis for fallacies. Topics include deductive and inductive reasoning, immediate inference, and argument proofs.

**Independent Study**

Independent study (special studies, tutorials, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information about independent study may be obtained in department offices or in the Office of the Registrar.

## Liberal Arts

### Mission Statement:

The Liberal Arts program provides a women-centered, globally focused course of study that introduces students to the knowledge, skills, methods and approaches of the academic disciplines that constitute the Liberal Arts.

### Program Information:

The Liberal Arts curriculum grounds all the College's degree programs, striking an appropriate balance between preparing students for the careers they hope to pursue and educating them for the lives they will lead. Regardless of her major, every student at Stephens completes 30 required semester hours in her Liberal Arts program, unless she brings to the College advanced placement, international baccalaureate or college transfer credit that matches these requirements.

Within the Liberal Arts program, students take four Core Courses, four Learning Community Courses, and two Choice Courses. All Liberal Arts courses, regardless of the topics they cover, provide opportunities for students to sharpen their critical thinking and communication skills. In addition to the Liberal Arts courses they take to fulfill Liberal Arts requirements, students may take other Liberal Arts courses for elective credit. Departments may also approve Liberal Arts courses as electives in their majors and minors.

### Core Courses -- 12 semester hours

#### Composition Sequence (6 hrs.)

Students take the composition sequence during their first two semesters:

- Composition I (3 hrs.)
- Composition and Research II (3 hrs.)

#### Sophomore Seminar (3 hrs.)

Students take one of the two Sophomore Seminars during their second year:

- Government and Economics -- Fall Semester only (3 hrs.)
- Global Village -- Spring Semester only (3 hrs.)

#### Senior Seminar (3 hrs.)

- Global Ethics -- Offered Fall and Spring Semesters (3 hrs.)

### Learning Community Courses -- 12 semester hours

Students take four area studies courses during their first and second years within a mixed-major Learning Community:

- Cultural Studies (3 hrs.)
- Historical Studies (3 hrs.)
- Literary Studies (3 hrs.)
- Social Science (3 hrs.)

### Choice Courses -- 6 semester hours

To complete their Liberal Arts requirements, students choose one approved three-hour course in Quantitative Literacy and one approved three-hour course in the Natural Sciences. Students may take these courses any time during their enrollment.

#### Quantitative Literacy (3 hrs.)

Approved courses include:

- MAT 111: College Algebra
- MAT 105: Math for Elementary Teachers I
- MAT 106: Math for Elementary Teacher II
- MAT 207: Introduction to Statistics
- BUS 205: Personal and Family Finance
- MAT 211: Calculus and Analytic Geometry I

If a student's major requires a specific Quantitative Literacy course from this list, that required course will satisfy the Liberal Arts program's Quantitative Literacy requirement.

#### Natural Science (3 hrs.)

Approved courses include:

- BIO 111: Biological Concepts
- BIO 115: Health for All: Disease and Public Health
- BIO 121: The Art and Science of Growing Plants
- BIO 181: Investigations in Biological Concepts I

- BIO 200: Introduction to Crime Scene Analysis
- BIO 201: Structural Kinesiology
- CHM 101: Chemistry in Everyday Life
- NSC 115: Physical Science: How Things Work
- NSC 125: The Science of Beauty
- NSC 211: Environmental Science

If a student's major requires a specific Natural Science course from this list, that required course will satisfy the Liberal Arts program's Natural Science requirement.

The College will determine which transfer courses fulfill Liberal Arts requirements. Stephens students who wish to complete part of the Liberal Arts Program requirements at another regionally accredited college or university may seek approval to do so by providing to the Registrar and the Dean of Liberal Arts, for their review, catalog description(s) of the course(s) they wish to take. To ensure transferability for Liberal Arts requirements, students must secure approvals *prior to enrolling* in courses outside Stephens. The Transfer Equivalency form is available in the Registrar's office and on line. Students should seek approval from the appropriate department chair for transfer courses in the major or minor.

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## Liberal Arts Courses

### **LBA 107: Composition I**

(3 hrs.)

The first semester of a two-semester sequence, this course provides students with opportunities to sharpen their reading, writing, research, and reasoning skills. At the same time, the course encourages students to develop their own distinct writing and speaking voices. The format of the course will include guest speakers, class discussions, small group presentations, individual presentations, formal and informal papers, writing exercises, and peer reviewing.

### **LBA 108: Composition and Research II**

(3 hrs.)

(Prerequisite: LBA 107 with a C- or better)

Students continue to sharpen their skills in critical reading, writing, research and reasoning with an additional focus on learning to make good use of their speaking voices. Composition and Research II links closely with the other Liberal Arts course offered in the student's Learning Community, supporting and enriching the reading, research, and writing required in the linked course.

### **LBA 142: Social Science: Peacemaking in the Modern World**

(3 hrs.)

Using the resources of philosophical and religious ethics, students in this course examine theories of war, terrorism, justice, and peace, as well as principles of nonviolence and alternative methods of conflict resolution.

### **LBA 150: Cultural Studies: World Art in 100 Works**

(3 hrs.)

Introduces students to the history of art and architecture from the Paleolithic to the present day by focusing on 100 key works. This a world art course, so European, African, Asian, Oceanic and native American traditions will receive approximately equal treatment.

### **LBA 151: Cultural Studies: Seven Pleasures: An Introduction to the Visual Arts**

(3 hrs.)

This course provides an opportunity for students to study art as aesthetic experience across cultures and time. Specifically, the course explores seven basic ways of enjoying works of art: the pleasures of naturalism, narrative, pattern, expressionism, abstraction, fantasy and allegory.

### **LBA 152: Cultural Studies: Women's Folklife, Women's Culture**

(3 hrs.)

Examples of folklife, such as verbal folklore, material culture, folk beliefs, customs, rituals and performances, are analyzed in terms of how they mediate women's relationships in cultural contexts.

### **LBA 153: Cultural Studies: Women in Music**

(3 hrs.)

This course takes an historical, international perspective on the study of women's contributions to classical and popular music as composers and performers.

### **LBA 154: Cultural Studies: World Music**

(3 hrs.)

World Music is an interdisciplinary Liberal Arts course that unites the study of world cultures and music. This course involves the examination of music drawn from myriad cultural traditions, with particular focus given to how music reflects the culture that brings it to life.

**LBA 155: Cultural Studies: Love Actually: Studies in International Film**

(3 hrs.)

In this course students explore how various types of love relationships are portrayed in the films of several countries. The course will look at parental love, friend love, sibling love, and romantic love, as well as how filmmakers use the art and craft of filmmaking to explore these relationships and the cultures in which they occur.

**LBA 156: Cultural Studies: Rock & Roll Music**

(3 hrs.)

This course offers students an introductory survey of the history of Rock & Roll music, from its initial Golden Age of the 1950s to the digital revolution of the late 1990s. Through lecture, discussion, listening, writing and individual presentations, students will explore a wide range of Rock & Roll styles, musicians, works, and ideas, always with an eye to how this music reflects the cultural context of its time.

**LBA 157: Cultural Studies: The Culture of Colour**

(3 hrs.)

This course uses color as its investigative medium. Beginning with basic color theory and terminology students consider the scientific, psychological and symbolic aspects of color. Focusing on rites of passage, major religions, spirituality and celebrations, students investigate color and its meanings in various cultures.

**LBA 159: Cultural Studies: The World of Theatre**

(3 hrs.)

Through the study of theatre past and present, reading of plays, and attending on campus performances, students will develop an appreciation and understanding of how live performance happens throughout the world.

**LBA 172: Historical Studies: Unruly Women**

(3 hrs.)

Students in this course study the history of women through the perspectives of women who challenged the norms of society through their words, actions, and lifestyles.

**LBA 173: Historical Studies: America 1960-1990: Domestic and Global Perspectives**

(3 hrs.)

Students in this course study America's involvement in the world through the lenses of human rights, race, roles of women and gender, poverty, the environment, and globalization.

**LBA 174: Historical Studies: Major Issues in Recent History: a Global Perspective**

(3 hrs.)

Students will discuss readings covering the historical period from the end of the Cold War to the present. Approaches include historiography, mapping global aspects of events and reframing them in terms of gender and culture.

**LBA 175: Historical Studies: 20<sup>th</sup>-century U.S. – a Global Perspective**

(3 hrs.)

Students in this course will study America's growth from the turn of the century through the 1980s. Particular focus will be given to immigration, the roles of women, human rights, the Cold War and America's place in the world, acknowledging the influences of radicalism, conformity, liberalism, and conservatism. The importance of gender, race, and religion are investigated as broad topics that shaped America during the 20<sup>th</sup> century.

**LBA 176: Historical Studies: 20<sup>th</sup>-century Europe**

(3 hrs.)

This course will study Europe's involvement in the world through the lenses of human rights, race, roles of women and gender, poverty, the environment and globalization. Ranging from European colonialism to Soviet communism, this course will focus on the impact of the states and citizens of Europe upon the world.

**LBA 177: Historical Studies: Perspectives in History**

(3 hrs.)

This course will introduce students to aspects of American History through a specific perspective, such as Colonial America or Religion in America. The significance of race, class, gender, and religion will be examined in relation to world views of the given time period.

**LBA 178: Historical Studies: Ten Days That Shook the World**

(3 hrs.)

This introductory history class explores ten days in the 20<sup>th</sup>-century that shaped the world as we know it. They range from the beginning of colonialism to the dawning of freedom in countries like India and South Africa.

**LBA 179: Historical Studies: Global Cold War Crises**

(3 hrs.)

From the end of the Second World War to the fall of the Berlin Wall in 1989, the world was locked in a deadly conflict between the "Communist World" led by the Soviet Union and the "Free World" led by the United States. With both sides possessing nuclear weapons, the world was on the brink of destruction. This introductory course will examine the crises (such as the Cuban Missile Crisis) that threatened to unleash a deadly Third World War and explore how they were defused.

**LBA 181: Social Sciences: Psychology of Creativity**

(3 hrs.)

This course provides the student with an introduction to the psychological foundations of creativity, including biological, social, familial, and cognitive factors. Basic psychological principles will be studied to expand the student's understanding of the creative process.

**LBA 183: Social Sciences: Psychology of Emotions**

(3 hrs.)

This course is geared towards undergraduate students who have not previously studied psychology. Students will address questions of what we mean by emotion, where emotions come from, how they affect the formation of memory, how they affect decision-making, and to be aware of their presence and how to regulate them in order to improve physical and mental health.

**LBA 184: Social Sciences: Understanding Our World through Psychology**

(3 hrs.)

Students study psychological principles and apply them to current events. The course focuses on the principles of human behavior, using assigned readings and class discussion. Topics include attachment theory, psychopathology, social psychology, development, moral reasoning, and theoretical perspectives on aggression, stress and health. Research studies supporting major theories will be presented throughout the course.

**LBA 185: Social Sciences: Modern Slavery Around the World: Of Human Bondage**

( 3 hrs.)

This course will examine forms of modern slavery, including forced labor (as a consequence of human trafficking), sex slavery, and debt bondage.

**LBA 186: Social Sciences: Introduction to Anthropology**

(3 hrs.)

This is a survey course which may focus on one or more indigenous cultures. Study will include language, art, religion, literature/oral tradition, kinship, social organization and cultural change. Emphasis is placed on critical thinking and analysis skills.

**LBA 187: Social Sciences: Psychology of Identity**

(3 hrs.)

This course is designed to explore the various aspects of identity theory including racial/ethnic, sexual, gender, career and feminist. Additionally, the course will explore the intersections of multiple identities and the impact of identity on the developmental process. Students will be asked to explore their own identity development through various activities and assignments designed to make the course more applicable to their own experiences.

**LBA 188: Social Sciences: Psychology and the Media**

(3 hrs.)

The course is designed to provide an introduction to basic psychological principles in the context of the media. Examples of concepts studied will include social psychology, perception and influence, self-image, learning and behavior, decision models, and group process. Students will use critical-thinking skills to examine the interaction between psychological principles and media portrayals of mental illness and mental-health professionals, as well as human behavior in general.

**LBA 207: Honors Seminar I**

(3 hrs.)

(Open to Honors House Plan students only)

Honors Seminar I is the first semester of a two-semester sequence in which students will approach a selected topic from multiple perspectives. Projects will offer students opportunities to sharpen their reading, writing, research, reasoning and digital media skills. The format of this class will involve seminar style discussion, guest speakers, group and individual presentations, formal and informal papers, and extensive revisions. Key to this course will be a service learning component.

**LBA 208: Honors Seminar II**

(3 hrs.)

(Prerequisite: LBA 207; Open to Honors House Plan students only)

Students continue to explore the selected topic with opportunities to sharpen their reading, writing, research, and reasoning skills. As the culmination of Honors Seminar II students will complete a purpose-driven research project. Emphasis will be placed on their speaking voices and presentation techniques. Honors Seminar II links closely with the Liberal Arts course offered in the honors learning community. The format of this course will place special emphasis on individual conferencing with the instructor.

**LBA 214: Honors - Literary Studies: Contemporary International Fiction**

(3 hrs.)

(Open to Honors House Plan students only)

This course investigates the elements of fiction by reading six contemporary novels from around the world. Students will examine the historical, cultural, sociopolitical, and economic contexts of the literary readings and explore themes common to contemporary literature.

**LBA 218: Sophomore Seminar: Government and Economics**

(3 hrs.)

(Prerequisite: LBA 108/208)

This course focuses on the national and trans-national relationships among governments, especially the United States government, and economic systems, corporations, institutions, and agreements. This course helps students learn about some of the most powerful forces in the world and gives students the opportunity to sharpen their reading, writing, researching, reasoning, and speaking skills.

**LBA 219: Sophomore Seminar: Global Village**

(3 hrs.)

(Prerequisite: LBA 108/208)

This course will involve students in three broad topics: global resource management, global economics and global conflict and cooperation. The world is a surprisingly small place, and most of our activities directly or indirectly connect us with people in distant lands. This course seeks to make students more aware of these global connections and empower students to act consciously and responsibly as global citizens. Students have the opportunity to sharpen their reading, writing, researching, reasoning, and speaking skills.

**LBA 224: Literary Studies: Contemporary Literature**

(3 hrs.)

(Prerequisite: LBA 108/208)

This course offers an introduction to contemporary literature centered on a theme. While special attention is given to work written in the past decade, selections will include influential and pioneering work from the middle of the 20th century. A portion of the selected works will be by international and women writers. Course topics will vary. Recent topics include: Baseball in Literature and Women's Detective Fiction.

**LBA 225: Literary Studies: Short Stories from Around the World**

(3 hrs.)

(Prerequisite: LBA 108/208)

This course is designed to offer an introduction to the contemporary short story and its various modes. While special attention is given to work written in the past decade, selections will include influential and pioneering work from the middle of the 20th century. A portion of the selected works will be by international and women writers.

**LBA 238: Literary Studies: Coming-of-Age Literature**

(3 hrs.)

(Prerequisite: LBA 108/208)

This course focuses on coming-of-age narratives, a genre of literature representing the transition between childhood and adulthood, an intense and memorable time filled with conflict: first love, lost love, rebellion against authority. Readings will include a variety of novels, short stories, essays, and scholarly and popular articles on developmental theory.

**LBA 240: Social Science: Understanding Terrorism: Perspectives on Acts of Violence**

(3 hrs.)

(Prerequisite: LBA 108/208)

This course examines different characteristics of terrorism. Because of the negative, and often polarizing, connotation of the word, the course will begin by defining terrorism in a way that removes moral judgments attached to this unusual human behavior. Terrorism, as discussed in this course, refers to a purposeful act or threat of violence to create fear and/or compliant behavior in a victim and/or audience. Next, the course will examine political terrorism, religious terrorism, and terrorism with other motives. The course will seek to answer whether social or physical environments attract certain people to join violent terrorist organizations.

**LBA 248: Literary Studies: Educating Rita: Students and Teachers**

(3 hrs.)

(Prerequisite: LBA 108/208)

A study of literature exploring student-teacher and mentoring relationships both inside and outside the classroom, this

course searches for characteristic elements of such literature, for issues particular to education (in the original context of the literary piece and in our own time), and for definitions of “student” and “teacher”.

**LBA 250: Fundamentals of Speech**

(3 hrs.)

(Prerequisite: LBA 108/208)

This course will introduce students to the basic skills of public speaking, including persuasive, informative, extemporaneous speeches and the use of presentation technology. Intrapersonal and interpersonal communication skills are emphasized through analysis and evaluation as audience and speaker.

**LBA 252: Honors Cultural Studies: The Jazz Experience**

(3 hrs.)

(Open to Honors House Plan students only)

Jazz music is America's unique artistic contribution to the world. This course will investigate the history of jazz which is steeped in the singular experiences of African-Americans. It will explore the context in which jazz has developed and produced cultural and political realities. Students will become familiar with the major developments and eras of the jazz art form, as well as specific musical contributions of key individuals.

**LBA 253: Honors Cultural Studies: Seven Pleasures: An Introduction to the Visual Arts**

(3 hrs.)

(Open to Honors House Plan students only)

This course provides an opportunity for students to study art as aesthetic experience across cultures and time. Specifically, the course explores seven basic ways of enjoying works of art: the pleasures of naturalism, narrative, pattern, expressionism, abstraction, fantasy and allegory.

**LBA 258: Literary Studies: The Female Hero in Folktales from Around the World**

(3 hrs.)

(Prerequisite: LBA 108/208)

The course will require students to read and actively participate in class discussion of folktales from around the world. Students will write short essays, and they will also use writing informally in a series of in-class exercises as a tool for inquiry, discovery, learning, thinking, and communicating.

**LBA 275: Honors Historical Studies: 20<sup>th</sup> Century U.S. – A Global Perspective**

(3 hrs.)

(Open to Honors House Plan students only)

Students in this course will study America's growth from the turn of the century through the 1980s. Particular focus will be given to immigration, roles of women, human rights, the Cold War and America's place in the world, acknowledging the influences of radicalism, conformity, liberalism, and conservatism. The importance of gender, race, and religion are investigated as broad topics that shaped America during the 20<sup>th</sup> century.

**LBA 285: Honors Social Science: Modern Slavery Around the World**

(3 hrs.)

This course will examine forms of modern slavery, including forced labor (as a consequence of human trafficking), sex slavery, and debt bondage.

**LBA 340: Honors Social Science: Understanding Terrorism: Perspectives on Acts of Violence**

(3 hrs.)

(Open to Honors House Plan students only)

This course examines different characteristics of terrorism. Because of the negative, and often polarizing, connotation of the word, the course will begin by defining terrorism in a way that removes moral judgments attached to this unusual human behavior. Terrorism, as discussed in this course, refers to a purposeful act or threat of violence to create fear and/or compliant behavior in a victim and/or audience. Next, the course will examine political terrorism, religious terrorism, and terrorism with other motives. The course will seek to answer whether social or physical environments attract certain people to join violent terrorist organizations.

**LBA 350: Global Ethics**

(3 hrs.)

(Prerequisite: LBA 218/219 and Senior Standing; required of all students)

This course looks at a broad spectrum of international issues – from global climate change and sustainability, human rights to gender discrimination – in a context that considers both sides of the dilemma and seeks for an ethical way forward. The class uses concepts in economics, philosophy, political science, history, sociology and anthropology in its attempt to analyze global problems and decide how best to address the various ethical issues.

## Liberal Studies

The degree program for a Liberal Studies major requires completion of liberal arts requirements and 30 to 45 semester hours in the major. Depending upon the concentrations or minors selected, a student's Liberal Studies major will have 18 to 24 hours at or above the 300 level. Residential students who elect the Liberal Studies major will complete a senior requirement (project, essay or internship).

A residential student who elects a Liberal Studies major selects concentrations or minors from those listed below. A form for declaring a Liberal Studies major is available in the registrar's office or in department offices. The major is expected to be declared by the end of the sophomore year (completion of 60 semester hours).

Only one minor or concentration in a discipline may be included in a Liberal Studies major.

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### Concentration in Apparel Studies

In conjunction with the School of Fashion & Design

#### Required Concentration Courses (27 hrs.)

FAS 170: Survey of Fashion (3 hrs.)

FAS 203: Textiles (3 hrs.)

FAS 303: Product Development (3 hrs.)

FAS 375: 20th Century Costume (3 hrs.) **or** FAS 315: Pre-20th Century Costume (3 hrs.)

FAS 493: Current Issues in the Global Fashion Industry (3 hrs.)

FAS 496: Post-Internship Seminar (2 hrs.)

INT 210: Pre-Internship Seminar (1 hr.)

BUS 171: Foundations of Business (3 hrs.)

BUS 250: Marketing (3 hrs.)

#### **Plus one of the following:**

FAS 201: Product Analysis (3 hrs.)

FAS 270: Foundations of Fashion Marketing Management (3 hrs.)

FAS 275: Fashion Communication (3 hrs.)

Students must earn a C- or better in all required courses within the concentration in apparel studies. Students may not continue to the next level class until the prerequisite class is passed with a C- or better.

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### Concentration in Child Development

In conjunction with the School of Interdisciplinary Studies

#### Required Concentration Courses (21 hrs.)

EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)

EDU 115: Advanced Child Development: Cross-Cultural Perspective (6 hrs.)

EDU 355: Literature for Children (3 hrs.)

EDU 363: Education/Psychology of the Exceptional Child (3 hrs.)

HDE 493: Senior Project (3 hrs.)

PSY 111: Intro to Psychology (3 hrs.)

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### Concentration in Early Childhood Education

In conjunction with the School of Interdisciplinary Studies

#### Required Concentration Courses (19 hrs.)

EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)

EDU 115: Advanced Child Development: Cross-Cultural Perspective (6 hrs.)

EDU 276: Foundations of Teaching-Learning Process (4 hrs.)

EDU 355: Literature for Children (3 hrs.)

EDU 493: Senior Project (3 hrs.)

## Concentration in English and Women's Studies

### Required Concentration Courses (27 hrs.)

ENG 269 or 270: American Literatures I or II (3 hrs.)  
ENG 271 or 272: English Literary Traditions I or II (3 hrs.)  
ENG/WST 308: Women Writers (3 hrs.)  
ENG 372: Criticism and Culture (3 hrs.)  
INT 498: Senior Essay (3 hrs.) (Register by Independent Study)  
WST 210: Introduction to Women's Studies (3 hrs.)

### *Plus three of the five listed below:*

WST/LGS 110: Women, Law and Justice (3 hrs.)  
WST/IME 464: Women and the Media (3 hrs.)  
WST/PSY 301: Psychology of Gender (3 hrs.)  
WST 310: Gender Across Cultures (3 hrs.)  
WST/ARH 355: Women in Art (3 hrs.)

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## Concentration in Studio Art

### Required Concentration Courses (24 hrs.)

ARH 101: Intro to History of Art (3 hrs.)  
ART 105: Beginning Drawing (3 hrs.)  
ART 203: Painting/Color (3 hrs.)  
ART 205: Printmaking (3 hrs.)  
ART 494: Senior Project (3 hrs.)  
GDE 110: Principles of Design (3 hrs.)

### *Plus two of the following:*

ART 301: Advanced Drawing (3 hrs.)  
ART 303: Advanced Painting (3 hrs.)  
ART 305: Advanced Printmaking (3 hrs.)  
Any 300-level graphic design course

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## Concentration in Writing and Language

### Required Concentration Courses (24 hrs.)

ENG 210: Intro to Creative Writing (3 hrs.)  
ENG 240: Writing Creative Non-Fiction (3 hrs.)  
ENG 212: Introduction to Scriptwriting (3 hrs.) **or**  
ENG 242: Intermediate Creative Writing (3 hrs.)  
ENG 305: Advanced Composition (3 hrs.)  
ENG 340: Language: Uses and Abuses (3 hrs.)  
ENG 372: Criticism and Culture (3 hrs.)  
A 300-level creative writing workshop (3 hrs.) **and**  
ENG 490: Senior Essay/Project (3 hrs.)

*NOTE:* Only the English or Creative Writing minor or one of the concentrations with ENG prefixes may be included in a Liberal Studies major. Students including English or Creative Writing in a Liberal Studies major also participate in the departmental assessment of majors.

### Minors That May Be Included in a Liberal Studies Major

Only the minors listed below are available for inclusion in a Liberal Studies major by students in the residential program. The requirements for each minor listed below are fully described in the appropriate academic discipline section of the catalog. Only one minor or concentration in a discipline may be included in a Liberal Studies major.

When a minor becomes part of the Liberal Studies major, none of the courses in the minor may also count as liberal arts courses.

Art History  
Biology  
Chemistry  
Creative Writing\*  
Dance  
Education  
English\*  
Equestrian  
Filmmaking  
Finance  
Graphic Design  
Forensic Science  
Interior Design  
Legal Studies  
Management  
Marketing  
Mathematics  
Music  
Psychology  
Spanish  
Special Event Planning  
Theatre Arts  
Visual Arts  
Women's Studies

\*English or Creative Writing minors may be included as concentrations in a liberal studies major provided that the student also takes a capstone course: ENG 490: Senior Essay or Project.

## Mathematics

### Requirements for a Minor in Mathematics

(15 semester hours)

MAT211: Calculus I (3 hrs.)

MAT212: Calculus II (3 hrs.)

MAT213: Calculus III (3 hrs.)

Plus 6 hours of additional MAT courses numbered 300 or above.

## Mathematics Courses

### MAT 105: Mathematics for Elementary Teachers I

(3 hrs.)

(Prerequisite: one year of high school algebra)

Course designed to provide prospective elementary teachers with an understanding of the foundations of elementary mathematics. Topics include whole numbers and place value, fractions and integers.

### MAT 106: Mathematics for Elementary Teachers II

(3 hrs.)

(Prerequisite: MAT 105 or one year of high school algebra)

Course designed to provide prospective elementary teachers with an understanding of the foundations of elementary mathematics. Topics include geometry, measurement and elementary statistics.

### MAT 111: College Algebra

(3 hrs.)

(Prerequisite: two years of high school algebra)

Study of functions, equations and graphs with emphasis on linear, quadratic and exponential functions.

### MAT 207: Introduction to Statistics

(3 hrs.)

(Prerequisite: two years high school algebra)

Introductory course in statistical methods used in business, psychology, education and natural or social sciences.

Topics include data organization, descriptive statistics, elementary probability, binomial and normal distributions, sampling distributions, statistical inference, chi-square, correlation and linear regression.

### MAT 211, MAT 212, MAT 213: Calculus I, II, III

(3 hrs. each)

(Prerequisites: for MAT 211: three years of high school mathematics; for MAT 212: MAT 211; for MAT 213: MAT 212)

Study of the concepts and applications of derivatives and integrals, developed numerically, graphically and algebraically.

### MAT 305: Multivariate Calculus

(3 hrs.)

(Prerequisite: MAT 213)

The calculus of functions of more than one variable, including vector geometry, partial differentiation, multiple integration and applications.

### MAT 311: History of Mathematics

(3 hrs.)

(Prerequisites: a grade of "B" or better in MAT 111; or "C" or better in MAT 211; or three years high school mathematics with a "B" average, and junior standing or permission of instructor.)

An introduction to the growth and development of mathematics through the centuries with emphases on the pre-18th century cultures involved, the contributions of women, and the evolution of problem-solving techniques. Writing Intensive.

### MAT 326: Linear Algebra

(3 hrs.)

(Prerequisite: MAT 213)

A study of fundamental concepts and techniques of linear algebra, including vector spaces, matrices, and linear transformations.

**MAT 338: Differential Equations**

(3 hrs.)

(Prerequisite: MAT 213)

Mathematical modeling applications with differential equations. Topics include first-order equations, second-order linear equations and systems of equations.

**MAT 380: Topics in Mathematics**

(1-3 hrs.)

(Prerequisite: dependent on topic)

Taught to meet special interests of faculty and students. Offered at irregular intervals.

**MAT 410: Abstract Algebra**

(3 hrs.)

(Prerequisite: MAT 213 or permission of program)

An introduction to the fundamental concepts of modern abstract algebra, including groups, rings and fields.

## Psychology

### Requirements for the B.S. Major in Psychology

The B.S. in Psychology is designed primarily for the student who is interested in applying to graduate school. The required courses draw from each of the major areas of psychology. Electives allow students to specialize in their areas of interest. A strong foundation in math and science will help students prepare for the Graduate Record Examination (GRE). A senior research capstone experience ensures that students will gain the research experience they need to compete for graduate school admission.

The Bachelor of Science Major in Psychology requires the completion of at least 41 semester hours of psychology courses (29 required courses and at least 12 elective), 6 semester hours of math (statistics and one other course), and at 7-8 semester hours of natural science (biology, chemistry or physics). Students must have at least 21 semester hours of Psychology at the 300 or 400 level to graduate. A grade of C- or better must be earned in each of the required Psychology courses.

### Required Courses

PSY 111: Introduction to Psychology (3 hrs.)

PSY 225: Social Psychology (3 hrs.)

INT 210: Internship Development (2 hrs.)

PSY 310: Developmental Psychology (3 hrs.)

PSY 320: Abnormal Psychology (3 hrs.)

PSY 331: Learning and Cognition (3 hrs.)

PSY 345: Psychological Research Methods (3 hrs.)

PSY 415: Psychology of Personality (3 hrs.) **OR** PSY 425: History & Systems of Psychology (3 hrs.)

PSY 430: Physiological Psychology (3 hrs.)

PSY 441: Senior Research Capstone (3 hrs.)

MAT 207: Introduction to Statistics (3 hrs.)

BIO 111: Biological Concepts (3 hrs.) **OR** BIO 181: Introduction to Biological concepts 1 with lab (4 hrs.)

**and**

One math course (any course except MAT 105/106; 3 hrs.)

One laboratory-based natural science (BIO, CHM, PHY) course (4 hrs.)

**and**

At least twelve semester hours (and up to 21 hrs.) from the following list of electives including at least 6 hours at the 300 level or above.

### Electives

EDU 114: The Child: Lifespan (3 hrs.)

EDU 115: Advanced Child Development: Cross Cultural Perspective (3-6 hrs.)

PSY 121: Psychology of Adjustment (3 hrs.)

PSY 211: Educational Psychology (3 hrs.)

PSY 271: Human Sexuality (3 hrs.)

PSY 280: Topics in Psychology (3 hrs.)

PSY 301: Psychology of Gender (3 hrs.)

PSY 330: Forensic Psychology (3 hrs.)

PSY 355: Psychological Testing and Personality Assessment (3 hrs.)

PSY 359: Counseling I (3 hrs.)

EDU 363: Education and Psychology of the Exceptional Child (3 hrs.)

PSY 380: Topics in Psychology (3 hrs.)

PSY 381: Internship (1-4 hrs.)

PSY 404: Group Procedures (3 hrs.)

PSY 415: Psychology of Personality (3 hrs.)

PSY 425: History and Systems of Psychology (3 hrs.)

*NOTE:* Course descriptions for the CHS/EDU and MAT may be found under the program headings of Education and Mathematics.

Students who major in Psychology or Human Development/Child Study will be required to complete a Senior Capstone in their senior year.

### Requirements for a Minor in Psychology

The minor in psychology requires completion of a minimum of 15 semester hours in PSY, including the required course listed below and at least 6 semester hours at or above the 300 level.

### Required Courses

PSY 111: Introduction to Psychology (3 hrs.)  
PSY 225: Social Psychology (3 hrs.)

### Psychology minor to Plus Counseling M.Ed. program.

The Plus program at Stephens College is intended for selected students who will earn a minor in Psychology by completing the 17 hours listed below. Interested students will apply for the Plus Program March 1<sup>st</sup> of their Junior year. This minor leads directly to graduate study in Counseling. Students may complete up to 11 graduate credit hours in their Senior year allowing completion of the graduate degree in as little as six semesters. Upon successful completion of COUN 505 and recommendation by the faculty a student will apply for acceptance to the graduate program by March 1<sup>st</sup> of their senior year.

### Required Courses:

#### Psychology:

PSY 111: Introduction to Psychology (3 hours)  
PSY 225: Social Psychology (3 hours)  
PSY 320: Abnormal Psychology (3 hours)  
PSY 417: Research Methods in Psychology (3 hours)

Students will complete the bridge course;

COUN 505: Counselor as Professional (2 hours) (this course is open to Plus students only)

And one of the following:

COUN 570: Career Development (3 hours)  
COUN 545: Advanced Human Development (3 hours)  
COUN 565: Theories and Techniques of Counseling (3 hours)

### Additional requirements:

MAT 207: Introduction to Statistics (3 hours) (fulfills the LBA Quantitative Literacy requirement)  
INT 090: Orientation to Online (1 hour non-academic credit)

### Plus Students may take up to 11 hours of 500 level credit during their senior year:

COUN 505: Counselor as Professional (2 hours)  
(a course open to Plus students only)  
COUN 570: Career Development (3 hours)  
COUN 545: Advanced Human Development (3 hours)  
COUN 565: Theories and Techniques of Counseling (3 hours)

### Application deadline for the Plus Program is March 1<sup>st</sup> of a student's Junior year.

#### Criteria for admittance to the program:

- 1) 90 hours must be completed before beginning the bridge course:  
COUN 500: Counselor as Professional (2 hours)  
(a course open to Plus students only)
- 2) G.P.A. of 3.5 or higher
- 3) At least 12 hours of undergraduate PSY courses as listed above.
- 4) MAT 207 or equivalent Introduction to Statistics course.
- 5) Recommendation from Undergraduate Psychology faculty, Academic Advisor, and one other Faculty member.
- 6) Minimum grade of B in 500 level classes to continue in the program
- 7) Registration with the Family Safety Care Registry to allow for criminal background check by Graduate and Continuing Studies

*Application deadline for the Graduate Program is March 1<sup>st</sup> of a student's Senior year. Criteria and application information for admission to the M.Ed. program in counseling is available through Graduate and Continuing Studies.*

## Psychology Courses

### **PSY 111: Introduction to Psychology**

(3 hrs.)

(Open to all students) (Offered every semester)

An introduction to the major sub-fields of contemporary psychology. Emphases on the diversity of psychology as a discipline and how psychological principles pertain to everyday life.

### **PSY 121: Psychology of Adjustment**

(3 hrs.)

(Open to all students) (Offered every other year)

Students in the course develop an informed perspective on their psychological adjustment. Relationships, values, health and personal history are studied.

### **PSY 211: Educational Psychology**

(3 hrs.)

(Prerequisites: PSY 111 and sophomore standing) (Offered every other semester)

This course surveys the nature and conditions of human learning. We examine methods of assessing intellectual and personality characteristics as well as social dynamics, as pupils enter into the learning process.

### **PSY 212: Research Practicum**

(1-2 hrs.)

(Prerequisite: PSY 111 and permission of Psychology Faculty)

For this practicum, students will gain first-hand knowledge of psychological research methods by assisting in a research study. Students enrolled in this course should expect weekly participation in active research duties in a psychology lab or study. Responsibilities may include (but are not limited to) assistance with locating resources/instruments related to the research project; IRB or grant-writing assistance; data collection; data entry; and data analysis. (May be repeated for up to 4 semester hours.)

### **PSY 225: Social Psychology**

(3 hrs.)

(Prerequisite: PSY 111) (Offered every year, Spring semester)

Social psychology is the study of the influences on and consequences of social interaction. It is concerned with the relationships between the individual and other persons or groups of people. This course presents a survey of theory and research in social psychology. We will explore the various ways people think about, affect and relate to one another. The course will cover topics such as the social self concept, social judgment, attitudes, persuasion, conformity, aggression, helping behavior, prejudice and interpersonal relationships.

### **PSY 271: Human Sexuality**

(3 hrs.)

(Prerequisite: PSY 111) (Offered every three years)

Course examines human sexuality from several perspectives (biological, social, cultural, ethical). Topics include anatomy and reproduction, gender roles, love, varieties of sexual expression, birth control, the development of sexuality over the life span, diseases, dysfunction and treatment.

### **PSY 280: Topics in Psychology**

(3 hrs.)

(Prerequisite: PSY 111)(Offered as needed)

Topics courses are devoted to special subjects that may not be covered in depth in other courses. Topics offered may include Health Psychology, Positive Psychology.

### **PSY 301: Psychology of Gender**

(3 hrs.)

(Prerequisites: PSY 111 and sophomore standing; cross listed as WST 301) (Offered every other year)

This course examines the psychology and biology of gender. The development of gender roles, stereotypic conceptions of femininity, masculinity and their impact on the development of self and the different perspectives men and women bring to intimate relationships.

### **PSY 310: Developmental Psychology**

(3 hrs.)

(Prerequisite: PSY 111 and sophomore standing) (Offered every year, alternating semesters)

This course uses major psychological theories to explore the normal stages of development from birth until death. Selected controversial issues and case studies relating to development will also be discussed.

**PSY 320: Abnormal Psychology**

(3 hrs.)

(Prerequisites: PSY 225)(Offered every year, fall semester)

Survey of basic areas of abnormal psychology, history of mental disorders, survey of extent and severity of problems today. Emphases in biological, psychological and social approaches to explaining mental disorders.

**PSY 330: Forensic Psychology**

(3 hrs.)

(Prerequisite: PSY 111 and sophomore standing)(Offered every other year)

This course is intended for students interested in the interactive relationship between psychology and law. The student will explore the many aspects of criminal and civil law and how psychological research, theory, and practice assist the legal system and influence public policy.

**PSY 331: Learning and Cognition**

(3 hrs.)

(Prerequisite: PSY 310)(Offered every year, alternating semesters)

Provides an introduction to the study of learning and cognition through an examination of the learning paradigms of classical and instrumental conditioning and issues fundamental to the structure and function of cognitive theory. Emphases on applied and theoretical findings.

**PSY 345: Psychological Research Methods**

(3 hrs.)

(Prerequisites: PSY 320 or PSY 331, and senior standing)(Offered every fall semester)

This course is designed to introduce students to the research methods used in psychology, to begin designing a study, and conducting the initial literature review. Students incorporate class materials to design an independent research study and complete the corresponding literature review necessary to support the project, guided by the instructor. This course is a "hands-on" research design course.

**PSY 355: Psychological Testing and Personality Assessment**

(3 hrs.)

(Prerequisites: PSY 310, PSY 320; Cross listed with FOR 355)(Offered every other year)

This course covers the basic concepts for describing and evaluating standardized tests, including reliability, validity, norms and standard scores. These concepts are then used to evaluate a number of representative tests in different areas: intelligence, interests, aptitude and personality. Students also take and score some of these standard tests.

**PSY 359: Counseling I**

(3 hrs.)

(Prerequisites: PSY 320)(Offered every other year)

Introductory course in clinical counseling psychology. Discussion and assessment of a variety of counseling and therapeutic approaches for adjustment problems and mental disorders. Review of taped practice interviews under supervision of instructor.

**PSY 380: Topics in Psychology**

(3 hrs.)

(Prerequisite: PSY 225 and sophomore standing)(Offered as needed)

Topics courses are devoted to special subjects that may not be covered in depth in other courses. Topics may include Addictions, Gerontology.

**PSY 381: Internship**

(1-4 hrs.)

(Prerequisites: INT 210, PSY 225 and sophomore standing)(Offered every semester)

Students must complete 126 hours of work in an agency or institution as a contributing member of the staff for each 3 semester hours of credit earned (or 42 hrs per credit hour). Student carries on a wide a range of duties as she is qualified to execute under the direct supervision of a professional in the agency or institution. Each student will work with a Psychology Faculty member to complete an appropriate documentation and assessment of their internship. This may include a log of time, regular internship meetings, a journal, a summary of learning, and a paper on the history and scope of the agency.

**PSY 404: Group Procedures**

(3 hrs.)

(Prerequisite: PSY 359 and PSY 310)(Offered every other year)

An in-depth exposure to experiential learning through small group experiences. For trainees in psychology who want to develop skills in facilitating groups for persons in therapy or work settings. Review of taped practice groups under supervision of instructor.

**PSY 415: Psychology of Personality**

(3hrs.)

(Prerequisites: PSY 320 and one other 300 level course)

This course is grouped around the major theories and theorists in personality. Development of personality, structure of personality, motivation of personality, normal and abnormal personality characteristics will be examined.

**PSY 425: History and Systems of Psychology**

(3 hrs.)

(Prerequisites: PSY 320 or PSY 331, and senior standing)

This course is designed to give the student an in-depth exposure to the philosophical underpinnings and broad ontological background of theories developed throughout the history of psychology as a science. Specifically, this course gives a student perspective into science, a deeper understanding of the field of psychology, and greater knowledge about the directions psychology might take in the future. This course covers the history of psychology from Aristotle to the present. Writing intensive.

**PSY 430: Physiological Psychology**

(3 hrs.)

(Prerequisites: BIO 181 or BIO 111, and PSY 331)(Offered every other year)

This course uses current knowledge of the brain, nervous system and endocrine system to explore the roles of physiological factors in health, disease, behavior, emotions, and mental disorders.

**PSY 441: Senior Research**

(3 hrs.)

(Prerequisites: PSY 345 and senior standing)

In-depth original research of topics not covered in other courses. Check semester course schedule for topic offered. This is the required senior capstone course for psychology majors. The course uses both research writing skills and seminar discussion as learning tools.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information about independent studies may be obtained by contacting a faculty member to sponsor the study and in the Office of the Registrar.

## Spanish

### Requirements for a Minor in Spanish

The minor in Spanish requires the completion of 15 semester hours including at least six hours at or above the 300 level. Students who demonstrate proficiency at the intermediate level will substitute advanced-level Spanish language courses to fulfill the 15 semester hours required for the minor.

### Required Courses (15 hours)

SPN 251: Intermediate Spanish Review (3 hrs.)

SPN 252: Intermediate Spanish II (3 hrs.)

SPN 325: Advanced Reading and Writing (3 hrs.)

SPN 338: Topics in Hispanic Civilization and Culture (3 hrs.)

SPN 356: Survey of Spanish Literature (3 hrs.)

*or*

SPN 357: Topics in Hispanic Literature (3 hrs.)

## Spanish Courses

### SPN 101: Intensive Elementary Spanish

(3 hrs.)

(Open to all students with little or no previous study of Spanish; ordinarily not more than two units of high school Spanish)

Objectives: basic structures, acquisition of vocabulary, simple reading and writing, and development of basic conversational skills. Introduction to Spanish-speaking peoples and cultures.

### SPN 102: Elementary Spanish II

(3 hrs.)

(Prerequisite: SPN 101 or at least two units of high school Spanish)

Continuation of SPN 101.

### SPN 251: Intermediate Spanish Review

(3 hrs.)

(Prerequisite: SPN 102 or at least three units of high school Spanish)

Designed to strengthen four language skills: comprehension, speaking, reading and writing. The study of structure and grammar is complemented by intermediate readings and conversation. Emphasizes the culture of the Spanish-speaking world.

### SPN 252: Intermediate Spanish II

(3 hrs.)

(Prerequisite: SPN 251 or at least three units of high school Spanish)

Designed to teach the student more advanced concepts in Spanish comprehension, speaking, reading and writing. The study of structure and grammar is complemented by intermediate readings, writing, and conversation. Emphasizes the culture of the Spanish-speaking world.

### SPN 325: Advanced Reading and Writing

(3 hrs.)

(Prerequisites: SPN 252 or permission of instructor)

This course is designed for students with considerable background in Spanish who wish to continue to improve the four fundamental skills involved in second language acquisition (reading, writing, listening and speaking). Although some grammatical review will be included, a good deal of the course focuses on the most advanced grammatical structures that require additional practice, exercises and guided compositions. The class will be conducted entirely in Spanish.

### SPN 338: Topics in Hispanic Civilization and Culture

(3 hrs.)

(Prerequisites: ARH 101; *or* SPN 101, 102, 251 *or* 252)

(Taught in English; may be repeated for credit with different topic and with permission of instructor)

This course examines the development of Spanish and Latin American civilizations as reflected in historical and political events, colonization, social institutions, women's contributions, economics, literature and the arts. Recent topics have included "Mexico, Central America and the Caribbean," "Latin American Civilization through Literature," "Contemporary Latin American Politics and Society," "Latin America and the United States."

### SPN 356: Survey of Spanish Literature

(3 hrs.)

(Prerequisites: SPN 252, four years of high school Spanish or permission of instructor) (Course may be repeated for credit with different content and permission of instructor)

The course introduces students to the background and analysis of Spanish and Hispanic literature of the modern period. The class is conducted in Spanish.

**SPN 357: Topics in Hispanic Literature**

(3 hrs.)

(Prerequisites: SPN 252, four years of high school Spanish or permission of instructor) (Course may be repeated for credit with different content and permission of instructor)

This course is organized around a topic or literary genre, and may also be taught in translation in order to accommodate all students interested in Hispanic literature. Offerings have included "Hispanic- American Poetry," "Latin American Drama," and "Latin American Women Writers."

## Women's Studies

### Requirements for a Minor in Women's Studies

A minor in women's studies requires the completion of 15 semester hours, including at least six hours at or above the 300 level, as listed below.

#### Required Course

WST 210: Introduction to Women's Studies (3 hrs.)

**Plus 12 hours of WST courses; six hours of which must be at or above the 300 level.**

#### Choose from the following courses:

WST/LGS 110: Women, Law and Justice (3 hrs.)

WST/PSY 301: Psychology of Gender (3 hrs.)

WST/ENG 308: Women Writers (3 hrs.)

WST 310: Gender Across Cultures (3 hrs.)

WST/ARH 355: Women in Art (3 hrs.)

WST/NSC 365: Women, Science and Society (3 hrs.)

WST 464/IME 464: Women and The Media (3 hrs.)

*Courses in the Liberal Arts may be taken for elective credit in the minor. Courses will be identified in the course schedule as meeting WST elective credit.*

#### Courses offered in 2010-2011 include:

LBA 153: Women in Music (3 hrs.)\*

LBA 224: Women's Detective Fiction (3 hrs.)\*

\*Note: course cannot count toward **both** the LBA and WST minor requirements

#### The following will offered only as needed:

WST 280: Topics in Women's Studies (1-3 hrs.)

WST 311: Development of Feminist Thought (3 hrs.)

WST 312: Contemporary Feminist Thought (3 hrs.)

WST 380: Topics in Women's Studies (1-3 hrs.)

### Women's Studies and the Liberal Studies Major

In the residential program, the Women's Studies minor is available as an option to include in the Liberal Studies major. In addition, the program co-sponsors a concentration in English and Women's Studies which is also available for the Liberal Studies major. See the Liberal Studies section of the catalog for complete information about the major.

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## Women's Studies Courses

### WST 110: Women, Law and Justice

(3 hrs.)

(Open to all students; cross-listed as LGS 110)

Criminal and civil law, feminist legal theory and jurisprudence, legal reasoning, current issues in the courts, torts and case briefs figure in this introductory course. Legal and allied professionals serve as guest speakers. Students write weekly reaction papers.

### WST 210: Introduction to Women's Studies

(3 hrs.)

(Open to all students)

This course introduces the major areas and methods of inquiry in the academic discipline of Women's Studies.

Contemporary issues that impact women's lives are examined in the contexts of work, education, the family, health systems, economics, government, and politics. The status of women in many cultures is explored historically and comparatively with emphasis on historical precedents of Women's Studies and international women's rights movements of the 20th century.

**WST 280: Women's Studies Topics**

(1-3 hrs.)

(Prerequisite: dependent upon topic)

Study of specific topics that relate to women's issues and women's experience. Past topics have included: "Addicted Women: Substance Abuse" and "Compulsive Behaviors."

**WST 301: Psychology of Gender**

(3 hrs.)

(Prerequisites: PSY 111 and sophomore standing; cross listed as PSY 301) (Offered every other year)

This course examines the psychology and biology of gender. The development of gender roles, stereotypic conceptions of femininity, masculinity and their impact on the development of self and the different perspectives men and women bring to intimate relationships.

**WST 308: Women Writers**

(3 hrs.)

(Prerequisites: ENG 102, 206 or LBA 108, 208 and one three-hour 200-level ENG or WST course, or permission of the instructor; cross-listed as ENG 308)

This course analyzes women's literatures in English of various cultures and periods considering the history of critical attention given to them. In addition to standard genres of poetry, fiction and drama, this course includes reading in nontraditional genres: essays, diaries and letters, and performance art.

**WST 310: Gender Across Cultures**

(3 hrs.)

(Prerequisite: WST 210 and junior or senior standing or permission of the instructor)

Biography, autobiography, literature and social science texts provide cross-cultural perspectives on the lives of girls and women in the 20th century. The focus of the course is on social, economic, legal and ideological aspects of women's position in selected developing societies compared with industrialized societies. Students explore ways in which attitudes about women have influenced women's material and cultural contributions to their respective societies. Both differences and connections will be shown to exist among women separated by cultural, racial and national boundaries.

**WST 311: Development of Feminist Thought**

(3 hrs.)

(Prerequisite: WST 210 or permission of instructor)

The evolution of feminist theory in its cultural and historical contexts, examined through early writings of women's movements. Emphasis is on the writing of American, English and European women of the 19th and 20th centuries and the impact of their thought and action on American women and American society.

**WST 312: Contemporary Feminist Thought**

(3 hrs.)

(Prerequisite: WST 210 or permission of instructor)

Examination of theories of the post-World War II wave of international women's movements, including the works of North and South American, African, British, Australian and French writers. Diversity of feminist perspectives is considered as the student develops a theoretical base of her own.

**WST 355: Women in Art**

(3 hrs.)

(Prerequisite: ARH 101 or permission of instructor; cross-listed as ARH 355)

This course explores the contributions women have made to painting, sculpture and architecture from the Renaissance to the present.

**WST 365: Women, Science and Society**

(3 hrs.)

(Prerequisite: junior or senior standing or permission of instructor; cross-listed as NSC 365)

This course will broaden the student's understanding of the far-reaching impact that feminist analysis has had on all fields of knowledge, including the field of science. Contemporary women in science are changing the way people think about science and practice it. Students in the course will benefit from exposure to cross-cultural analysis of science and some of the ways that people from various cultures understand the human relationship to the world.

**WST 380: Topics in Women's Studies**

(1-3 hrs.)

(Prerequisite: dependent upon topic)

A study of specific topics that relate to women's issues and women's experience. Topics include: "Images of Women in Film," "Reproductive Rights and Freedom," "Re-Vision: Female Perspectives on the European Encounter with the Americas," "Women's Health Across the Lifespan."

**WST 464: Women and Media**

(3 hrs.) (Offered spring semester only)

(Prerequisite: IME 101 or WST 210 and senior standing; cross-listed as IME 464)

In this course students examine women's images and power in the mass communication industry today and also study remarkable women pioneers in 20<sup>th</sup>-century media. This is a capstone course for majors in mass communication and is also appropriate for seniors in the Women's Studies minor.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information about independent study may be obtained in the department offices or in the Office of the Registrar.

## School of Interdisciplinary Studies

Dean: Leslie Willey, Ph.D.

### Programs of study:

#### Majors:

Digital Filmmaking, BFA  
Education, BS  
Equestrian Studies, BS  
Human Development, BS

#### Minors:

Digital Filmmaking  
Education  
Equestrian Studies

The School of Interdisciplinary Studies promotes learning across disciplines. Our programs are designed to support the development of critical thinking skills and enhance our students' natural curiosity about the world in which they live. Emphasizing the role of both theory and practice, students are asked to consider situations through multiple perspectives as they learn in class and through real world experiences.

The School of Interdisciplinary Studies offers four majors: Bachelor of Fine Arts in Digital Filmmaking, Bachelor of Science in Education, Bachelor of Science in Equestrian Studies, and Bachelor of Science in Human Development. In addition, three minors are available: Digital Filmmaking minor, Education minor, and Equestrian Studies minor.

### Digital Filmmaking

The Bachelor of Fine Arts major in Digital Filmmaking offers intensive training in all aspects of filmmaking to prepare students for the rapidly growing employment opportunities for women in the filmmaking industry. The elements of the major combine hands-on video production courses with courses on film theory and current trends in the film industry. By the time a student has reached her junior year, she will choose a track to focus on either narrative filmmaking or documentary filmmaking. Many students take both documentary and narrative film courses.

Film students will spend their senior year directing and producing their own short film and marketing this film to an audience. The senior projects will be screened to the public and possibly chosen for television broadcast or included in a DVD compilation. The films will also be reviewed by professionals in the film industry for critique and input on career goals. The student is expected to pay for all expenses associated with her project. Along with the senior film project, each student will also graduate with a student reel that includes samples of her work.

Because of the rigorous nature of the major, students are expected to demonstrate a level of dedication, effort and ethical behavior consistent with that demanded within the profession. Any student who, in the collective judgment of the department faculty in consultation with the Dean, fails at any time to live up to these standards may be required to withdraw from the DFM major. Some of the courses will be taught in intensive workshops and master classes given by industry professionals.

### Education

The Stephens College Teacher Education Program is founded upon an expanding experience-based knowledge of the developmental stages of child growth. The public schools and other community settings are integral parts of the program, as is coursework that includes observations and work with children at the preschool and elementary levels in the Audrey Webb Child Study Center which houses the Stephens College Children's School. Involvement with children begins in the freshman year and increases throughout the program.

Programs lead to a variety of careers including teaching at the preschool, kindergarten and elementary levels. Education courses are also elected by students who major in other areas and use education as an area of outside emphasis in their majors.

The Bachelor of Science in Education program includes a core of courses in child development, education, and psychology that provide the basis for specialization in early childhood education and elementary education. These certification programs in early childhood education (birth through third grade) and in elementary education (grades 1 through 6) lead to initial Missouri teacher certification. For those students who do not seek a teaching certificate, but who wish to work with young children and their parents in other settings, the Bachelor of Science in Human Development is available. Examples of careers open to graduates with this major include: day care teacher, private preschool teacher, preschool administrator, hospital child-life worker, parent educator, and recreation leader.

### Equestrian Studies

The equestrian professional must develop a broad foundation of knowledge, skills and interpersonal abilities. Equestrian students are introduced to the principles of the equestrian professional industry including applied riding, history and theory of riding, training, horse care, stable management, equine nutrition, equine anatomy, methods of teaching horsemanship, and psychology of a horse and rider. Thorough hands-on training and collaborative activities with faculty helps students develop a strong foundation in diverse areas including the principles of teaching riding, horse training, business management skills, event planning, public speaking, and professional competition. When pursuing a career in equestrian studies, the successful Stephens College equestrian student will develop a deep commitment to the horse. Graduates of the program are known as exceptional, knowledgeable horsewomen that are critical thinkers, problem solvers, and very competitive in business and the riding arena.

In addition to pursuing postgraduate degrees in business, strategic leadership, veterinary medicine, or a master's degree in counseling, graduates are active in many aspects of the equestrian industry that include employment and internships at breed organizations, equestrian journalism, equine law, teaching riding, showing, training, and management of equestrian facilities. Strong alumni connections provide a Stephens graduate with the contacts and support to succeed in her chosen career.

### Human Development

The Bachelor of Science major in Human Development is intended to prepare students for work in a wide range of settings: from working with infants to the elderly. Graduates may be employed at day care centers, nursing homes, hospice facilities, parks and recreation departments, hospitals, fine arts or equine-assisted therapy centers. The Human Development/Child Study major is offered jointly by the Psychology Department and the Education Department.

## Digital Filmmaking

### Requirements for the B.F.A. Major in Digital Filmmaking

The bachelor of fine arts major in Digital Filmmaking requires completion of liberal arts requirements, 63 semester hours in the major as specified below and 27 semester hours of electives. An overall GPA of at least 2.0 in all DFM courses listed in the major is required. All students are required to take the Summer Film Institute between their freshman and sophomore year and between their junior and senior year. Upon entering the film program, students will be required to buy their own personal hard drive for storing and editing their movies. Please consult with a film faculty member before making any purchase.

#### Narrative Film Track

##### Required Courses

IME 101: Media and Culture (3 hrs.)  
DFM/IME 104: Studio Production (3 hrs.)  
DFM 187: American Cinema and Culture (3 hrs.)  
DFM 188: Introduction to Film Analysis (3 hrs.)  
DFM 190: Intro to Documentary Studies (3 hrs.)  
DFM/IME 192: Digital Video Editing (3 hrs.)  
DFM 205: Summer Film Institute (3 hrs.)  
DFM 215: Narrative Film/Video Production (3 hrs.)  
DFM 219: Sound Design for Digital Film (3 hrs.)  
DFM 230: Screenwriting I (3 hrs.)  
DFM 240: Cinematography and Lighting (3 hrs.)  
DFM 300: Directing For Film (3 hrs.)  
DFM 310: Advanced Digital Video Editing (3 hrs.)  
DFM 315: Advanced Narrative Film/Video Production (3 hrs.)  
DFM 365: Women in Film (3 hrs.)  
DFM 370: International Cinema (3 hrs.)  
DFM 400: The Business of Film (3 hrs.)  
DFM 405: Summer Film Institute (3 hrs.)  
DFM 410: Narrative Film Senior Project (6 hrs.)  
DFM 490: Senior Portfolio (3 hrs.)

#### Documentary Film Track

##### Required Courses

IME 101: Media and Culture (3 hrs.)  
DFM/IME 104: Studio Production (3 hrs.)  
DFM 187: American Cinema and Culture (3 hrs.)  
DFM 188: Introduction to Film Analysis (3 hrs.)  
DFM 190: Introduction to Documentary Studies (3 hrs.)  
DFM/IME 192: Digital Video Editing (3 hrs.)  
DFM 205: Summer Film Institute (3 hrs.)  
DFM/IME 211: Documentary/News Production (3 hrs.)  
DFM 219: Sound Design for Digital Film (3 hrs.)  
DFM 240: Cinematography and Lighting (3 hrs.)  
DFM 260: The Reel World: Contemporary Documentary Film Studies (3 hrs.)  
DFM 310: Advanced Digital Video Editing (3 hrs.)  
DFM/IME 311: Advanced Documentary/News Production (3 hrs.)  
DFM/IME 321: Archival Research and Storytelling (3 hrs.)  
DFM 365: Women in Film (3 hrs.)  
DFM 370: International Cinema (3 hrs.)  
DFM 400: The Business of Film (3 hrs.)  
DFM 405: Summer Film Institute (3 hrs.)  
DFM 420: Documentary Film Senior Project (6 hrs.)  
DFM 490: Senior Portfolio (3 hrs.)

## Requirements for a Minor in Digital Filmmaking

The minor in Digital Filmmaking requires completion of a minimum of 15 semester hours, including at least 6 hours at or above the 300 level. All courses must be enrolled for graded credit to count in the minor. An overall GPA of at least 2.0 in all film courses listed in the minor is required. Refer to the course descriptions for prerequisites and grade requirements.

### Required Courses

DFM 188: Introduction to Film Analysis (3 hrs.)

#### *and two of the following courses:*

DFM 187: American Cinema and Culture (3 hrs.)

DFM 190: Introduction to Documentary Studies (3 hrs.)

DFM 192: Digital Video Editing (3 hrs.)

DFM 205: Summer Film Institute (3 hrs.)

DFM 211: Documentary/News Production (3 hrs.)

DFM 215: Narrative Film/Video Production (3 hrs.)

#### **Plus:**

6 hours of DFM electives chosen from digital filmmaking courses at or above the 300 level.

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## Digital Filmmaking Courses

### **DFM 104: Studio Production**

(3 hrs.)

(Lab fee charged. Cross-listed as IME 104.) An introduction to basic equipment and techniques of television and video production through lectures, demonstrations and crew participation. Elements and skills covered include operation of audio consoles, microphones, audio editing, television cameras, switchers, lighting and studio procedures. Students will work on class projects as well as community projects in the studio. Students are responsible for some materials required. Offered fall semester only.

### **DFM 187: American Cinema/Culture**

(3 hrs.)

(Open to all students)

This course examines American culture and society through film. The primary text for this course will be American films. We will critically analyze how American cultural and social conflicts are portrayed and worked out in popular films. By watching, discussing, and writing about these films, we will examine how motion pictures create a window into modern American society. Students will learn how to read American films as cultural text that helps us better understand our history and culture. Offered fall semester only.

### **DFM 188: Introduction to Film Analysis**

(3 hrs.)

(Open to all students.)

This course is an introduction to film analysis that is intended to help prepare students for upper level theory, film history and analysis courses. Through lectures, projects, discussions and screenings, students will examine various eras and movements within film from a technical and cultural perspective. We will investigate basic concepts within critical theories and how to discuss and write about film. Offered spring semester only.

### **DFM 190: Introduction to Documentary Film**

(3 hrs.)

(Open to all students.)

This course examines the history of documentary films up to the present-day rise of the non-fiction film. We will discuss the cultural contexts of the films and the theoretical questions they raise, including the blurry line between fiction and nonfiction. Class activities will also include participating in the local True/False Documentary Film Festival. The primary text for this course will be films and visiting filmmakers. Offered spring semester only.

**DFM 192: Digital Video Editing**

(3 hrs.)

(Prerequisite: None; lab fee charged. Cross-listed as IME 192.)

This course guides students through digital post-production process from video capture to output of edited work. This course covers major steps from digitizing, editing audio, editing video, organizing digital media, outputting to different media formats, and using editing software for media creation. Along with technical skills, this course focuses on editing and storytelling.

**DFM205: Summer Film Institute**

(3 hrs.)

Development of basic skills in technical filmmaking through class lectures and crew work on a variety of film projects. This course is a study of general principles and accepted practices in film production, examining every role in a film production. Summer only. Graded as S/U.

**DFM 211: Documentary/News Production**

(3 hrs.)

(Prerequisites: DFM/IME 192 with grade of C- or better or permission of instructor. Lab fee charged. Cross-listed as IME 211).

Introduces the student to the planning, execution and editing of documentary and news programming in the field. Includes practical experience in operating a variety of audio and video field equipment as well as editing and post-production software.

**DFM 212: Digital Filmmaking Practicum**

(1-3 hrs.)

(Prerequisite: permission of department faculty; can be taken for either S/U or A–F credit. May be taken two times for credit)

Open to all majors and minors working on the Citizen Jane Film Festival or a department-sponsored film project. Work to be evaluated by appropriate faculty adviser. Offered every semester.

**DFM 215: Narrative Film/Video Production**

(3 hrs.)

(Prerequisites: DFM/IME 192 with grade of C- or better or permission of instructor; lab fee charged.)

Introduces the student to the aesthetic and technical aspects of narrative filmmaking, non-linear editing, and production of video involving field and studio production. Includes practical experience in operating a variety of audio and field equipment, as well as additional experience in post-production editing equipment.

**DFM219: Sound Design for Digital Film**

(3 hrs.)

(Prerequisite: DFM/IME 192; lab fee charged.)

This course is a hands-on “crash course” in the design and technology of sound for film. Students will explore the basics of sound design for film: music (underscoring and incidental), sound effects (atmospheric, Foley and specific), and dialogue (on set and post-production). Students will learn to use various microphones, recording techniques, playback devices, and non-linear editing to give their stories the full weight they deserve. The course will be primarily project driven with some lecture and film analysis.

**DFM 230: Screenwriting I**

(3 hrs.)

(Prerequisites: DFM 187 or DFM 188 or permission of instructor. Cross-listed as ENG 230.)

This course is designed as an introduction to screenwriting, focusing on the foundations of linear, visual storytelling for the screen.

**DFM240: Cinematography and Lighting**

(3 hrs.)

(Prerequisites: DFM/IME 104 and DFM/IME 192 or permission from instructor; lab fee charged.)

This course explores camerawork and lighting as elements that enhance storytelling, such as digital lighting, shading techniques and camera composition.

**DFM 250: Screenwriting II**

(3 hrs.)

(Prerequisites: ENG 212, or DFM/ENG 230 or permission of instructor. Cross-listed as ENG 250.)

Screenwriting II is an intermediate-level course focusing on linear storytelling for the screen. Students will deepen their knowledge and experience of previously introduced screenwriting tools, including structure, character, conflict, action, dialogue, and visual storytelling. Adaptation and non-traditional story structures for film will be introduced.

**DFM 260: The Reel World: Contemporary Documentary Film Studies**

(3 hrs.)

(Open to all students.)

This course examines current documentary trends and the industry, and looks at the experimental "edges" documentary artists are exploring today. Along with exploring film topics and themes, we will also examine the changing new techniques, technology, and styles in documentary filmmaking. This class is offered during the spring semester alongside the True/False Documentary Film Festival. Students will participate in the festival by volunteering, attending screenings, and/or going to film workshops. Offered every other year.

**DFM 300: Directing for Film**

(3 hrs.)

(Prerequisite: DFM/IME 211 or DFM 215, or permission of instructor. Lab fee charged.)

Students will gain hands-on experience by directing, shooting, and editing a series of exercises designed to transform scripted text into visual storytelling. Casting and working with actors in preparation and execution of scripted scenes will be the focus of the course.

**DFM 310: Advanced Digital Video Editing**

(3 hrs.)

(Prerequisites: DFM/IME 192 or permission from instructor; lab fee charged.)

This class will build on the skills learned in DFM220. Students will use a variety of software to build post-production skills. Students will learn to more about color correction, sound mix, and graphics, and learn new skills in compositing.

**DFM 311: Advanced Documentary/News Production**

(3 hrs.)

(Prerequisite: grade of C- or better in DFM/IME 211 or permission of instructor; lab fee charged. Cross-listed with IME 311)

Continuing practical experience in documentary and news field and studio production. Focuses on the planning, pre-production, production and post-production of documentary and news programs with emphasis on the separate roles of the producer and director. Students are involved in producing programming to air on cable access.

**DFM 315: Advanced Narrative Film/Video Production**

(3 hrs.)

(Prerequisite: DFM 300 or permission of instructor; lab fee charged.)

Continuing practical experience in narrative filmmaking production. Focuses on the planning, pre-production, production and post-production of narrative filmmaking with emphasis on the separate roles of the director, producer, and cinematographer. Students are involved in producing programming to air on cable access television.

**DFM 321: Documentary Research and Storytelling**

(3 hrs.)

(Prerequisites: DFM/IME 192 or permission from instructor; lab fee charged. Cross-listed with IME 321.)

Advanced research and production course in using images and music in media. Students will learn how to incorporate stills, video footage and music into a digital story. We will evaluate the historical value of archival material and learn about current copyright clearance and legal issues. Students will research a topic to produce a final media product that can be viewed online. We will explore research methods for historical and current topics.

**DFM 360: Cinema and Social Change**

(3 hrs.)

(Prerequisites: DFM187 or 190 or permission from instructor.)

This course examines how documentary and narrative filmmaking can affect social change. We will examine the effects of cinema on social movements in the United States and worldwide. We will ask whether media can, in fact, change society at all, whether those changes are controllable by the artist/producer, the audience or the state. We will ask whether these changes can backfire or produce unexpected results. Offered every other year.

**DFM 365: Women in Film**

(3 hrs.)

(Prerequisite: Junior standing or permission of instructor)

This course focuses on the study of women in the film industry from early cinema to their role in today's industry. Through focusing on female filmmakers we will examine the art and the business of filmmaking from a feminist perspective. We will study women working in a variety of genres including experimental, narrative, and documentary filmmaking. We will also examine women working in a variety of contexts including the Hollywood studio system as well as independent and international film industries. Along with critical readings and weekly film screenings, students will participate with the Citizen Jane Film Festival to provide a more in-depth and hands-on learning experience about feminism and film.

**DFM 370: International Cinema**

(3 hrs.)

(Prerequisites: DFM 187 or 188 or 190 or permission from instructor.)

This course will trace the major trends and movements that have emerged from various national cinemas and contributed to the historical development of film as an international art form. We will view selected films and consider how they reflect their own cultural and historical context and reflect global creative confluences. Along with studying international film in our class and our textbook, students will research a national cinema and industry, presenting their findings to the class and in a final research project. Offered every other year.

**DFM 380: Topics in Filmmaking**

(3 hrs.)

Topics offered in rotation and in response to interest. Course may be repeated with a different topic.

**DFM 390: Film Festival Production**

(3 hrs.)

(Prerequisites: Junior standing or permission from instructor.)

This course is designed for students who are interested in working on the development of the Citizen Jane Film Festival as well as other Citizen Jane related activities throughout the year. This course provides hands-on experience and insight into the challenging world of creating a community event and running a film festival. Students will work on special projects related to the development of the festival while also reading and discussing trends in the film industry to contextualize the project work. Student projects will require skills in advertising, marketing, public relations, social media, creative writing, filmmaking, editing, or film theory. Students without this background but a strong interest and desire to learn more can also be successful in this class.

**DFM 400: Business of Film**

(3 hrs.)

(Prerequisite: must be a DFM major with junior standing.)

A study of the business of film including film financing, business strategies, audience analysis, distribution strategies, preparing a business plan. Offered every other year.

**DFM 405: Summer Film Institute**

(3 hrs.)

Development of basic skills in technical filmmaking through class lectures and crew work on a variety of film projects. This course is a study of general principles and accepted practices in film production, examining every role in a film production. Summer only. Graded as S/U.

**DFM 410: Narrative Film Senior Project/ DFM420 Documentary Film Senior Project**

(6 hrs. total; 3 hrs. each semester)

(Prerequisite: senior standing, lab fee charged.)

This extensive, full school-year production course constitutes the capstone courses in this major and requires completion of a short narrative or a documentary film. Students will direct and produce a short film as well as develop outreach materials and plan the senior film showcase. Finished films will be exhibited at the end of the spring semester at the senior film showcase and open the public. Final films will be assessed by a jury of industry professionals.

**DFM 412: Digital Filmmaking Practicum**

(1-3 hrs.)

(Prerequisite: permission of department faculty; can be taken for either S/U or A–F credit. May be taken two times for credit)

Open to all majors and minors working on the Citizen Jane Film Festival or a department-sponsored film project. Work to be evaluated by appropriate faculty adviser. Offered every semester.

**DFM 490: Senior Portfolio**

(3 hrs.)

(Prerequisite: Senior standing; lab fee charged.)

Emphasis on finished work of original films for the student's final portfolio, which includes a résumé, a DVD of student work, and a press kit for the senior film project. This class is not only about putting together final work, but will also discuss outreach plans, screenings, marketing, film festival research and submitting to film festivals. Students will learn how to author DVDs, create promotional materials, organize screenings, research career opportunities, and discuss film distribution strategies. Offered spring semester only.

**DFM 491: Master Class**

(3 hrs.)

Visiting industry professionals teach in different areas of filmmaking as an Artist in Residence.

## Education

### Requirements for the B.S. Major in Education with Certification in both Early Childhood Education and Elementary Education

The bachelor of science major with certification in early childhood and elementary education is a teacher preparation program for infancy through elementary grade 6. The early childhood/elementary certificate requires a subject matter concentration of at least 21 semester hours from one of the following areas: language arts, art, foreign languages, mathematics, music, natural sciences, social sciences, speech and theatre. Admission to and completion of the program and state exit assessment requirements, including a passing score on the C-BASE subject area tests and the early childhood or elementary specialty test of the PRAXIS II, a cumulative GPA no lower than 2.5, and grades of C or better in all professional education courses and a minimum grade of B- in each of the 300-level methods courses, qualifies a graduate to be recommended for the initial Missouri Early Childhood Education and Elementary Education Certificates.

#### Required Education Courses

EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)  
EDU 115: Advanced Child Development: Cross-Cultural Perspective (6 hrs.)  
EDU 225: Integrating Art, Music and Movement in the Classroom (3 hrs.)  
EDU 265: Health, Nutrition and Safety (3hrs.)  
EDU 276: Foundations of the Teaching-Learning Process (4 hrs.)  
EDU 355: Literature for Children: Person, Place, Time (3 hrs.)\*  
EDU 363: Education and Psychology of the Exceptional Child (3 hrs.)  
EDU 371: Parameters of Early Learning (6 hrs.)  
EDU 381: Methods of Developing Concepts (6 hrs.)  
EDU 382: Classroom Management (3 hrs.)  
EDU 385: Helping Children Develop Skills in Literacy I (3 hrs.)  
EDU 386: Helping Children Develop Skills in Literacy II (3 hrs.)  
EDU 387: Helping Children Think Mathematically (3 hrs.)  
EDU 413: Family and Community: Partners in Education (3 hrs.)  
EDU 415: The Individualizing Process: Assessment and Prescription I (3 hrs.)  
EDU 421: Student Teaching in Early Childhood Education: The Younger Years (6 hrs.)  
EDU 441: Student Teaching in the Elementary School (12 hrs.)  
EDU 454: Emergent Language and Literacy (2 hrs.)  
EDU 484: Senior Seminar (3 hrs.)  
PSY 111: Introduction to Psychology (3 hrs.)  
PSY 211: Educational Psychology (3 hrs.)  
MAT 105: Mathematics for Elementary Teachers I (3 hrs.) **or** MAT 111 College Algebra (3 hrs.)  
MAT 106: Mathematics for Elementary Teachers II (3 hrs.) **or** MAT 207 Introduction to Statistics (3 hrs.)  
\*EDU 355 fulfills LBA Literary Studies requirement

Students must successfully complete the required 30 semester hour Liberal Arts program. Students must also meet all Missouri Department of Elementary and Secondary Education requirements for Early Childhood and Elementary Teacher Certification including, but not limited to courses in science, mathematics (at least two courses for a total of at least 5 semester hours), economics, geography, and art or music. In addition students must complete an area of academic concentration of at least 21 semester hours.

### Requirements for the B.S. Major in Education with Certification in Early Childhood Education

The bachelor of science major in education with early childhood certification is a teacher preparation program for infancy through the primary grades (grade 3). Admission to and completion of the program and state exit assessment requirements, including a passing score on C-BASE subject area tests and the early childhood specialty exam of the PRAXIS II, a cumulative GPA no lower than 2.5 and grades of C or better in all professional education courses and a minimum grade of B- in each of the 300-level methods courses, qualifies a graduate to be recommended for the initial Missouri Early Childhood Education Certificate.

#### Required Education Courses

EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)  
EDU 115: Advanced Child Development: Cross-Cultural Perspective (6 hrs.)  
EDU 225: Integrating Art, Music and Movement in the Classroom (3 hrs.)  
EDU 265: Health, Nutrition and Safety (3 hrs.)  
EDU 276: Foundations of the Teaching-Learning Process (4 hrs.)  
EDU 355: Literature for Children: Person, Place, Time (3 hrs.)\*  
EDU 363: Education and Psychology of the Exceptional Child (3 hrs.)

EDU 371: Parameters of Early Learning (6 hrs.)  
EDU 381: Methods of Developing Concepts (6 hrs.)  
EDU 382: Classroom Management (3 hrs.)  
EDU 385: Helping Children Develop Skills in Literacy I (3 hrs.)  
EDU 386: Helping Children Develop Skills in Literacy II (3 hrs.)  
EDU 387: Helping Children Think Mathematically (3 hrs.)  
EDU 413: Family and Community: Partners in Education (3 hrs.)  
EDU 415: The Individualizing Process: Assessment and Prescription I (3 hrs.)  
EDU 421: Student Teaching in Early Childhood Education: The Younger Years (6 hrs.)  
EDU 423: Student Teaching in Early Childhood Education: The Primary Years (12 hrs.)  
EDU 454: Emergent Language and Literacy (2 hrs.)  
EDU 484: Senior Seminar (3 hrs.)  
MAT 105: Mathematics for Elementary Teachers I (3 hrs.) **or** MAT 111 College Algebra (3 hrs.)  
PSY 111: Introduction to Psychology (3 hrs.)  
PSY 211: Educational Psychology (3 hrs.)

\*EDU 355 fulfills LBA Literary Studies requirement

Students must successfully complete the required 30 semester hour Liberal Arts program. Students must also meet all Missouri Department of Elementary and Secondary Education requirements for Early Childhood Teacher Certification.

### Requirements for the B.S. Major in Education with Certification in Elementary Education

The bachelor of science major in education with elementary certification is a teacher preparation program for the elementary grades (1-6). The elementary certificate requires a subject matter concentration of at least 21 semester hours from one of the following areas: language arts, art, foreign languages, mathematics, music, natural sciences, social sciences, speech and theatre. Admission to and completion of the program and state exit assessment requirements, including a passing score on the C-BASE subject area tests and the elementary specialty test of the PRAXIS II, a cumulative GPA no lower than 2.5, and grades of C or better in all professional education courses and a minimum grade of B- in each of the 300-level methods courses, qualifies a graduate to be recommended for the initial Missouri Elementary Education Certificate.

#### Required Education Courses

EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)  
EDU 225: Integrating Art, Music and Movement in the Classroom (3 hrs.)  
EDU 265: Health, Nutrition and Safety (3 hrs.)  
EDU 276: Foundations of the Teaching-Learning Process (4 hrs.)  
EDU 355: Literature for Children: Person, Place, Time (3 hrs.)\*  
EDU 363: Education and Psychology of the Exceptional Child (3 hrs.)  
EDU 381: Methods of Developing Concepts (6 hrs.)  
EDU 382: Classroom Management (3 hrs.)  
EDU 385: Helping Children Develop Skills in Literacy I (3 hrs.)  
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EDU 387: Helping Children Think Mathematically (3 hrs.)  
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EDU 454: Emergent Language and Literacy (2 hrs.)  
EDU 441: Student Teaching in the Elementary School (12 hrs.)  
EDU 484: Senior Seminar (3 hrs.)  
MAT 105: Mathematics for Elementary Teachers I (3 hrs.) **or** MAT 111 College Algebra (3 hrs.)  
MAT 106: Mathematics for Elementary Teachers II (3 hrs.) **or** MAT 207 Introduction to Statistics (3 hrs.)  
PSY 111: Introduction to Psychology (3 hrs.)  
PSY 211: Educational Psychology (3 hrs.)  
\*EDU 355 fulfills LBA Literary Studies requirement

Students must successfully complete the required 30 semester hour Liberal Arts program. Students must also meet all Missouri Department of Elementary and Secondary Education requirements for Elementary Teacher Certification including, but not limited to courses in mathematics (at least two courses for a total of at least 5 semester hours), science, economics, geography, and art or music. In addition students must complete an area of academic concentration of at least 21 semester hours.

#### Admission to the Teacher Education Programs

A student applying for admission to either the early childhood or elementary education certification programs must submit a completed application form, which includes informational data, and a statement about personal and professional goals.

Application procedures and materials are distributed and explained during the Foundations of the Teaching-Learning Process course and are available in the program office. After all application materials have been received in the program office, a professional interview will be conducted with the applicant by the program faculty. The program faculty will consider the applications and interviews, and notify each applicant of her acceptance or denial. Conditions for retention or reapplication, in the case of those denied, will be stated in writing to the student. When accepted for admission to the program, the student will be required to seek an adviser in the program.

Students seeking admission to the early childhood or the elementary teacher certification program should apply during their sophomore year. Admission to the program is necessary before enrollment in the junior-level methods courses.

To apply, the student must have:

1. completed 30 semester hours of college course work with a minimum 2.5 cumulative GPA;
2. successfully completed LBA 107: Composition I and LBA 108: Composition II or an equivalent;
3. completed EDU 276: Foundations of the Teaching-Learning Process with a minimum grade of B-;
4. received satisfactory recommendations from the program faculty; *and* met the State of Missouri Department of Elementary and Secondary Education basic competency requirements as follows:

(a) attained the minimum required score on all parts of the College BASE Test. Students have two years to retake the subtests they did not pass before they are required to retake the entire test. Information about test administration dates and application procedures will be given during the Foundations of the Teaching-Learning Process course. The information is also available in the education program office.

(b) documented a score on the American College Test (ACT) or the Scholastic Aptitude Test (SAT) as an entering Stephens freshmen.

Retention in the program in good standing assumes that the student is maintaining an overall 2.5 GPA; earning a minimum grade of C in each professional education course completed; and achieving a minimum grade of B- in each of the 300 and 400-level methods courses.

In addition to successful completion of all requirements for the Bachelor of Science in education, students with a certification emphasis must meet the state exit assessment requirements, including a passing score on the appropriate specialty test of the PRAXIS II, to be recommended for the initial Missouri teaching certificate. Upon successful completion of degree and exit requirements the student applies for this certificate through the education program office. Official transcripts of all college work must accompany the certificate application.

The Missouri Department of Elementary & Secondary Education -- Office of Educator Quality is working with representative stakeholders groups to redesign the standards for educator preparation including certification requirements. These changes and implementation schedule will be communicated to students through individual advising sessions, meetings, and/or other university communications. If there are any questions and/or concerns, please contact the Director of Educator Preparation in the Office of Educator Quality.

### Requirements for a Minor in Education

The minor in education requires completion of at least 15 semester hours in education courses, including 7 semester hours of required course work (see below) and a minimum of 6 semester hours of EDU electives at or above the 300 level. Additional EDU courses to total 24 semester hours may be elected by the student. Students select their electives for this minor in consultation with Department of Education faculty.

### Required Courses

EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)  
EDU 276: Foundations of the Teaching-Learning Process (4 hrs.)

### Education and the Liberal Studies Major

In the residential program, the Department of Education offers concentrations in child development and in early childhood education that are available for the liberal studies major. See the liberal studies section of the catalog for complete information about these concentrations and the major.

Students wishing to prepare for careers working with children but do not wish to seek teacher certification may pursue the Human Development/Child Study major. See the Human Development/Child Study section of the catalog for complete information about this major.

**Note: Students enrolled in classes that entail interaction with children are required to obtain a background check and/or fingerprinting at least once per year**

## Education Course Descriptions

### **EDU 114: The Child: Lifespan and Cross-Cultural Perspective**

(3 hrs.)

(Open to all students)

This course explores the developmental periods of conception, infancy, early childhood and adolescence with a focus on benchmarks in the areas of biological/physical, psychosocial and cognitive development. Through opportunities to observe and interact with children, students gain a general understanding of and will be able to identify critical moments of child and adolescent development. This course also explores the cross-cultural differences and similarities in development emphasizing the interactions of race, social class, gender and religion.

### **EDU 115: Advanced Child Development: Cross-Cultural Perspective**

(3-6 hrs.)

(Prerequisite: EDU 114 or permission of instructor)

This course focuses on the development of children from birth to age eight with an emphasis on the physical, social, cognitive, language and emotional areas. Further synthesis and integration of previous observational experiences and coursework allows students to explore child development theories, concepts, research and the interactions of multiple cultural identities at an advanced level. Observations of infants in an outside child development center will be arranged.

### **EDU 185: Early Seminar in Education**

(1 hr.)

(Open to all students)

Students interested in pursuing a career in education or a related field observe and participate in a variety of classroom settings to familiarize them with the many roles of the educator. Observations of and interaction with pre-school and school-aged children are arranged. (graded on S - U basis)

### **EDU 225: Integrating Art, Music and Movement in the Classroom**

(3 hrs.)

(Prerequisite: EDU 114 or permission of instructor)

Future teachers gain an understanding of children's physical and cognitive development through activities designed in the areas of music, art and movement. Perceptual motor development is a component of each area. Students will design and carry out music, art and movement activities with children.

### **EDU 265: Health, Nutrition and Safety Principles for Children**

(3 hrs.)

(Prerequisite: EDU 114)

This course will provide a knowledge base of basic health information, community resources and health, nutrition and safety regulations for the professional working with children. The course will help students develop skills and knowledge to both design and implement policies and curriculum in health, nutrition and safety.

### **EDU 276: Foundations of the Teaching-Learning Process**

(4 hrs.)

(Prerequisites: EDU 114 and sophomore standing)

This course is required for those who major or minor in education and is recommended for those who value direct participation with children in learning environments. Guidance skills, understanding behavior, appropriate educational objectives and teaching methods are emphasized. The historical, philosophical, sociological and legal foundations of education are included in the course.

### **EDU 280: Topics in Education I**

(3 hrs.)

(Prerequisites: EDU 114)

This course will explore the topics of children's health, safety and nutrition, technology for teachers, and introduction to the teaching-learning process.

### **EDU 340/HDE 340: Practicum**

(1-3 hrs.)

(May be repeated for a total of 6 hrs. credit.)

(Prerequisites: EDU 276 and junior standing; or permission of instructor)

Provides the opportunity for guided work with children, youth or families in such settings as day care, preschool, elementary or secondary classrooms, youth service center or program for hospitalized children.

### **EDU 355: Literature for Children: Person, Place, Time**

(3 hrs.)

(Prerequisite: EDU 114 or permission of instructor)

Literature chosen from diverse cultures is read, critiqued and shared with children. Connections between cultures drawn by noting similarities and differences in person, place and time. Evaluation directed at the authenticity of images projected and the literary quality of the various types of literature for children.

**EDU 363: Education and Psychology of the Exceptional Child**

(3 hrs.)

(Prerequisites: PSY 111 and completion of 15 hours from the liberal arts core courses)

Students will be introduced to the biological, psychological and educational characteristics of children identified by federal laws for special consideration in public education. The categories covered are : developmental disabilities, learning disabilities, behavior disorders/emotional disturbance, speech and language disorders, hearing impairment, visual impairment, physical disabilities and giftedness.

**EDU 371: Parameters of Early Learning**

(6 hrs.)

(Prerequisites: EDU 276, PSY 211; or permission of instructor)

Early childhood education students have the opportunity to develop skills and knowledge to teach young children effectively. Emphasis is given to planning and implementing an integrated curriculum in the areas of language arts, science and social studies. Students gain knowledge and classroom experience in managing classroom groups, designing a daily schedule and planning a year-long childhood education program.

**EDU 380: Topics in Education II**

(3 hrs.)

(Prerequisites: EDU 276 or permission of instructor)

This course will examine issues and research relevant to the new teacher, including the integration of technology. Students will begin to formally work on the Certification Synthesis Project required for teacher certification.

**EDU 381: Methods of Developing Concepts**

(6 hrs.)

(Prerequisites: Admission to the Teacher Education Program or permission of instructor.)

Students learn methodologies for teaching sciences, social studies and language arts; knowledge about how children learn and how teachers create learning environments in a human relations laboratory; and lesson and cluster planning. Campus course work is enhanced through extensive field experiences in local schools.

**EDU 382: Classroom Management**

(3 hrs.)

(Prerequisite: Admission to the Teacher Education Program or permission of instructor.)

Students gain an understanding of individual and group motivation and behavior necessary to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation. Concurrent enrollment with EDU 381 is expected. Students will demonstrate their skills in effective classroom management during field experiences in the local schools.

**EDU 385: Helping Children Develop Skills in Literacy I**

(3 hrs.)

(Prerequisite: Admission to the Teacher Education Program or permission of instructor.)

Students examine how teachers can facilitate literacy development in young learners. During the class and its accompanying field experiences, they conduct exploration and inquiry into such topics as: the development of reading and writing processes, facilitating growth in spelling, grammar, and punctuation, creating classrooms for readers and writers, assessing literate behaviors, and readers and writers with a difference.

**EDU 386: Helping Children Develop Skills in Literacy II**

(3 hrs.)

(Prerequisite: Admission to the Teacher Education Program or permission of instructor.)

This course examines how teachers can facilitate literacy development in young learners. As the follow-up class to Literacy I, it will include further exploration and inquiry into such topics as: the development of reading and writing processes, creating classrooms for readers and writers, assessing literate behaviors, and helping readers and writers with a difference. This class includes a field experience component.

**EDU 387: Helping Children Think Mathematically**

(3 hrs.)

(Prerequisites: Admission to the Teacher Education Program and MAT 105 and/or MAT 106 or an equivalent college mathematics course or permission of instructor.)

Diagnostic, instructional and evaluative processes for assisting development of numerical and spatial concepts in children are examined and applied in classroom settings. During the field experience component of the course, students identify children's conceptual levels and design appropriate learning experiences for them.

**EDU 413: Family and Community: Partners in Education**

(3 hrs.)

(Prerequisite: Admission to the Teacher Education Program, senior standing or permission of instructor.)

Students examine the importance of the professional relationship between the school, family, and community. Course topics include interpersonal relationships, nature and the role of family relationships, methods of parent involvement, and identification and utilization of family and community resources.

**EDU 415: The Individualizing Process: Assessment and Prescription I**

(3 hrs.)

(Prerequisites: Admission to the Teacher Education Program, senior standing or permission of instructor.)

Skills and techniques for assessing of and planning for the dynamic, integrated process of a child's development and learning are developed. Background from which to identify and critique methods and instruments of screening and diagnosis in major developmental areas is developed. Students engage in the development and evaluation of individualized programs based on the assessment of the children's needs.

**EDU 421: Student Teaching in Early Childhood Education: The Younger Years**

(6-12 hrs.)

(Prerequisites: Admission to the Teacher Education Program, senior standing or permission of instructor.)

Student teachers involve themselves as participants in all aspects of the pre-school: planning and implementing the daily program, participating in the full range of parent activities, and guiding the individual child and the group. Emphasis is placed on building the student teacher's personal repertoire of teaching skills. (graded on S-U basis)

**EDU 423: Student Teaching in Early Childhood Education: The Primary Years**

(6-12 hrs.)

(Prerequisites: Admission to the Teacher Education Program, senior standing or permission of instructor.)

Student teachers participate in all aspects of the primary (grades K-3) curriculum. They develop a sharpened awareness of varied learning styles, refine personal teaching methods, and meet the challenges of group management while remaining sensitive to the needs of the individual child. (graded on S-U basis)

**EDU 441: Student Teaching in the Elementary School**

(6-12 hrs.)

(Prerequisites: Admission to the Teacher Education Program, senior standing or permission of instructor.)

Student teachers participate in all aspects of the elementary school (grades 1-6) curriculum. They develop a sharpened awareness of varied learning styles, refine personal teaching methods, and meet the challenges of group management while remaining sensitive to the needs of the individual child. (graded on S-U basis)

**EDU 454: Emergent Language and Literacy**

(2 hrs.)

(Prerequisites: Admission to the Teacher Education Program, senior standing or permission of instructor.)

Students review theories and practices related to speech and language development, and complex emerging literacy. Emphasis will be given to practical applications of language and literacy development from birth through age eight. Students design, facilitate and evaluate literacy experiences that support children in learning to read and write.

**EDU 484: Senior Seminar**

(3 hrs.)

(Prerequisites: concurrent enrollment in student teaching)

Students examine issues and research relevant to the new teacher including the application of self-evaluative processes directly related to teaching and the continuation of professional growth

**EDU 493/HDE 493: Senior Project**

(3 hrs.)

(Prerequisites: senior standing and permission of the department)

The student plans and implements a course of independent research or a project in child study/human development.

**Independent Study**

Independent Studies (special studies, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information is available from the coordinators for each of the education majors.

## Equestrian Studies

Director of Equestrian Studies: Becky Clervi, B.S.

### Requirements for the B.S. Major in Equestrian Studies

The Bachelor of Science degree in Equestrian Studies requires completion of 30 semester hours of core liberal arts courses, 64 semester hours of core equestrian studies courses. Requirements for the degree include: A minimum of 120 semester hours, a grade of C or better in each of the required courses and a cumulative GPA of at least 2.0.

- Equestrian Studies major riding requirement is that a student rides three of the four disciplines in the eight semesters that they are enrolled. Four riding disciplines are offered: Reining, Huntseat, Saddleseat, and Western. Driving is also offered. Driving for two semesters is equivalent to one riding discipline. Equestrian Studies majors have first priority, then equestrian minors in riding classes over non-equestrian majors.
- Equestrian Studies students are evaluated each semester by the faculty to encourage their skill development. A career in the equestrian business is a challenging choice. Our program is a highly professional program that demands a strong work ethic, needed discipline, and a high level of proficiency. Students who fail to display these necessary attributes could be advised to choose another major, or put on departmental probation.
- The vigorous nature of the equestrian program requires that students stay fit and healthy in order to succeed and eventually become employed. The equestrian faculty will meet with each student twice during the year to evaluate progress in the major and provide feedback for improvement. Each student is required to follow the requirements outlined in the Equestrian Major's Handbook.
- The Equestrian Faculty strongly recommends to students that in order to gain experience and to establish a professional network that they work during all summer breaks in the equestrian industry.

### Clinics

Stephens College offers clinics and workshops throughout the year in all four disciplines of riding. Recent clinicians include: Melanie Smith Taylor, David O'Connor, Robin and Murray Griggs, Richard Shrake, Scott and Carol Matton, Kendra Weis, Jim Dudley and Melissa Moore. Stephens College Equestrian Program also hosted the Saddleseat International Invitational. Horse Owner Workshops sponsored by Purina Mills are held at Stephens Stables.

- Equestrian students that ride at the intermediate or above level are required to participate at two shows or two clinics per semester. This may be accomplished as an exhibitor, as part of the horse show team or at a specialized equestrian event. All clinics and horseshow information is posted prior to each event.

### Horse shows

Participation in horse show competitions and clinics are a fundamental part of the Equestrian Studies curriculum. Stephens College students participate in horse shows and clinics across the nation. All qualified equestrians have an opportunity to participate in national, regional, local, and on campus horse shows. Stephen's riders participate at "A" rated shows at the American Royal, AQHA, USEF, USHJA and APHA, the Pinto World, and the Pinto Congress.

- Students participating at horse shows are responsible for all coaching fees, entry fees, stabling and hauling fees as well as their own expenses.
- Showing information and prices are posted and show meetings are held prior to each event per discipline.

### PATH

International (Professional Association of Therapeutic Horsemanship) International [www.pathintl.org](http://www.pathintl.org)

Students interested in the equestrian assisted therapy work toward their Instructor certification in PATH International by taking courses at Stephens and working with an accredited therapy facility.

### Sophomore Assessment Proficiency Exam

Every spring semester the sophomore assessment proficiency exam is held for students actively participating in the Equestrian major.

**Part one** of the exam will include the department faculty's assessment of each proficiency candidate on their amount of participation in three areas:

1. Student's level of involvement in the program
2. The quality of care student provides each and every horse ridden in classes
3. The student competed each semester at two off campus horseshows or participation in two specialized equestrian events.

The equestrian study major is designed to provide the student with the necessary level of knowledge, grooming

information, rider attire and the intricate riding skills information needed for success in the assessment exam.

**Part two** of the assessment exam includes four areas.

1. Written knowledge exam
2. Specialty show grooming exam
3. Show rider attire exam
4. Riding skills exam

Any student who is a second-semester sophomore with a minimum of 36 hours of earned college credit that meets the departmental criteria will be expected to take the exam. The exam may be repeated. The Assessment Proficiency Exam is a prerequisite to applying for the Equestrian Industry Internship at Stephens College. *The Industry internship cannot be started until the Assessment Proficiency exam is completed.*

## Senior Assessment

The equestrian faculty believes that the eight semesters on campus and during the summers that students need to show at off campus horse shows in order to score satisfactorily at the senior proficiency level. Attending horse shows in their chosen discipline will also assist the student in becoming more involved in the industry.

In the spring of the senior year, students participate in a required senior assessment and exit interview. The Assessment includes a horse and rider attire turnout exam, a riding skills exam, an interview, and a written industry Knowledge exam.

## Equestrian Studies Industry Internships

Stephens College faculty will support students that meet the specified criteria for Equestrian Industry Internship. Students that have met the specified criteria for an internship will work with faculty to find a possible Internship with a successful professional or business in the equestrian industry. Attending equestrian events and horse shows with faculty will improve the student's success in finding their internship.

The specified criteria to be approved by an Equestrian faculty member for an Internship in the industry is specifically but not limited to:

- Stays fit and eats healthy in order to succeed
- Is pleasant and enjoyable to work around on a daily basis using professional people skills
- Participates in clinics and shows each semester and other equestrian events
- Follows departmental dress code that reflects a traditional professional appearance
- Abides by all the rules and procedures set forth in the Equestrian Department handbook
- Shows a strong work ethic on a daily basis
- Works daily at the needed discipline to succeed in the equine industry
- Strives to develop a high level of proficiency in her lecture and riding skills in each discipline that she rides.

Equestrian industry internships examples, but not limited to: assistant barn manager, riding instructor, assistant trainer, camp counselor, assistant horse show manager, horse show groom, writing for horse publications, or work at a breed registry.

Internships provide students with the opportunity to apply their acquired college level skills in an established professional atmosphere. Internships can be completed locally, nationally, and even internationally.

Internships in the Equestrian Department must be faculty approved with completed paper work in the department program's office before April 20th each spring.

## Equestrian Studies Policies

Students are responsible for their own medical insurance. Each semester before a student may ride, they must have a current copy of a medical insurance card on file in the Equestrian Center office. There will be no grace period on this important issue.

- All students are required to complete a Red Cross First Aid and CPR course prior to entering the Equestrian program their freshmen year. A copy of their card will be kept on file in the Equestrian office when they arrive. Students are required to keep their cards current during their college career. A copy of the current Red Cross card will be presented with their required internship application paper work.
- The current Equestrian Studies Handbook is posted every semester on the students Blackboard site for all to refer to at any time. All students are required to read and sign an affidavit of declaration that they have read the Equestrian Studies Department Handbook before they can participate in their first riding class. Failure to abide by the rules and procedures set forth in the handbook may result in disciplinary action and potential dismissal from the program.

- Students are required to wear ATM/SEI approved helmets, with their name labeled inside, while riding and driving on campus. All riders must provide their own rated helmet. Riders must not share helmets.
- Students must abide by the departmental dress code that reflects a traditional professional appearance at all times when in and around the stable complex and while attending all equestrian events.
- Hoop body and facial piercings may not be worn while at the stables. Highly visible tattoos are discouraged. See equestrian handbook for additional information on the jewelry policy.
- Horseback riding requires muscle coordination, balance, mental alertness, and the ability to follow directions promptly and accurately. In the interest of safety, the Equestrian Studies faculty and staff reserve the right to bar any student from riding or handling horses who is mentally or physically unfit or under the influence of drugs or alcohol. Any student found violating this policy will be escorted off of the Equestrian Center premises immediately.
- The required ratio of horse weight to rider plus tack weight is 6 to 1 or larger. Equestrian Center horses are not permitted to carry a rider if the minimum weight ratio is not met. *To calculate how much weight (rider + tack) a horse may carry, divide the horse's weight by six.*

## Equestrian Studies Required Courses (64 hours)

### EQS Applied Riding courses

Reining, Saddleseat, Huntseat, and Western choose 3 different disciplines in 4 years – ride 8 semesters (16 hrs.)

### Lecture Courses

EQS 130: Equine Conformation and Health (3 hrs.)

EQS 135: Show Preparation (3 hrs.)

BUS 171: Foundations of Business in the 21<sup>st</sup> Century(3 hrs.)

EQS 201: History and Theory of Teaching Horsemanship I (4 hrs.)

EQS 202: Methods of Teaching Horsemanship II (2 hrs.) or EQS330 Intro to Therapeutic Horsemanship (3 hrs.)

INT 210: Internship Development (1 hr.)

EQS 301: Equine Feeding and Nutrition (3 hrs.)

EQS 302: Methods of Teaching Horsemanship III (2 hrs.) or EQS335 Therapeutic Horsemanship Practicum (3 hrs.)

EQS 310: Stable Management (3 hrs.)

EQS 340: Equine Anatomy and Shoeing Mechanics of Motion (3 hrs.)

EQS 345: Equipment Usage and Tack Repair (3 hrs.)

EQS 401: Management of Equestrian Events (3 hrs.)

EQS 402: Methods of Teaching Horsemanship IV (2 hrs.)

EQS 405: Equestrian Business Practices (3 hrs.)

EQS 410: Horse Keeper (4 hrs.)

EQS 494: Equestrian Industry Internship (3 hrs.)

EQS 496: Capstone: Equestrian Studies (3 hrs.)

*Sophomore Assessment Proficiencies must be completed before EQS494 Equestrian Studies Industry Internship and the Red Cross Certification must be completed and on file in the office of the Equestrian Department Chair before April 20th at the end of the junior year.*

## Recommended Minors for Equestrian Studies majors

Students often enhance their Equestrian Studies major by completing a minor in any one of these areas of study:

- Child Development
- Business
- Marketing and Public Relations
- Psychology
- Biology or Chemistry
- Integrated Media
- Legal Studies
- Graphic Design
- Event Planning

Students are also encouraged to study abroad in the equestrian field.

## Career Opportunities

If you are searching for an equestrian career that fits you, here is a list of possible career opportunities in the equine industry.

### Management & Administrative

Stable/Ranch Manager	Stable Office Manager
Breed Association Official	Camp Equestrian Director
Equestrian Program Director	Therapeutic Riding Center Director
Business Manager	Marketing and Public Relations Manager
Event Coordinator	College Equestrian Coach/Instructor

### Shows

Horseshow Announcer	Horseshow Judge
Horseshow Manager	Horseshow Secretary
Horseshow Steward	Horseshow Exhibitor
Equine Horse trainer	

### Equine Health & Breeding

Veterinarian	Equine Acupuncturist
Assistant Breeding Farm Manager	Equine Dentist
Farrier	Equine Chiropractor
Breeding Farm Technician	Veterinary Technician

### Communications & Advertising

Freelance Artist	Journalist
Author	Photographer
Writer	Radio/Television for Equestrian events

### Occupations connected to Equestrian Industry

Accountant/Bookkeeper	Mounted Police Office
Equine Auctioneer	Pedigree Analyst
Equine Attorney	Equine Pharmaceutical Representative
Equine Software Developer	Equine Real-estate and land development
Equine Nutrition Specialist	Equine Rescue Agency Representative
Park and Trail Engineer	Equine Insurance Agent

## Requirements for a Minor in Equestrian Studies

The minor in equestrian studies requires the completion of 24 semester hours of which 6 hours must be in applied riding. The equestrian minor is also available to University of Missouri students to expand their Animal Science major with a concentration in Equestrian Studies.

### Required Courses

EQS Riding: 4 classes (8 hrs.)
EQS 130: Equine Conformation and Health (3 hrs.)
EQS 135: Show Preparation (3 hrs.)
EQS 310: Stable Management I (3 hrs.)
EQS 401: Management of Equestrian Events (3 hrs.)
EQS 410: Horse Keeper (4 hrs.)

## Equestrian Studies Riding Courses

Riding Classes: The fee for riding is \$800 per class each semester. All riding and driving courses require an approved safety helmet with neck harness and chin strap. All riding classes may be repeated three (3) times for credit. At the beginning of each semester: *all riders shall keep a current copy of insurance and medical information in the Equestrian office.* All students must follow all catalog information and Equestrian Handbook rules and regulations in order to ride and participate in the equestrian studies major, minor and or any activity at the stables.

### Reining

#### EQS 321: Introduction to Reining

(2 hrs.)

(Prerequisites: EQS 320, Permission of instructor.)

**EQS 421: Reining Concepts**

(2 hrs.)

(Prerequisites: EQS 420, Permission of instructor.)

**Saddle Seat****EQS 218: Riding: Driving**

(2 hrs.)

(Prerequisites: Permission of instructor.)

This course is designed to allow the student to gain experience in various types of driving techniques for the horse. The student will have the opportunity to ground drive a horse as well as drive a horse to cart. Various harnessing techniques and their potential outcomes will be covered. Care of the harness and carts will be discussed. Each student will have the opportunity to fit a harness to a horse, hook the horse to a cart and drive the horse.

(2 hrs.)

(Prerequisite: Permission of instructor)

**EQS 117: Riding: Beginning Saddle Seat****EQS 217: Riding: Intermediate Saddle Seat****EQS 317: Riding: Intermediate/Advanced Saddle Seat****EQS 417: Riding: Advanced Saddle Seat****Western**

(2 hrs.)

(Prerequisite: Permission of instructor)

**EQS 120: Riding: Beginning Western****EQS 220: Riding: Intermediate Western****EQS 320: Riding: Intermediate/Advanced Western****EQS 420: Riding: Advanced Western****Hunt Seat**

(2 hrs.)

(Prerequisite: Permission of instructor)

**EQS 125: Riding: Beginning Hunt Seat****EQS 126: Riding: Beginning/Intermediate Hunt Seat****EQS 225: Riding Intermediate Hunt Seat****EQS 325: Riding: Intermediate/Advanced Hunt Seat****EQS 425: Riding: Advanced Hunt Seat**

## Equestrian Studies Course Descriptions

**EQS 130: Equine Conformation and Health**

(3 hrs.)

(Open to all students. Offered fall semester only.)

Designed to introduce students to the horse and its basic care. Subject matter includes breeds; conformation; diseases; parasites; lameness and treatment; daily care and management; general terminology; and first aid for the horse.

**EQS 135: Show Preparation**

(3 hrs.)

(Prerequisite: EQS 130. Offered spring semester only.). Course subject matter includes advanced horse care and horse show preparation. This class will provide the student with sufficient knowledge of rider and horse turnout, specific show drug rules, and management skills to allow rider/horse successful competition. The class will learn specifics of the four disciplines: Huntseat, Reining, Saddle Seat, and Western.

**EQS 180: Topics in Equestrian**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**EQS 201: History and Theory of Teaching Horsemanship I**

(4 hrs.)

(Prerequisite: EQS 310) (Spring 2013, spring 2014)

History and theory of all four disciplines will be introduced. The theory of each discipline will lead to the current methods of teaching styles that will be presented for all four disciplines. Development of lesson plans, assessment and evaluation of motor skills, and riding etiquette will be discussed. Students will be taught the appropriate equestrian vocabulary used to build the knowledge and skills to educate riders. Classroom instruction will include how to develop their teaching knowledge, dispositions and physical skills of the rider. Progressive steps will be used continually to teach the students how to become instructors.

### **EQS 202: Methods of Teaching Horsemanship II**

(2 hrs.)

(Prerequisite: EQS 201)

This class is designed to provide the student with the opportunity of assisting an instructor, putting into practice the teaching techniques taught in EQS 201.

### **EQS 250: Competitive Judging**

(3 hrs.)

(Prerequisite: EQS 135)

This course is an overview of equestrian competitions and will develop potential horse show officials. It will acquaint the student with the mechanics of judging both in hand and under saddle/over fences, horses and riders in a competitive setting. If qualified, students will attend and judge competitively at NAIA judging contests.

### **EQS 280: Topics in Equestrian**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

### **EQS 301: Equine Feeding and Nutrition**

(3 hrs.)

(Prerequisite: BIO 111, fall 2012, spring 2014)

Basic nutrients, their sources and how the horse utilizes them will be covered. The anatomy and physiology of the digestive system will be discussed. Ration formulation, purchasing and storage will be stressed.

### **EQS 302: Methods of Teaching Horsemanship III**

(2 hrs.)

(Prerequisite: EQS 202.)

This class is designed to continue the teaching process under an instructor with the added responsibility of preparation of horse and rider for shows and clinic.

### **EQS 310: Stable Management I**

(3 hrs.)

(Prerequisite: EQS 135, offered fall semester only)

This course will provide the hands-on experience in the everyday operation of a stable. Topics covered will be: horse facilities; equipment; tractors; truck and trailer; loading and hauling horses; ordering supplies; preparation for horse shows; fencing and pasture management; and managing the stalled horse.

### **EQS 315: Interim Equine Practicum**

(1-6 hrs.)

This practicum will enhance the hands-on opportunities and experiences for the students. The student will be given a string of horses to care for on a day-by-day basis. Student will also complete a research project using some type of data collection or experiment. Topic must be approved by the department program director. Permission of department required.

### **EQS 330: Introduction to Therapeutic Riding**

(3 hrs.)

(Prerequisite: EQS 310; Fall only. Lab fee charged.)

Focus is on learning and introducing students to the history of therapeutic horsemanship. Current aspects of therapeutic riding and instruction will also be covered. Students will get hands on experience volunteering at a local accredited center.

### **EQS 335: Therapeutic Riding Instruction and Practicum**

(3 hrs.)

(Prerequisite: EQS 330; lab fee charged. Spring only.)

This class will allow students to fulfill one part of the NARHA certification process by completing 25 hours of student teaching at a local accredited center. Students will learn to assess and train horses used for therapeutic riding, and become familiar with adaptive equipment. Students will develop lesson plans, games and exercises appropriate for riders with a variety of special needs.

**EQS 340: Equine Anatomy and Mechanics in Motion**

(3 hrs.)

(Prerequisites: EQS 345 spring semester only)

A course designed to teach the student the basic principles of farrier science. Includes anatomy, physiology and biomechanics of the leg and foot; evaluation of a properly and improperly shod hoof; principles of trimming; and cold, hot, corrective and pathological shoeing.

**EQS 345: Equipment Usage and Tack Repair**

(3 hrs.)

(Prerequisite: EQS 135-fall semester only)

This course is a hands-on introduction to basic stable equipment, its usage, and care. Equipment will include, but not be limited to, tractors, skill saws, trucks, and trailers. Additionally, students will be introduced to basic tack repair skills. This course is an extension of Stable Management, both courses taken concurrently.

**EQS 350: Theory of Equine Behavior and Training**

(3 hr.)

(Prerequisite: EQS 310) (Spring only)

An equine professional must have a thorough understanding of the manner in which the equine responds to stimuli in its environment. This directly influences the ability to train the equine and the results that can be obtained. Students will learn the basics involved in horse training. Students will be introduced to the importance of developing horses and maintaining seasoned horses. Outside speakers will attend the class every two weeks if possible. Field trips to local training facilities will be possible during the semester.

**EQS 380: Topics in Equestrian**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**EQS 401: Management of Equestrian Events**

(3 hrs.)

(Prerequisites: EQS 340, (Spring 2013)

This course will teach the student the aspects of show and event management. Students learn about the larger breed shows management styles. Show Managers are required to hire Judges and Stewards and check their credentials for each type of show they are managing. Procedures to hire the different breed and discipline Judges and Stewards will be thoroughly discussed. The course will discuss the rules and regulations of the major breed associations that pertain to show management.

**EQS 402: Methods of Teaching Horsemanship IV**

(2 hrs.)

(Prerequisite: EQS 302) Management of school horse usage will be discussed in great detail. Students will shadow the faculty in their teaching assignments. Ethics, conduct and protocol of teaching professional horsemanship will be addressed.

**EQS 405: Equestrian Business Practices**

(3 hrs.)

(Prerequisite: EQS 340, Fall 2013)

This course is designed to further prepare the student in all aspects of equestrian management. Students will learn record keeping, marketing, public relations, buying, selling, pre-purchase exams and contracts. This course culminates with the production and presentation of an Equestrian business plan.

**EQS 410: Horse Keeper**

(4 hrs.)

(Prerequisite: EQS 340, (fall, Spring and Summer)

This course is designed to allow students to gain experience in the day-to-day care and maintenance of horses. Students will learn to manage their time and gain self-confidence while managing a string of horses and utilizing previous coursework in the day-to-day care of each horse. The class meets one hour a week in the classroom and additionally students should expect to spend 2-3 hours per day six days a week in managing horses. It is recommended to schedule other courses around this class.

**EQS 494: Equestrian Studies Industry Internship**

(3 hrs.)(Summer only)

(Prerequisite: INT 210, EQS 340 and approval of the Equestrian Department Chair; Graded S/U)

The internship experience (140 hours) usually takes place during the summer of the junior year. Academic internships allow students to gain experience for credit and safeguard their USEF amateur status. On occasion, an internship may occur at an alternate time. Approval must come from the Equestrian faculty. All paperwork for the Equestrian internship will be completed by 4-10 and turned into the Equestrian Department Chair's office upon enrollment to the course. Students will be enrolled in this course in the summer of their junior year for a course fee.

**EQS 496: Capstone: Equestrian Studies**

(3 hrs.) (Fall 2012, Spring 2014)

(Prerequisites: EQS 410, and permission of instructor.)

The capstone course is designed to incorporate the student's previous business and teaching experience into a coherent whole using their internship(s) and previous courses. The student will present orally their summer internship experience to the class and faculty. The course will facilitate the student in developing her short and long-term professional goals. Focus will be placed upon work styles and communication skills that can be used in the Equestrian professional world.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed by a student who wishes to investigate a subject not otherwise available. Information about independent study may be obtained in department offices or in the Office of the Registrar.

## Human Development

### Requirements for B.S. Major in Human Development

#### Child Study Track

Beyond completion of liberal arts requirements, the major requires 50 semester hours; 31 core course hours and 19 Child Study course hours. A grade of C- or better must be earned in each of the required courses.

#### Required Core Courses (31 hours)

PSY 111: Introduction to Psychology (3 hrs.)  
EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)  
EDU 115: Advanced Child Development: Cross-Cultural Perspective (6 hrs.)  
PSY 211: Educational Psychology (3 hrs.)  
EDU 276: Foundations of the Teaching-Learning Process (4 hrs.)  
HDE 340: Practicum (3 hrs.)  
EDU 363: Education and Psychology of the Exceptional Child (3 hrs.)  
EDU 413: Family and Community: Partners in Education (3 hrs.)  
HDE 493: Senior Project (3 hrs.)

#### Child Study Track Requirements (19 hours)

EDU 225: Integrating Art, Music and Movement in the Classroom (4 hrs.)  
EDU 265: Health, Nutrition and Safety (3 hrs.)  
EDU 371: Parameters of Early Learning (6 hrs.)  
EDU 355: Literature for Children: Person, Place, Time (3 hrs.)  
EDU 382: Classroom Management (3 hrs.)

#### Psychology Track

Beyond completion of liberal arts requirements, the major requires 49 semester hours; 31 core course hours and 18 Psychology course hours. A grade of C- or better must be earned in each of the required courses.

#### Required Core Courses (31 hours)

PSY 111: Introduction to Psychology (3 hrs.)  
EDU 114: The Child: Lifespan and Cross-Cultural Perspective (3 hrs.)  
EDU 115: Advanced Child Development: Cross-Cultural Perspective (6 hrs.)  
PSY 211: Educational Psychology (3 hrs.)  
EDU 276: Foundations of the Teaching-Learning Process (4 hrs.)  
HDE 340: Practicum (3 hrs.)  
EDU 363: Education and Psychology of the Exceptional Child (3 hrs.)  
EDU 413: Family and Community: Partners in Education (3 hrs.)  
HDE 493: Senior Project (3 hrs.)

#### Psychology Track Requirements (19 hours)

PSY225: Social Psychology (3 hrs.)  
PSY 271: Human Sexuality (3 hrs.) **or** PSY 301: Psychology of Gender (3 hrs.)  
PSY 310: Developmental Psychology (3 hrs.)  
PSY 320: Abnormal Psychology (3 hrs.)  
PSY 331: Learning and Cognition (3 hrs.)  
PSY 359: Counseling I (3 hrs.)

#### Independent Study

Independent studies (special studies, tutorials, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information about independent studies may be obtained by contacting a faculty member to sponsor the study and in the Office of the Registrar.

## Interdisciplinary Studies

Interdisciplinary courses provide students with special opportunities to enhance their academic program. Faculty are drawn from sponsoring programs.

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## Interdisciplinary Studies Courses

### **INT 100: Stephens Success**

(2 hrs.)

This course is designed to assist students in their transition to Stephens and to aid a student in understanding where and how to solve any issues that might arise in their college career. This course is required of all students the first semester they enter Stephens.

### **INT 101: Learning Strategies Seminar**

(1 hr.)

(Open to all students)

This course is designed for students who are interested in acquiring the study skills, self-management skills, and critical-thinking skills needed to be successful in college. Topics included are time management, academic goal setting, reading, memory, note-taking, test preparation and writing. Students will receive instruction in applying the skills acquired in this seminar to other classes they are taking at Stephens College.

### **INT 210: Internship Development**

(1 hr.)

(Open to all students)

Prepares the student for locating, securing, completing and evaluating an internship experience. Topics covered include: clarifying goals and objectives, networking, locating and researching employment sites, writing résumés and business letters, and developing interview skills and appropriate business behavior.

### **INT 301: Peer Teaching**

(1-3 hrs.)

(Prerequisite: permission of instructor)

### **INT 370: Business Seminar Abroad**

(1-3 hrs.)

(Prerequisite: permission of faculty sponsor; see also FAS 290: European Fashion Tour; credit will not count toward BUS major or minor; offered occasionally in the summer)

A five-week summer travel-study seminar conducted by Stephens business administration faculty in business centers in Europe.

## School of Organizational Leadership & Strategic Communication

Dean: Susan Bartel, Ed.D.

### Programs of Study:

#### Majors:

Business and Marketing, BS  
Marketing: Public Relations and Advertising, BS  
Graphic Design, BFA  
Integrated Media, BS

#### Minors:

Business  
Graphic Design  
Media Studies  
Special Events Planning

The School of Organizational Leadership & Strategic Communication prepares students for her future from the very beginning. Our faculty educates, inspires, and fosters students' entrepreneurial thought, leadership ability, strategic thinking and creative expression. Organizational Leadership & Strategic Communication faculty has a strong interdisciplinary orientation and believes that preparation for any career must be grounded in a liberal arts education. Students are encouraged to assume a broad perspective and take coursework beyond the introductory level in liberal arts, to think critically and creatively and to grow in confidence. Issues and opportunities for women in organizations are emphasized throughout the program. Professional organizations, internships, alumnae networking, and experiential learning provide professional preparation and leadership ability to pursue careers in entrepreneurship, management, marketing, public relations and advertising, graphic design and integrated media in any organization.

The School of Organizational Leadership & Strategic Communication offers four majors: Bachelor of Science in Business and Marketing, Bachelor of Science in Marketing: Public Relations and Advertising, Bachelor of Fine Arts in Graphic Design and Bachelor of Science in Integrated Media. In addition, the program cooperatively offers the following interdisciplinary majors: Bachelor of Science in Fashion Marketing and Management; Equestrian Studies: Business Management and also the Bachelor of Fine Arts in Theatre Management. In addition, two minors are available: Special event planning minor and minors in business in one of four areas (business, finance, marketing or management).

### Business and Marketing

The faculty use case analysis and experiential learning designed to give students the opportunity to apply the theories, concepts and principles they learned in the classroom to all types of organizations. Students interested in starting their own business will learn core concepts of business and benefit from faculty and alumnae mentoring. In her senior year students will develop a full scale business plan for their business idea preparing to bring the dream to reality

### Marketing, Public Relations and Advertising

The MPA degree engages students in a balanced educational experience focused on career opportunities in Marketing Public Relations and Advertising. With a foundation in business principles and integrated set of courses in strategic communication, students are prepared for careers where convergence in organizational communication is growing. Core courses in marketing, public relations, advertising, and business provide the foundation to build confidence and develop ability to solve communication challenges, and present solutions using strategic thinking and tactical understanding.

### Master of Business Administration(MBA) Program

### Master of Strategic Leadership (MSL) Program

Through Stephens College graduate programs, students may earn a Master of Business Administration (MBA) or a Master in Strategic Leadership (MSL) degree. The Stephens' graduate business programs are offered online. After completion of the core curriculum, students enroll in BUS 695: Advanced Strategic Project, where students may design their own customized emphasis, focusing on a topic or industry of particular interest to them.

With the bachelor's PLUS master's option, exceptional Stephens' students from nearly any undergraduate program can earn two degrees by combining their undergraduate degree with a Master of Business Administration or Master in Strategic Leadership, sometimes in as little as one additional year. Students who have earned a cumulative GPA of 3.5 or higher must declare their interest and apply for consideration no later than their second semester junior year.

## Graphic Design

The Bachelor of Fine Arts in Graphic Design offers students intensive preparation for a professional career. Skilled graphic designers with dynamic portfolios are in demand worldwide, and opportunities exist in many industries including: advertising, consumer and trade publishing, corporate communications, entertainment, broadcast, internet publishing, and fashion, to name just a few.

Graphic Design students gain real-world experience through class projects, internships, exhibitions, design competitions, workshops and freelance assignments. The design curriculum culminates with GDE 494 Senior Portfolio, where graduating students prepare a comprehensive portfolio of professional-quality work, their professional résumé, and other materials they may use to market themselves.

Students learn the language of the visual arts through projects and critiques. Graphic Design classes are supported by well-equipped facilities, including the, Graphic Design Computer Lab and the Fleming Foundation Design Studio in the Hugh Stephens Library.

## Integrated Media

The Bachelor of Science in Integrated Media offers students the opportunity to learn the changing nature of media through experiential projects. Students experience the power of media and communicating a message to an audience, as well as the responsibility and ethics of creating media.

In Stephens' Integrated Media program, students are prepared to become proficient communicators who can effectively tell compelling messages across various media platforms. Students are prepared for success in today's media industry through a mix of hands-on production courses, media studies theory classes, and real-world projects. Students gain experience in online media, digital video production, graphic design, PR writing and photography.

The faculty encourages and advises majors to complement in-depth study of mass media with courses that provide breadth to their total education. Many students decide to complete minors in disciplines such as graphic design, film, business, or psychology. Students are also encouraged to participate in one of our study abroad programs.

## Internship Programs

The School of Organizational Leadership & Strategic Communication requires students to participate in the Internship Program. The coursework learned culminates in a real world experience where students see theories go into action in all types of organizations in a variety of career positions.

The primary benefits of the internship program are as follows:

**Employment Advantage.** Experience, what employers want and expect, is gained while students are still in college.

**Skill Acquisition.** Students apply classroom knowledge and skills, acquire new skills and experiences, and identify skill needs for the future. The internship is a learning experience; the employer does not expect students to have all the answers.

**Career Decision.** Internships allow students to explore, confirm, modify or change career choices based on practical experience. By knowing the actual responsibilities of a job, students can decide early whether or not the right career has been chosen.

**Professional Contacts.** The people met while on an internship are a good source for securing unpublicized jobs after graduation or helping students network to find a job. Work experience is the ticket to entering the professional arena where employable qualities are visible to influential persons.

**Academic Relevancy.** Principles and theories presented in the classroom can be applied, thus enhancing academic understanding, learning, motivation and retention of information.

**Reality Testing.** Students often have idealistic expectations when choosing a career. Actual work experiences provide the opportunity to test the reality of career choices, interests and abilities, thus bringing expectations in line with the real work world.

**Confidence-Building.** Job responsibility and varied experiences will help develop maturity, confidence and self-esteem.

**Strengths and Weaknesses.** Through actual work experiences, feedback from supervisors and periodic evaluations, students can realistically identify your strong and weak points which can then be further developed.

**Interpersonal Skills.** Through association with people in new and varied environments, effective interpersonal skills can be developed. These skills are seldom addressed directly in the classroom, however, such skills can be a crucial element in determining success or failure on the job.

**Academic Credit.** Academic credit is received and recorded on transcripts for the required, approved and supervised internship experience.

## Business and Marketing

### Requirements for the B. S. Major in Business & Marketing

The Bachelor of Science degree in business and marketing requires completion of liberal arts degree requirements and 54 hours in the major. An internship experience is required before enrollment in BUS 496. Business majors must earn at least fifteen hours of business courses from Stephens College. BUS 490: Senior Project or Thesis must be taken at Stephens. A grade of C- or better is required in each of the courses in the major. A GPA of at least 2.0 over all courses in the major is required for graduation. Students planning graduate study in business should take at least one semester of calculus.

#### Required Courses

ACC 210: Accounting I (3 hrs.)  
ACC 220: Accounting II (3 hrs.)  
BUS 171: Foundations of Business in the 21st Century (3 hrs.)  
BUS 225: Principles of Management (3 hrs.)  
BUS 250: Principles of Marketing (3 hrs.)  
BUS 256: Social Entrepreneurship (3 hrs.)  
BUS 305: Human Resource Management (3 hrs.)  
BUS 331: Integrated Marketing Communications (3 hrs.)  
BUS 350: Principles of Finance (3 hrs.)  
BUS 386: International Business (3 hrs.)  
BUS 396: Internship Experience (1 hr.)  
BUS 490: Senior Project or Thesis (3 hrs.)  
BUS 496: Internship Seminar (1 hr.)  
CIS 206: Introduction to Information Systems (3 hrs.)  
ECO 202: Microeconomics (3 hrs.)  
ECO 203: Macroeconomics (3 hrs.)  
INT 210: Internship Development (1 hr.)  
MAT 207: Introduction to Statistics (3 hrs.)

#### Business Electives (9 hrs)

BUS 205: Personal and Family Finance (3 hrs.)  
BUS 280: Topics in Business (1-3 hrs.)  
BUS 320: Sales Management (3 hrs.)  
BUS 352: Business Law (3 hrs.)  
BUS 354: Consumer Behavior (3 hrs.)  
BUS 358: Grant Development and Proposal Writing (3 hrs.)  
BUS 362: Professional Communications (3 hrs.)  
BUS 380: Topics in Business (1-3 hrs.)  
BUS 480: Topics in Business (1-3 hrs.)  
MPA 240: The Nuts and Bolts of Event Planning (3 hrs.)  
MPA 401: Marketing and Promoting Your Event (3 hrs.)

### Requirements for the B.S. Major in Marketing: Public Relations & Advertising

This Bachelor of Science degree with in Marketing: Public Relations & Advertising requires completion of liberal arts requirements and the required core courses listed below. In addition, students will choose an emphasis area in consultation with the program coordinator and will take an additional 24 semester hours in that area. A grade of C- or better must be earned in required BUS/ACC and MPA courses, and an overall GPA of 2.0 must be maintained to graduate.

The required internship experience includes the successful completion of (1) the pre-internship course (INT 210: Internship Development), (2) the industry-specific internship course (BUS 396: Internship Experience) and (3) the post-internship debriefing course (BUS 496: Internship Seminar).

Students are strongly urged to take BUS 171 and MPA 240 in either the fall or Spring semesters of their freshman year. A checklist for this major and sample four-year degree plans, may be obtained from the MPA Program Coordinator.

NOTE: Descriptions for GDE, BUS, IME and INT courses will be found under those programs' headings.

## Required Courses

### Accounting:

ACC 210: Accounting I (3 hrs.)

### Business:

BUS 171: Foundations of Business in the 21st Century (3 hrs.)

BUS 225: Principles of Management (3 hrs.)

BUS 250: Principles of Marketing (3 hrs.)

BUS 331: Integrated Marketing Communications (3 hrs.)

BUS 354: Consumer Behavior (3 hrs.)

INT 210: Internship Development (1 hr.)

BUS 396: Internship Experience (1 hr.)

BUS 496: Internship Seminar (1 hr.)

### Integrated Media:

IME 101: Media and Culture (3 hrs.)

MPA 205: Public Relations Principles and Practices (3 hrs.)

MPA 240: Nuts and Bolts of Event Planning (3 hrs.)

MPA 335: Case Studies in Marketing and Public Relations (3 hrs.)

MPA 403: Strategic Writing (3 hrs.)

MPA 493: Senior Project or Thesis (3 hrs.)

**Guided Electives (24 semester hours required. This is a suggested list, other courses may apply. Courses taken to complete this requirement cannot be counted toward the credit requirements for any other major or minor.)**

ACC 220: Accounting II (3 hrs.)

GDE 110: Principles of Design (3 hrs.)

GDE 120: Digital Typography (3 hrs.)

GDE 208: Digital Photography (3 hrs.)

GDE 210: Digital Imaging (3 hrs.)

GDE 310: Publication Design (3 hrs.)

BUS 305: Human Resource Management (3 hrs.)

BUS 320: Sales Management (3 hrs.)

BUS 352: Business Law (3 hrs.)

BUS 380: Topics in Business (1-3 hrs.)

BUS 386: International Business (3 hrs.)

IME 103: Writing for Mass Media (3 hrs.)

IME 207: Newswriting and Production (3 hrs.)

IME 212: Integrated Media Practicum (1-3 hrs.)

IME 290: Creating Online Media (3 hrs.)

IME 307: Advanced Newswriting and Production (3 hrs.)

IME 362: Media Law (3 hrs.)

IME 464: Women and Media (3 hrs.)

MPA 212: MPA Practicum Experience/Creative Ink (1-3 hrs)

MPA 312: Advanced MPA Practicum Experience/Creative Ink (1-3 hrs)

MPA 412: Advanced MPA Practicum Experience/Creative Ink Officer-level (1-3 hrs)

MPA 330: Advanced Events Planning and Management (3 hrs.)

MPA 401: Advanced Event Marketing (3 hrs.)

PSY 340: Organizational Psychology (3 hrs.)

## Requirements for a Minor in Business

### Business emphasis:

BUS 171: Foundations of Business in the 21st Century (3 hrs.)

AND

Two courses with a BUS designation (6 additional hours) at the 200–level, or above

AND

Two courses with a BUS designation (6 additional hours) at the 300–level, or above

### Finance emphasis:

BUS 171: Foundations of Business in the 21st Century (3 hrs.)

BUS 350: Principles of Finance (3 hrs.)

ACC 210: Accounting I (3 hrs.)  
ACC 220: Accounting II (3 hrs.)  
Plus three (3) additional hours in finance at the 300-level or above.

**Marketing emphasis:**

BUS 171: Foundations of Business in the 21st Century (3 hrs.)  
BUS 250: Principles of Marketing (3 hrs.)  
BUS 331: Integrated Marketing Communications (3 hrs.)  
BUS 354: Consumer Behavior (3 hrs.)  
Plus three (3.0) additional hours in marketing at any level.

**Management emphasis:**

BUS 171: Foundations of Business in the 21st Century (3 hrs.)  
BUS 225: Principles of Management (3 hrs.)  
BUS 305: Human Resource Management (3 hrs.)  
BUS 386: International Business (3 hrs.)  
Plus three (3.0) additional hours in management at any level.

### Requirements for a Minor in Special Events Planning

The minor in special events planning requires completion of a minimum of five courses, including at least two at or above the 300 level. An overall GPA of at least a 2.0 in all courses listed in the minor is required.

Only one course may be counted as part of both a major and a minor. Marketing: Public Relations & Advertising majors may only count MPA 240 toward both the major and minor. The remaining 12 hours, which include MPA 330, MPA 401 and the additional six hours described below, may not be counted as part of the 24 hours of guided electives required by the MPA major.

**Required Courses (15 hrs.)**

MPA 240: The Nuts & Bolts of Event Planning (3 hrs.)  
MPA 330: Advanced Events Planning and Management (3 hrs.)  
MPA 401: Marketing and Promoting Your Event (3 hrs.)

AND

Six (6) hours of MPA/BUS/IME/GDE courses at the 300-level or above and approved by the program coordinator.

A list of the specific courses approved for inclusion in the finance, marketing, management and event planning emphasis areas may be obtained from the business and marketing department office.

### Business and Marketing and the Liberal Studies Major

In the residential program, students may choose one of the four business minor options (finance, marketing, management or event planning) to include in the liberal studies major. See the liberal studies section of the catalog for complete information about the major.

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## Accounting Courses

### ACC 210: Accounting I

(3 hrs.)

(Prerequisites: two years of high school algebra with a grade of B or better, or C- or better in MAT 111; sophomore standing or permission of instructor)

An introduction to financial accounting. Study of accounting theory and techniques used in the accumulation and disclosure of accounting data resulting from business transactions in proprietorships, partnerships and corporations.

### ACC 220: Accounting II

(3 hrs.)

(Prerequisites: ACC 210; for business, fashion merchandising and equestrian business management majors, and accounting/finance minors: MAT 207, or concurrent enrollment; permission of instructor)

An introduction to managerial accounting. The preparation, use and interpretation of internal accounting data in the managerial functions of planning, organizing, controlling and decision-making.

## Business Administration Courses

### **BUS 171: Foundations of Business in the 21st Century**

(3 hrs.)

(Open to all students)

Overview of business concepts including a jet tour through management, marketing and accounting. Introduces the concepts of: product/service planning and production; supply chains; proprietary and intellectual property issues; product placement; product features; and competitive strategies. Introduces the concepts of operating and control systems, legal structures, and management planning. Introduces basic accounting concepts related to financial and managerial accounting practices. Offered every semester.

### **BUS 205: Personal and Family Finance**

(3 hrs.)

(Open to all students)

Examination and application of basic economics and finance principles as they relate to the individual. Topics include: budgets, banking, housing, taxes, insurance and investments. Offered every semester.

### **BUS 225: Principles of Management**

(3 hrs.)

(Prerequisites: BUS 171 and sophomore standing; for business, fashion marketing and management, theatre management and equestrian business management majors: MAT 207 or concurrent enrollment; or permission of instructor)

A study of the organization, its individuals, technology, planning, and organizing and control policies and procedures. Special attention given to leadership, motivation, communication, group dynamics, decision-making and women in management. Offered every semester.

### **BUS 250: Principles of Marketing**

(3 hrs.)

(Prerequisites: LBA 107/207; BUS 171; sophomore standing; or permission of instructor. BUS 171 waived for EBM and FDP majors)

Beginning marketing course designed to provide the student with an understanding of basic marketing concepts, the role of marketing in society and the forms and various factors that influence marketing decision making. Offered every semester.

### **BUS 256: Social Entrepreneurship**

(3 hrs.)

(Prerequisites: BUS 171 and junior standing, or permission of instructor)

The field of Social Entrepreneurship is an exciting facet of today's business world that engages visionary, creative individuals who seek to serve the greater good through the foundation of enterprises targeted at making a positive contribution to society. This course provides insight into the process and challenges related to the conception and realization of profit and not-for-profit ventures offering innovative solutions to pressing social issues.

### **BUS 280: Topics in Business**

(Credit and prerequisites depend on topic offered.)

Topics courses explore current trends or special interests in business. Courses taught in the past under this topic designation include Women in Organizations and Entrepreneurship for Non-Business majors.

### **BUS 305: Human Resource Management**

(3 hrs.)

(Prerequisites: BUS 225 and junior standing, or approval of instructor)

The principles and practices of personnel planning, recruitment, selection, training and development, career planning, performance evaluation, affirmative action, labor relations and salary administration.

### **BUS 320: Sales Management**

(3 hrs.)

(Prerequisite: BUS 250 or approval of instructor)

A study of the process of planning, staffing, training, directing and controlling the efforts of sales personnel. Attention also given to the responsibilities of salespeople.

### **BUS 331: Integrated Marketing Communications**

(3 hrs.)

(Prerequisites: BUS 250 and junior standing, or permission of instructor)

An in-depth study of promotional activities such as advertising, personal selling, sales promotions, public relations and direct marketing (including use of the Internet). Emphasis is on strategic planning of promotional activities to communicate with customers to achieve marketing objectives. The relationship of integrated marketing communications to other elements of promotional activities is also explored. Offered every fall and spring semesters.

**BUS 335: Case Studies in Marketing and Public Relations**

(3 hrs.)

(Prerequisites: grade of C- or better in MPA 205 or BUS 250 and junior standing or permission of instructor)

A combination case study and hands-on course designed to increase research, writing and assessment skills in marketing and public relations. Cases will focus on research, planning, strategies, tactics and evaluation. Course culminates in researching and writing a marketing and public relations case history. Offered every other spring semester.

**BUS 345: e-Commerce**

(3 hrs.)

(Prerequisites: BUS 250, CIS 206)

This course provides students with an opportunity to learn how organizations are using the Internet as a viable marketing tool. The course will also examine the increasing role electronic commerce is playing in the global economy. Offered summer session only (online).

**BUS 350: Principles of Finance**

(3 hrs.)

(Prerequisite: ACC 220; for business, fashion merchandising and equestrian business management majors: ECO 202)

An introduction to finance from a corporate perspective. Topics include: financial markets, capital budgeting, working capital and financial statement analysis. Offered spring semester only.

**BUS 352: Business Law**

(3 hrs.)

(Prerequisite: junior standing or permission of instructor; cross-listed as LGS 352.)

A study of the basic concepts of law as they relate to legal rights and remedies, with an emphasis on contracts and other facets of law relevant to business practice. Offered during the spring semester every two years. Scheduled for Spring 2014.

**BUS 354: Consumer Behavior**

(3 hrs.)

(Prerequisites: BUS 250 and junior standing, or permission of instructor)

Analysis of factors affecting purchase decisions in the marketplace. Theories and research findings from behavioral and social sciences are examined from the point of view of marketing management and buyer behavior. Attention given to exploration and evaluation of buyer behavior, the consumer decision process, and research on the development of marketing programs. Offered spring semester only.

**BUS 358: Grant Development and Proposal Writing**

(3 hrs.)

(Prerequisites: BUS 256 or permission of instructor)

This course will provide an overview of the various stages of the grant-seeking and grant-writing process. Topics covered include grant development issues, types of grants and funders, the development and articulation of an idea proposed for funding, identification of possible funding sources, the design and evaluation of a proposed program and/or project, the creation of community partnerships, proposal writing, budget development and description and grant review process.

**BUS 362: Professional Communication**

(3 hrs.)

(Prerequisites: junior standing, or permission of instructor)

This course teaches the theory and skills necessary for understanding and practicing effective professional communication. It emphasizes effective oral and written communication in professional settings and provides the student with opportunities to practice skills that will allow successful communication in professional careers. Offered fall semester only.

**BUS 364: Organizational Behavior**

(3 hrs.)

(Prerequisites: BUS 225 and junior standing, or permission of instructor)

The study and application of knowledge about how people "act" and "react" in goal-oriented groups. Emphasis is placed on using theories from the social and behavioral sciences to aid managers in understanding, predicting and influencing behavior. The course focuses on areas such as motivation, leadership, learning theory and organizational development.

**INT 370: Business Seminar Abroad**

(1-3 hrs.)

(Credit will not count toward BUS major or minor; offered some summers)

A five-week summer travel-study seminar conducted by Stephens' Entrepreneurship and Business Management faculty in business centers abroad.

**BUS 380: Topics in Business**

(Credit and prerequisites depend on topic offered)

Topics courses explore current trends or special interests in business. Courses taught in the past under this topic designation include Marketing Research, Social Media, Business Negotiations, Computer Applications in Business, Direct Marketing, Women in Small Business, Mentoring and Project Management.

**BUS 386: International Business**

(3 hrs.)

(Prerequisites: BUS 225, BUS 250, ECO 202 and 203, and junior standing, or permission of instructor)

Provides insight into the contemporary foreign environment through a macro view of the world of the economic, political, social and cultural environments; studies the problems encountered in business operations abroad and possible solutions; applies economic and trade theories to the role of foreign operations; and places special emphasis on the marketing and management activities of multinational business. Taught through lectures, case studies and research projects. Offered every two years in the Spring. Scheduled for Spring 2014.

**BUS 396: Internship Experience**

(1 hr.)

(Prerequisites: INT 210, signed internship contract with approval of academic dean / program coordinator and faculty sponsor.)

Department-approved, faculty-supervised and industry-specific internship experience.

**BUS 480: Topics in Business**

See current course schedule for titles and credit.

**BUS 490: Senior Project or Thesis**

(3 hrs.)

(Prerequisites: ACC 220, BUS 225, BUS 250, BUS 350, or permission of instructor)

This course serves as the capstone course for business-related studies. It integrates the student's venture concept and feasibility study completed in BUS 171 into a fully researched business plan. The students complete management plans, product/service plans, marketing plans, financial plans, and develop operating and control systems for their comprehensive business plan. Students create their own advisory board to guide them through the planning process. This board will consist of an advisor in entrepreneurial accounting, entrepreneurial marketing, business planning, and a disciplinary expert from their major, or an external entrepreneur. The outcome is a student-driven business plan that is reviewed by a local panel of experts for strengths and weaknesses. \*The course will include breakout sessions to ensure the students understand the detailed financial information collected and analyzed.

**BUS 496: Internship Seminar**

(1 hr.)

(Prerequisite: Successful completion of INT210 and BUS396 and approval of faculty)

Course brings together students who have completed industry internships. Students share information on internship experiences, positions and responsibilities and evaluate their internships. Offered fall semester only.

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## Computer Science Courses

**CIS 206: Introduction to Information Systems**

(3 hrs.)

(Prerequisite: one year of high school computer proficiency or consent of instructor)

A study of concepts of computer-based information systems. This is an introductory survey of computer science concepts such as algorithms, hardware and software design, computer organization, programming language models, network models, virtual machines, artificial intelligence and social and ethical concerns of computer science.

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## Economics Courses

**ECO 202: Microeconomics**

(3 hrs.)

(Prerequisite: sophomore standing or permission of instructor)

Introduction to microeconomics, beginning with the historical development of market theory and continuing with an examination of contemporary models of market behavior and dynamics.

**ECO 203: Macroeconomics**

(3 hrs.)

(Prerequisite: sophomore standing or permission of instructor)

Introduction to the economics of Keynes and post-Keynesian theory. Includes fiscal and monetary theory and policy.

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## Marketing: Public Relations and Advertising Courses

**MPA 205: Public Relations: Principles and Practices**

(3 hrs.)

(Prerequisites: Sophomore standing, or permission of instructor)

A survey course of PR principles and theories practiced in business, government and education. Students will study crisis communications, media relations and PR writing, while exploring the historical, legal, organizational and social context of PR. Offered every semester.

**MPA 212: Marketing Practicum**

(1-3 hrs.)

(Prerequisites: Sophomore standing and permission of department faculty. May be taken for either S/U or A-F credit; May be taken two times for credit)

Students develop leadership, client relations, copy writing, graphic design, project management, leadership, research, public relations, social media, video and web skills in a hands-on, "real-world" learning environment. Students must go through a formal application process for Fall and Spring semesters complete with portfolio review and formal interview. Open to all majors either working on the Creative Ink staff, or department-sponsored project. Offered every semester.

**MPA 240: The Nuts & Bolts of Event Planning**

(3 hrs.)

(Open to all students.)

An introduction to the special events, meeting and convention industry. Students will be exposed to functions such as planning, budgeting, negotiating, registering and the scheduling of an event.

**MPA 312: Practicum Marketing: PR & Advertising**

(1-3 hrs.)

(Prerequisites: MPA 212, junior standing, and permission of instructor. May be repeated for credit)

Students develop leadership, client relations, copy writing, graphic design, project management, leadership, research, public relations, social media, video and web skills in a hands-on, "real-world" learning environment. Students must go through a formal application process for Fall and Spring semesters complete with portfolio review and formal interview. Open to all majors either working on the Creative Ink staff, or department-sponsored project. Offered every semester.

**MPA 330: Advanced Events Planning and Management**

(3 hrs.)

(Prerequisites: BUS 171, MPA 205)

The purpose of this course is to acquire an in-depth knowledge about the specialized field of event management and to become familiar with management techniques and strategies required for successful planning, promotion, implementation and evaluation for special events within any context.

**MPA 335: Case Studies in Marketing and Public Relations**

(3 hrs.)

(Prerequisites: grade of C- or better in MPA 205 or BUS 250 and junior standing or permission of instructor; cross-listed as BUS 335)

A combination case study and hands-on course designed to increase research, writing and assessment skills in marketing and public relations. Cases will focus on research, planning, strategies, tactics and evaluation. Course culminates in researching and writing a marketing and public relations case history. Offered every other year.

**MPA 401: Marketing and Promoting Your Event**

(3 hrs.)

(Prerequisites: MPA 240 and MPA 330 or permission of instructor.)

The primary focus of this course will be to plan and manage an event during the semester. Additionally, students will learn how to market and promote the event.

**MPA 403: Strategic Writing**

(3 hrs.)

(Prerequisites: BUS 331; senior standing, or permission of instructor)

Strategic Writing is an advanced writing intensive course that emphasizes the strategic, goal-oriented mission of high quality media writing, including public relations, social media, advertising, and sales. It prepares students for multiple writing platforms by developing skills in writing and increasing the understanding of how to use each. The focus is to write successfully and strategically for various fields of communication.

**MPA 412: Advanced Practicum**

(1-3 hrs.)

(Prerequisites: Senior standing and permission of instructor. May be taken for either S/U or A-F credit; May be taken two times for credit.)

Students develop leadership, client relations, copy writing, graphic design, project management, leadership, research, public relations, social media, video and web skills in a hands-on, "real-world" learning environment. Outstanding students may be "promoted" an officer position (Firm Director, Creative Director, Traffic Manager and Editor) through exceptional dedication and work in MPA212/312. Open to all majors working on the Creative Ink staff. Offered every semester.

**MPA 431: Advanced Copywriting**

(3 hrs.)

This writing-intensive course covers the craft of writing copy and creating advertising for print, broadcast, outdoor, Internet and other media. Students learn how to capture their creative potential, how to use creative ideas strategically in order to solve advertising problems, how to execute those ideas in ads that have stopping power, and how to present their work in a professional manner. Students explore the different style of the great ad copywriters and learn to critically analyze the ads they see every day. The course culminates in the creation of a multimedia campaign. Offered spring semester only.

**MPA 483: Advanced Internship: Case Study and Report**

(3 hrs.)

(Prerequisites: INT 210, senior standing and completion of industry internship required by Department)

*NOTE:* All appropriate agreement and approval forms must be on file with the faculty supervisor prior to beginning the internship.

This course brings together students who have completed summer industry advanced internships in order to evaluate their internship experience and discuss relevant workplace issues. Students share information about their internships, including their interaction with supervisors, co-workers and clients; their position and responsibilities; and the relationship between their expectations and the realities of their internship. Students use the information they compiled during their internship to create a multimedia presentation of their internship case study. Offered fall semester only.

**MPA 493: Senior Project or Thesis**

(3 hrs.)

(Prerequisites: senior standing and permission of department faculty)

This is the senior capstone experience of the major. This course requires the application of various media writing and production tasks to a specific project. All the skills from student's course of study are applied to the creation and execution of a "real-life" broadcast production, news or public relations project. A grade of C- or better is required for graduation.

## Graphic Design

### Requirements for the B.F.A. Degree in Graphic Design

This interdisciplinary degree is designed to prepare students for careers in the field of graphic design and digital media. The Bachelor of Fine Arts degree in Graphic Design requires completion of the liberal arts degree requirements and 61 semester hours in the major as specified below. Students must earn a C- or better in all required courses within the bachelor of fine arts in graphic design program. Students may not continue to the next level class until the prerequisite class is passed with a C- or better.

#### Required Courses

##### Core courses (22 hrs.)

GDE 110: Principles of Design (3 hrs.)  
GDE 120: Graphic Design I: Typography (3 hrs.)  
GDE 210: Graphic Design II: Digital Imaging (3 hrs.)  
GDE 310: Publication Design (3 hrs.)  
GDE 320: Advertising Design (3 hrs.)  
INT 210: Internship Development (1 hr.)  
GDE 396: Internship (3 hrs.)  
GDE 494: Senior Portfolio (3 hrs.)

##### Visual Art (12 hrs.)

ART 105: Beginning Drawing (3 hrs.)  
ART 201: Life Drawing (3 hrs.)  
ART 203: Painting/Color (3 hrs.)  
ART 301: Advanced Drawing (3 hrs.) *or*  
ART 303: Advanced Painting (3 hrs.)

##### Art History (9 hrs.)

Any three ARH courses.

##### Business and Integrated Media (18 hrs.)

IME 101: Media and Culture (3 hrs.)  
IME 208: Digital Photography (3 hrs.)  
IME 290: Creating Online Media (3 hrs.)  
BUS 171: Foundations of Business (3 hrs.)  
BUS 250: Principles of Marketing (3 hrs.)  
BUS 331: Integrated Marketing Communications (3 hrs.) *or*  
BUS 345: e-Commerce (3 hrs.)

### Requirements for a Minor in Graphic Design

This minor may be particularly useful for students in Fashion Design, Marketing, Advertising and Public Relations, Business, Integrated Media, and Education.

#### Requirements for the Minor in Graphic Design

GDE 110: Principles of Design (3 hrs.)  
GDE 120: Graphic Design I: Typography (3 hrs.)  
GDE 210: Graphic Design II: Digital Imaging (3 hrs.)  
GDE 310: Publication Design (3 hrs.)  
GDE 320: Advertising Design (3 hrs.)

#### Internships

Internships provide the student real-world experience and a platform for future employment. Internships are encouraged after the junior year. Graphic Design majors are required to complete INT 210: Internship Development and at least one 3-hr. internship.

All internship and workshop participants must be in good standing with the College, having an overall GPA of C or better.

The course number of the internship is based on the student's class, academic standing and prerequisite courses completed. After completion of an internship the student will complete assessment documents together with her employer or instructor and a grade will be awarded.

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## Graphic Design Courses

### **GDE 110: Principles of Design**

(3 hrs.)

(Open to all students; lab fee charged)

Introduction to basic design theory, composition, symmetry and asymmetry, information and communication, type and image, two-dimensional problem solving. Media used in assignments will include hand illustration and collage.

Lectures will present an overview of the history of visual communication, graphic design, and advertising graphics.

### **GDE 120: Graphic Design I: Typography**

(3 hrs.)

(lab fee charged)

Lectures cover the evolution of typography underlying today's digital standards. Introduction to contemporary typography and design. Survey of the Macintosh computer platform, major design and type programs, printing basics, and use of software.

### **GDE 210: Graphic Design II: Digital Imaging**

(3 hrs.)

(Prerequisite: GDE 110, GDE 120 with C- or better or permission of instructor; lab fee charged)

Introduction to acquiring and editing images in digital format. Course subjects will include: Photoshop program features, acquiring images with digital cameras, on-line sources, image resolution and color depth, color correction, art direction, professional standards, copyright issues, and more. The course will emphasize developing a discerning eye and technical expertise in producing high-quality images for publication.

### **GDE 280: Topics in Design**

(1-3 hrs.)

(Prerequisite: depends on topic offered; lab fee charged)

Introduction to various topics in fine and applied art.

### **GDE 294: Design Workshop**

(1-3 hrs.)

(Prerequisites: GDE 120 and approval of faculty)

A workshop experience completed off campus.

### **GDE 296: Internship**

(1-3 hrs.)

(Prerequisite: approval of faculty)

An internship experience completed off campus.

### **GDE 310: Publication Design**

(3 hrs.)

(Prerequisites: GDE 120, GDE 210 with C- or better, lab fee charged)

Students will concept, design and produce a variety of print publications such as brochures, magazines, posters, and others. Students will develop an understanding of design, layout and pre-press standard practices and the organization of information from initial concepts to final production. Lectures will cover history of marketing publications, information systems, modern publication design and integrated marketing strategies and executions, production standards and designer/art director role in publication concept, design and production.

### **GDE 320: Advertising Design**

(3 hrs.)

(Prerequisite: GDE 310 with C- or better; lab fee charged)

Design and production for integrated marketing campaigns. Students develop and produce print and electronic advertising campaigns based on real-world strategies and standards. Lectures will cover history of advertising and marketing, modern ad design, strategies and executions, production standards and the designer/art director role in publication concept, design and production. Guests from the advertising industry.

### **GDE 380: Topics in Graphic Design**

(1-3 hrs.)

(Prerequisite: depends on topic offered; lab fee charged)  
Introduction to various topics in fine and applied art.

**GDE 394: Design Workshop**

(1-3 hrs.)

(Prerequisites: GDE 120 and approval of faculty)

A workshop experience completed off campus.

**GDE 396: Internship**

(1-3 hrs.)

(Prerequisites: GDE 310 and 320 and approval of faculty)

An internship experience completed off campus.

**GDE 494: Senior Portfolio**

(3-6 hrs.)

(Prerequisites: GDE 310 and 320 with C- or better and approval of faculty; lab fee when appropriate)

Graduating students will develop and refine a comprehensive portfolio of original and independently produced design projects, as well as a professional résumé and other materials they may use to market themselves. Offered spring semester only.

**GDE 496: Internship**

(1-3 hrs.)

(Prerequisites: GDE 396 with C- or better and approval of faculty)

An internship experience completed off campus.

## Integrated Media

### Requirements for the B.S. Major in Integrated Media

The bachelor of science major in integrated media requires completion of liberal arts requirements, core and emphasis area hours in the major and an industry internship specified below.

#### Required Courses

IME 101: Media and Culture (3 hrs.)  
IME 103: Writing for the Mass Media (3 hrs.)  
IME/DFM 104: Studio Production (3 hrs.)  
GDE 120: Graphic Design I: Typography (3 hrs.)  
IME/DFM 192: Digital Video Editing (3 hrs.)  
MPA 205: Public Relations: Principles and Practices (3 hrs.)  
IME 207: Newswriting and Production (3 hrs.)  
IME 208: Digital Photography (3 hrs.)  
IME 210: Audio Production (3 hrs.)  
INT 210: Internship Development (1 hr.)  
IME/DFM 211: Documentary/News Production (3 hrs.)  
IME 290: Creating Online Media (3 hrs.)

IME 307: Advanced Newswriting and Production (3 hrs.)  
**or**  
IME/DFM 311: Advanced Documentary News Production (3 hrs.)

IME 310: Advanced Audio Production (3 hrs.)  
IME 321: Archival Research and Storytelling (3 hrs.)  
IME 362: Media Law (3 hrs.)  
IME 464: Women and Media (3 hrs.)  
IME 483: Advanced Internship: Case Study and Report (2 hrs.)  
IME 493: Senior Project: Online News Magazine (6 hrs.)

### Requirements for a Minor in Media Studies

The minor in Media Studies requires completion of a minimum of 15 semester hours, including at least 6 hours at or above the 300 level. All courses must be enrolled for graded credit to count in the minor. An overall GPA of at least 2.0 in all media courses listed in the minor is required. Refer to the course descriptions for prerequisites and grade requirements.

#### Required Courses

IME 101: Media and Culture (3 hrs.)  
IME 464: Women and the Media (3 hrs.)

#### *and three of the following courses:*

IME 103: Writing for the Mass Media (3 hrs.)  
IME/DFM 104: Studio Production (3 hrs.)  
IME/DFM 192: Digital Video Editing (3 hrs.)  
IME 207: Newswriting and Production (3 hrs.)  
IME 208: Digital Photography (3 hrs.)  
IME 210: Audio Production (3 hrs.)  
IME/DFM 211: Digital Film/video production (3 hrs.)  
IME 290: Creating Online Media (3 hrs.)  
IME 307: Advanced Newswriting & Production (3 hrs.)  
IME 310: Advanced Audio Production (3 hrs.)  
IME/DFM 311: Advanced Digital Film/Video Production (3 hrs.)  
IME 321: Archival Research & Storytelling (3 hrs.)  
IME 362: Media Law (3 hrs.)  
IME 380: Topics in Mass Media (3 hrs.)

### Integrated Media and the Liberal Studies Major

The media studies minor is available as an option to include in the Liberal Studies major. See the Liberal Studies section of the catalog for complete information about the major.

## Integrated Media Courses

### **IME 101: Media and Culture**

(3 hrs.)

(Open to all students)

A study of the interplay of influences between mass media and culture, including an understanding of the workings of media organizations, the changes brought about by new technology and the media's legal and ethical responsibilities. Offered every semester.

### **IME 103: Writing for the Mass Media**

(3 hrs.)

(Prerequisite: grade of C- or better in IME 101 or permission of instructor; lab fee charged)

An introduction to the different styles of writing demanded by the various media, the array of techniques and methods used to find information and present it accurately and appropriately for the medium, and the different forms information may take in the mass media. Areas of study include public relations writing and advertising copywriting, with particular emphasis on print news writing Associated Press style and broadcast writing. Offered every semester.

### **IME 104: Studio Production**

(3 hrs.)

(Lab fee charged. Cross-listed as DFM 104.) An introduction to basic equipment and techniques of television and video production through lectures, demonstrations and crew participation. Elements and skills covered include operation of audio consoles, microphones, audio editing, television cameras, switchers, lighting and studio procedures. Students will work on class projects as well as community projects in the studio. Students are responsible for some materials required. Offered fall semester only.

### **IME 192: Digital Video Editing**

(3 hrs.)

(Prerequisite: None; lab fee charged. Cross-listed as DFM 192.)

This course guides students through digital post-production process from video capture to output of edited work. This course covers major steps from digitizing, editing audio, editing video, organizing digital media, outputting to different media formats, and using editing software for media creation. Along with technical skills, this course focuses on editing and storytelling.

### **IME 207: Newswriting and Production**

(3 hrs.)

(Prerequisites: LBA 108 and grade of C- or better in IME 103; lab fee charged)

An introduction to news and feature writing and reporting for the print media. Students learn news gathering, interviewing, organizing, writing and editing skills for basic types of articles and also write for and assist in producing the campus newspaper, Stephens Life. Students also review Associated Press style.

### **IME 208: Digital Photography**

(3 hrs.)

(Open to all students; lab fee charged)

This class introduces students to artistic and practical aspects of photography. The class nature is flexible and is designed to accommodate students with various majors, interests and prior photographic experiences. Weekly assignments will introduce students to the typical challenges photographers face from day to day. You will shoot photo assignments for Stephens Life and work on building your personal portfolios. The class mostly involves electronic equipment that doesn't require studio processing.

### **IME 210: Audio Production**

(3 hrs.)

(Prerequisite: C- or better in IME 103)

Introduces students to the regulations of broadcast, as well as to the planning and production of various forms of audio. Special emphasis is placed on production usage of professional audio studio and software. Selected projects are for broadcast on Stephens' own KWWC-FM and online.

### **IME 211: Documentary/News Production**

(Prerequisites: DFM/IME 192 with grade of C- or better or permission of instructor. Lab fee charged. Cross-listed as DFM 211).

(3 hrs.)

Introduces the student to the planning, execution and editing of documentary and news programming in the field. Includes practical experience in operating a variety of audio and video field equipment as well as editing and post-production software.

**IME 212: Integrated Media Practicum**

(1-3 hrs.)

(May be taken two times for credit)

(Prerequisite: permission of department faculty; can be taken for either S/U or A–F credit)

Open to all majors and minors working at KWWC-FM, Stephens Life, CAT-TV, Citizen Jane Film Festival, or a department-sponsored media project. Work to be evaluated by appropriate faculty adviser. Offered every semester.

**IME 280: Topics in Integrated Media**

(3 hrs.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses.

**IME 290: Creating Online Media**

(3 hrs.)

(Open to all students; lab fee charged)

Students will learn HTML "nuts and bolts" of building web documents as well as how to use specialized software for completing web projects. The goal of this course is to build students understanding of the Internet and multimedia as a learning tool and a consumable product. During the labs students will conceptualize and implement online projects and work on the individual assignments.

**IME 307: Advanced Newswriting and Production**

(3 hrs.)

(Prerequisite: grade of C- or better in IME 207 or permission of instructor; lab fee charged)

An advanced course in writing in-depth news stories, features, editorials and columns with emphasis on strengthening interviewing, reporting and writing skills. Students write for and help produce Stephens Life.

**IME 310: Advanced Audio Production**

(3 hrs.)

(Prerequisite: IME 210 or permission of instructor; lab fee charged)

The planning, writing and execution of audio, including news and public affairs, continuity, public service and specialty music programs. Class activities include practical experience through participation in the operation of KWWC-FM.

**IME 311: Advanced Documentary/News Production**

(3 hrs.)

(Prerequisite: grade of C- or better in IME/DFM 211 or permission of instructor; lab fee charged. Cross-listed with DFM 311.)

Continuing practical experience in documentary and news field and studio production. Focuses on the planning, pre-production, production and post-production of documentary and news programs with emphasis on the separate roles of the producer and director. Students are involved in producing programming to air on cable access.

**IME 321 Documentary Research and Storytelling**

(3 hrs.)

(Prerequisites: DFM/IME 192 or permission from instructor; lab fee charged. Cross-listed with DFM 321.)

Advanced research and production course in using images and music in media. Students will learn how to incorporate stills, video footage and music into a digital story. We will evaluate the historical value of archival material and learn about current copyright clearance and legal issues. Students will research a topic to produce a final media product that can be viewed online. We will explore research methods for historical and current topics.

**IME 362: Media Law**

(3 hrs.)

(Prerequisite: junior standing or permission of instructor; cross listed as LGS 362)

A study of the legal issues concerning media and individuals, organizations and the mass media. Reviews the development of such areas as First Amendment freedoms: free speech, free press, fair trial; privacy and access; libel, defamation, obscenity and indecency; advertising, copyright and trademark; and new media regulation. Offered fall semester only.

**IME 380: Topics in Integrated Media**

(3 hrs.)

Topics offered in rotation and in response to interest. Course may be repeated with different topic.

**IME 412: Advanced Integrated Media Practicum**

(1-3 hrs.)

(May be taken two times for credit)

(Prerequisites: junior standing and permission of department faculty; can be taken either for S/U or A–F credit; lab fee charged.)

Open to all majors and minors working in an executive/management position at KWWC-FM, *Stephens Life*, CAT-TV,

Citizen Jane Film Festival, or a department-sponsored media project approved by the faculty. Work to be evaluated by appropriate faculty adviser. Offered every semester.

**IME 464: Women and Media**

(3 hrs.)

(Prerequisites: IME 101 or WST 210 and senior standing; cross-listed as WST 464)

This course examines the complex relationship between women and the media. Topics include the contributions of women to the growth; popularity and power of the various mass media; the individual and social issues that arise from the portrayal of women in mass media, both past and present; and the roles and responsibilities of women as producers, consumers and targets of mass media.

**IME 483: Advanced Internship: Case Study and Report**

(2 hrs.)

(Prerequisite: INT 210 and completion of industry internship required by department.)

**NOTE: All appropriate agreement and approval forms must be on file with the faculty supervisor prior to beginning the internship.**

This course brings together students who have completed industry internships in order to evaluate their internship experience and discuss relevant workplace issues. Students share information about their internships, including their interaction with supervisors, co-workers and clients; their position and responsibilities; and the relationship between their expectations and the realities of their internship. Students use the information they compiled during their internship to create a multimedia presentation of their internship case study. Students also study current employment trends and create an online resume. Offered fall semester only.

**IME 493: Senior Project: Online News Magazine**

(3 hrs.)

(Prerequisites: senior standing; lab fee charged; is taken twice for a total of 6 credit hours)

This is the senior capstone experience of the major taken in the fall and spring semesters. This course requires the application of various media skills and production tasks to produce the online magazine *Stephens Life*. All the skills from their course of study are applied to the creation and execution of a "real-life" online magazine with areas of emphasis in audio and video production, newswriting, photography, social media, graphic design, and public relations. A grade of C- or better is required for graduation.

## School of Performing Arts

Dean: Beth Leonard, M.F.A.

### Programs of Study:

#### Majors:

Dance, BFA  
Theatre Arts, BA  
Theatre Arts, BFA  
Theatre Management, BFA  
Theatrical Costume Design, BFA

#### Minors:

Dance  
Music  
Theatre Arts

The School of Performing Arts is comprised of Theatre Arts, Dance and Music. Its mission is to prepare students for a professional career in the arts. Whether it be by performing, designing, managing or instructing, Stephens College graduates in the Performing Arts will be exposed to the finest sequences of training possible, and encouraged to experience a variety of opportunities with the goal of a lifelong and sustainable career.

Performing Arts students will be guided by professionals currently on the Stephens faculty. This instruction will be supplemented by guest artists from all over the country, enabling students to have a significant network of contacts upon graduation.

The three year, two summer BFA is totally unique and the hallmark of the School of Performing Arts. This one of a kind program is a major example of the cutting edge approach to arts training traditionally associated with Stephens College.

### Dance

The Dance program offers a bachelor of fine arts - a performance degree that qualified students can earn in three years and two summers.

Dance at Stephens College combines professional training, discipline and creative expression within a liberal arts environment. Steeped in tradition, the program is known for developing a well-rounded dancer prepared to explore many job possibilities in the professional world. The students are encouraged to achieve their greatest potential through high expectations, gentle guidance, and excellent training.

Our outstanding professional faculty provides training in modern dance, classical ballet, musical theatre dance, and tap dance. Guest artists broaden the dancer's technical foundation with study in world dance forms such as Flamenco, East Indian, African, and Russian Character. Pointe work and partnering are also offered to complement the dancer's training. Dance students develop self-expression and confidence as they explore improvisation and learn the process of choreography. They study teaching practices and practice teaching through our Dance Pedagogy course. The Summer Dance component broadens this knowledge with Guest Artists who teach and choreograph in other dance forms.

Students are introduced to other aspects of dance as a performing art form through such courses as lighting for dance, music, and dance history. Advanced choreography classes where students create original work culminate in studio showcases. The Student New Works Concert and the Senior Capstone Concert are fully produced and choreographed by the students and held in the Warehouse Theatre. As a dance major, the student becomes a member of Stephens College Dance Company. It is a faculty-directed company that performs works created by the faculty and guest artists. The company performs fully produced concerts in the Macklanburg Playhouse. Students may also audition for the Dimensions Repertory Dance Company, a select group of dancers that represent the program in several community performances and for special events at Stephens. Other performing opportunities for both companies include lecture demonstrations, children's concerts, community arts festivals, and the American College Dance Festival Regional performances.

All Dance Majors are required to participate in Stephens Summer Dance, an intensive six and a half weeks of study taught by visiting guest artists and giving the student the opportunity to experience different styles of dance. During the Summer Intensive, students explore the creative process in new forms that may include hip-hop, contemporary modern, acting, ballet, jazz, and/or musical theatre dance with internationally renowned, innovative choreographers. The Summer Intensive features a conservatory approach offering multiple classical and/or contemporary technique classes taught daily by our faculty and guest artists. A fully staged concert of choreographic works created by all teaching artists during this intensive study is performed at the close of Stephens Summer Dance.

Dance degree candidates are evaluated each semester to encourage their artistic and technical development. A career in the performing arts is a challenging choice and this is a highly professional program that demands a strong work ethic, discipline, and a high level of proficiency. Those students who fail to display these necessary attributes could be advised to choose another major, or asked to leave the program.

Stephens dance graduates have found careers performing in a variety of venues. Many dance with professional modern, ballet and jazz dance companies; in Broadway and touring musicals; and with the Radio City Music Hall Rockettes. They have become teachers, choreographers and directors. Some have had their own companies and many continue the study of dance in professional or graduate schools.

### Music

The music area serves students on several levels by offering opportunities for performance and for study leading to a fuller appreciation of the meanings and systems of expression which musical works involve. A vital part of the Performing Arts Program at Stephens, the music area enriches the academic and residential environment of the campus.

Music is an essential part of the B.F.A. in Theatre Arts. The music curriculum is designed to develop a foundation of intellectual, physical and artistic skills that are a necessary basis for students interested in emphasizing musical theatre. Solo and ensemble performance opportunities are available in formal and informal recitals, workshops and stage productions.

### Theatre Arts

The BFA degree in Theatre Arts is one of the most unique and successful programs of undergraduate training in the nation. Under the Theatre Arts umbrella, students can choose a variety of emphases:

- ACTING
- MUSICAL THEATRE
- STAGE MANAGEMENT
- TECHNICAL THEATRE
- LIGHTING DESIGN
- SCENIC DESIGN
- DIRECTING

In addition, the Theatre program also offers BFA degrees in Theatre Management, and Theatre Costume Design. All BFA degrees have the three- year, two summer format. The BFA is primarily for students who are inspired by the dream of pursuing a career in the professional theatre.

Two summer programs afford additional theatre experience with college credit: the on-campus Stephens Summer Theatre Institute is the first year opportunity, and the Okoboji Summer Theatre in Spirit Lake, Iowa is the second year summer requirement. At OST, the students work with professional actors, directors and designers in the producing of nine plays in weekly stock. Okoboji also has the Boji Bantam, a children's theatre that produces four plays.

The Stephens Theatre program also offers a BA degree for students who prefer a traditional four -year, more generalized experience. The BA degree students do not participate in the summer programs.

The Theatre program at Stephens maintains a national reputation as evidenced by the hundreds of alumnae working in every major city across the country. There are Stephens trained theatre artists on Broadway, in LA with Film/TV careers, starring in regional theatres from Chicago to Orlando to Tempe, and teaching in prestigious academic settings.

It is a promise, that once a student is a Stephens alumna, she is part of the Stephens College network forever. It is a proud tradition and a successful choice for any student who welcomes a challenge and longs to be as accomplished as she has ever dreamt she could be.

## Dance

Coordinator: Carol Estey, M.A.

### Requirements for the B.F.A. Major in Dance

The bachelor of fine arts major in dance requires completion of all liberal arts requirements and 74 hours in the major. This must include two summers of Stephens Summer Dance and 30 hours of technique credit, regardless of original placement, with a minimum of 10 hours at the Tech III level. Program responsibilities include ushering, costume and technical crews and set-ups and strikes for all dance concerts.

Students must earn a C- or better in all required courses within the Bachelor of Fine Arts in Dance degree. Students may not continue to the next level class until the prerequisite class is passed with a C- or better. Because of the strenuous nature of the program, students must stay fit and healthy in order to succeed. The dance faculty will meet with each student twice during the year to evaluate progress in the major and provide feedback for improvement. Each student is required to follow the requirements outlined in the Dance Major's Handbook.

The five-hour core techniques courses are broken into three classes each semester, providing instruction and training in Ballet (2 hrs.), Modern (2 hrs.) and World dance (1 hr.)

### Required Courses

DAN 112: Dance Techniques I (5 hrs.)  
DAN 113: Dance Techniques I (5 hrs.)  
DAN 170: Improvisation and Choreography Fundamentals (3 hrs.)  
DAN 220: Choreography I: Solo (3 hrs.)  
DAN 231: Dance Techniques II (5 hrs.)  
DAN 233: Dance Techniques II (5 hrs.)  
DAN 324: History of Dance (3 hrs.)  
DAN 351: Dance Techniques III (5 hrs.)  
DAN 353: Dance Techniques III (5 hrs.)  
DAN 360: Choreography II: Trio (2 hrs.)  
DAN 360: Choreography II: Group (2 hrs.)  
DAN 460: Senior Seminar (2 hrs.)  
DAN 465: Senior Project (3 hrs.)  
Plus 3 hours of Music (MUS or APM) courses to be approved by advisor

### Required Summer Courses

(On-campus housing required)  
First Year: (10 hrs.)  
DAN 225: Dance Techniques Workshop I (4 hrs.)  
DAN 238: Lighting and Production (2 hrs.)  
DAN 267: Dance Performance Workshop I (4 hrs.)  
Second Year: (10 hrs.)  
DAN 270: Dance Pedagogy (2 hrs.)  
DAN 325: Dance Techniques Workshop II (4 hrs.)  
DAN 367: Dance Performance Workshop II (4 hrs.)

### Electives

Choose 3 hours from the following:

DAN 242: Pointe (2 hrs.)  
DAN 247: Tap (1 hr.)  
DAN 250: Musical Theatre Dance (1 hr.)  
DAN 280: Topics: Partnering (1 hr.)  
Repertoire (1 hr.)  
DAN 355: Dimensions Repertory Dance Company (1-2 hrs.) (by audition only)  
DAN 365: Internship (1-3 hrs.)  
DAN 370: Practicum (1-3 hrs.)  
DAN 380: Topics: Advanced Pointe and Partnering (1 hr.)  
Advanced Repertoire (1 hr.)

Suggested Natural Science course for Dance Majors:  
BIO 201: Structural Kinesiology (3 hrs.)

## Requirements for a Minor in Dance

### Required Courses (18 hrs)

DAN 112 and DAN 113: Dance Techniques I (4 hrs.)

BALLET: Minors must take one year of ballet at minimally the Freshman Level. Minor may audition to be placed in a higher level class.

DAN 112 and DAN 113: Dance Techniques I (4 hrs.)

MODERN: Minors must take one year of Modern at minimally the Freshman level. Minor may audition to be placed in a higher level class.

DAN 112 and DAN 113: World Dance Techniques I (4 hrs.)

Minors must take 4 sessions of World Dance at Freshman level or above. Minor may audition to be placed in a higher level class.

AND:

DAN 324: Dance History (3 hrs.)

PLUS ONE OF THE FOLLOWING:

3 hours of DAN 353 Technique classes (with permission of instructor only)

MUS 321: Music History I (3 hrs.)

THA 313: Theatre History I (3 hrs.)

### Recommended electives:

DAN 170: Improvisation and Choreography Fundamentals (3 hrs.)

DAN 220: Choreography I (3 hrs.)

DAN 250: Musical Theatre Dance (1 hr.)

DAN 247: Tap (1 hr.)

BIO 201: Kinesiology (3 hrs.)

Minors must audition for placement into the major classes. If they are not of a level to participate in these dance major classes they will be advised to take dance for non-majors and may not become Dance Minors until they qualify for a DAN 112 class. This will protect the integrity of our BFA program and must be carefully monitored. Students must earn a C- or better in all required courses within the Minor in Dance. Students may not continue to the next level class until the prerequisite class is passed with a C- or better. Also, the minor may audition and participate in student choreographic works only. Since the focus of our BFA is performance based, the faculty and guest artist works are opportunities that must be limited to the students who will pursue a professional dance career or will be teaching on the professional level later in their careers.

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## Dance Courses

### DAN 103: Beginning Ballet Techniques

(2 hrs.)

(Open to all students, may be repeated for credit)

Introduction to ballet for the non-major. Recommended for other performing arts majors to become conversant with the fundamentals of dance and dance vocabulary.

### DAN 104: Beginning Modern Techniques

(2 hr.)

(Open to all students, may be repeated for credit)

A class of modern dance techniques for the non-major student. Especially beneficial for students majoring in other performing arts.

### DAN 105: Beginning World Dance Techniques

(1 hr.)

(Open to all students, may be repeated for credit)

World dance techniques for the student who is interested in multi-cultural understanding through dance. Techniques offered have included: African and Caribbean, Haitian, East Indian, Spanish/Flamenco, Russian and Irish.

**DAN 112: Dance Techniques I**

(5 hrs.)

(Freshman dance majors or permission of instructor.)

This course is designed to introduce the freshman dance major to the philosophies and expectations of the Department of Dance. The core technique courses are enrolled as three classes, providing instruction and training in Ballet (2hrs.), Modern (2hrs.) and World dance (1hr.).

**DAN 113: Dance Techniques I**

(5 hrs.)

(Prerequisite: DAN 112 or permission of instructor.)

Course emphasizes techniques as well as flexibility and strength, coordination and control. Includes classes in Ballet, Modern and World Dance.

**DAN 170: Improvisation and Choreography Fundamentals**

(3 hrs.)

(Prerequisite: must be in DAN 112 or permission of instructor)

The study of movement expression through a variety of approaches experienced and performed spontaneously to broaden the range of movement vocabulary. This will be accomplished individually and in groups. Students also learn the role of improvisation leading to choreography and will learn the fundamental tools for creating dance phrases which prepares them for Choreography I.

**DAN 220: Choreography I: Solo**

(3 hrs.)

(Prerequisite: DAN 170.)

Study of the organization of movement and the relationship of different elements of dance composition which will culminate in the creation of a dance solo.

**DAN 225: Dance Techniques Workshop I**

(4 hrs.)

(Summer only)

(Prerequisite: DAN 112 and 113 or by audition)

Daily classes in modern and ballet augmented by other dance-related classes that enhance the student's knowledge base and broaden their career potential in the industry.

**DAN 231: Dance Techniques II**

(5 hrs.)

(Prerequisite: DAN 113 or permission of instructor)

Continuation of DAN 113 involving the development of space-time coordination in more complex dance phrases with more advanced technical demands.

**DAN 233: Dance Techniques II**

(5 hrs.)

(Prerequisite: DAN 231 or permission of instructor)

Continuation of DAN 231.

**DAN 238: Lighting and Production**

(2 hrs.)

(Summer only)

Introduction to the theory and practice of stage lighting. The course also introduces the student to all the aspects of a stage production from the backstage perspective.

**DAN 242: Pointe**

(2 hrs.)

(Prerequisites: DAN 112 or audition.)

Development of classical pointe technique including relevés, piqués, bourrées, pirouettes, and petits sautés sur les pointes through barre and center work.

**DAN 247: Tap**

(1 hr.)

(Prerequisites: DAN 112 or audition.)

This class is designed to acquaint the dancer with tradition of musical theatre and rhythm tap dance. Warm-up and exercises in tap technique with attention to proper use of weight, balance, articulation of footwork and full upper body involvement will be taught in order to prepare the dancer for auditions and work in musical theatre and tap companies.

**DAN 250: Musical Theatre Dance**

(1 hr.)

(Prerequisites: DAN 112 or audition.)

The course is designed to introduce students to the dance technique required for American Musical Theatre. This is a technique class based on American jazz forms. Audition techniques, awareness of line, detail and dynamics, and performance techniques are stressed.

**DAN 267: Dance Performance Workshop I**

(4 hrs.)

(Summer only)

A course designed to give the major an understanding of the rehearsal and creative process leading to performance through learning historic works or new pieces created for them by visiting guest artists.

**DAN 270: Dance Pedagogy**

(2 hrs.)

(Summer only)

This course is designed to develop a working knowledge of pedagogy (how to teach). It will introduce the basic and elementary concepts of teaching a dance class. The course includes hands-on, in class experience teaching children under the direct supervision of the instructor. Attention will be given to: developing an age appropriate syllabus, the principles, processes and structure of building a class, and development of a professional approach in dealing with classroom/studio management.

**DAN 280: Topics in Dance**

(1 hr.)

Topics courses are devoted to special subjects that may not be covered in depth in other courses. They may include Repertoire, Performance Techniques, Partnering and others.

**DAN 310: Functional Anatomy for Dancers**

(3 hrs.)

(Prerequisite: DAN 231 or permission of instructor)

Study of the human structure, its form and its function; allows the student to arrive at a more expansive approach to total dance training.

**DAN 324: History of Dance**

(3 hrs.)

(Prerequisite: junior or senior standing)

Study of the development of dance, including dance forms, major choreographers and major dancers. Cultivation of cultural historical perspective. Writing Intensive.

**DAN 325: Dance Techniques Workshop II**

(4 hrs.)

(Summer only)

(Prerequisites: DAN 225 or audition.)

A continuation of DAN 225.

**DAN 351: Dance Techniques III**

(5 hrs.)

(Prerequisite: DAN 233 or permission of instructor)

Continuation of DAN 233, with emphasis on the development of individual style and artistry. Students are expected to be able to learn more complex phrases quickly and bring them to performance level in the class. This course is designed to be the final preparation for the professional world.

**DAN 353: Dance Techniques III**

(5 hrs.)

(Prerequisite: DAN 351 or permission of instructor)

A continuation of DAN 351.

**DAN 355: Dimensions Repertory Dance Company**

(1-2 hrs.)

(Prerequisite: audition and permission of department. May be repeated up to 6 hours of credit.)

Dimensions Repertory Dance Company serves as a training experience for the professional company. Dancers must audition and are cast as members or apprentices in the company. Several performances will take place throughout the year for community events, demonstrations in schools and for Stephens' functions and concerts.

**DAN 360: Choreography II**

(2 hrs.)

(To be taken two times)

(Prerequisite: DAN 170, DAN 220 or permission of instructor)

Students create two dances that are thematically developed, using prior knowledge of phrasing and the elements of design, rhythm, dynamics and motivation. One session will be dedicated to the creation of a trio, and another session will focus on a group work consisting of five or more dancers.

**DAN 365: Internship**

(0-3 hrs.)

(Prerequisite: permission of dance faculty)

A dance internship experience in various aspects of dance to be planned by the cooperating company/organization, dance faculty and student. Experiences such as assisting choreographers, production management, and outside performing opportunities are possible.

**DAN 367: Dance Performance Workshop II**

(4 hrs.)

(Summer only)

A continuation of DAN 267.

**DAN 370: Practicum**

(1-3 hrs.)

(Prerequisite: permission of faculty sponsor and program chair.)

Recommended for dance majors who are interested in teaching or other dance related applications.

**DAN 380: Topics in Dance**

(1 hr.)

(Prerequisite: permission of instructor)

These courses could include advanced Pointe and Partnering, and Repertoire.

**DAN 460: Senior Seminar**

(2 hrs.)

(Prerequisite: DAN 360, senior standing or permission of instructor)

A synoptic course that synthesizes the senior's knowledge and experiences in dance, related arts and the liberal arts. Components include the development of an audition video, professional portfolio (resume, photo, video documentation of choreography and performances) and practical applications and discussions regarding career options, ethical choices, personal finances, unions, contracts, auditions, and networking.

**DAN 465: Senior Project**

(3 hrs.)

(Prerequisite: senior standing or permission of instructor)

Students may culminate their choreographic and performance experience in the major to create their capstone choreographic work for performance in the Senior Showcase production in the Warehouse Theatre. In addition to the creative aspect, which is the main focus of the course, students will be required to plan and produce the concert which involves everything from advertising, ticket sales and hanging lights to working with lighting designers. Students may also decide to do a more individualized project involving teaching, arts administration or an internship experience.

**DAN 471: Dance Techniques IV**

(5 hrs.)

(Prerequisite: DAN 353 or permission of instructor)

Advanced studies in modern, ballet and world dance techniques.

**DAN 473: Dance Techniques IV**

(5 hrs.)

(Prerequisite: DAN 471 or permission of instructor)

Continuation of DAN 471.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information about independent study may be obtained in the department office or in the Office of the Registrar.

## Music

Coordinator: Cheryl Nichols, B.M.E.

### Requirements for a Minor in Music

The minor in music requires completion of 15 semester hours, including at least 6 hours at or above the 300 level. All courses must be enrolled for graded credit to count in the minor.

#### Required Courses

MUS 110: Music Theory I (2 hrs.)

MUS 124: Sight Singing I (2 hrs.)

MUS 210: Music Theory II (2 hrs.)

MUS 321: Music History I (3 hrs.) *or* MUS 322: Music History II (3 hrs.)

#### *Plus three additional semester hours of upper-level courses from the following:*

MUS 321: Music History I (3 hrs.)

MUS 322: Music History II (3 hrs.)

APM 302: Applied Music (1 hr.)

APM 402: Applied Music (2 hrs)

Plus a minimum of 3 semester hours of additional courses at any level, including applied music and performance ensembles.

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## Applied Music Courses

### **APM 101: Voice Class**

(1 hr.)

(Prerequisite: permission of instructor)

Group instruction at the beginning level. Group and individual performance, observation and some teacher modeling. Covers fundamentals in vocal production and breath support, technical and practice skills, musical terminology and musical and textural analysis.

### **APM 102/103: Voice or Piano**

(1 hr.) (Fees: \$300/\$600)

(Prerequisite: 16-bar vocal audition with piano accompaniment for music department faculty)

One half-hour/one hour private lesson per week. Regular practice required of student as assigned by instructor and required final performance jury.

*½ -hour private lesson per week: Fee: \$300; 1 Hour private lesson per week: Fee: \$600*

### **APM 110: Stephens Concert Choir**

(1 hr.)

(May be repeated for credit)

Designed to provide an experience in choral singing for cultural enrichment and personal fulfillment. Several public performances are planned. Works from a cross-selection of styles are performed. Performances monthly on Bach's Lunch recitals, Fall semester Choir performs Victorian Christmas, Spring semester Choir performs Spring Concert and during Alumni Reunion weekend. A simple, non-rigorous voice placement audition is required in first class meetings

### **APM 202/203: Voice or Piano**

(1 hr.) (Fees: \$300/\$600)

(Prerequisite: Permission of Instructor)

One half-hour/one hour private lesson per week. Regular practice required of student as assigned by instructor and required final performance jury.

*½ -hour private lesson per week: Fee: \$300; 1 Hour private lesson per week: Fee: \$600*

### **APM 225: Vocal Jazz Ensemble**

(1 hr.)

(May be repeated for credit)

(Prerequisite: Audition required during first class meetings)

Provides intensive training in the development of aural and sight-singing skills, vocal jazz techniques and stage presence. A highly performance-oriented group for which students are selected based on strong musical and vocal

ability, strong work ethic and positive attitude.

**APM 302/303: Voice or Piano**

(1 hr.) (Fees: \$300/\$600)

(Prerequisite: permission of instructor)

Advanced study. One half-hour private lesson per week. Regular practice required of student as assigned by instructor and required final performance jury.

*½ -hour private lesson per week: Fee: \$300; 1 Hour private lesson per week: Fee: \$600*

**APM 402: Voice or Piano**

(2 hrs.) (Fee: \$600)

(Prerequisite: permission of instructor)

Continuation of advanced study, usually in preparation for a final recital performance. One hour private lesson per week. Regular practice required for student as assigned by instructor, two preliminary juries including extended program proposal for music faculty pre-recital. No final semester jury required if student performs recital

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## Music Courses

**MUS 103: Basic Music Skills for Singers**

(1 hr.)

(Prerequisite: permission of instructor)

This course teaches singers practical skills vital to success in Applied Music. Through class lecture, demonstration, and guided practice, students will learn the basics of reading music, elementary piano, and vocalize.

**MUS 105: Fundamentals of Music**

(3 hrs.)

(Open to all students)

Study of the basic techniques of music of the 18th and 19th centuries dealing with such musical materials as notation, pitch, scales, rhythm, intervals and keys. Approached through lecture, discussion, demonstration, performance, written and aural analysis, and written exercises.

**MUS 110: Music Theory I**

(2 hrs.)

(Open to all students)

Study of basic techniques and vocabulary of music of the 18th and 19th centuries, including melody, rhythm, harmony and texture. Students will work with scales, modes, keys, intervals, triads, basic harmonic progressions and part-writing techniques, standard notational practices, melodic structures and rhythmic patterns. Approached through lecture, discussion, performance, written and aural analysis, and written compositional exercises. Laboratory portion of course includes exercises and drill in ear training, sight-singing and basic keyboard skills.

**MUS 124: Sight Singing I**

(2 hrs.)

(Prerequisite: Concurrent enrollment in MUS 110 or permission of instructor)

Skill building in sight singing.

**MUS 210: Music Theory II**

(2 hrs.)

(Prerequisite: MUS 110)

A continuation of Music Theory I with an emphasis on chromaticism variation and counterpoint. Introduces the student to structural perception and a study of traditional forms in instrumental, vocal and choral compositions. Laboratory portion of course includes exercises and drills in ear training, sight singing and basic keyboard skills.

**MUS 224: Sight Singing II**

(2 hrs.)

(Prerequisite: Concurrent enrollment in MUS 110, or permission of instructor)

Continuation of MUS 124.

**MUS 321: Music History I**

(3 hrs.)

A study of the history of music of the United States. An exploration of historical, social, and artistic changes from the pre-colonial period to the present. A variety of folk, popular, and fine art traditions will be covered.

**MUS 322: Music History II: From Opera to Musicals: A History of the Lyric Theatre**

(3 hrs.)

This course offers students an introductory survey of Musical Theatre in the Western tradition. Through class lecture, listening, discussion, and performance observation, students will discover the history of Western Lyric Theatre, from its ancient precursors, to European Opera, to the contemporary American Musical.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information about independent study may be obtained in department offices or in the Office of the Registrar.

## Theatre Arts

### Requirements for the B.F.A. Major in Theatre Arts

The bachelor of fine arts major in theatre arts requires completion of liberal arts requirements and courses as specified below. Minimum credits for a B.F.A. are 120 semester hours of which 36 semester hours must be upper level coursework (300 level or above). B.F.A. requirements include one summer in the Summer Theatre Institute and one in Okoboji Summer Theatre, six production crew assignments over three years and two strikes per semester. Entrance to the B.F.A. program is based on faculty evaluation of each student's work at an audition/interview session the second semester of the freshman year. Elective work in the B.F.A. major may include advanced acting, stage management, directing, scene design, costume design and lighting design. A B.F.A. Theatre major must complete the first summer session requirement in order to continue in the B.F.A. sequence.

Because of the rigorous nature of the performing arts program, students are expected to demonstrate a level of dedication, effort and ethical behavior consistent with that demanded within the profession. Any student who, in the collective judgment of the department faculty in consultation with the collective judgment of the program faculty in consultation with the School of Performing Arts Dean, fails at any time to live up to these standards may be required to withdraw from the B.F.A. program.

Theatre majors must achieve at least a C- in all Theater major classes to receive credit for that class or to be allowed to enroll in any class that has that class as a prerequisite.

### Required Courses – Acting Emphasis

THA 122: Acting I (3 hrs.)  
 THA 124: Acting II (3 hrs.)  
 THA 128: Theatre Speech (3 hrs.)  
 THA 227: Intro to Stagecraft/Stage Mgmt (3 hrs.)  
 THA 251: Make-up/Costuming (3 hrs.)  
 THA 272: Acting III (3 hrs.)  
 THA 313: Theatre History I (3 hrs.)  
 THA 314: Theatre History II (3 hrs.)  
 THA 332: Acting IV (3 hrs.)  
 THA 420: Senior Acting Seminar (3 hrs.)  
 ENG 345: Shakespeare (3 hrs.)

and

one additional dramatic literature course

and

#### 9 elective THA courses (18 hrs.)

##### Recommended classes:

THA 232: Directing I (3 hrs.)  
 THA 248: Performance Techniques (2 hrs.)  
 THA 320: Directing II (2 hrs.)  
 THA 340: Movement for Actors (1 hr.)  
 THA 421: Advanced Acting I - Shakespeare (3 hrs.)  
 THA 422: Advanced Acting II - The Audition (3 hrs.)  
 THA 423: Advanced Acting III - Acting for Camera (3 hrs.)  
 THA 424: Advanced Acting IV: Comedy (3 hrs.)

Plus 6 production crew assignments over 3 years (at least three must be prep crews) and 2 strikes per semester.

In addition, two summer theatre programs are required:

#### Summer Theatre Institute (on-campus housing required)

11 credits from the following:  
 THA 248: Performance Technique (2 hrs.)  
 THA 258: Stage Movement (3 hrs.)  
 THA 259: Acting Workshop (3 hrs.)  
 THA 260: Theatre Production and Management I (3-5 hrs.)

#### Okoboji Summer Theatre (may be repeated once)

THA 360: Acting Workshop II (6 hrs.)  
 THA 361: Production Workshop II (3-9 hrs.)  
 THA 363: Theatre Management II (3 hrs.)

## Required Courses – Technical Emphasis

### THA 122: Acting I (3 hrs.)

THA 211: Drafting for Technical Theatre (3 hrs.)

THA 215: Rendering for the Theatre (2 hrs.)

THA 216: Scenic Design I (3 hrs.)

THA 218: Theatrical Lighting I (3 hrs.)

THA 227: Intro to Stagecraft/Stage Mgmt (3 hrs.)

THA 251: Makeup/Costuming (3 hrs.)

THA 313: Theatre History I (3 hrs.)

THA 314: Theatre History II (3 hrs.)

THA 425: Senior Production Seminar (3 hrs.)

ENG 345: Shakespeare (3 hrs.)

**and**

one additional dramatic literature or Art History course

**and**

### 7 elective THA courses (19 hrs.)

#### Recommended classes:

THA 219: Sound Design I (3 hrs.)

THA 228: Stage Management II (1-3 hrs.)

THA 229: Stagecraft II (1-2 hrs.)

THA 232: Directing I (3 hrs.)

THA 235: Scene Painting (3 hrs.)

THA 252: Costume Design I (3 hrs.)

THA 310: Technical Theatre Practicum (1 hr.)

THA 317: Scenic Design II (3 hrs.)

Plus 6 production crew assignments over 3 years (at least three must be prep crews) and 2 strikes per semester.

In addition, two summer theatre programs are required:

### Summer Theatre Institute (on-campus housing required)

11 credits from the following:

THA 248: Performance Technique (2 hrs.)

THA 258: Stage Movement (3 hrs.)

THA 259: Acting Workshop (3 hrs.)

THA 260: Theatre Production and Management I (3-5 hrs.)

### Okoboji Summer Theatre (may be repeated once)

THA 361: Production Workshop II (3-9 hrs.)

THA 363: Theatre Management II (3 hrs.)

## Requirements for the B.F.A. in Theatre Management

### Required Courses

#### Theatre Courses

THA 122: Acting I (3 hrs.)

THA 124: Acting II (3 hrs.)

THA 216: Scenic Design I (3 hrs.)

THA 218: Theatrical Lighting I (3 hrs.)

THA 227: Intro to Stagecraft/Stage Management (3 hrs.)

THA 232: Directing I (3 hrs.)

THA 251: Make-up/Costuming (3 hrs.)

THA 313: Theatre History I (3 hrs.)

THA 314: Theatre History II (3 hrs.)

THA 425: Senior Production Seminar (3 hrs.)

ENG 345: Shakespeare (3 hrs.)

And

One additional dramatic literature or Art History course

Plus 4 production crew assignments, two strikes per semester, and 1 internship in the Playhouse Box Office

#### Business Courses

ACC 210: Accounting I (3 hrs.)

ACC 220: Accounting II (3 hrs.)

BUS 171: Foundations of Business (3 hrs.)

BUS 225: Principles of Management (3 hrs.)

BUS 250: Principles of Marketing (3 hrs.)

BUS 305: Human Resource Management (3 hrs.)

In addition, two summer theatre programs are required:

### Summer Theatre Institute (on-campus housing required)

11 credits from the following:

THA 248: Performance Technique (2 hrs.)

THA 258: Stage Movement (3 hrs.)

THA 259: Acting Workshop (3 hrs.)

THA 260: Theatre Production and Management I (3-5 hrs.)

### Okoboji Summer Theatre (may be repeated once)

THA 360: Acting Workshop II (6 hrs.)

THA 361: Production Workshop II (3-9 hrs.)

THA 363: Theatre Management II (3 hrs.)

### Requirements for the B.A. Major in Theatre Arts

The Bachelor of Arts in Theatre Arts is designed for students who wish to include more intensive work in liberal arts in the degree program as preparation for graduate study or a private teaching career. The Bachelor of Arts major in Theatre Arts requires completion of liberal arts requirements and 33 semester hours as specified below. At least 15 hours of Theatre Arts must be at or above the 300 level. In addition, students are required to complete two production crew assignments and two strikes.

Theatre majors must achieve at least a C- in all Theater major classes to receive credit for that class or to be allowed to enroll in any class that has that class as a prerequisite.

#### Required Courses

THA 122: Acting I (3 hrs.)

THA 124: Acting II (3 hrs.)

THA 128: Theatre Speech (3 hrs.)

THA 227: Intro to Stagecraft/Stage Management (3 hrs.)

THA 232: Directing I (3 hrs.)

THA 251: Make-up/Costuming (3 hrs.)

THA 313: Theatre History I (3 hrs.)

THA 314: Theatre History II (3 hrs.)

ENG 345: Shakespeare (3 hrs.)

12 Hours of additional theatre courses required, 6 hours must be at 300 level

Plus 2 production crew assignments and 2 strikes

#### *One of the following four:*

THA 216: Scenic Design I (3 hrs.)

THA 218: Theatrical Lighting I (3 hrs.)

THA 219: Sound Design I (3 hrs.)

THA 252: Costume Design I (3 hrs.)

#### *One of the following two:*

THA 420: Senior Acting Seminar (3 hrs.)

THA 425: Senior Production Seminar (3 hrs.)

### Requirements for the B.F.A. Major in Theatrical Costume Design

The Bachelor of Fine Arts in Theatrical Costume Design requires completion of liberal arts requirements and courses as specified below. BFA requirements include one summer in the Summer Theatre Institute and one in Okoboji Summer Theatre, six production crew assignments over three years and two strikes per semester. A total of 120 semester hours and a cumulative gpa of 2.0 is required for all degrees.

Theatre majors must achieve at least a C- in all Theater major classes to receive credit for that class or to be allowed to enroll in any class that has that class as a prerequisite.

#### Required Courses

##### Theatre Courses

THA 122: Acting I (3 hrs.)

THA 215: Rendering for the Theatre (2 hrs.)

THA 227: Introduction to Stagecraft/Stage Management (3 hrs.)

THA 251: Make-up/Costuming (3 hrs.)

THA 252: Costume Design I (3 hrs.)

THA 313: Theatre History I (3 hrs.)  
THA 314: Theatre History II (3 hrs.)  
THA 352: Costume Design II (3 hrs.)  
THA 412: Advanced Production Design (3 hrs.)  
THA 425: Senior Production Seminar (3 hrs.)

Plus 6 crew assignments and 2 strikes per semester

### Fashion Courses

FAS 111: Beginning Clothing Construction (3 hrs.)  
FAS 214: Draping and Patternmaking I (5 hrs.)  
FAS 315: Pre-20<sup>th</sup> Century Costume (3 hrs.)  
FAS 375: 20<sup>th</sup> Century Costume (3 hrs.)

### Art Courses

ART 105: Beginning Drawing (3 hrs.)  
ART 201: Life Drawing (3 hrs.)  
ART 203: Painting and Color (3 hrs.)  
In addition, two summer theatre programs are required:

### Summer Theatre Institute (on-campus housing required)

11 credits from the following:  
THA 248: Performance Technique (2 hrs.)  
THA 258: Stage Movement (3 hrs.)  
THA 259: Acting Workshop (3 hrs.)  
THA 260: Theatre Production and Management I (3-5 hrs.)

### Okoboji Summer Theatre (may be repeated once)

THA 361: Production Workshop II (6 hrs.)  
THA 363: Theatre Management II (6 hrs.)

## Requirements for a Minor in Theatre Arts

### Required Courses

THA 122: Acting I (3 hrs.)  
THA 227: Stagecraft/Stage Management (3 hrs.)  
THA 232: Directing I (3 hrs.)  
THA 251: Make-up/Costuming (3 hrs.)  
THA 313: Theatre History I (3 hrs.)  
THA 314: Theatre History II (3 hrs.)

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## Theatre Arts Courses

### **THA 122: Acting I—Mind and Body: The Actor's Preparation**

(3 hrs.)

(Open only to Theatre majors)

A course designed to provide beginning theatre students an understanding of the senses and an awareness of self, others and the world in order to develop basic acting skills.

### **THA 124: Acting II—Scene Study (Acting emphasis)**

(3 hrs.)

(Prerequisite: THA 122 with a C- or better, open only to Theatre Majors)

Provides the tools necessary for breaking down the script, making effective choices and communicating the intent of the scene in a dramatic and effective way.

### **THA 128: Theatre Speech**

(3 hrs.)

(Open to all students)

Designed to give students the tools to develop vocal quality and speech standards for performance in theatre, film, television and radio.

**THA 211: Drafting for Technical Theatre**

(3 hrs.)

(Open to all students)

Introduction to basic mechanical drawing for theatrical design and construction.

**THA 212: Beginning Production Design and Management**

(1-3 hrs.)

(Prerequisite: permission of instructor; may be repeated for credit.)

Hands on practical application of technical knowledge through projects or positions of responsibility on department or warehouse productions. Typically an assistant or smaller warehouse assignment.

**THA 215: Rendering for the Theatre**

(2 hrs.)

(Open to all students)

Introductory course for theatre designers in the techniques of rendering in watercolor, pencil, charcoal and other media. May be repeated one time for credit.

**THA 216: Scenic Design I**

(3 hrs.)

(Prerequisite: THA 211 with a C- or better, or permission of instructor)

Introduction to the theory and practice of stage design, including drawing of floor plans, elevations, detail drawings and beginning rendering.

**THA 218: Theatrical Lighting I**

(3 hrs.)

Introduction to the theory and practice of stage lighting, including light plots, focus charts and schedules, hookups, the creation of lighting cues and functions and qualities of light.

**THA 219: Sound Design I**

(3 hrs.)

Introduces students to the design and technology of sound as it is utilized in the theater and entertainment fields. The class will combine lecture, demonstration and several hands-on projects. Topics will include microphone selection and use, amplification and speakers, multi-track recording, aural aesthetics and the theatricality of sound.

**THA 227: Introduction to Stagecraft/Stage Management**

(3 hrs.)

(Open only to Performing Arts majors)

Lecture, demonstration and practical work assignments to develop basic production skills and provide a base knowledge of various areas of theatre production. Introduction to the contemporary practice of stage management.

**THA 228: Stage Management II**

(1-3 hrs.)

(Prerequisite: THA 227 with a C- or better, and by permission of instructor)

A course designed to improve the student's knowledge of the role of the stage manager in all phases of the production process including pre-production, rehearsal and performance. A major focus will be on the skills needed to assemble a complete production script.

**THA 229: Stagecraft II**

(1-2 hrs.)

(Prerequisites: THA 227 with a C- or better, and permission of instructor)

Lecture, demonstration and practical work assignments to develop more advanced skills in production techniques.

**THA 232: Directing I**

(3 hrs.)

(Prerequisites: a C- or better in THA 124 and THA 227 or permission of instructor)

A study of the function of the director and basic theories of composition, picturization and movement. Practical staging assignments. Development of practical skills as directors through classroom discussion and the direction of scenes. Assembly of a complete director's script for a final project.

**THA 235: Scene Painting**

(3 hrs.)

(Open to all students)

Introduction to basic techniques used in the painting of stage scenery.

**THA 236: Properties Design and Production**

(3 hrs.)

Students will learn design requirements of theatrical space (arena, thrust, proscenium); become familiar with sketching process as communication tool; skill in areas of craft construction and upholstery; be able to write script analysis with a properties chart; be able to design, create and procure props for script and for a directors parameters.

**THA 248: Performance Techniques**

(2 hrs.)

(Prerequisite: THA 124 with a C- or better,; may be taken three times for credit)

Intensive study of the skills for singing on the stage, practical experience and individual attention concerning performance and singing techniques. Delivery, expression, interpretation of lyrics and stage presence will be studied and developed through individual attention and practical experience.

**THA 251: Makeup/Costuming**

(3 hrs.)

(Open only to Performing Arts majors)

Study of basic techniques of designing and applying stage makeup for straight, character and stylized roles. Study of beginning costuming skills through class discussions and laboratory work.

**THA 252: Costume Design I**

(3 hrs.)

(Prerequisite: THA 251 with a C- or better, or permission of instructor)

An introduction to costume design through the study of script and character analysis. Period styles and rendering techniques.

**THA 258: Stage Movement (STI)**

(3 hrs.)

(Prerequisites: a C- or better in THA 124, THA 227, and THA 251, and/or program approval)

Development of stage movement and dance skills for acting students in the Summer Theatre Institute.

**THA 259: Acting Workshop I (STI)**

(3 hrs.)

(Prerequisites: a C- or better in THA 124, THA 227, and THA 251, and/or program approval)

Application of theories and techniques learned in first-year acting classes through class assignments, rehearsal and public performances in the Summer Theatre Institute.

**THA 260: Theatre Production and Management I (STI)**

(3-5 hrs.)

(Prerequisites: a C- or better, THA 124, THA 227, and THA 251, and/or program approval)

Development of basic skills in technical theatre through class assignments and crew work and a study of general principles and accepted practices in theatre management. Summer Theatre Institute only.

**THA 272: Acting III—Scene Analysis: Character Study**

(3 hrs.)

(Prerequisite: THA 124 with a C- or better,, STI; open only to BFA Acting Sequence Students or by permission of instructor)

Scene analysis to form an approach to discovering the essence of the character—motivation and intention. Scenes used to implement character study, create given circumstance and develop technique for credible characterization and proper execution.

**THA 280: Topics in Theatre Arts**

(3 hrs.)

(Open to all students)

Topics courses are devoted to special subjects that may not be covered in depth in other courses, to issues of current interest or to the newest research available in a discipline.

**THA 300: Theatre Acting Practicum**

(1 hr.)

Practical application of acting technique learned in the classroom. Performance experience is developed while working collaboratively to mount a theatre production. Students have opportunity to practice the technique and essentials of their particular interest in a realized endeavor.

**THA 310: Theatre Technical Practicum**

(1 hr.)

Practical application of technique learned in the classroom. Technical/Design/Crew experience is developed while working collaboratively to mount a theatre production. Students have opportunity to practice the technique and essentials of their particular interest in a realized endeavor.

**THA 312: Intermediate Production Design and Management**

(1-3 hrs.)

(Prerequisite: permission of instructor; may be repeated for credit)

Hands on practical application of technical knowledge through projects or positions of responsibility on department or warehouse productions. Typically an assistant position or a major warehouse position.

**THA 313: Theatre History I**

(3 hrs.)

(Open to all students)

A study of the theatre of ancient Greece and Rome, dealing primarily with the development of the physical theatre structures, production methods and major theatrical figures. Continuing with the study of theatre from 1100 to 1700 dealing primarily with the development of physical theatre structures, production methods and major theatrical figures.

**THA 314: Theatre History II**

(3 hrs.)

(Prerequisite: THA 313 with a C- or better, or permission of instructor)

A study of theatre from 1700 to 1875 dealing primarily with the development of physical theatre structures, production methods and major theatrical figures. Continuing with a study of "modern" theatre, from the emergence of realism (ca. 1875 to the present), dealing primarily with styles, production methods and major theatrical figures.

**THA 317: Scenic Design II**

(3 hrs.)

(Prerequisite: THA 216 with a C- or better, or permission of instructor)

A course designed to assist the student in developing proficiency as a designer of stage scenery through research, classroom discussion and design projects.

**THA 318: Theatrical Lighting II**

(3 hrs.)

(Prerequisite: THA 218 with a C- or better, or permission of instructor)

A course designed to assist the student in developing proficiency as a designer of stage lighting through research, classroom discussion and design projects.

**THA 320: Directing II**

(2 hrs.)

(Prerequisite: THA 232 with a C- or better, or permission of instructor)

Advanced study in directing techniques, including theories concerning the director's choices regarding scenery, lighting and costuming. Each student directs a one-act play.

**THA 332: Acting IV—Scene Study: Styles**

(3 hrs.)

(Prerequisite: THA 272 with a C- or better,)

Introduces different styles and period pieces to broaden the student's perspective. Scene study is to be the basic means used to develop the technique required to create the style and ambiance of a period.

**THA 340: Movement for Actors**

(1 hr.)

(Prerequisite: THA 332 with a C- or better,)

This movement class will cover the basic Viniyoga principles, including yoga postures, breath work, meditation techniques and tools for using yoga to enhance flexibility and concentration.

**THA 348: Advanced Performance Technique**

(2 hrs.)

(Prerequisites: THA 248 with a C- or better, and permission of instructor; may be taken three times for credit)

Advanced techniques for musical comedy presentation.

**THA 352: Costume Design II**

(3 hrs.)

(Prerequisite: THA 252 with a C- or better,)

Continuation of THA 252 Costume Design I.

**THA 360: Acting Workshop II (Okoboji)**

(6 hrs.)

(Prerequisites: THA 332 with a C- or better, and program approval)

Students learn through practical experience, performing three to six roles during a 10-week summer stock season at the Okoboji Summer Theatre.

**THA 361: Production Workshop II (Okoboji)**

(3-9 hrs.)

(Prerequisites: 27 hours in Theatre Arts and program approval)

Students learn through practical experience, participating in crew work for a 10-week summer stock season at the Okoboji Summer Theatre.

**THA 363: Theatre Management II (Okoboji)**

(3 hrs.)

(Prerequisites: 27 hours in Theatre Arts and program approval)

Students learn more advanced principles and practices of theatre management through classes and work assignments during a 10-week summer stock season at Okoboji Summer Theatre.

**THA 380: Topics in Theatre Arts**

(3 hrs.)

(Prerequisites: see current course schedule)

Topics courses are devoted to special subjects that may not be covered in depth in other courses, to issues of current interest or to the newest research available in a discipline.

**THA 412: Advanced Production Design and Management**

(1-3 hrs.)

(Prerequisite: permission of instructor; may be repeated for credit)

Hands on practical application of technical knowledge through projects or positions of responsibility on department or warehouse productions. Typically a major department production position.

**THA 420: Senior Acting Seminar**

(3 hrs.)

(Prerequisites: THA 332 with a C- or better, senior standing and permission of program)

An intensive course where actors develop the fundamental business skills, materials and marketing techniques necessary for a career in the entertainment industry.

**THA 421: Advanced Acting I—Shakespeare**

(3 hrs.)

(Prerequisite: THA 332 with a C- or better, or permission of instructor)

Shakespeare for the actor. Voice, movement and script analysis in classical drama.

**THA 422: Advanced Acting II—The Audition**

(3 hrs.)

(Prerequisite: THA 421 with a C- or better, which may be taken concurrently, or permission of instructor)

Creation of an audition package for presentation at the national URTA auditions for advanced work in graduate schools, summer stock and professional repertory theatre.

**THA 423: Advanced Acting III—Acting for Camera**

(3 hrs.)

(Prerequisite: THA 332 with a C- or better, or permission of instructor)

Acting for camera in TV and film (in conjunction with the Mass Media Program).

**THA 424: Advanced Acting – IV Comedy**

(3 hrs.)

(Prerequisite: THA 332 with a C- or better, or permission of instructor)

Comedy: theory and acting techniques. Course includes study in slapstick farce, stand-up monologues, contemporary comic playwrights and "period" plays (Restoration, Wilde, Coward).

**THA 425: Senior Production Seminar**

(3 hrs.)

(Prerequisites: senior standing and one of the following with a C- or better: THA 312, 317, 318, or 412)

A required course for all theatre production/design and management students. The production seminar is an intensive course to prepare students looking to enter the working world of theatre or gain acceptance to a graduate program. The core of the course is the development and refinement of both a digital and practical portfolio for presentation/interviews during the semester. The course includes readings, discussions and interviews with theatre professionals about practical, moral and ethical issues that students encounter in professional theatre today.

**THA 432: Directing III**

(3 hrs.)

(May be taken four times for credit)

(Prerequisite: THA 320 or permission of instructor)

Direction of a major production with the approval of the program chair.

**Independent Study**

Independent studies (special studies, tutorials, readings, projects) may be proposed by students who wish to investigate a subject not otherwise available. Information about independent study may be obtained in the department offices or in the Office of the Registrar.