Suffolk University Academic Catalog, College of Arts and Sciences and School of Management, 1993-1994

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This Bulletin presents the offerings and requirements in effect at the time of publication. The University reserves the right to withdraw or modify the courses of instruction at any time. Announcements are subject to change and do not constitute an agreement or contract.

Editorial Assistance provided by:
Caroline Anthony
Suffolk University
School of Management
College of Liberal Arts and Sciences
Undergraduate and Graduate Bulletin
1993-1994

Suffolk University admits qualified men and women of any age, race, color, religious belief, national or ethnic origin to all the rights, privileges, programs, and activities available to students of the University. It does not discriminate on the basis of age, race, color, religious belief, national or ethnic origin, marital or parental status in administration of its admissions policies, educational policies, scholarship and loan programs, athletic programs, or any of the academic or non-academic programs administered by any division of the University. Suffolk University does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, or the regulations it specifies, in admission or access to its programs and activities. Inquiries concerning Title IX and other federal and state non-discrimination legislation may be referred to the Human Resources Office, 1 Beacon Street, 25th floor. Inquiries regarding Section 504 of the Rehabilitation Act may be directed to the Dean of Students who is the University Coordinator.

Rights and Privacy (Buckley Amendment)
In keeping with provisions of the Family Educational Rights and Privacy Act of 1974 (PL. 93-380) as amended (PL. 93-568), also known as the Buckley Amendment, Suffolk University will provide eligible students or their parents with the opportunity to review the student's education records, to seek corrections of information contained in those records, and to limit disclosure of information from those records. The University is required to give students or their parents annual written notice of these rights and the right to file complaints with HEW concerning alleged failures by the institution to comply with the requirements of the Act. A written policy governing institutional record keeping is on file at the Registrar's Office.

The provisions on privacy are affected by Section 510 of the Veterans Education and Employment Act of 1976 (PL. 94-52) which provides that notwithstanding PL. 93-568, records and accounts pertaining to veterans as well as those of other students shall be available for examination by government representatives. The exception is found in Title 38 of the U.S. Code, Section 1790 (c).

An Act Excusing the Absence of Students for Their Religious Beliefs
In keeping with the amendment of Chapter 151C of the Massachusetts General Laws, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirements shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself of the provisions of this section.
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Degrees
College of Liberal Arts and Sciences
Undergraduate: A.A., A.S., B.A., B.S., B.S.J., B.S.G.S.,
Graduate: M.A., M.Ed., M.S., Certificate of Advanced
Graduate Study

School of Management
Undergraduate: B.S.B.A., B.S.B.A./M.B.A.;
B.S.B.A./J.D.
J.D./M.B.A., J.D./M.P.A.
Postgraduate: Advanced Professional Certificate
of Advanced Study in Public Administration.
Postgraduate: Advanced Professional Certificate
of Advanced Study in Public Administration.
Graduate Diploma in Accounting.

Retention
National studies indicate that of entering freshmen,
the median percent graduated in five years is 45%.
At Suffolk University 50% of entering freshmen are
graduated in five years, and over 55% in six years.

Accreditation
Suffolk University is accredited by the New England
Association of Schools and Colleges, Inc.; American
Assembly of Collegiate Schools of Business; the
American Chemical Society; the American Bar Associ­
ation; National Association of Schools of Public
Affairs and Administration and the Association of
American Law Schools. Specified programs in Edu­
cation have been approved by the State Department
of Education for inclusion in the reciprocity privi­
egles of the Interstate Certification Compact. The
University Counseling Center is accredited by the
International Association of Counseling Centers.

Memberships and Affiliations
Suffolk University holds memberships in the American
Assembly of Collegiate Schools of Business; American
Association of Colleges for Teacher Education; American
Bar Association; American College Personnel
Association; American Council on Education; American
Library Association; American Society for Informa­tion
Science; Association for Continuing Higher
Education; Association of American Law Schools;
Association of Governing Boards; Association of
Independent Colleges and Universities of Massachusetts;
Boston Athenaeum; Boston Museum of Science;
College Entrance Examination Board; College Scholar­
ship Service, Inc.; Cooperative Education Associa­
tion; Fenway Library Consortium; International
Association of Counseling Services; Massachusetts
Bay Marine Studies Consortium, Inc.; Massachusetts
Marine Educators, Inc.; Museum of Fine Arts;
National Association for Campus Activities; National
Association of Schools of Public Affairs and Adminis­
tration; New England Aquarium; North American
Association of Summer Sessions; Ocean Research and
Education Society; Special Libraries; United States
Association of Evening Students; and WGBH
Education Foundation.

Location
The University is located in Boston on Beacon Hill
adjacent to the Massachusetts State House. It is
accessible to many forms of public transportation
and is within easy walking distance of numerous
public parking facilities.

See location guide at the end of this Bulletin.
The College maintains the Robert S. Friedman Field
Station, Cobscook Bay, Edmunds, Maine.

Libraries
Sawyer Library
   - 106,000 volumes
   - Microtexts
      - 168,000 volumes
   - Periodical Subscriptions
      - 1,337
   - CD-ROM Titles
      - 15

Law Library
   - 170,370 volumes
   - Microtexts
      - 49,658 volumes
   - CD-ROM Titles
      - 9
   - Serial Subscriptions
      - 5,584

Collection of Afro-American
   - Literature
      - 4,000 volumes

Fenway Library Consortium
   - 1,800,000 volumes

Faculty

<table>
<thead>
<tr>
<th>College of Liberal Arts &amp; Sciences</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>116</td>
<td>113</td>
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<tr>
<td>School of Management</td>
<td>61</td>
<td>33</td>
</tr>
<tr>
<td>Law School</td>
<td>73</td>
<td>62</td>
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</tbody>
</table>

Finance

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<tr>
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<td>$42,179,000</td>
</tr>
<tr>
<td>Operating Budget</td>
<td>$55,000,000</td>
</tr>
</tbody>
</table>
**Tuition**

**College of Liberal Arts & Sciences**

| Undergraduate | $9,800 |
| Graduate Education | $10,150 |

**School of Management**

| Undergraduate | $9,800 |
| MBA | $13,500 |
| MSF | $14,700 |
| MSA | $14,700 |
| MST | $14,700 |
| MPA | $13,200 |
| MHA | $13,200 |
| GDPA | $13,500 |
| JD/MBA | $14,340 |
| JD/MPA | $14,340 |
| Executive MBA | $1,675 per 3 credit course |
| Executive MPA | $1,565 per 3 credit course |
| Executive MHA | $1,565 per 3 credit course |
| APC | $1,260 per 3 credit course |
| CASPA | $1,209 per 3 credit course |

**Financial Aid**

| Federal | $2,834,825 |
| State | $787,595 |
| University | $4,743,101 |
| Other | $580,079 |
| Student Loans | $10,766,587 |

Over 64% of all full-time undergraduate students receive some form of financial assistance—loans, work-study, or scholarships. Priority is given to needy students who file in a timely manner.

**Athletics**


Intercollegiate Competition for men in Baseball, Basketball, Cross-country, Ice Hockey, and Tennis.

Intercollegiate Competition for women in Basketball, Cross-Country, Tennis and Softball.

Intercollegiate open competition in Golf and soccer.

Intramural Competition in Basketball and Volleyball.

Club Sports: Cheerleading.

Aerobic classes.
History  Founded to overcome barriers of income and discrimination, Suffolk University has a proud history of enabling its students to become honored members of the academic community, the business world, the professions of accounting, public service, health, law and the judiciary. In 1906, Gleason L. Archer founded Suffolk Law School to make knowledge of the law available to those denied access to a legal education by virtue of social class, religion or income. Archer had come to Boston from rural Maine to study law. He subsequently sought to provide an opportunity for other working students to study law. The response was enthusiastic, eventually prompting him to initiate other programs.

The College of Liberal Arts and Sciences, founded in 1934, was one of the first institutions of higher education in New England at which a student could earn a Bachelor of Arts degree entirely through evening study. The study of sciences was strengthened after the Second World War. There are now sixteen academic departments in the College of Liberal Arts and Sciences offering over fifty programs of specialized study.

The School of Management was established to serve part-time undergraduate students in business in 1937. It expanded to include graduate study in business in 1948 and public administration in 1973. The School of Management offered New England's first Executive MBA program in 1978. An undergraduate major in computer information systems was developed in 1981. The School of Management now provides a strong framework for business and government management in one of the most dynamic and competitive urban centers in the country.

In recent decades, Suffolk University has continually updated and expanded its curriculum and buildings to fulfill its commitment to respond to the changing needs of its students and to new developments in various fields of study. The Robert S. Friedman Field Station for teaching and research in marine biology and other disciplines was developed on forty acres fronting Cobscook Bay in Edmunds, Maine.

Suffolk University is located on historic Beacon Hill, near the State House, government agencies, the courts, and New England's medical, business and financial centers. This location is ideal for commuting students. Suffolk University is near Government Center and Quincy Market and only a short walk from MBTA stations at Park Street, Government Center, North Station, State Street, Downtown Crossing, and Charles Street. It is readily accessible by major bus lines, and commuter rail.
A modern public transportation system provides ready access to Boston's libraries, museums, theaters, educational institutions and diverse ethnicity.

Throughout its history, Suffolk University has sought to establish linkages with the business, public service, and legal communities which have reciprocated generously with financial support, internships, cooperative education positions, research opportunities, adjunct faculty, professional advice and placements for graduates.

**University Mission** Under the policies established by its Board of Trustees, the University provides educational opportunities of high quality in order to assist a wide range of students to realize greater social, economic and professional opportunities. Since its inception, *Suffolk University's fundamental mission has been to respond to the evolving needs of society by providing an opportunity for motivated and capable students to obtain a quality education in a challenging yet supportive environment and at an affordable cost*. This mission also includes a commitment to public service, research and continuing education. In achieving its mission, the University places students at the center of its efforts and value structure, and emphasizes academic excellence through teaching based on the application of theory and research. The University offers day and evening programs at both the graduate and undergraduate levels throughout the year.

The Law School, which confers the JD degree, provides instruction of the highest quality in legal theory, process and practice, taking advantage of the urban setting to educate students from the northeastern United States and from across the nation.

The purpose of the College of Liberal Arts and Sciences is to provide a traditional liberal arts education with a professional component, one which is comprehensive and thorough, which prepares students to live enlightened and productive lives and to earn a living. The College offers liberal arts programs in the humanities, the natural and social sciences, including undergraduate career-related and professional tracks in each major.

The School of Management offers both undergraduate and graduate programs in management and public administration for the public, non-profit, and private sectors that develop ability in problem solving and decision making in an international setting. The central thrust of the School's curriculum is aimed at career placement with all major functions of management being included in the core program.

As a private, urban university accessible to people of varied ages and of all religious, ethnic, and socioeconomic backgrounds; Suffolk University serves a metropolitan, regional, national, and international clientele. The University provides academic services for people of various levels of preparation and ability, and programs of sufficient depth and academic quality to challenge the most able.

**University Goals** In order to respond to the mission statement, Suffolk University has formulated the following specific goals toward which the efforts of all divisions of the University are directed.

- Prepare educated men and women for professions in business, industry, government, law, education, communication, journalism, social work, science and technology.

- Meet local needs by providing continuing education programs for adults, serving as a cultural center for the community, providing training for employers, and facilitating student involvement in community service activities.

- Improve the University's ability to serve economically disadvantaged students by individualizing services in admissions, financial aid, advising, counseling, career planning, and placement.
• Provide the necessary financial and physical resources for program support through a systematic commitment to development and fund-raising activities.
• Contribute to the solution of social, economic, and political problems facing greater Boston, the Commonwealth, the United States, and the international community.

**Beacon Hill Institute for Public Policy Research**
David G. Tuerck, Executive Director

The Beacon Hill Institute for Public Policy Research conducts an educational program on public policy issues, with emphasis on state and local government in Massachusetts. The institute performs research aimed at increasing understanding of, and at identifying solutions to, problems of government finance and of economic regulation as those problems affect Massachusetts voters, taxpayers, and businesses. Drawing from an economic database, the institute provides quick responses to policy issues as they surface.

The institute distributes its publications to an audience of voters, policy makers and opinion leaders and welcomes expressions of interest from students wishing to conduct research on public policy issues. The executive offices are located in 20 Ashburton Place, 2nd Floor, extension 8750.

**The Center for Management Development**
Peter J. Nowak, Director

The mission of the Center for Management Development at Suffolk University is to design and present a variety of programs in the areas of executive education and professional development. The faculties of the School of Management, College of Liberal Arts and Sciences and the Law School of Suffolk University as well as consultants and industry practitioners are instructors in these programs, bringing expertise and a rich variety of experience to the classroom.

It is our goal to provide programs which serve these needs through seminars, workshops, conferences, and certificate programs. To date we have conducted over 50 public seminars and workshops, several dozen custom-designed programs for companies and 5 intensive business management certificate programs for international business executives.

**C. Walsh Theatre**

*Artistic Director:* Marilyn Plotkins  
*General Manager:* Celeste Wilson  
*Technical Director:* Ted Colburn

Since 1977, the 500 seat C. Walsh Theatre at Suffolk University has presented the best of classic as well as new and innovative performing arts and artists. The theatre houses the Suffolk Student Theatre which presents student productions annually and The Boston Music Theatre Project, a university sponsored organization which develops new musicals and operas. Committed to community outreach, the theatre provides full technical, box office and house services as well as a professional staff to area arts groups and schools at an affordable cost.

**Small Business Institute**
Joel Corman, Director

The SBI at Suffolk University's School of Management is associated with the Small Business Institute of the Small Business Administration. The Institute sponsors a program in which students, as part of their class assignment, work with small, local businesses in need of assistance. The students act in a consulting capacity, applying the knowledge and skills they have developed during their careers at Suffolk University. The Institute is one of 385 programs nation-wide. For more information contact the Director of the Small Business Institute at (617) 573-8395.
GIFTS AND BEQUESTS

As a private university, Suffolk welcomes gifts and bequests to strengthen the University's general endowment, establish scholarships for students, ensure competitive salaries for faculty, enrich library collections, and provide for buildings and facilities.

Gifts and bequests may be made outright, restricted or unrestricted. They may be in the form of cash, securities, real or personal property, and insurance. Gift opportunities also include annuities, charitable trusts and other similar plans, which provide income for life to the donor, along with certain tax benefits.

Bequests

Bequests help ensure that the University continues its tradition of providing high quality educational programs and personal attention to its students. The following forms are provided as suggestions. They should be adapted or rewritten by legal counsel to fit the donor's individual situation.

If desired, bequests may be designated for a specific purpose. When a particular use is intended, the donor is encouraged to consult with University officers to ensure that the gift serves the purposes of the University.

General

I give, devise and bequeath to Suffolk University, a Massachusetts non-profit corporation located in Boston, Massachusetts, {insert dollar amount, description of property, or percentage of the estate}, as an unrestricted gift for its general purposes.

Residuary

I give, devise and bequeath to Suffolk University, a Massachusetts non-profit corporation located in Boston, Massachusetts, all remaining property owned by me at my death, both real and personal, and wherever situated, as an unrestricted gift for its general purposes.

Contingent

If any one or more of the above-named persons fails to survive me, then I give, devise and bequeath to Suffolk University, a Massachusetts non-profit corporation located in Boston, Massachusetts, as an unrestricted gift for its general purposes, all of the property, real or personal, which such person(s) would have received had such person(s) survived me.

Bequest for Endowment

I give, devise and bequeath to Suffolk University, a Massachusetts non-profit corporation located in Boston, Massachusetts, {insert dollar amount, description of property, or percentage of the estate} to be designated and held as a separate fund under the name {name of endowment fund}, but with the right of commingling for investment purposes with other funds held by said corporation, the income to be used for the general purposes of said University.

Suffolk welcomes inquiries about any of these opportunities and will provide full information upon request. Please contact the Director of Special Gifts, Suffolk University, 8 Ashburton Place, Boston, MA 02108-2770; (617) 573-8444.
Tuition and Fees

Financial Information
Tuition—1992-1993

Tuition charges are based on (1) the number of courses carried and (2) whether the student is in the undergraduate or graduate program. Any additional credits will be charged at the excess tuition rate.

Full Time Course Load
Full time students carry 12 to 17 credit hours per term, day or evening, with the 16th and 17th credits allowed as labs only.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$4,900</td>
</tr>
<tr>
<td>BSBA/JD</td>
<td>4,900</td>
</tr>
<tr>
<td>MBA</td>
<td>6,750</td>
</tr>
<tr>
<td>MPA</td>
<td>6,600</td>
</tr>
<tr>
<td>MSF</td>
<td>7,350</td>
</tr>
<tr>
<td>MSA</td>
<td>7,350</td>
</tr>
<tr>
<td>MST</td>
<td>7,350</td>
</tr>
<tr>
<td>MHA</td>
<td>6,600</td>
</tr>
<tr>
<td>JD/MBA</td>
<td>14,340</td>
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<tr>
<td>JD/MDPA</td>
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<tr>
<td>GDPA</td>
<td>6,750</td>
</tr>
<tr>
<td>MA</td>
<td>5,075</td>
</tr>
<tr>
<td>MED</td>
<td>5,075</td>
</tr>
<tr>
<td>MS</td>
<td>5,075</td>
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</tbody>
</table>

Excess Course

<table>
<thead>
<tr>
<th>Semester</th>
<th>Per Credit</th>
<th>Per Course</th>
</tr>
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<tbody>
<tr>
<td>Undergraduate</td>
<td>$326</td>
<td>$978</td>
</tr>
<tr>
<td>MBA</td>
<td>450</td>
<td>1,350</td>
</tr>
<tr>
<td>MPA</td>
<td>440</td>
<td>1,320</td>
</tr>
<tr>
<td>MA</td>
<td>338</td>
<td>1,014</td>
</tr>
<tr>
<td>MED</td>
<td>338</td>
<td>1,014</td>
</tr>
<tr>
<td>MS</td>
<td>338</td>
<td>1,014</td>
</tr>
<tr>
<td>MSA</td>
<td>490</td>
<td>1,470</td>
</tr>
<tr>
<td>MSF</td>
<td>490</td>
<td>1,470</td>
</tr>
<tr>
<td>MST</td>
<td>490</td>
<td>1,470</td>
</tr>
<tr>
<td>GDPA</td>
<td>490</td>
<td>1,350</td>
</tr>
</tbody>
</table>

Part-Time
Part-time students carry 1 to 3 courses per term, 11 semester hours maximum

<table>
<thead>
<tr>
<th>Semester</th>
<th>3 credit Hour</th>
<th>3 credit Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Progs</td>
<td>$258</td>
<td>$774</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>258</td>
<td>774</td>
</tr>
<tr>
<td>MBA</td>
<td>450</td>
<td>1,350</td>
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<tr>
<td>MPA</td>
<td>440</td>
<td>1,320</td>
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<tr>
<td>MSF</td>
<td>490</td>
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</tr>
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<tr>
<td>MHA</td>
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<tr>
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<td>1,350</td>
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<tr>
<td>MA</td>
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<td>1,014</td>
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<tr>
<td>Executive MBA</td>
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<tr>
<td>Executive MHA</td>
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</tr>
</tbody>
</table>
Mandatory Fees (per semester)

Student Activity Fee:
- Undergraduate Full-Time .......... $30
- Undergraduate Part-Time .......... $10
- MBA ....................................... $10
- MPA ....................................... $10
- MED ....................................... $10

Computer Fees for SOM Majors:
- Undergraduate Full-Time .......... $40
- Graduate Full-Time ............... $50
- Graduate Part-Time .............. $20

Other Fees

Lab Fee, course designate “L” or “F” in course number ............. $30
Make-Up examination (per exam) ........ $10
Transcripts ....................................... $2
Petition for readmission by academic standing committee ............. $20

Graduation

Spring Graduation ......................... $25
February and September Graduation .. $8
Late Registration (within first two weeks of classes) ............... $25
Late Registration (after second week of classes) ............... $50
Change of Course (after second week of classes) ............... $10
Deferred Payment Fee (service charge for two installment payments) .... $10
Late Payment Fee ............................ $10
Prior Statement of
- Student Account Fee ...................... $5
- Returned Check Fee ....................... $20
Charged for any check returned by our bank. In addition, if the check is given at Registration and returned, a Late Registration Fee will be assessed.

Financial Aid

Financial assistance is available to part-time as well as full-time students enrolled in a degree program. Although financial aid is not typically available to non-degree part-time students, the Financial Aid Office can be helpful to those who may be planning to apply for admission to a degree program.

You are urged to call the Financial Aid Office at (617) 573-8470 for more information or for an appointment to discuss possible options. Many students receive direct tuition assistance from their employer as an employment benefit. Students should contact their personnel office or job supervisor for information. Veterans should determine their eligibility from the Veterans Administration in advance of registration.

Tuition Liability

Tuition liability will be based on the date on which the Withdrawal Form is received by the Dean of Students; or Drop Form is received by the Office of the Registrar.

Withdrawal Notice or Drop Form is liable

<table>
<thead>
<tr>
<th>Filed and approved within:</th>
<th>for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to classes</td>
<td>0%</td>
</tr>
<tr>
<td>Second week of classes</td>
<td>20%</td>
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<tr>
<td>Third week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Fourth week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>After fourth week of classes</td>
<td>100%</td>
</tr>
</tbody>
</table>

For special short courses and institutes, consult the Office of the Bursar on the refund policy.

Non-attendance does not constitute official withdrawal or dropping of a course. Tuition is not refunded after the fourth week of class. Reasonable collection costs, including attorney fees will be added to delinquent accounts.
All tuition charges are subject to change by action of the Board of Trustees. Any such change may be made applicable to students already enrolled in the University. Please note that some courses and special institutes have different tuition rates.

The University accepts MasterCard and Visa for the payment of tuition and fees in excess of $50.

**Health Insurance**

All students, graduate and undergraduate, taking nine credits or more per semester must have some form of health insurance. Students will be given the option of either enrolling in the school insurance plan or they can file a waiver card with Health Services stating that they have health insurance comparable to the school plan. The school insurance plan is now being regulated by the state to insure that adequate health coverage is available.

**Payment Terms**

**Fall 1993**

Pre-registration for the Fall Semester occurs during the Spring. In order to submit your registration form, you must have a zero balance from Spring 1993. Then, the Office of the Bursar will generate a bill in July, and the tuition due date is August 6, 1993.

**Spring 1994**

Registration occurs in mid November through mid December 1993. Due to time constraints, a payment must accompany your registration. Bills will not be generated.

The payment options are:


2. *The Deferred Payment Plan* requires that one half of tuition charges be paid by:

   Fall 1993–August 6, 1993 balance due November 5, 1993. An invoice will be generated in October, and a $10 deferred payment fee will be assessed. Spring 1994–at the time of registration. No invoice will be generated. Balance due March 11, 1994. An invoice will be generated and a $10 deferred payment fee will be assessed.

   There is a $10 Late Payment Charge for those students who do not pay their deferred payment by the due date.

**Summer Session Tuition 1993**

The 1993 Summer Session rates will be charged according to the semester hour. See Part-Time Tuition Rates. No Student Activity Fee is charged for summer sessions.

**Loans**

Students who plan to borrow money from banks or elsewhere for their college costs are urged to submit their applications early enough to meet the payment due dates. Funds not received by the due dates will be assessed a $10 Deferred Payment Charge. Full semester charges will be deducted from the proceeds of all educational loans. Financial Aid refunds will not be released until after the add/drop period. Stafford Loans (formally called the Guaranteed Student Loan) applications must be on file in the Office of Financial Aid by June 30, 1993 for the Fall Semester, and November 30, 1993 for the Spring Semester. Stafford applications presented at registration will not be accepted in lieu of payment. Therefore, you must be prepared to make a minimum payment of 50% of the tuition charges.
Please remember, when calculating the amount owed for the semester, educational loans are disbursed in two (2) installments, one for each semester. You will receive a Notice of Disbursement from the bank informing you of each check amount. If you do not pay the amount equalling the difference between the tuition charges and the semester’s check amount by the August due date for the Fall Semester and when submitting your registration form for the Spring semester, you will be liable for the deferred payment fee. Since the University will assume that you will be attending both semesters, any early advances of the second disbursement of educational loans will be credited to the second semester.

No refunds from the proceeds of student loans will be refunded prior to the first day of classes.

**Office of the Bursar Hours**

For your convenience, the hours of the Office of The Bursar during the first two weeks of classes will be 8:45 A.M. to 7:00 PM. Monday through Thursday; and 8:45 A.M. to 4:45 PM. on Fridays.

The regular office hours are: Monday through Thursday 8:45 A.M.–5:30 PM. Friday 8:45 A.M.–4:45 PM. (617) 573-8407
Students may apply for admission to Suffolk University for the Fall, Spring, or Summer sessions and may attend full or part-time.

**Freshmen** The Admissions Committee judges freshmen applicants based on a successful high school college preparatory program. Consideration is given to class rank, recommendation of the high school counselor, the College Board scores, and other pertinent information. It is recommended that all candidates complete the following: 4 units of English, 3 units of Mathematics (Algebra I, Algebra II, Geometry), 2 units of Science (at least 1 unit of Lab Science), 2 units of Language, 1 unit of American History, and 4 units distributed among other college preparatory electives.

**Transfers** Transfer applicants are accepted based on successful work at accredited two-year colleges, four-year colleges, or other institutions of collegiate rank. The last thirty hours in any bachelor's degree program must be earned at Suffolk.

Requirements for specific degrees are listed by major in the section which describes undergraduate degree programs.

The School of Management will accept direct transfer of credit for lower division (freshman/sophomore) level courses taken at regionally accredited two-year and four-year colleges with appropriate grades providing that such courses correspond directly to lower division courses offered at Suffolk University during freshman/sophomore years. Except for selected business courses, Suffolk University awards credit for "D" grades earned at another accredited institution if the overall average is 2.0 or above. Freshman and sophomore courses taken at a two-year or four-year college that are not required at Suffolk until the junior/senior year will not be transferable unless validated.

The following validation procedure is recognized by the School of Management:

Successful completion of an advanced course in the subject field for which the course in transfer is a foundation. Upon completion of an advanced course, a student must submit a Petition Validation Form to the Registrar's Office.

A transfer validation brochure is available from the Undergraduate Admissions Office, 8th floor Sawyer Building. For transfer students in the College of Liberal Arts and Sciences, courses taken at regionally accredited two-year and four-year colleges with appropriate grades are generally transferable providing that such courses are equivalent to those offered at Suffolk University.
Admissions counselors are available to discuss transfer credit, academic requirements, and problems encountered in the process of transfer. After the student's transfer status has been clarified, however, the student must confer with their assigned faculty advisor for subsequent academic advice.

**Graduate Students** Refer to Graduate Section at the end of this bulletin.

**Advanced Placement** Credit may be awarded for College Board Advanced Placement Tests taken in high school. Six semester hours are awarded for each test successfully completed.

**College Level Examination Placement Tests (CLEP)** A maximum of 60 semester hours of credit may be awarded for the results of the CLEP tests. A maximum of thirty semester hours may be awarded for the five tests in the General Examination. The other thirty hours may be awarded for subject tests. The CLEP Test which is administered by the College Board, is given at Suffolk University through the Ballotti Learning Center. In order to ensure that test scores are received in time for graduation, students must take the tests prior to the last semester of their senior year. For more specific information concerning CLEP, contact the Ballotti Learning Center, which administers the test.

**Reading and Writing Skills** Selected freshmen students will be required to take Writing Skills ENG 001 and Reading Skills ENG 002 (3 semester hours of credit each). In rare and exceptional cases students may be required to take ENG 003 and/or ENG 004 prior to taking ENG 101. These courses have been developed to help students improve their study and verbal skills so that they will more effectively realize their academic potential while at Suffolk University.

**Part-Time Degree Candidates** Part-time applicants for degree status are expected to meet the same requirements as full-time students. An Equivalency Certificate issued by any State Department of Education may be used in lieu of a high school diploma.

**Continuing and Professional Studies Program (CAPS)** The Continuing and Professional Studies Program is a non-degree, continuing education program available to adults at Suffolk University. A student can register for college courses without formally applying for admissions status. CAPS students are required to submit a CAPS registration form during the designated registration period. There are no limits to the number of credit hours a student can earn in the CAPS program, however, students interested in eventually entering a degree program are encouraged to do so after the accumulation of 30 credits.

In the School of Management, CAPS students are eligible to enroll in classes at the undergraduate level, and in School of Management courses 310 and higher only if the necessary prerequisites have been completed. These completed prerequisites must be verified by an official college transcript. The School of Management does not allow CAPS students to register in MBA program courses.

**Senior Citizens** Senior citizens (65 or over) may take tuition-free undergraduate courses at Suffolk on a space-available basis. Applicants should consult the Admissions Office for enrollment procedures. A $30 application fee is charged.

**International Students** The International Student Office is located in the Ridgeway Building. A special information brochure is available for undergraduate international students. For the Fall Semester an application and all required credentials must be received by the deadline date of June 15th. International students applying for the Spring Semester must submit their applications and all required credentials by the deadline date of November 15th.
The University is authorized under Federal Law to enroll nonimmigrant alien students.

Undergraduate students may be required to take ENG 003—English as a Second Language and/or ENG 004 prior to taking ENG 101 or 102, if a language deficiency exists as determined through testing by the English Department or the Test of English as a Foreign Language (TOEFL).

**Admissions Information** Applications for undergraduate admissions may be obtained by writing to the Office of Undergraduate Admissions, 8 Ashburton Place, Boston, Massachusetts 02108. The Office of Undergraduate Admissions is open Monday through Friday, 8:45 a.m. to 4:45 p.m. Evening appointments must be scheduled in advance. Telephone: (617) 573-8460.

**Re-Admission to Suffolk University** Students re-entering Suffolk University after an absence of one semester or more and who left in good academic standing should request a special re-entry form from the Admissions Office.

**Notification of Acceptance** Suffolk University uses rolling admissions, notifying the student of the Admissions Committee's decision soon after the application file is complete. Early decisions are given when there is evidence of three years of highly successful college preparatory study and above-average SAT's (Junior scores).

**Housing** Suffolk University's Housing Office provides information about a number of student residence halls and other residence options available to any full-time student studying in the Boston area. All residence halls listed are located within walking distance of the Suffolk campus and are close to the Boston Public Garden, Copley Square and subway connections to all parts of the city. While the University does not own or exercise control over any of these residence halls, many of our students have chosen to reside at these facilities and have found them to meet their housing needs in a satisfactory way.

For those students who would like assistance with locating apartments, roommates, or other housing arrangements such as free room and board in exchange for limited child care, Suffolk's Housing Office, located in the Ridgeway Building, 3rd Floor, maintains current listings of these housing options. The Housing Office also provides information about neighborhoods, rental agents and current prices. Other services include meeting international and out-of-state students upon arrival in Boston, arranging temporary housing and escorting students as they look for apartments. For housing assistance, call the Housing Office at (617) 573-8239.
**Financial Aid**

**General Information** Throughout the history of Suffolk University, it has been general policy to encourage and foster education for students of limited means. Commitment to the goal of keeping higher education affordable is apparent in the University's policy of maintaining tuition costs substantially below those of other private institutions of higher learning in the New England area. Even so, the cost of higher education represents a significant financial burden for many families. Suffolk University offers numerous financial aid programs to help families alleviate this financial burden.

There are four sources of financial aid available at Suffolk University. They are: the federal government, the state government, the University, and private sources. Federal programs include grants, low interest loans, and employment programs. The Commonwealth of Massachusetts awards loans and grants to state residents who demonstrate financial need. The University and private agencies/organizations award scholarships, grants and loans to needy students.

Financial aid awards are made to assist students in financing the cost of education when their personal and family resources are not sufficient. Hence, most funding is awarded on the basis of demonstrated need.

The difference between the total cost of education and the total possible family contribution is expressed as the financial need. In general, higher family incomes require greater expected contributions to University costs. Particular family circumstances and student summer and/or part-time earnings also have a bearing on financial need. As a member of The College Scholarship Service, Suffolk University adheres to the principle that the total amount of financial assistance shall not exceed the student's demonstrated financial need.

Any undergraduate or graduate student enrolled in a degree program of at least six semester hours of credit may apply for financial aid consideration. Most awards are limited to students enrolled full-time. A student must also be in good academic standing, must be making satisfactory progress, must be a citizen or national of the United States, and not have defaulted on previous education loans. All undergraduate aid applicants are required to apply for PELL Grant and state scholarship consideration.

Financial aid awards usually are granted for an academic year of study, September through May. One-half of the amount of aid granted will be credited to the student's tuition account in the fall semester and one-half in the spring semester. Awards are usu-
ally offered as a “package,” i.e., some combination of the three kinds of aid (grants, loans, and employment).

Applicants must reapply for funding each year and can generally expect to receive the same level of funding provided:

- a) University funding levels remain the same
- b) application deadlines are met
- c) need levels remain the same
- d) satisfactory academic progress is maintained
- e) enrollment status remains the same

Applicants have the right to appeal a decision and should contact the Office of Financial Aid for further details on the appeal procedure.

**Satisfactory Progress Policy**

Suffolk University students must be making satisfactory academic progress in order to qualify for any form of financial aid. Satisfactory progress is monitored by the Academic Standing Committee of each school and requirements stipulate:

- a) a student who attempts up to 59 credits must have a minimum cumulative G.P.A. of 1.8
- b) a student who attempts 60 or more credits must maintain a minimum cumulative G.P.A. of 2.0
- c) a transfer student who attempts 30 or more credits at Suffolk must maintain a minimum cumulative G.P.A. of 2.0
- d) a student must successfully complete 75% of all attempted credits. Please note W, L, NG, Pass and Fail grade will be included in the calculation to determine successful completion of 75% of attempted credits
- e) on the undergraduate level, incomplete grades WILL NOT be considered as attempted credits since an incomplete becomes an F; if work is not completed within one year. On the graduate level, incomplete grades WILL be considered as attempted credits.

The Academic Standing Committees will review each student’s progress at least once a year. Students deemed ineligible for financial assistance as a result of academic problems may regain eligibility once satisfactory progress requirements are met.

A student on academic probation for two semesters will lose aid eligibility after the second semester. In addition, a student may not receive aid to cover the costs of repeating course work.

Every student has the right to appeal an Academic Standing Committee decision on the basis of mitigating circumstances (i.e., illness, death of a family member, etc.). Appeals may be approved by the Dean of Students or the Director of Financial Aid. Appeals on the basis of mitigating circumstances should be submitted in writing (with supporting documentation) to the Dean of Students or the Director of Financial Aid.

**Loans**

**Federal**

**Federal Stafford Loan Program** The Stafford Loan Program enables students to borrow from commercial lenders in order to finance their educational expenses. While the majority of these are made by banks and other financial institutions, they are guaranteed by a state agency and insured by the federal government.
Academic year limits and total aggregate limits are established as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Annual Loan Limit</th>
<th>Aggregate Loan Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>$2,625</td>
<td>—</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Year</td>
<td>$3,500</td>
<td>—</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd and 4th Year</td>
<td>$5,500</td>
<td>$23,000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$8,500*</td>
<td>$65,500</td>
</tr>
</tbody>
</table>
| *Enrollment periods after 10/1/93

The aggregate amount for graduate students includes loans obtained at the undergraduate level. The Stafford Program currently offers loans with an interest rate of 7.36% for new borrowers.

Prior to completion of the bank loan application, the applicant must have completed all required application forms.

As a result of changes in regulations governing the program, most student can qualify for a Stafford Loan if basic eligibility requirements are met (see “General Information” section.) Subsidized Stafford Loans are available to those who demonstrate need; unsubsidized loans are offered to those students who don’t meet demonstrated need requirements. On unsubsidized loans, the student is responsible for the interest while in school by capitalizing or making monthly interest payments.

Plus, SLS and Perkins loans are also available to assist students with educational expenses. Plus loans are for parent borrowers; SLS’s are for students. The loans are made by a lender such as a bank, credit union or savings and loan association. These loans carry a variable interest rate, adjusted each year. For the 1992-93 academic year the interest rate was 9.34%. Plus Loans with a first disbursement after 7/1/93 may be approved for the total cost of education, less financial aid. SLS Loans with a first disbursement date after 7/1/93 may be approved for up to $10,000 per year. Plus or SLS loans can be obtained from your bank. Teri Supplemental Loans are also available to undergraduate and graduate students on the basis of credit worthiness. Applicants may borrow up to cost of attendance at a variable interest rate (2 points above prime). Students or parents interested in a fixed rate should consider the MEFA (Massachusetts Education Financing Authority) Program. Applicants for all Loan Programs must be enrolled at least half-time.

The Office of Financial Aid recommends students and parents apply early for loans since processing time can be lengthy. Please note a borrower must be enrolled at the time loans are disbursed. If not enrolled when loan proceeds are received by Suffolk University, the funding must be returned to the bank/credit agency. Deferment information on all loans is available on the promissory note. Be sure to carefully read all promissory note information when negotiating any loan.

**Federal Perkins Loan Program** The Perkins Loan Program is directly administered by the Office of Financial Aid as part of the Federal Campus-Based Aid Programs. Generally a Perkins loan is awarded to a student as part of a total aid package.

The current interest rate for a Perkins Loan is 5%. No interest is charged for these loans until repayment begins. Repayment starts 6 months after a student ceases to be at least a half-time student. Details on repayment schedules are available in the Office of the Bursar.

Perkins loans are need-based and cannot exceed the following limits:

- **Undergraduate:** $15,000.
- **Graduate:** Total of not more than $30,000 for undergraduate and graduate studies.
Full or partial cancellation of a Perkins loan is allowed under certain conditions, i.e., teaching emotionally, economically, and mentally handicapped students; death; or permanent disability; service as a Vista or Peace Corp Volunteer.

The President’s Incentive Loan/Grant* is an innovative financial assistance program which encourages recipients to graduate. Each award is offered in the form of a loan; recipients are required to negotiate promissory notes. Loans range from $1,000 to $1,500 and are renewed each year provided academic progress is maintained. However, when the recipient graduates, all loans are forgiven, thereby converting to a grant. The recipient must repay the loan with interest if he/she withdraws or transfers from the University.

The Suffolk University Low Interest Loan Program was recently established to assist aid applicants who are not eligible for need based funding. Institutionally funded loans of $2,500 per year are available at an interest rate of 5% to students enrolled for at least six credits per semester. Repayment is not required until the student graduates or ceases to be enrolled as a half-time student.

Scholarships/Grants

Federal

Federal Pell Grant (formerly Basic Educational Opportunity Grant-BEOG) This federal grant, renamed PELL Grant after Senator Claiborne Pell, is designed to assist undergraduate students. The actual amount a student receives depends on the financial information reported on his/her Financial Aid Form; length of enrollment during the academic year, and the cost of education.

Supplemental Education Opportunity Grant This grant program is available to full and part-time undergraduate students, awards range up to $2,000.

State

Massachusetts State Scholarship Program* Full-time undergraduate students who are legal residents of the Commonwealth of Massachusetts are eligible for Massachusetts State Scholarship consideration. This scholarship is awarded directly to students by the Massachusetts State Scholarship Office. State Grants range up to $2,500.

Gilbert Matching Grant* This state program is available for full-time undergraduates, who are Massachusetts residents.

University Scholarships

Trustee’s Scholarship This institutionally funded scholarship program is available to full or part-time undergraduate and graduate students.

The James and Joan Bristol Scholarship is available to junior accounting students who demonstrate academic promise, scholastic achievement and potential in their future profession.

The Nelson G. and Mary G. Burke Scholarship is available to residents of Rhode Island with demonstrated need.

The Agnes Driscoll Scholarship is a need and merit based award available to members of the sophomore, junior and senior classes.

The Thomas Fulham Scholarship*, a merit scholarship, is awarded solely on the basis of academic promise and scholastic achievement to entering freshman. Minimum 3.0 cumulative G.P.A. required for renewal.

The Inner City Scholarship was established to assist needy students from Roxbury, Dorchester or South Boston.

The George C. Seybolt Scholarship* is a full tuition scholarship available to students with demonstrated need.
The Maria Stewart Scholarship* is a $5,000 grant awarded to ten incoming freshman/transfer students. This program was established to encourage diversity within the Suffolk Community. These renewable awards are extended on the basis of need and talent. A minimum 2.5 cumulative G.P.A. required for renewal.

Massachusetts Society of Certified Public Accountant's Educational Foundation Scholarship* is awarded to Junior Accounting majors who are planning to enter the Accounting profession in Massachusetts. The student must be a legal and voting resident of the Commonwealth of Massachusetts, must possess good character, financial need, scholarship ability and the student must be a full-time undergraduate who has completed at least two academic years at Suffolk University. Each student receives a $1,000 scholarship.

The John P. Chase Scholarship* is a merit award established through the generosity of Trustee John P. Chase. These awards are merit based and are offered to entering students. A minimum 3.0 cumulative G.P.A. required for renewal.

Baker & Company, P.C., Scholarship This scholarship is funded by the Stephen A. Baker Company, Inc. of Lynnfield, Massachusetts. $1,000 is given to an Accounting major completing his/her junior year. The scholarship is based on high academic achievement and will be applied to the recipient's senior year tuition.

The Stephen P. Novak Educational Trust Fund was established to provide scholarship support to deserving incoming freshmen.

The Henry Warren Benevolent Fund was established to assist needy students from the Ashland area.

The Harold Stone Scholarship is awarded to an outstanding junior accounting student. The $2,000 scholarship is applied to the senior tuition.

The Mio Davis Marketing Scholarship is available to a marketing major in the junior year. The student must be in good academic standing and demonstrate financial need.

The John M. Corcoran Scholarship* was established through the generosity of Trustee John M. Corcoran. These awards are based solely on SAT scores and are only offered to entering students. A minimum 3.0 cumulative G.P.A. required for renewal.

Pvt. Sheldon R. Cohen Scholarship is offered to an entering full-time freshman from Chelsea with demonstrated need.

E. William Dandes Scholarship is awarded to an accounting major.

P. Leo Corcoran Scholarship* was established through the generosity of Mr. & Mrs. Corcoran. These awards are based on SAT scores and are only offered to entering students.

Ella M. Murphy Memorial Scholarship is awarded to a student in good standing majoring in English.

Stanley M. Vogel Scholarship is an annual scholarship available to an outstanding student majoring in English.

Archer and Griffin Fellows* May be offered a $500 renewable merit scholarship. Participants are selected by invitation and not all fellows receive a scholarship renewal based on minimum 3.0 G.P.A..

Graduate Management Part-time Scholarship is awarded to part-time graduate students who are ineligible for employer tuition remission or only receive partial tuition remission. These $1,000 merit-based scholarships are not renewable.
Boston Newspapermen's Benevolent Association* Scholarship is available to an academically qualified and deserving student, preferably a journalism student planning to enter the print media. Priority given to juniors and seniors.

Ethelanne Trent and Charles Silver Scholarship is available to part-time students enrolled in the College of Liberal Arts & Sciences at the sophomore or above level. Awards are made on the basis of need and merit with priority given to females who are mature in years.

Vendome Firefighters Scholarship is awarded to a child or descendant of a Boston Firefighter on the basis of merit. Recipient must be an entering freshman.

Richard Vokey Scholarship is available to an incoming freshman who is a graduate of Chelsea High School.

Evening Division Student Association (EDSA) Scholarship was established to assist deserving part-time students on the basis of need and merit.

The Grandfathered Tuition Plan for Meritorious Students* An undergraduate student enrolled full-time in CLAS or SOM for 1993-1994 with a cumulative G.P.A. of 3.6 or higher will be charged the 1992-1993 tuition rate, thereby absorbing no tuition increase. Applicants must have been enrolled at Suffolk University for at least one full academic year and have no D, F, or Incomplete grades, and plan to enroll full-time during the 1993-1994 school year. Grades are reviewed once per year following the Spring Semester only.

The Family Discount Plan* was established to assist families with two or more undergraduate full-time students enrolled at Suffolk University. A $250 discount can be obtained simply by completing an application in the Office of Financial Aid. (Does not apply for family members enrolled in law school).

Further information on these and other scholarship programs can be obtained through the Office of Financial Aid.

Employment
The College Work Study Program provides students with employment opportunities on the University campus or with various off-campus organizations/agencies. The Office of Financial Aid makes every effort to provide opportunities which offer work experience related to the student's educational objectives. The earnings from employment are intended to defray direct and indirect educational expenses. College Work Study funds are available to undergraduate and graduate students in good academic standing, making satisfactory progress, who demonstrate financial need.

The Ballotti Learning Center's Retention Scholarship Program* Ten (10) students will be awarded a $3,300 scholarship in exchange for 300 hours of support in the Ballotti Learning Center on retention related projects. Recipients will be selected by a committee of administrators and faculty members. Awards are based on merit. Applicants must have been enrolled at Suffolk University for at least one year and have a G.P.A. of 3.0 or higher. Awards are renewable based on satisfactory performance. This scholarship is also available to international students. A minimum 3.0 cumulative G.P.A. required for renewal.

International Student Employment Program Fifteen (15) international students will be offered a $1,500 employment award to enable the recipient to work on-campus. Selections will be based on demonstrated need and institutional employment goals.
The Orientation/Scheduling Assistantship Program* A $3,300 scholarship will be awarded to 10 full-time students enrolled in CLAS or SOM. Applicants must have been enrolled full-time for at least one academic year and have a G.P.A. of 2.8 or higher. In exchange for the scholarship, recipients will provide 300 hours of support to the Student Activities and Registrar’s Offices on Orientation/Registration projects. This scholarship is also available to international students.

The Trustees Ambassador Program offers 10 recipients a $3,300 scholarship in exchange for 300 hours of support with the Enrollment Management Division. Awards are merit-based and applicants must be full-time undergraduates enrolled at least one year prior to receipt of the scholarship. This scholarship is also available to international students.

Fellowship Program A number of fellowship opportunities are available for full and part-time graduate students. Recipients assist faculty and administration with research projects or administrative tasks in exchange for full or partial tuition remission. Some fellowships also carry a stipend. These awards are based on merit.

Graduate Education/Human Services Scholarship is awarded to part-time graduate students who receive no, or partial, employer tuition remission. These $1000 merit based awards are not renewable.

Confidentiality All information provided to the Office of Financial Aid is regarded as confidential and cannot be released without the expressed written consent of the student applicant.

Location The Office of Financial Aid is located on the 8th floor of the Sawyer Building. The telephone number is (617) 573-8470.

*requires full-time enrollment

Hours While classes are in session during the Fall and Spring semesters, office hours for the Office of Financial Aid are: Monday–Thursday 8:45am to 7:00pm and Friday 8:45am–4:45pm. While classes are not in session, office hours for the Office of Financial Aid are: Monday–Friday 8:45am–4:45pm. Evening appointments are available by request. General information and questions are handled on a walk-in basis by the Office of Financial Aid staff. Appointments with specific administrators are available on request.

Deadlines March 1—Application for undergraduate student financial assistance must be submitted to the Office of Financial Aid. April 1—Application for Graduate Financial assistance must be submitted to the Office of Financial Aid. A complete application includes:

1. Suffolk University Financial Aid application—due March 1 for undergraduates or April 1 for graduate students.

2. Signed copies of applicant’s and parent’s federal tax return plus schedules—due April 15. (Independent students may not be required to submit parents’ tax forms—see FAFSA or Free Application for Federal Student Aid (FAFSA) for clarification.)

3. Financial Aid Form (FAFSA) of the College Scholarship Service—recommended mailing date February 15, if you wish to be considered for institutional aid.

4. Free Application for Federal Student Aid (FAFSA)—recommended mailing date February 15, if you wish to only be considered for federal aid.

5. Official statements from all sources of non-taxable income detailing yearly benefits—due April 15.

6. Financial Aid Transcripts from all institutions of prior attendance—due April 1.
November 1–Spring review and January transfer applications are due.

March 1–Summer application and other supporting documents are due.

**Employer Support** Many students receive direct tuition assistance from their employer as an employment benefit. Contact your Personnel Office for information. For information on ROTC remuneration and scholarships, refer to the Military Science section in the College of Liberal Arts and Sciences section of this catalog.

**Outside/External Awards** Any financial aid awarded to a student which is not listed on the recipients award letter can result in a reduction in total aid offered by Suffolk University. Students are required to report any outside funding to the office of Financial Aid immediately upon receipt. If necessary, the aid offer will be revised. In *most* cases, if a reduction is required, self help awards (loan or employment) will be reduced/eliminated before grant/scholarship dollars.

**Refunds** Occasionally, an applicant may receive aid in excess of tuition costs. In such cases, a refund check for the difference is issued to the student, but not until "Add/Drop period" is over, usually four weeks after the start of the semester. Hence, it is important to make financing plans accordingly since personal resources may have to be utilized to cover fees, books and other related expenses.

**Co-op and Financial Aid** A student participating in the Co-op Program may be considered for financial aid if enrolled for a minimum of six credits per semester.
The Mildred F. Sawyer Library occupies the first two floors and two floors below street level of the Frank Sawyer Building at 8 Ashburton Place. It contains a collection of 105,000 volumes, more than 1,330 current periodicals, and more than 167,000 microform units. Books are arranged on open shelves by Library of Congress classification numbers and may be borrowed until the end of each semester. Periodicals are arranged by title on the 1st floor, but they may be taken out of the library. Course-required textbooks and assigned articles are kept on reserve at the Circulation Desk on the second floor. These may be borrowed for two hours in the library.

The Sawyer Library has seating for 400 students, with study carrels, three group-study rooms, and a browsing area where current newspapers, magazines and “best-seller” books may be found. Also provided are microcomputers, typewriters, coin-operated photocopiers and microfilm reader/printers.

A major strength of the Sawyer Library is its Reference Department. Four full-time Reference Librarians provide help in using the Library’s many services. Along with the usual resources of an academic reference department, the Reference area has a strong collection of special encyclopedias, directories, indexing and abstracting services, and business services, of which several are accessible in CD-ROM databases. In addition, there are selected census materials, and online access to hundreds of bibliographic and information databases.

When additional resources are needed, the library can refer students to the appropriate library among the many in the Boston area. The holder of a current Suffolk University ID card can use any of the 14 libraries in the Fenway Library Consortium. Students can also use the Boston Public Library, including its Kirstein Business Branch, the Massachusetts State Library, and other academic and special libraries nearby.

The Sawyer Library is open during the school terms as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 a.m. to 11:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 a.m. to 11:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:00 a.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 a.m. to 11:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>8:00 a.m. to 5:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>10:00 a.m. to 5:00 p.m.</td>
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<tr>
<td>Sunday*</td>
<td>1:00 p.m. to 9:00 p.m.</td>
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*The library is closed on most holidays and on Sunday during the summer.
Collection of Afro-American Literature
In 1971 Suffolk University and the Museum of Afro-American History established a Collection of African American Literature. In 1981 the newly established Boston African American National Historic Site, under the auspices of the National Park Service, joined the project.

The collection includes poetry, drama, fiction, and non-fiction prose of important African American writers from the eighteenth century to the present in both book and periodical form. It contains related critical, historical, biographical, and bibliographical works by writers of all races. Of special interest is the Collection of African American Writers Associated with New England. Housed in the University’s Sawyer Library, the collection serves as the nucleus for a permanent center in Boston for students and visitors to study and enjoy African American literature.

Archives
The University Archives collect materials documenting the history and activities of Suffolk University, including yearbooks, newspapers, catalogs, newsletters, administrative documents, photographs, and memorabilia. The Archives are located within the Mildred E. Sawyer Library.

Computer Facilities
Suffolk University houses a PRIME 6350 supermini computing system, dedicated solely to academic computing. The PRIME is part of a growing campus network and all students have accounts for access. The network is accessible from a large collection of terminals and microcomputers at various locations, including the Sawyer Library, and from off-campus via dial-up lines. Software available on the PRIME includes widely used programming languages such as BASIC, C, COBOL, and FORTRAN, and a number of applications products including Minitab, SAS, SPSSx, and TSP. Access to Internet which allows international electronic mail and other services is also available on the network. The Office of Academic Computing of the College of Liberal Arts and Sciences and of the School of Management both provide regularly scheduled student consultants to answer questions about the use of their facilities and software.

The School of Management houses over 170 IBM PC and compatible (PCs) Macintosh (MACs) microcomputers on several floors of the Frank Sawyer Building. Over 70 are dedicated to students, the majority installed in a modern computing facility located on the 5th floor. SOM student facilities are comprised of a large public Student Computing Laboratory, an adjacent Computerized Classroom, and wordprocessing stations in 2 public labs and the graduate lounge.

The Student Computing Laboratory in S544 has extensive open hours and is fully staffed and monitored by student consultants. Consultants offer one-on-one peer tutoring and other assistance on the use of pre-stored courseware, software and hardware required for course related assignments and projects. Hardware available includes draft and laser printers, a cluster of MACs and PCs which include (10) 386 25MHz and (30) 486 33MHz systems. Students have available over 25 widely-used microcomputer software products selected from the extensive archive. These include software for spreadsheet, database, graphics, communications, wordprocessing, statistics and applications in specific functional areas. Other resources include access to the campus network and the PRIME computer for use of programming languages, applications software, e-mail and Internet, uploading and downloading capabilities, and a station dedicated to tax research studies equipped with a research database on CD-ROM with a link to Lexis/Nexis.
The Computerized Classroom S522 is used extensively for course instruction and houses 20 networked IBM PC compatible computers using ETHERNET and the Novell Netware operating system. An instructor station on the network is capable of displaying IBM PC and Macintosh output, and VHS video signals on a ceiling mounted color projection system. Microcomputer software products used on the network are stored on 2 file servers. A connection from the network to the university PRIME 6350 academic computing system allows students working on the network access to PRIME-based software.

The College of Liberal Arts and Sciences has two Computing Resource Centers located in the Fenton and Ridgeway buildings. The Fenton laboratory houses a Novell-based network of over 60 IBM compatible (386SX and 486) and Macintosh microcomputers, a cluster of 4 DEC workstations (2100, 3100 and 5000) as well as dot matrix and laser printer facilities. The Novell network, the DEC cluster, the lab printing facilities, plus numerous computers and printers in various Fenton locations are interconnected via a high speed, wide bandwidth fiber optics backbone spanning the whole Fenton building. The Ridgeway laboratory houses over 20 IBM compatible and Macintosh microcomputers as well as a host of laser printers.

In addition to the Fenton and Ridgeway CRCs, the college has a variety of computer equipment dedicated to various departments, e.g., Physics and Engineering, Communication and Journalism, Sociology, etc. They include over 90 microcomputers and 60 printers, a cluster of SUN workstations and specialized computer-aided-design equipment.

The computing stations in Fenton CRC as well as the majority of the other stations in CLAS access a Micro VAX 3300 which is being transferred to the DEC workstation cluster.

A variety of software packages (word processing, spreadsheets, programming languages, graphics, statistics) are available for use by students and faculty on microcomputers, workstations and the MicroVAX.

Access to the computing facilities is extensive: the Fenton and Ridgeway CRCs are open for more than 70 hours per week and there are numerous dial-in lines available for remote access. Other services include training sessions for new equipment and software, newsletters and electronic bulletin boards.

Other resources are available to students in the Sawyer Library. Computer systems in the library can be used to access the campus network, or used for spreadsheet analysis and word processing. Also available is access to the large financial database, COMPSTAT, on CD-ROM.

**University Media Services**

The University Media Services is comprised of three centers located in S908, D215 and F404. These centers provide media equipment, services and instructions to the faculty and administration for classroom use and campus activities. A minimum of three days advance notification is required to ensure equipment reservation. To obtain equipment for use in your class/building, contact the coordinator in your building. Forms are required for the reservation of services and equipment, and can be obtained from any UMS facility. Two services are available for direct student use, the Walk-in Production Center and the Viewing Room. The Walk-in Production Center, located in S908, is a graphic production facility where students can produce overhead transparencies, posters and other graphic materials. Equipment use is free of charge; however, there is a small fee for materials. Please call x8168 for hours and reservation information. Faculty planning graphic production which cannot be com-
The Ballotti Learning Center

The Ballotti Learning Center is a multi-faceted support service providing diverse programs for the Suffolk University community. Most Learning Center programs offer strategies and techniques for improving academic success. For this reason, Learning Center programs are appropriate for students preparing for graduate school as well as students needing academic support in their current undergraduate or graduate program.

The Ballotti Learning Center is located in the Ridgeway Building, 3rd floor, Room 300. The Center is open 9:00 a.m. to 5:00 p.m., Monday through Friday. Evening hours are posted each semester. All services are free. For further information stop by the Center or call 573-8235. The following services are available at the Center:

- **Peer Tutor Program:** Peer instruction in strategies for time management, exam preparation, text comprehension, note taking, learning style analysis is available.

- **Study Group Program:** Study group sessions for targeted high risk classes in which student leaders model techniques and strategies for understanding course content.

- **Campus Referral:** Central service for providing referral information about resources on campus.

- **Materials Resource Library:** Self-study help in Math, English, study skills, typing, computers, and much more.

- **AHANA Peer Liaison Program:** Peer outreach to answer questions and generally support African-American, Hispanic, Asian, and Native American students during their transition into the Suffolk University community.

- **Continuing Orientation Student Mentor/Co-Leader:** As part of Student Continuing Orientation Program, upper-class student mentors contact new students to answer questions and share information that supports a successful academic experience.

- **College Success Workshop Series:** Summer program available to all entering students as an informal opportunity to feel comfortable with the S.U. campus, make friends, and learn about techniques leading to academic achievement.

- **ESL:** Offers academic support to English as a Second Language students at the University.

- **CLEP:** College Level Exam Placement Test allowing students to receive college credit by demonstrating content achievement.

- **Graduate Exam Prep:** Self-study graduate exam preparation programs for GRE, LSAT, GMAT, MCAT.

**Accounting Lab** The Accounting Lab provides tutorial assistance to all students enrolled in Principles of Accounting courses. At the beginning of each semester the schedule of days and hours of operation is posted at the Ballotti Learning Center, and also announced in Accounting classes.
**Math Support Center** is located in Fenton 230, offers a variety of math assistance during both day and evening throughout the fall, spring and summer sessions.

Drop-in Math Help Sessions offer one on one help with course work for students in all various freshman and sophomore math course. Special instructors answer questions, go over exercises, assist students with lecture content and generally help students to “keep on top of” their course work.

The Math Support Center also offers several ways for students to review basic math topics such as fractions, decimals, percents, how to use formulas and how to work with parentheses and negative signs. At the beginning of each semester the Center runs two hour review workshops to help those who need to “brush-up” on the basics. Other Basic Math Workshops run throughout the semester for students needing more extensive review.

A small library includes alternate texts and workbooks for additional self-help.

**Writing Center** Tutorial assistance in reading, writing and English as a Second Language is available free of charge to all Suffolk undergraduates. Students first meet with the Director of the Writing Center and are then assigned a tutor with whom to work. Undergraduates with superior skills in English serve as peer tutors under the Director’s supervision. Tutors provide assistance in:

- grammar, punctuation
- usage, style
- sentence structure
- essay organization
- developing ideas

For further information, drop by the Writing Center (Fenton 554) or call for an appointment: 573-8270.

**Student Life**

**Dean of Student’s Office** The Dean of Student’s Office is responsible for creating and maintaining programs and services that enhance student life at the University. The office functions as a resource and referral source for a variety of student concerns and welcomes the opportunity to hear from students about their experiences at the University. In addition to working with students around certain academic petitions and requests for leaves of absence and withdrawals, the Dean works cooperatively with other parts of the University ensuring the institution is responsive to students’ needs in all areas. This office also adjudicates student conduct matters, is responsible for outreach to parents, special programs for new transfer students, housing services, and assistance to the learning disabled and the physically challenged. If a student has a question, problem, or an idea and is unsure where to take it, the Dean of Student Office is a good place to begin.

**Student Activities Office** This office is a resource to student organizations. Housed in the Student Activities Center, 28 Derne Street, the Student Activities Office provides services including: organizational assistance, programming advice, information, budgetary guidance, scheduling coordination, flyer printing, room reservations, a monthly calendar of events, and direct advising for student organizations. For a listing of student organizations active at Suffolk University, please consult the Student Handbook or the Student Activities Office.
Evening Division Student Association (EDSA) is the student government body which represents all evening and/or part-time undergraduate and graduate students who are, by definition, members of the association. The voting EDSA executive board is composed of 15 individuals who are elected by the association each April. The EDSA budget comes from the $10 activities fee which is used to provide EDSA's constituents with activities and services designed to improve the quality of life at Suffolk. Those interested in becoming voting members or learning more about EDSA should direct correspondence to the Student Activities Office, 28 Derne Street.

Campus Ministry The Campus Ministry by Office is a place where people can drop to talk—or pray—about what matters to them. Campus Ministry provides programs in which contemporary concerns are presented from a religious perspective. Campus ministers are available for liturgical services and counseling to students, faculty and staff. The Campus Ministry Office is located in the Student Activities Building, 28 Derne Street.

Career Services and Cooperative Education Office The Career Services and Cooperative Education Office assists students in developing career objectives, exploring career alternatives and initiating the strategies and techniques necessary to secure successful, fulfilling employment.

Office Services include:

- Career Counseling.
- Career exploration opportunities, including internships, career-related part-time jobs, and career related cooperative education placements.
- Workshops and mini-courses focused on career opportunities, in specific fields, resume writing interviewing skills, and job hunting strategies.
- Alumni Career Advisory Network.
- Full and part-time job listings, on and off campus recruiting and job fairs.

Staffed by experienced professionals, the Career Services and Cooperative Education Office offers individual career counseling and access to a comprehensive resource library that includes books, periodicals and directories as aids for all levels of career concern.

Cooperative Education is an approach to learning that integrates academically relevant work experience with classroom education. Students in the Co-op Program work full or part-time in a job directly related to their major course of study. The Co-op experience allows students to make more realistic career choices; learn through the practical application of their academic study; become more competitive in the job market upon graduation; and in many instances earn a significant portion of their college tuition.

All full-time students are eligible for the Co-op Program if they have completed their freshman year (or one semester for transfer and graduate students) and have earned a grade point average of 2.5 or above. Co-op is an optional, non-credit program and students may choose to enroll in only one or as many as five full-time or nine part-time terms. Work terms coincide with the school calendar; beginning and ending at the start and finish of each semester. The Fall assignment begins Sept. 1 and ends Dec. 31. The Spring term begins Jan. 1 and ends mid-May. The Summer term begins mid-May and ends August 31. Because Co-op students make use of the summer term to either work or attend classes, the longest it will take to complete a degree is four and one half years for students who work in full-time Co-op placements. Those who enroll in part-time placements work while attending classes and often graduate in four (4) years.
Co-op placements are available with all types of employers: accounting firms, banks, law firms, brokers and retailers, hospitals, universities, government and social service agencies. The specific placement for which students apply depends upon interest, experience and ability. There are placements suitable for sophomores with no employment experience as well as for seniors and graduate students about to enter their chosen professions.

**Health**

**Health Center** The University's Health Service Department has the responsibility for providing routine and emergency care to the student body. Emergency care is provided for the University's administration, faculty, staff. Services include: diagnosis and treatment of common illnesses and injuries; gynecologic services including birth control counseling and pregnancy testing, sexually transmitted disease screening; premarital bloodwork, allergy injections, immunization and athletic physicals. A sports trainer is available to treat students with orthopedic conditions. In addition, health education is provided about such topics as AIDS, weight control, smoking cessation, cancer, cholesterol, heart disease and alcohol awareness. All visits to the health center are confidential and provided free of charge by two nurse practitioners and a part-time physician.

Due to Massachusetts State Law, a student enrolled in nine or more credits per semester must have health insurance. If the student is covered by health insurance, the student must file an Insurance Waiver form with the Health Services Department at the University. If the student does not prove to have comparable health insurance s/he will be charged a premium for a health insurance plan offered by the University. Health insurance information and applications can be obtained from the Health Service Office located on the first floor of the Fenton Building, Room 104, telephone extension 8260.

All accidents or injuries occurring on University property should be reported to the Health Services Office. Any student contracting or exposed to a communicable disease should also contact the Health Services Office.

Finally, all students enrolled in 12 credits or more must provide evidence that they have been properly immunized against measles, mumps, rubella, diphtheria and tetanus. According to State Law, this information must be provided prior to attending classes.

**University Counseling Center**

(Department of Psychological Services)
The University Counseling Center helps students function more effectively by assisting them in defining and achieving their personal and academic goals. Counseling Center facilities and programs are offered without charge to full and part-time students, faculty, administration, and alumni. Due to limited resources, it is not always possible to provide complete support services for special non-degree students. Services include the following: (1) individual and group counseling related to personal concerns, academic adjustment and career exploration, (2) administration and interpretation of aptitude, achievement, interest and personality tests to assist students in the process of exploring and defining career goals, (3) maintenance of a career/education library, (4) experiential courses in Interpersonal Relations, Helping Skills, and Leadership Skills, and (5) individual and group consultations designed to help improve the learning environment at the University.

Strict confidentiality of records and counseling relationships is maintained at all times. No information concerning any person's counseling relationship shall be shared unless a written release is obtained from that person.
Counseling Center services are available Monday through Friday from 9:00 a.m. to 4:30 p.m., on Wednesday evenings from 4:30 to 6:30 p.m., and by appointment. Appointments can be made in Ridgeway Room 305 or by telephone 573-8226.

**Specific Services**

**English as a Second Language (ESL) Program**

The ESL Program enrolls students whose primary language is other than English and allows students to major in the College of Liberal Arts and Sciences or School of Management. Students begin with one or two years of intense developmental courses intended to improve reading and writing proficiency as well as math skills, after which students pursue a degree.

Students enrolled in the ESL Program are administered a series of placement tests in order to assist in the appropriate selection of courses and to tailor the academic curriculum to the individual needs and level of preparedness of students.

Students who are assessed as having intermediate level skills, are placed in a year long ESL Program which requires that they take 24 to 30 hours of courses, all of which are part of the typical Suffolk University degree program. First year courses for Intermediate ESL students typically include:

- Intermediate ESL Reading Skills
- Intermediate ESL Writing Skills
- Integrated Studies
- American History
- Math 101 or higher depending on Math Exam Score

Students who are assessed as having elementary level skills are placed in a two year ESL Program. The academic credits they receive during the initial year of the elementary program are not part of the typical Suffolk University degree program. Accordingly, the credits they receive do not count toward completion of degree requirements, although they do allow students to be eligible for financial aid. Once students successfully complete the first year of the program, they are enrolled in the Intermediate-level program and receive full credit for their course work. Elementary courses generally include:

- ESL Elementary Reading Skills
- ESL Elementary Grammar Composition
- ESL Elementary Writing Skills
- ESL Elementary Listening/Speaking Skills
- ESL Math Skills

**International Student Advisor** The International Student Office located in the Ridgeway Building, provides international students with a wide variety of administrative and support services related to legal, financial, and personal matters in order to facilitate their adjustment to the United States and Suffolk University. The office also acts as liaison between the immigration services; U.S. or home country government agencies; sponsoring agencies; and the Suffolk University system, including administrative and academic departments and personnel.

**AHANA (Minority) Student Support**

The Assistant to the President and Director of Multicultural Affairs serves as a counselor, a resource person and an advocate for African American, Hispanic, Asian and Native American (or AHANA) students. Students typically come to discuss issues related to personal life, adjustment to campus, academic progress or career planning. Since the office is also a center of information on selected job and study opportunities, students are encouraged to call or visit whether or not they have specific concerns. The Assistant to the President collaborates with other campus members to present programs which promote knowledge of AHANA cultures or which foster cultural unity.
The AHANA office is open Monday through Friday from 8:45 a.m. to 5:00 p.m. with evening appointments available on request. Student may visit Sawyer 765 or telephone 573-8613.

**Veterans Services** The Registrar’s Office functions as a liaison between the Veterans Administration and the University. It certifies and processes both initial and follow-up claims for benefits. It also assists in cases when a veteran who is entitled to benefits has not received them.

**Suffolk University Alumni Association** The Suffolk University Alumni Association is really several organizations. Each serves graduates of one of the University’s three schools. All graduates and honorary degree recipients of the University are automatically enrolled as members.

The General Alumni Association represents graduates of the undergraduate colleges and all graduate programs not specifically designated as a separate division. The Law School Alumni Association represents graduates of the day and evening divisions of the Law School. The MBA/MPA Alumni Association represents graduates of the MBA and MPA programs.

Alumni play an integral part in promoting and maintaining the high standard of education which is a tradition at Suffolk University. Each association has a 17-to 19-member board of directors, including two students, to conduct its affairs and programs. Through their support of the Annual Fund, alumni enable the University to maintain facilities, provide scholarship assistance, augment library resources and fulfill ongoing financial needs.

**Bookstore** The Suffolk University Bookstore is located in the Ridgeway Building. The Bookstore is the official agent of the University in the sale of books, supplies, clothing, study aids, and many other items. The Bookstore is open Monday through Thursday 8:00 a.m. to 8:00 p.m.; Friday 8:00 a.m. to 6:00 p.m. and Saturday 9:00 a.m. to 2:00 p.m.

*Purchase Policy:* Visa, Mastercard and Discover, or personal checks are acceptable in exact amount of purchase with a student I.D. or a valid driver’s license. The purchaser’s name must be imprinted on checks, and an address and phone number must be provided. A fee of $15 will be charged for all returned checks.

*Refund Policy:* New and used books in “as purchased” condition accompanied by a sales receipt may be returned for a 100% refund for two weeks after the purchase. Purchases made by personal check will have a store credit issued which can be redeemed for cash after a three week waiting period. After two weeks, or without a receipt, a 100% store credit will be issued for a reasonable time period. All other merchandise is refundable within 30 days of purchase with receipt. All refund requests are subject to the discretion of store personnel. All software and audio product purchases are final sales. All texts and study aids are final sales during the last two weeks of the semester and during finals.

*Book Buyback Policy:* Books will be bought back year-round, from 9:00 a.m. until closing, Monday through Friday. It is recommended that the end of the semester. If a book is being used in the next semester, and it is not overly written in, highlighted, or damaged, 50% of the new book price will be offered. If the book is not being used in the next semester, the current wholesale book price will be offered. The bookstore reserves the right to determine quality, quantity and price for books being
bought back. A valid I.D. is required for book buyback. No book will be bought back without a cover. No buyback transactions can be conducted over the phone, but time allowing, written buyback lists containing author, title, and edition will be considered.
**Registration**

Registration for students currently attending the University will be conducted by mail. Appropriate notice will be posted on University bulletin boards and published in University newspapers as to the time and the procedure of registration.

The Admissions Office will notify newly accepted students as to the time and the place of their registration.

Late Registration Except in special cases, registration is closed after the first full week of classes in any semester. A late registration fee of $25 will be charged to students who are authorized to register during the first week of class, and $50 during the second and third weeks of class.

Change of Address Students are required to notify the Registrar of any change of home or local address, parent or guardian, or any change of legal name. When a student's legal name is changed, a certified copy of the relevant documents must be submitted to the Registrar. Changes of address must be submitted to the Registrar within 48 hours of the effective date of the change.

Add/Drop or Change of Course Students who wish to add, drop, or change a course during the first two weeks of a term must obtain the signatures of the instructors of the affected courses. The add/drop form must be returned to the Registrar's Office.

Normally, courses may not be added or changed after the second week and, under no circumstances, after the fourth week. Full-time students who wish to add, drop, or change a course after the first two weeks of a term must obtain the permission and signatures of the instructors of the affected courses and the Registrar. Part-time students need the signatures of the adding course instructor and a designated administrator from their Academic Dean's Office. A $10 fee is charged for each course change after the first two weeks of a term.

Class Hours Classes traditionally meet three times a week on Monday, Wednesday, and Friday for 50 minutes, twice a week on Tuesday and Thursday for 75 minutes, and for 2 hours and 40 minutes once a week in late afternoons and evenings. Classes meeting on Monday, Wednesday, and Friday and once a week have a 10 minute break between classes. Classes meeting on Tuesday and Thursday have a 15 minute break. The period between 1:00-2:15 p.m. on Tuesday and Thursday is reserved for student activities, faculty meetings, guest lectures, and cultural events. No undergraduate classes are held during this time period.
Continuing Orientation  All incoming full-time freshman and transfer students are required to participate in the University’s Continuing Orientation Program. Continuing orientation for freshmen takes place over the course of the semester as an integral part of the required Freshman Integrated Studies course (IS 111-112) in the College of Liberal Arts and Sciences, and in the School of Management as part of the Ballotti Learning Center/SOM Continuing Orientation collaboration. Continuing Orientation for new transfer students takes place in Continuing Orientation Groups during the early part of the semester in which a student enters the University. Both the freshmen and the transfer components of the Continuing Orientation Program provides incoming students with important information about the University, its resources, and its services, as well as with invaluable success, study, and survival skills.

Courses at Other Institutions
Once matriculated into a degree program at Suffolk, students are expected to complete all their course work at the University. Exceptions are made for international study or where academic hardship merits consideration.

Students who wish to take courses at another institution while enrolled in a degree program at Suffolk and have the resulting credit hours transferred to their Suffolk transcript, must first seek written permission from the Dean of their respective school or college. To be considered for eligibility, a student must be in good academic standing (2.0 GPA or better with no Incomplete grades), have transferred fewer than 63 outside credit hours into Suffolk and have accrued not more than 92 total credit hours towards graduation.
STUDY ABROAD

Internationalization of the College's student body, programs, and curriculum is the means by which cultural diversity concerns and honors programming aspirations can be reconciled and made mutually supportive. The internationalization of education in the College of Liberal Arts and Sciences equals the multiculturalizing of curriculum (the careful investigation of other cultures in a world context), study abroad opportunities for U.S. students and faculty, and similar opportunities for representatives from other cultures to visit the College both to give them greater understanding of U.S. culture and to provide members of the CLAS community with living human embodiments of diverse locales, viewpoints, and ways of life. All of these experiences will combine to enrich the understanding and broaden the perspectives of all concerned. To challenge ethnocentric assumptions by providing a better appreciation of the diversity and mutual worth of cultures, the College aims in a student's undergraduate experience to complement the study of national "majority" and "minority" cultures with an exposure to the larger pattern of international cultures. Such exposure helps students to relate their local culture(s) to regional and global "mother" cultures and alternative cultures, providing the perspective they need to grasp the U.S. "majority" culture's position as a "minority" culture in the world at large.

As one step toward internationalization, the College's Committee on Study Abroad oversees several programs that make study outside the United States available to all undergraduate students. Students who plan to receive academic credit for study abroad must have their programs approved in advance by their major academic advisor, their Academic Dean, and the chairperson of the Committee on Study Abroad. This applies to all study abroad credit, whether given at a foreign academic institution, in a US or foreign-based study abroad program, or in Suffolk University field courses. These programs include:

**InterFuture (Intercultural Studies for the Future):** A junior-year-abroad program. Students eligible to apply are sophomores in the top 10% of their class and (occasionally) outstanding freshmen. InterFuture Scholars undertake an intensive experience in intercultural study. During an eight-month preparatory period, the student prepares an intercultural independent study project with the help of a faculty advisor on campus and a series of InterFuture conferences. The participant carries out his/her research at home and then abroad—in, if possible, both a North Atlantic and a Third World nation.

Overseas for three to seven months, an InterFuture Scholar becomes as immersed as possible in the host culture(s)—studying in each country under a local expert and living with local families and students. The research papers prepared by InterFuture participants are submitted to their home institutions for fifteen semester hours of ungraded academic credit. Information concerning the exact terms of participation and availability of positions as InterFuture Scholars is available from Dr. David Robbins.

**Academic Exchange Program with the Charles University, Prague:** During each academic year, Suffolk University welcomes two undergraduate students from the Charles University in Prague, Czechoslovakia. In exchange, each spring semester the College of Liberal Arts and Sciences sends a two-week study tour, normally consisting of 10-15 Suffolk students.
and faculty members, to Prague, where the participants are hosted by the Charles University. Details concerning participation in the Czech study tour may be obtained from Dr. David Robbins.

**Academic Exchange Program with University College, Cork:** Suffolk University annually welcomes up to five students from University College, Cork, Ireland. In exchange, up to five Suffolk University students are hosted for a semester or an academic year by University College, Cork. Details concerning participation in the UCC exchange program are available from Dr. Robert Topitzer.

**Center for International Studies, Madrid:** To provide its students with a study-abroad experience in a European Community member nation at a high-quality educational institution comparable in standards, scale, and level of personal attention to those available to Suffolk University students in Boston, Suffolk University has arranged with the Center for International Studies in Madrid to accept Suffolk University students for one-semester and two-semester academic exchange visits. In the fall and spring semesters of each academic year, Suffolk will send up to 15 students, primarily sophomores, but also juniors and seniors, to the Center for International Studies in Madrid. There, they will be enrolled for 15 credits in regularly scheduled classes over which Suffolk University has sole and direct academic control. These students will be registered as full-time students at Suffolk University, and will thus retain full eligibility for University, state, and federal financial aid.

Suffolk University will maintain a resident director from the regular Suffolk University administration or faculty at CIS in Madrid during the fall and spring semesters. In addition to teaching two courses per semester, the Suffolk resident director will assume on-site responsibilities for the program, including personal and academic counseling of students, on-site evaluation of the program, periodic meetings with the administration of CIS, and the reporting of program and CIS activities to the home campus. He or she will also be available for consultation with colleagues, class visitations, accompanying students on excursions, and for consultation about possible CIS student placement at Suffolk. Suffolk University undergraduates visiting the CIS in the fall semester will also be accompanied by a Suffolk University professor, who will teach two courses and maintain regular office hours.

**Application and Selection:** Suffolk University will select students for the study in Spain program at CIS from among those undergraduates who are in good standing at Suffolk and in addition have:

1. a minimum 2.7 G.P.A.
2. completed two years of college-level Spanish or the equivalent.
3. obtained the appropriate visa to study in Spain.
4. evidence of capability of assuming reasonable personal expenses while living in Spain.

Students interested in participating in Suffolk University's study-abroad at CIS program, or in obtaining more information about the program, should contact Dr. David L. Robbins. Applications from prospective participants are due in the hands of Dean Robbins on or before April 15 for those wishing to spend the fall semester at CIS, and on or before November 15 for those wishing to spend the spring semester at CIS.

The deadline for Suffolk University student pre-registrations for fall semester CIS courses is April 30; for spring semester CIS courses, the deadline is November 30. Pre-registrations for CIS courses should be submitted to Mary Hefron in the Registrar's Office.
Program for Suffolk Students Enrolled at CIS: Under the sole and direct academic control of Suffolk University, CIS will continue to offer, as it does at present, programs and courses that conform to the following descriptions:

CIS will provide quality instruction in small classes with a maximum of 15 in language classes and 30 in lectures.

The instructional program at CIS will be designed to fulfill general education curriculum requirements of Suffolk University and other U.S. universities, while offering prerequisite lower division courses leading to a major in Business Administration/Management and other elective courses in Liberal Arts and Sciences.

CIS will also offer upper division courses with primary focus on the languages and cultures of Europe open to students from Suffolk University and other American universities.

Faculty at CIS will have appropriate academic preparation, credentials, and language proficiency equivalent to those required to teach these courses at Suffolk University, and to ensure that student achievement is similar at CIS and Suffolk.

The academic program at CIS will be under the sole and direct control of Suffolk University. Only those faculty approved by Suffolk will be permitted to teach courses which carry Suffolk University credit.

The Suffolk University resident director will perform regular on-site evaluations of all CIS courses which will carry Suffolk University credit. Copies of student evaluations of courses which carry Suffolk University credit will be sent to Suffolk each semester.

A comprehensive orientation program of two days' duration focusing on Spanish culture and on the city of Madrid will be conducted by CIS for Suffolk students upon their arrival in Madrid.

In addition to the initial orientation, CIS will sponsor two educational excursions per semester to other parts of Spain.

CIS will be responsible for assigning Suffolk students to satisfactory living situations in Madrid. Payment of housing costs in Madrid will be the responsibility of the Suffolk students.

Additional services available to all students at CIS will be listed in its bulletin.

The Institution: The Center for International Studies (CIS) is a small, independent institution in the center of Madrid offering the initial two years of an American undergraduate program, and a limited number of upper-division area-studies courses. It is dedicated to the education of both Spanish students beginning their studies at CIS with the intention of completing them in the United States, in particular Boston, and American students sent to CIS for a semester or year by American colleges and universities to increase their understanding of Spanish language and culture. The goal for Spanish and American students is to enhance their future professional opportunities in careers of an international and/or multilingual nature.

Students enrolled at CIS receive Suffolk University credit for all courses taught at CIS over which Suffolk University has sole and direct academic control. The Suffolk University undergraduate Registrar's Office will issue transcripts, specifying classes taken at "The Center for International Studies, Madrid, Spain," on the basis of grade lists provided at the end of every session by CIS faculty members.

Accreditation: The relationship between CIS and Suffolk University will follow the guidelines established for such relationships by the Regional Institutional Accrediting Bodies Council on Post-secondary Accreditation, dated February 1990 entitled "Principles of Good Practice in Overseas International Education Programs for Non-
U.S. Nationals" and by the principles established for such relationships by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc., dated March 1973 entitled "Contractual Relationships with Non-Regionally-Accredited Organizations".

Other Off-Campus Study Opportunities:
Field Courses Abroad offered periodically, by members of the English, History, Government, and other academic departments, in locales such as Central America, Eastern Europe, and Southern Africa;
British Universities Summer Schools (9-credit, IIE-sponsored study package at one of three British universities);
Regents' College, London (one- or two-semester academic year, or summer, study at a U.S.-accredited college in central London);
London Internship (one semester internship in London, administered through the Government Department, but open to all undergraduates);
Other International Internships (various one-semester international internship opportunities, especially in the Third World, available through the Partnership for Service Learning);
Washington Internship (one-semester internship in Washington, D.C., administered through the Government Department, but open to all undergraduates).

Fulbright Scholarship for Graduate Study Abroad: A highly selective and highly competitive federal government program that provides support for one year (and occasionally more) of graduate study abroad. Students eligible to apply are seniors in their final year of undergraduate study. Applicants must have outstanding academic records and the strong endorsement of their major professors. Information concerning terms and the availability of the awards is available from Dr. David Robbins.

Project SAFARI (Study at Foreign Academically Recognized Institutions): A loan program for study abroad. Any full-time student in good standing at Suffolk is eligible to apply for an interest-free SAFARI loan to assist in meeting the costs of study at a foreign academic institution. SAFARI loans are awarded on the basis of: 1) a project description justifying the need for foreign study; 2) approval by the appropriate department chairperson; and 3) the student's previous demonstration of satisfactory achievement in the general area of the project. Additional details on application procedure and financial arrangements are available from the chairperson of the Committee on Study Abroad.

International/Intercultural Internships Suffolk University offers full-time internships in a number of countries, currently including Australia, Ecuador, England, France, Germany, Jamaica, Mexico, and the Philippines. Internship placements and housing are provided by affiliate agencies, but students remain registered at Suffolk, and their academic work is supervised and evaluated by a Suffolk faculty member. The program is administered through the Government Department, but open to undergraduate students of any major. Financial arrangements and entrance requirements vary; interested students should inquire in the Government Department.
**Performance Evaluation**

**Grading System** The following grading system applies to all undergraduate students.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Honor Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

"A", "A−", "B+", and "B" are honor grades.

"B−", "C+", and "C" represent satisfactory work.

"C−", "D+", "D", and "D−" represent passing but unsatisfactory work.

"F" is a failing grade. It indicates (a) that more than half of the course requirements are complete but unsatisfactory by the end of the semester or, (b) that the student dropped the course or withdrew from the University without valid cause after the midpoint of the course (in terms of weeks of class). Students who merely stop attending a course without having completed the official forms should expect to receive a grade of "F". The "F" grade remains in the cumulative average even if the course is retaken.

"I" (Incomplete) indicates a failure to complete the course requirements. The "I" grade is given, at the instructor's discretion, only if the student has completed at least half of the course requirements successfully at the end of the semester, and there is a reasonable expectation that all course requirements can be completed in one academic year. Unless an "I" grade is formally re-evaluated by the instructor, within one academic year, it automatically converts to an "F".

In those rare cases where a laboratory is not offered annually, the work outstanding must be completed not later that the end of the semester in which the lab is scheduled. The student should notify the Registrar immediately in writing to prevent the "I" grade prematurely converting to an "F" in this situation.

"L" (Lost) is awarded when a student's name appears on a roster, but the student does not appear in class or disappears before being formally evaluated by the instructor;
“W” signifies official withdrawal from a course. A “W” is assigned administratively if a student:

1) drops a course, following proper university procedure, between the end of the drop/add period and the mid point of the semester, or

2) drops a course or withdraws from school after the midpoint of the semester with the written approval of the Dean of Students office. Permission is given only for valid cause such as debilitating illness, relocation, serious family crisis or other circumstances beyond the student’s control.

Courses officially dropped during the add/drop period will not appear on the student’s record.

“AU” (Audit) In an audited course, a student will not receive credit or honor points; however, a student must pay the same tuition as if taking the course for credit. It is the student’s responsibility to inform the instructor that he/she is auditing the course during the first two weeks of classes. Under no circumstances may a student change from the evaluative letter grade system to audit or vice-versa after the first two weeks of classes. Any course which is audited will appear on the student’s transcript with a grade of AU.

“P” (Pass) A Pass-Fail Option is available to students in lieu of letter grades subject to the following limitations and regulations:

Eligibility is restricted to Juniors and Seniors in good academic standing and to those Junior and Senior transfer students who have completed a minimum of 15 semester hours of course work at Suffolk University. This option is limited to four 3 semester hour courses per student. An exception may be made for Psychological Services PS 503—Interpersonal Relations, which can be taken by any student as a Pass-Fail course with the consent of the instructor.

Pass-Fail courses may not be taken in a student’s major and may not be used to fulfill general college requirements or related courses required as part of the student’s area of concentration (major).

Students will designate courses as Pass-Fail on their registration forms at the time of registration. No changes from the designation of Pass-Fail to the letter grade system or vice-versa are permitted after the course-change period has elapsed at the opening of any semester or summer session.

At the end of the semester, instructors will submit letter grades for all students except for those who have chosen to take the course on a Pass-Fail basis. The instructor and the Registrar will transcribe a Pass as P and a Fail as F for those who elected this option.

A Pass received on this basis may be applied toward fulfilling degree credits, but may not be applied toward the quality point average. Students planning to attend law school or other graduate schools should be aware that many professional and graduate schools prefer students to submit traditional letter grades.

Grade Reports Grade reports are generated by the registrar’s office and mailed to every registered student (except those with negative account balances) soon after the conclusion of each semester.

Students are solely responsible for their academic progress and should confer immediately with their academic advisor in the event their performance becomes substandard. Failure to maintain satisfactory progress can lead to loss of financial aid, academic probation or dismissal, or other equally serious consequences.
Repeating a Course  A course may not be retaken for credit once it has been completed with a passing grade (D- or better).

Honor Points  Scholastic averages are computed by multiplying the credit hours by the honor point equivalent. For example, a 3 credit course, evaluated as “A” will be counted as 12 honor points (3 credits multiplied by 4.0 = 12). Grades of “I”, “W” “P” “AU” and “I” are not computed in determining Honor Points, and have no impact on a student’s scholastic average.

A cumulative average of 2.0 (C) and an average of 2.0 (C) or better in one’s major is required for graduation. Students are required to monitor their average in their major. Should a student receive less than a “C” in a major course, the student must make an appointment with his or her advisor to discuss the suitability of the major.

Attendance  Requirements for attendance are established by the instructors in all courses. Instructors are responsible for informing students of their policies and attitudes regarding attendance, at the beginning of each course. The student, when absent from class, has the responsibility of obtaining knowledge of materials covered in classes missed, especially information about announced tests, papers, or other assignments. While absence may adversely affect grades in courses where class participation is a determinant in grading, absence per se in other courses will not result in academic penalty.

Academic Disputes  A student who believes that an academic evaluation has no basis in fact or is arbitrary should bring this to the attention of the instructor and to the department chairperson. If a student is still unsatisfied after a conference with the instructor and department chairperson s/he may raise the issue with the academic Dean of the respective college whose decision shall be final.

Final Examinations  Final examinations are required in all regular courses unless waived by the department chairperson and the Dean.

Make-Up of Final Examinations  Only when incapacitating illness or other emergency makes attendance at a final examination impossible may a make-up examination be granted. The request should be made promptly (within two weeks) to the Dean of Students. A medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. A fee of ten dollars is charged for each make-up examination. A student who has completed a course with a grade of “F” is not eligible for a make-up examination. Students may, however, take the CLEP test in lieu of repeating a failed course.
Course Information

Course Numbering System

<table>
<thead>
<tr>
<th>Course Range</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>Developmental Programs</td>
</tr>
<tr>
<td>100-199</td>
<td>Introductory Level</td>
</tr>
<tr>
<td>200-299</td>
<td>Intermediate Level</td>
</tr>
<tr>
<td></td>
<td>(prerequisite may be required)</td>
</tr>
<tr>
<td>300-499</td>
<td>Intermediate and Upper Level</td>
</tr>
<tr>
<td></td>
<td>(prerequisite may be required)</td>
</tr>
<tr>
<td>500-599</td>
<td>Advanced Undergraduate Study</td>
</tr>
<tr>
<td></td>
<td>(faculty permission required)</td>
</tr>
</tbody>
</table>

Course numbers ending in a one (1) or a two (2) may be part of a two-semester sequence, with part one normally completed before part two is undertaken. Letter pre-fixes indicate: (F) extra fee assessed, (L) lab fee assessed, (T) fee assessed, (X) no lab fee assessed, and (H) honors course.

Normal Full Program A program of four or five courses is considered a full load for a full-time student in any semester. Petitions to take a sixth course are available from the student’s Academic Dean’s Office. All full-time undergraduate students are expected to complete at least four courses each semester. Those who fail to do so can only continue with the permission of the dean of the college in which they are enrolled. This policy does not apply to students admitted as continuing education students, non-degree students, or senior citizens who may carry reduced course loads at their own discretion.

Transcript of Record Requests for transcripts should be made in writing at least one week in advance of the date on which the transcript is desired. The University reserves the right to refuse to issue a transcript of the record of any student who has not fulfilled all financial obligations due the University.

No transcript requests will be honored during the registration periods. Requests must be made in writing or by coming to the Registrar’s Office in person. No telephone requests will be honored.

Excess Courses Any course, in addition to the normal five courses, is an excess course. Special permission to register for a sixth course may be sought if the student has been in attendance at Suffolk University for at least two full semesters or more, and providing that the student’s cumulative grade point average is 2.5 or better at the time of the petition. Application for excess courses should be made at the Registrar’s Office, 7th floor, Sawyer Building, before Registration.
In all other cases, permission to take an additional course must be obtained in advance of Registration. Petition forms are available in the Registrar’s Office and Deans’ Office. Normally, a student may not receive credit for more than six courses in any one semester.

Students whose average is below 2.5 are ordinarily limited to two courses per Summer session. Students whose average is 2.5 or better may carry three courses in each summer term.

**Independent Study** The purpose of a directed independent study is to provide students with unique study opportunities with an individual faculty member. The guidelines with respect to independent assignments are as follows:

1) Students must have a 2.5 average at the time of application.

2) Students must gain authorization prior to registration (Independent Study forms are available from the office of the Academic Dean).

3) A description of the independent study project must be approved by the individual faculty member, by the department chair, and the Academic Dean.

4) Adjunct faculty are not eligible to supervise independent study.
Student Accountability

Voluntary Withdrawal  If it becomes necessary for a student to withdraw from the university, he or she is expected to complete an official withdrawal form obtainable in the Dean of Student’s Office and have an exit interview with the Associate Dean of Students. When circumstances prevent this, the student or parents should write to the Dean of Students concerning the reason that requires withdrawal from college.

Smoking  In compliance with Massachusetts General Laws, Chapter 759, Suffolk University is a non-smoking campus.

Decorum  Specific regulations governing questions of conduct, policies, and procedures of student behavior and disciplinary measures are contained in the Suffolk University Joint Statement on Rights and Freedoms of Students, which can be found in the Student Handbook.

Cheating and Plagiarism  Suffolk University insists upon the highest standards of academic integrity in all student work, both written and oral. Penalties for cheating and plagiarism are severe, including possible suspension or expulsion. A full discussion of the responsibilities of students in this matter can be found in the Student Handbook.

Suspension, Enforced Withdrawal and Expulsion  The University reserves the right to suspend, enforce the withdrawal of, or expel a student whose academic standing or conduct is in its judgment unsatisfactory, or who does not comply with the rules and regulations of the University. Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to appropriate disciplinary action which may include suspension or dismissal.
Academic Honors

Recognition Day  Students who have excelled in a single academic field, or who otherwise have earned distinction through meaningful campus activities, are formally recognized in ceremonies held at the end of each spring semester. Criteria for selection are diverse, according to the nature of the award. Further information is available in the Student Activities Office.

Delta Alpha Pi Society  At the close of each term the deans and faculties of the Colleges select high standing junior or senior full-time students for membership in Delta Alpha Pi. Election is an academic honor and recognizes truly superior achievement by an undergraduate enrolled in any bachelor's degree program. A student may receive this honor, represented by the Delta Alpha Pi key, at the end of the junior year, or upon completing the first half of the senior year. The minimum academic requirements for election are as follows:

Junior Year (early selection)—A student who has completed between 69 and 94 semester hours of college work, at least 30 of which have been completed at Suffolk University, and who has earned a cumulative honor point average of 3.6 or higher shall be eligible for early selection for the honor society. Students who have more than one grade of F or I are ineligible for election to Delta Alpha Pi.

Senior Year (final selection)—A student who has earned 95 semester hours or more at the end of a semester, of which at least 45 semester hours have been earned at Suffolk, and who has earned a cumulative honor point average of 3.4 or higher, shall be eligible for final selection.

Recognition Night  Each Spring the Evening Division Student Association in conjunction with the Student Activities Office sponsors an awards ceremony and reception to recognize part-time and evening undergraduate and graduate students for outstanding academic achievement. At this annual celebration, part-time students are honored for their scholarship, merit and extracurricular performance. Further information is available in the Student Activities Office.

Alpha Sigma Lambda  The purpose of Alpha Sigma Lambda, Chapter Alpha Psi, is the advancement and recognition of scholarship among evening students. Membership is restricted to undergraduates who have completed a minimum of thirty semester hours of evening course work at Suffolk University which must include at least fifteen semester hours outside the student's major field. Students must have been in attendance at a recognized college or university a minimum of four semesters.
Chapter Alpha Psi presently limits membership to juniors and seniors. The members shall be elected only from the highest ten percent of the class in scholarship, provided, however, that the minimum grade point average shall not fall below 3.2.

**Who's Who in American Colleges and Universities**  Students nominated to Who's Who are selected in their senior year on the basis of scholastic and community achievements, scholarship ability, participation and leadership in academic and extra-curricular activities, citizenship and service to Suffolk University, and potential for further achievement. Both full and part-time students are eligible for consideration. This honor is conferred by more than 1000 schools in all 50 states and the District of Columbia. More information can be obtained from the Student Activities Office, in the Student Activities Center; 28 Derne Street.
Classification of Students  Classification of students depends upon the number of semester hours earned prior to the first semester of the current year. Freshman standing is assigned to students with one through 23 semester hours; Sophomore standing, to those with 24 through 53 semester hours; Junior standing, to those with 54 through 83 semester hours; Senior standing, to those with 84 semester hours or more.

Academic Standing Committee  At the conclusion of the Fall and Spring semesters, the records of all students failing to make satisfactory progress are reviewed by a representative committee of faculty and administrators. At these meetings the committee considers the merits of each case individually—evaluating the severity of the problem, and determining what, if any, remedial action is warranted. The Committee then notifies each student by mail if an action was taken.

Correspondence directed to students from the Academic Standing Committee normally takes one of four forms:

1) A warning of an excessive number of “I”, “L”, or “W” grades; the appearance of illogical course selection; failure to complete degree requirements in the proper sequence or in a timely fashion; or any technical problem appearing on the transcript.

2) The assignment of probational status resulting from an unsatisfactory grade point average or other serious academic deficiencies.

3) An imposed registration freeze effective until outstanding work is completed and transcript irregularities are officially resolved.

4) Notice of dismissal resulting from failure to maintain an acceptable grade point average or to make satisfactory progress toward completing degree requirements in a timely fashion.

Academic Probation  Typically, students placed on probation are put on a reduced course load and are instructed to improve their grade point average by the next Committee review. Students who show academic improvement will have their probation extended until they return to good academic standing. Those failing to demonstrate improvement are in imminent danger of dismissal.
No student on academic probation shall be eligible to compete in athletics, hold elected or appointed office, or represent the University in extracurricular or intercollegiate activities. However, a student on academic probation may continue membership in extracurricular activities such as clubs or fraternities, and may write for, but not be a member of the staff of campus publications. In the event one’s average does not improve, the Academic Standing Committee may require a limitation of all extracurricular activities as a condition for continuation at Suffolk University.

**Academic Dismissal** Failure to make satisfactory progress towards the degree will eventually result in dismissal from the University. Low grade point average, unexplained semester absences, refusal to complete prescribed remedial course work, unwillingness to honor the recommendations of the Committee are but a few of the situations that can undermine satisfactory progress and constitute legitimate grounds for dismissal.

Once dismissed for scholastic failure, a student is ineligible to enroll in further courses at the University until s/he is readmitted by the Academic Standing Committee. Dismissal does not suspend a student’s responsibility to meet prior course commitments. Consequently, all Incomplete “I” grades will convert to “F” grades after one academic year, regardless of a student’s academic standing.

**Re-Admission to the University** To seek reentry, candidates must submit a formal petition to the Academic Standing Committee of the School or College that dismissed them, regardless of the student’s intention to change major upon readmission.

The petition should be in the form of a type-written letter which contains the following minimum information:

- The name, mailing address, and telephone number of the petitioner, as well as the date of the last semester in attendance.
- A brief discussion of the circumstances that led to dismissal, including any documentation that could assist the committee in better understanding the petitioner’s situation.
- A plan indicating what remedial actions are being implemented to correct past deficiencies and insure satisfactory progress in the future.

The petition and a check or money order (no cash) for $20 made out to Suffolk University should be hand delivered to the Office of the Dean of the respective College or School where last enrolled. The filing deadline for petitioning is 15 working days prior to the start of the semester.

Petitioners should meet with an appropriate administrator from their school prior to initiating the petitioning process to discuss such matters as format of the petition, procedures for the hearing and strategies for a successful appeal.

**Leave of Absence** A leave of absence may be granted for up to one year to a student in good academic standing (not on academic probation or subject to dismissal). A student applying for a leave of absence must give a definite date for re-registration and must register within one year of the date of leaving school. Only one leave of absence can be granted. Students on leave will be required to meet the degree requirements under which they were admitted. A leave of absence is granted through the Dean of Students Office.
A matriculated student who does not return for re-registration at the specified semester will be classified as an official withdrawal and must apply for re-admission through the Admissions Office. Registration materials can be forwarded to the student upon request by contacting the Registrar’s Office in writing (by April 1 for the Fall term, by November 1 for the Spring term, or by March 1 for the Summer term). The address is Registrar, Suffolk University, 8 Ashburton Place, Boston, Massachusetts, 02108-2770. After these dates, a student will be considered a late registrant and may register as such at the times announced in the Course Bulletin, published by the Registrar’s Office.

**Fresh Start Program (College of Liberal Arts and Sciences only)** A student dismissed for academic reasons, who is seeking readmission after an absence of 5 or more years from the University, may petition the Academic Standing Committee to grant him/her grade amnesty under the Fresh Start Program. If approved, all Suffolk work completed prior to readmission is reevaluated. Only course work with a grade of “C” or better, earned prior to readmission, is listed on the new transcript and counted for credit toward the degree. The grade point average is computed solely on work attempted after reinstatement and reflects the policy governing the awarding of credits to students transferring to Suffolk from another college.
GRADUATION

Eligibility for Degree  In order to be eligible to receive a bachelor's degree from the University, a student must have:

1) earned at least 122 semester hours,
2) achieved a minimum 2.0 cumulative average and a minimum 2.0 grade point average or higher in their major* and
3) have met all the academic requirements for his/her particular degree. Eight years is the normal limit for completion of a part-time or an interrupted degree program.

Application for Degree  Students must submit an Application for Degree to the Office of the Bursar, 7th floor Sawyer Building, at the beginning of the student's final semester. Upon filing this application, the student is required to pay a graduation fee. The Registrar will not accept any forms for processing until clearance has been granted by the Office of the Bursar. Failure to comply with this requirement will delay graduation until the end of the following term.

*See departmental sections for specific requirements.

Eligibility to Participate in Commencement Exercise  In addition to those students who have completed in quality and quantity the requirements for their respective degrees, students meeting the following conditions may also participate in commencement exercises, if they:

1) are within three courses or nine credits of fulfilling their requirements
2) have met all other requirements for graduation
3) In the event that a student has not completed all the required courses for graduation, he/she must arrange to complete the work outstanding in the Suffolk summer sessions immediately following graduation
4) file the appropriate petitions in the Registrar's office. Completed petitions will be reviewed by the Registrar and the respective Dean for approval.
SUFFOLK UNIVERSITY

School of Management
Undergraduate Programs
Mission of the School of Management:

The School of Management utilizes distinctive teaching and the intellectual contributions of its faculty to provide educational opportunities in a supportive, independent setting. Our graduate and undergraduate programs develop competent, confident and ethical students able to compete in a dynamic global economy by linking management concepts and practices. Our work augments the benefits of a unique location at the heart of Boston's business and government communities.

Advising

Among the many advantages of Suffolk University is an environment which enables students to maintain extensive personal contacts with faculty and administration. Faculty and administrators have an "open door" policy and are readily available to students. A faculty advisor is assigned to each undergraduate student according to the intended major area of study. Students who are undecided are assigned faculty advisors who are generalists. Advisors' office hours are posted on faculty office doors, in individual departmental offices and in the School of Management Dean's Office. Faculty advisors and cooperating administrators of Suffolk University are dedicated to promoting the educational development of School of Management students from entry to graduation. Advisors are prepared to assist students with academic, career, and personal concerns.
Students are encouraged to discuss academic affairs and interests with members of the faculty whose interests overlap their own.

During registration periods, Accounting and Computer Information Systems majors need to meet with their advisors in order to have their undergraduate programs reviewed and their registration forms approved and signed. Students should make appointments with advisors early in the registration period during advisors' office hours. During registration period, we recommend that students consult only their assigned faculty advisor to ensure informed advising. Students are encouraged to meet regularly with their advisors throughout the year to discuss their academic program and progress. It is a good idea for students to bring a copy of their transcript to meetings with advisors. Students, as well as advisors, are responsible for being informed about course, program, degree requirements, and academic regulations.

**Pre Law Advising**  The Pre-Law Advising Committee provides students with access to current information concerning preparation for and admission to law school. Throughout the year, faculty in the Business Law Department serve School of Management students interested in pre-law advising.

**Change of Major**  Students changing their major within the School of Management must: 1) complete a “Request for Academic Advisor” form available from the School of Management Dean’s Office, Sawyer Building, 5th floor, and 2) complete a “Change of Major” form which is available in the Registrar’s Office. Students who desire to change from the College of Liberal Arts and Sciences to the School of Management must first be admitted to the School of Management by the Undergraduate Admissions Office, 8th floor, Sawyer Building. After admission is granted, steps 1 & 2 above must be followed.
**Academic Honors**

**Highest Class Honor**  Each spring the School of Management presents an Outstanding Student Award to the individual with the highest cumulative grade point average in his/her respective class. To be eligible for consideration, a student must have accrued the following minimum credit hours while in attendance at Suffolk University.

<table>
<thead>
<tr>
<th>Minimum Earned Credit</th>
<th>Class Hours at Suffolk University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>15</td>
</tr>
<tr>
<td>Sophomore</td>
<td>42</td>
</tr>
<tr>
<td>Junior</td>
<td>70</td>
</tr>
<tr>
<td>Senior</td>
<td>106</td>
</tr>
</tbody>
</table>

A fifth award is presented to the senior transfer student with the highest cumulative grade point average who has earned not less than 46 credit hours while in attendance at Suffolk University.

**Full-time Dean's Honor List**  The Dean’s Honor List is composed of students who are deemed worthy of recognition on the basis of high scholastic achievement.

Dean’s List honors are awarded on a semester basis and are announced as soon as possible after the close of the semester.

In order to be considered for the Dean’s List, a student must be in regular attendance during the appropriate semester, and shall have completed a minimum of four courses as a full-time student with an average of 3.0 or better for the semester. A grade of “D”, “F” or “I” disqualifies a student for the Dean’s List, regardless of average.

**Part-time Dean’s Honor List**  A part-time student shall be eligible for the Dean’s Honor List for part-time students on an annual basis if his or her average is at least a 3.0 or above; earned a minimum of 12 credits for the year and does not receive a grade of “D”, “F” or “I”.

**Graduation with Honors**

1. To be eligible to graduate summa cum laude a student must have completed at least 60 semester hours at Suffolk University, have a cumulative average between 3.8 and 4.0 and no grades of “F” or “I.”

2. To be eligible to graduate magna cum laude a student must have completed at least 60 semester hours at Suffolk University, have a cumulative average between 3.5 and 3.7 and have no grades of “F” or “I.”

3. To be eligible to graduate cum laude a student must have completed at least 60 semester hours at Suffolk University, have a cumulative average between 3.0 and 3.4 and have no more than one grade of “F” or “I.”

**Alpha Delta Sigma Honor Society**  This national honor society recognizes scholastic achievement in marketing and advertising studies. To qualify, students must have completed ninety semester hours, rank in the upper 10% of Marketing majors, have a minimum 3.1 average, have completed or be currently enrolled in a minimum of two marketing courses, (one of which is related to advertising), and be a national member of the American Advertising Federation.

**Alpha Mu Alpha**  The American Marketing Association’s Alpha Mu Alpha National Marketing Honorary is awarded to Marketing students graduating within the academic school year, who have achieved a grade point average ranking in the top 10% of all senior marketing students.
Beta Alpha Psi  Beta Alpha Psi, the national honor society and scholastic and professional accounting fraternity, was organized February 12, 1919, at the University of Illinois. The purpose of Beta Alpha Psi includes the following: recognition of outstanding academic achievements in the field of accounting; promotion of the study and practice of accounting; provision of opportunities for self-development and association among members and practicing accountants; and encouragement of a sense of ethical, social, and public responsibilities. To qualify, students must complete the first semester of Intermediate Accounting achieving a 3.0 or better, as well as maintaining a 3.0 overall cumulative average.

Beta Gamma Sigma  The Beta Gamma Sigma National Honor Society honors the top business and management undergraduate and graduate students. The purpose of Beta Gamma Sigma is to encourage and reward scholarship, to promote the advancement of high quality education in business and, to foster integrity in the conduct of business operations. These objectives are achieved through awards, recognition of outstanding institutions, seminars and publications. To be eligible for membership, a student must rank in the upper 5 percent of the junior class, upper 10 percent of the senior class, or upper 20 percent of the masters class. Students are elected to membership and publicly recognized during the spring semester.

Delta Mu Delta National Honor Society  Delta Mu Delta, the School of Management’s Gamma Alpha Chapter, honors undergraduate and graduate students who are engaged in the study of business administration. For undergraduate eligibility a student must have completed 61 credits with a cumulative average of 3.2 or better and be in the top 20% of the class. For graduate eligibility a student must have completed one half of their program and be in the top 20% of the class. Selection is during the first month of fall and spring semesters.
Financial Management Association National Honor Society rewards scholarship and achievement by undergraduate and graduate students majoring in Finance. To be eligible for membership an undergraduate must be a Finance major, have earned 61 credit hours and hold a 3.3 or better overall cumulative average and 3 designated finance courses. A graduate student must complete one half of their program and hold a 3.6 or better overall cumulative average, and specialize in the financial area. Selection is during the first month of the fall and spring semesters.

The John Griffin Fellowship Program
The Griffin Fellowship Program is a special honors program of the Suffolk University’s School of Management. It is designed to provide a supportive and encouraging environment for students of intellectual curiosity and academic distinction: those who ask the extra question or seek the difficult problem. Unlike many honors programs, it is designed to be more than a series of obstacles to overcome in order to achieve honors recognition.

Griffin Fellows benefit from many exceptional opportunities at the School of Management. They work closely with one another, with faculty and with members of the business community in a series of special academic experiences.

This program is unique in undergraduate business studies and enriches students’ understanding of the business world.

Eligibility Each year the School of Management offers Griffin Fellow designations to twenty-five of the most highly motivated and academically promising students in the freshman class and to transfer students of similar distinction.

Other qualified students may apply for membership in the Griffin Fellowship Program up to and including the first semester of their junior year.

Special Benefits and Privileges Griffin Fellows receive special academic opportunities, guidance and recognition throughout their college careers. They participate in special seminars and courses which give them the unique opportunity to shape the learning experience to their own needs and concerns. They work in close collaboration with School of Management faculty and with members of the local business community. They help plan and participate in a series of academic and social events designed to bring them together, offer intellectual stimulation and help them get to know members of the faculty and the business community. Each Griffin Fellow also receives a merit scholarship of $500 per year.

Griffin Fellows receive special recognition at Commencement, and their transcripts, sent to potential employers and graduate programs, explain the special significance of the Griffin Fellowship Program.

Academic Opportunities The keystone of the Griffin Fellowships is the special courses and seminars they will experience.

As freshmen, Griffin Fellows participate in a special honors section of the Business Organization and Leadership course.

In the sophomore and junior years, each fellow takes a special honors seminar series led by members of the business community. These seminar topics are formulated by a committee of Griffin Fellows in consultation with the Griffin Fellowship advisor.

As seniors, Griffin Fellows undertake an honors project under the supervision of a faculty member which may be in support of faculty research or as an internship with a Boston employer.
**Academic Requirements** To remain in the program, a Griffin Fellow must maintain a cumulative grade point average of 3.0 or better.

To graduate as a Griffin Fellow, a student must have received a grade of B or better in the honors project undertaken in the senior year.

Griffin Fellowships are renewable for four years, although Fellows can withdraw from the program without penalty at any time during their college careers.

**Oversight** Responsibility for all aspects of the Griffin Fellowship Program rests with the Coordinator of the Griffin Fellowship Program, Myra Lerman, Director of Undergraduate Affairs, Office of the Dean, School of Management.
UNDERGRADUATE
DEGREE PROGRAMS

Bachelor of Science in Business Administration
(BSBA)

The School of Management offers a choice of six majors to both full and part-time students. The BSBA program combines a strong background in general education with intensive study in selected areas of business administration. All students are provided a foundation in accounting, computer information systems, marketing, management, finance, the legal environment, diversity, ethics, economics, policy, and the global perspective. By the junior year, the student must choose a major field of concentration which entails intensive study comprising a minimum of 18 credits. In selecting majors, it is expected that students will consult with their academic advisors. In making choices students should consider their intellectual interests and the academic requirements of particular programs. All coursework requirements in the major field, except validated courses, must be completed in the School of Management.

A student will normally be recommended for the degree of Bachelor of Science in Business Administration upon completion of all degree requirements, including a minimum of 122 semester hours of course work, a 2.0 overall cumulative average, and a 2.0 average in a major concentration of study outlined in the School of Management departmental major section.

Full-time students normally complete their degree requirements in four years. A student may shorten the time required by attending the Summer Session. Part-time students normally take five to seven years to complete the requirements, depending on the course load carried.

Students are responsible for knowing and complying with specific degree requirements. Any exception to the program of study set forth herein must have written approval from the School of Management Dean's Office.

The School of Management offers classes in the morning, afternoon, and evening hours. Most courses are offered every semester. Required courses must be taken when they are offered. Students may enroll in the classes that suit their work and personal schedules. The faculty and content for all day and evening courses are the same. Students are encouraged to take full advantage of the School of Management's variety of course time offerings.
Prerequisites  The School's curriculum is designed to enable students to acquire knowledge and skills cumulatively, building from introductory material to more specialized or advanced study in areas of major concentration. Prerequisites have been established for courses which require preparation in order for students to benefit fully from the learning experience.

Students are responsible for taking courses in the prescribed sequence. This means that:

1. All prerequisites must be satisfied;

2. Students must have satisfactorily completed 54 credits in order to register for an SOM upper division course (SOM undergraduate courses numbered 300 or higher) for which they have the necessary prerequisites.
Certificate Programs in Accounting

Two certificates in accounting are offered for those not enrolled in a Suffolk degree program seeking to prepare for a professional accounting position or who wish to further their expertise in accounting.

**Advanced Accounting Certificate:** This comprehensive eight undergraduate course certificate is designed to prepare students for a professional accounting position. The program also serves to complete the education requirement (as of 1992) to sit for the Certified Public Accounting (CPA) exam in Massachusetts. This certificate also covers the accounting sections of the Certified Management Accounting (CMA) exam.

**Required Courses:**
Intermediate Accounting I and II
Advanced Accounting I
Cost Accounting
Auditing
Accounting Information Systems
Taxation

**Elective Courses:**
Advanced Accounting II
Accounting Theory
Advanced Taxation
Institutional and Governmental Accounting
Law of Contractual Obligations*

**Note:** Either an associate's or a bachelor's degree in any field is required for admission to the certificate program. ACCT 201 and ACCT 202 are prerequisites for all courses in the certificate programs. See the course descriptions in the Accounting major section of this catalog.

**Intermediate Accounting Certificate:**
This curriculum is designed for those individuals who can benefit from further expertise in accounting either to enhance their own technical proficiency, or to supervise or interact with accounting professionals. To complete this certificate 3 courses may be chosen from the group listed above. An associate's degree or 54 semester credit hours in any field is required for entry into this program.

*This course cannot be included as part of the Intermediate Accounting Certificate.*

For information, please contact the Office of Undergraduate Admissions, 8 Ashburton Place, Boston, MA 02108-2779 (617) 573-8460.
Combined Bachelor of Science in Business Administration/Masters in Business Administration (BSBA/MBA)

The Combined BSBA/MBA Program gives qualified students the opportunity to earn both a Bachelor of Science in Business Administration and a Master of Business Administration degree in five years.

A student may apply for the Combined BSBA/MBA Program when he/she first applies for admission to the School of Management at Suffolk University or before the end of his/her freshman year at Suffolk.

In order to stay in the program, the student must maintain an overall undergraduate grade point average of 3.0 (B) or above during his/her freshman and sophomore years, with a minimum grade point average of 3.0 (B) in every business course.

During the student’s junior year, he/she will apply for admission to the Suffolk University School of Management MBA program. This includes:

- application for admission with all necessary credentials;
- Graduate Management Admissions Test scores (GMAT);
- a recommendation from your BSBA/MBA program advisor and a formal interview with graduate admissions officers at Suffolk University.

To find out more information about the School of Management’s Combined BSBA/MBA Program, contact the Office of Undergraduate Admissions, Suffolk University, 8 Ashburton Place, Boston, MA 02108, (617) 573-8460.
Combined Bachelor of Science in Business Administration/Juris Doctor (BSBA/JD)

Undergraduate students currently enrolled in Suffolk University School of Management who have earned three quarters of the credits required for a bachelor’s degree and have outstanding academic records are eligible to apply for the combined degree program. The combined degree program is only open to those students who have attended Suffolk University since their freshman year on a full-time basis. Under this program students may receive their Bachelor of Science in Business Administration (BSBA) degree upon the satisfactory completion of the first year of law school. Applicants for admission under this program should follow the normal School of Management application procedure. Students should consult the School of Management Pre-Law Advisor in their Freshman year. Refer to the Law School Catalog for the Law School application procedure.
Please Note: The School of Management undergraduate curriculum has been revised as of September 1993. The new curriculum is described below. If you began the undergraduate program prior to September 1993, and would like to switch to the new curriculum, please consult your academic advisor.

Degree Requirements for SOM Undergraduates

To receive a baccalaureate degree from the School of Management a student must meet the following requirements: Complete 122 semester hour credits of degree requirements with a minimum 2.0 overall cumulative average, and achieve a minimum 2.0 cumulative average in the major field of study. Degree requirements include:

(1) School of Management Core Courses: (33 credits)

The School of Management requires students to take 33 credit hours of core business courses, delineated on the checklists in the department sections. Descriptions of these courses and their prerequisites are listed under the specific SOM major.

(2) School of Management Major Courses: (18 – 21 credits)

The School of Management offers six major fields of study: Accounting, Computer Information Systems, Finance, International Business Studies, Management, and Marketing. A student may double major in any combination of the School of Management majors. Double majoring may entail more than the 122 credits required for graduation. A course may ONLY be used to fulfill one degree requirement. Required courses, elective courses, minors, and a brief description of each course along with any prerequisites are listed on the following pages:

(3) General Education Core Courses: (44 credits)

Students pursuing a baccalaureate degree from the School of Management must take 44 credits of general education core courses. The courses are delineated on the checklists in the department sections, with further explanation about the specific requirements for the Mathematics and Statistics Sequence and Natural Science courses on page 225.

(4) General Education Electives: (18 credits)

Students are required to take 18 credits of general education courses from the two available options: Option A, General Education Minor; or Option B, General Education Area Studies. A detailed explanation of these options follows on page 225.

(5) Free Elective Courses: (3 – 9 credits)

The number of free electives depends upon the SOM major requirements. Free electives may be taken in SOM or CLAS. Refer to the description for each SOM major for a listing and description of electives offered by that department.

School of Management Minors

The School of Management offers six minor fields of study: Legal Studies, Computer Information Systems, Finance, International Business, Management, and Marketing. In making choices about minors, students should consider their intellectual interests and the academic requirements of particular programs. It is expected that students will consult with their academic advisors in selecting SOM Minors. Descriptions of each SOM Minor are listed with the specific SOM major. A minimum of 2 courses must be completed at the School of Management.

Please note: A course may only be used to fulfill one degree requirement.
General Business Studies

The School of Management Minor in General Business Studies is designed for students enrolled in the College of Liberal Arts and Sciences who choose to develop a basic understanding and appreciation of business administration. The Minor requires 18 hours of semester course work selected from among the following business courses:

- SOM 101 Business Organization and Leadership
- MGT 201 Management Science
- ACCT 201 Accounting and Decision Making I
- ACCT 202 Accounting and Decision Making II
- BLW 214 Law of Contracts & Commercial Transactions

(300-level SOM courses require junior status – 54 credit hours)

- FIN 310 Business Finance
- CIS 310 Management Information Systems
- MKT 310 Principles of Marketing
- MGT 317 Organizational Behavior
- MGT 320 Management of Small Business
- IBMK 321 International Business

SOM Academic Advisor. A student seeking to Minor in General Business Studies should consult with an academic advisor within the School of Management and obtain approval of specific course selection. Any substitution to the prescribed course requirements must receive prior approval.

Minimum Requirements. The Minor in General Business Studies requires 18 semester hours of approved course work completed with a grade of "C" or better. A minimum of 9 semester hours (including at least one 300-level course at Suffolk) must be completed in the School of Management. A student can transfer up to 9 semester hours based on equivalent course work taken prior to enrollment at Suffolk University.

School of Management Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Accounting and Decision Making I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>Accounting and Decision Making II</td>
<td>3</td>
</tr>
<tr>
<td>BLW 214</td>
<td>Law of Contracts/Comm. Trans...</td>
<td>3</td>
</tr>
<tr>
<td>CIS 310*</td>
<td>Management Info. Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Management Science</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MGT 319</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 429</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 310</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SOM 101</td>
<td>Bus. Organization &amp; Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>

*Accounting Majors are required to take ACCT 332, Accounting Information Systems in place of CIS 310.

General Education Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOM 120</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Freshman English II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 213</td>
<td>English Literature I</td>
<td>3</td>
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<tr>
<td>ENG 214</td>
<td>English Literature II or</td>
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<tr>
<td>ENG 215</td>
<td>American Literature</td>
<td>3</td>
</tr>
<tr>
<td>CJN 177</td>
<td>Business Communication</td>
<td></td>
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<tr>
<td>EC 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EC 212</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MA 101**</td>
<td>Mathematical Analysis</td>
<td>3</td>
</tr>
<tr>
<td>STATS 250</td>
<td>Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Ethics</td>
<td>Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Diversity</td>
<td>Requirement</td>
<td>3</td>
</tr>
<tr>
<td>NATURAL</td>
<td>SCIENCE ***</td>
<td>8</td>
</tr>
</tbody>
</table>

**MATHEMATICS/STATISTICS Sequence (6 credits)

Depending upon their background in mathematics, some students may find it necessary to take MA 101 – Introduction to College Mathematics to ensure success in MA 103. Students with advanced mathematics preparation may substitute MA 161, Calculus I.

***NATURAL SCIENCE (8 credits, including 2 credits of labs) Students may satisfy the Natural Science requirement by taking two (2) science courses and the required labs. For example, two biology courses OR one biology course and one chemistry course will fulfill the natural science requirement. The lecture and laboratory must be taken concurrently unless waived by the Department Chairperson.
Consult the CLAS section entitled "Science" or the specific department for course descriptions and prerequisites. In scheduling courses, note that most science courses require math as a prerequisite.

**General Education Electives**

Students are required to take 18 credits of general education courses from one of the two available options: Option A, General Education Minor; or Option B, General Education Area Studies. Students should discuss these options with their academic advisors, and with the Chairpersons of the CLAS Departments that they are interested in. Both Options A and B encourage students to develop their interests by pursuing studies in depth and breadth.

**Option A: General Education Minor**

A student may fulfill Option A by completing a minor offered by most CLAS Departments. In selecting a minor, it is expected that students will consult with their academic advisors and the Chairperson of the specific department in CLAS. Minors are listed under each department in the CLAS section of the catalog.

**Option B: General Education Area Studies**

Area Studies consist of three components: one social science course, two humanities courses, and three courses in a departmental concentration. The requirements for each of the three components are:

**Social Science:** (3 credits)
Choose either PSYCH 114 General Psychology, or SOC 113 Introduction to Sociology.

**Humanities:** (6 credits)
Choose any two courses from the following areas: history, philosophy, humanities, language, or civilization. For example, one history and one humanities course OR two history courses will fulfill the humanities requirement.

**Departmental Concentration:** (9 credits)
Choose any three courses within a single CLAS academic department. Students should consult with their academic advisors and the Chairperson of the specific CLAS department.
ACCOUNTING

The Department of Accounting offers the Accounting major which prepares students for professional accounting careers in public practice, business/industry, and government. Completion of the degree in Business Administration with a major in Accounting meets the degree requirements to sit for the CPA examination in the Commonwealth of Massachusetts and states with similar requirements. Non-resident students should contact the State Board of Accountancy of their resident state to determine specific requirements. Students majoring in Accounting may also sit for the CMA (Certificate in Management Accounting) and the CIA (Certificate in Internal Auditing) examinations.

Candidates for the Bachelor of Science in Business Administration with a major in Accounting must have 150 hours of preprofessional or professional accounting experience. Experience may be acquired through internship, part or full-time employment, or cooperative education. Approval must be obtained from both the Career Services Office and the Accounting Department.

**Accounting Major Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 321</td>
<td>Intermediate Accounting I</td>
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</tr>
<tr>
<td>ACCT 322</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 331</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 332*</td>
<td>Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 411</td>
<td>Advanced Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 412</td>
<td>Advanced Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 413</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 421</td>
<td>Taxation</td>
<td>3</td>
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**Accounting Elective Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>ACCT 410</td>
<td>Accounting Theory</td>
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<tr>
<td>ACCT 415</td>
<td>Institutional and Governmental Accounting</td>
<td></td>
</tr>
<tr>
<td>ACCT 422</td>
<td>Advanced Taxation</td>
<td></td>
</tr>
<tr>
<td>ACCT 510</td>
<td>Directed Individual Study</td>
<td></td>
</tr>
</tbody>
</table>

*Acct 332 replaces CIS 310, Management Information Systems in the SOM Core Courses.

**Typical Course Sequence for a Major In Accounting**

**Freshman**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOM 101</td>
<td>Bus. Org. &amp; Leadership</td>
<td>3</td>
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<tr>
<td>SOM 120</td>
<td>Computer Literacy</td>
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<td>ENG 101</td>
<td>Freshman English I</td>
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<td>ENG 102</td>
<td>Freshman English II</td>
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<td>CJN 177</td>
<td>Business Communication</td>
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<td>MA 103</td>
<td>Math Analysis</td>
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<td>STATS 250</td>
<td>Applied Statistics</td>
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**SOM General Education Electives**

**Sophomore**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>Accounting &amp; Decision Making I</td>
<td>3</td>
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<tr>
<td>ACCT 202</td>
<td>Accounting &amp; Decision Making II</td>
<td>3</td>
</tr>
<tr>
<td>BLW 214</td>
<td>Law of Contracts &amp; Comm Trans</td>
<td>3</td>
</tr>
<tr>
<td>EC 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EC 212</td>
<td>Principles of Economics II</td>
<td>3</td>
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<tr>
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<td>3</td>
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<td>ENG 215</td>
<td>American Literature</td>
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<td>MGT 201</td>
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<tr>
<td>Ethics Requirement</td>
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**Junior**

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<tr>
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<tbody>
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<td>ACCT 321</td>
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<tr>
<td>ACCT 332</td>
<td>Accounting Information Systems</td>
<td>3</td>
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<tr>
<td>MGT 319</td>
<td>Operations Management</td>
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<td>MKT 310</td>
<td>Principles of Marketing</td>
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<tr>
<td>FIN 310</td>
<td>Business Finance</td>
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</tr>
<tr>
<td>MGT 317</td>
<td>Organizational Behavior</td>
<td>3</td>
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</tbody>
</table>

**SOM General Education Electives**

**FREE ELECTIVES**

**Senior**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 411</td>
<td>Advanced Accounting I</td>
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<td>ACCT 412</td>
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<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 421</td>
<td>Taxation</td>
<td>3</td>
</tr>
<tr>
<td>MGT 429</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**SOM General Education Electives**

**FREE ELECTIVES**
GENERAL EDUCATION Electives (18 credits)
Choose either Option A or B

Option A: General Education Minor

Option B: General Education Area Studies
Social Science: (3 credits)
PSYCH 114 General Psychology
OR
SOC 113 Introduction to Sociology

Humanities: (6 credits)
Departmental Concentration: (9 credits)

FREE ELECTIVES (6 credits)

ACCOUNTING COURSE DESCRIPTIONS

Unless otherwise stated a course is equivalent to 3 units of credit (3 semester hour course, 1 term) and is offered both during Fall and Spring.

ACCT 201 – Accounting and Decision Making I
This course is the first of a two course sequence designed to provide the user of accounting information with the skills to appraise and manage a business. Students will be introduced to the accounting cycle, the financial statements and their elements, and the theory underlying accounting as information, as well as its strengths and weaknesses. Coverage will include current accounting topics, including those relevant ethical and international issues found in the financial press.

ACCT 202 – Accounting and Decision Making II
Prerequisite: ACCT 201 – Accounting and Decision Making I
Building on ACCT 201, this course helps students apply the skills developed in the first course of the sequence to analyze the financial condition of a firm. Additionally, coverage will include issues particularly relevant to hands on managers of a business. Examples surround information needs to product costing, planning, control, and decision making. Relevance to current ethical and competitive issues found in the financial press will be emphasized throughout.

ACCT 321 – Intermediate Accounting I
Prerequisite: ACCT 202 – Accounting and Decision Making II
A review of fundamental financial accounting concepts followed by an intensive examination of selected balance sheet and income statement items. The focus of this course is on the valuation and reporting of Current Assets, Current Liabilities and Productive Assets. The income determination aspects of these items are also considered.

ACCT 322 – Intermediate Accounting II
Prerequisite: ACCT 321 – Intermediate Accounting I.
An intensive examination of selected balance sheet and income statement items. The focus of this course is on the valuation and reporting of Investments, Long Term Liabilities and Stockholders Equity. The income determination aspects of these items are also considered.
ACCT 331 – Cost Accounting
Prerequisite: MA 103 Mathematical Analysis, ACCT 202 – Accounting and Decision Making II
A study of the procedures, concepts and purposes underlying the development of a cost accounting system for managerial decisions and reporting. Examines systems for job-order, process, standard cost, and special problems of waste, cost variances and cost responsibility.

ACCT 332 – Accounting Information Systems
Prerequisite: ACCT 321 – Intermediate Accounting I, ACCT 331 – Cost Accounting.
The course is designed to provide students with an understanding of the aspects relevant to the design, operation, and use of accounting information systems. It explores the functional relationships of the AIS within an organization and provides a background in automated data manipulation and human elements in AIS. The course primarily emphasizes the user perspective in the AIS.

ACCT 410 – Accounting Theory
Prerequisite: ACCT 322 – Intermediate Accounting II. Generally offered in the Spring semester only.
A study of the AICPA publications with emphasis on recent trends and developments as indicated in current accounting periodicals. A study of the Statements and Interpretation of the FASB’s Accounting Research and Terminology Bulletin, APB opinions, and other official AICPA publications. Problem solving and student presentations accompany independent research to demonstrate the application of generally accepted accounting principles and concepts.

ACCT 411 – Advanced Accounting I
Prerequisite: ACCT 322 – Intermediate Accounting II.
A study of accounting issues involving leases, pensions, deferred income, tax allocation and partnerships, and selected advanced topics including multinational issues.

ACCT 412 – Advanced Accounting II
Prerequisite: ACCT 322 – Intermediate Accounting II.
A study of accounting issues and procedures involved in business combinations, and consolidated financial statements. A survey of non-profit and governmental accounting is presented.

ACCT 413 – Auditing
Prerequisite: ACCT 322 – Intermediate Accounting II.
Develops an appreciation and understanding of the auditing process and philosophy. Examines preparation of audit working papers supporting an audit examination, and the report and opinion of the auditor to management, stockholders, and others. Examines internal auditing procedures and objectives as well as those of an independent public accountant. Intensively reviews the professional standards for professional public auditors.

ACCT 415 – Institutional and Governmental Accounting
Prerequisite: ACCT 202 – Accounting and Decision Making II. Generally offered in the Fall.
A presentation of accounting principles and financial statement reporting for governmental organizations, charitable foundations, hospitals, universities and other nonprofit units.

ACCT 421 – Taxation
Prerequisite: ACCT 202 – Accounting and Decision Making II.
The main emphasis of the course is on Basic Federal Taxation as it applies to individuals, partnerships and corporations. Practical situations and the preparation of tax returns are discussed.

ACCT 422 – Advanced Taxation
Prerequisite: ACCT 421 – Taxation. Generally offered in the Spring.
This course is designed to bring about an appreciation and understanding of the impact of taxation on business decisions. Application of tax principles will be illustrated by specific problems, estate and trust planning.

ACCT 510 – Directed Individual Study
In Accounting
This elective course option involves a student initiated written proposal to a willing and appropriate full-time faculty member for a directed study project. Normally this is for three credits and completed during one semester. The faculty member and student must concur on a written proposal and final project. Approval by the Department Chair and the Dean is necessary prior to registration.

Special Topics In Accounting
An in-depth analysis of timely special issues in Accounting. Specific topics are announced when the course is scheduled.
The subject matter of Business Law is interdisciplinary in nature and affects the decision making process in business. The primary objective of the Business Law Department is to serve the needs and support the goals of the various majors in the School of Management.

Every SOM student is required to take "Law of Contracts and Commercial Transactions" (BLW 214).

Any Business Law course that is not required may be utilized as a free elective irrespective of major. This is true for both undergraduate and graduate students.

**Legal Studies Minor (9 credits)**
Consists of 3 of the following courses beyond the completion of BLW 214.

BLW 313 – Legal and Social Environment of Business
BLW 315 – Law of Business Associations and Property.

**BUSINESS LAW COURSE DESCRIPTIONS**

**BLW 214 – Law of Contracts and Commercial Transactions.**
*Required Course.*
An introduction to the substantive law of contracts: formation, operation, and discharge, as well as a study of two specific types of contracts under the Uniform Commercial Code: The Sales Contract and Commercial Paper (negotiable instruments).

**BLW 313 – Legal and Social Environment of Business.**
A study of the legal environment in which private business and individual entrepreneurs must operate. Emphasis is placed on the historical, ethical, social and government influences on the legal system and on society. Government regulation of international and domestic business is discussed.

**BLW 315 – Law of Business Associations and Property.**
A detailed study of the substantive law of various business associations including: agency, partnerships, corporations, and trusts. The study of property law will also be included.

**BLW 316 – The Law of Secured Transactions: Bankruptcy and Estates.**
A further study of the Uniform Commercial Code with particular reference to secured transactions (consumer and commercial): bankruptcy, insurance and a brief introduction to wills and estates.
The Computer Information Systems major is designed to prepare students for careers and for graduate studies which emphasize the application of computer-based information systems to all areas of management. Students majoring in CIS also take the core of management courses common to all School of Management students.

The recent development of low-cost computers and end-user software has significantly increased career opportunities for individuals with skills in both business applications and computer technology. Practical experience with microcomputers in all management functions is included in this major. Opportunity is provided through School of Management elective courses to emphasize certain areas of management applications. Additionally, the College of Liberal Arts and Sciences offers electives in Computer Science, which can be included in this major.

Undergraduate majors in Computer Information Systems are required to have between 320 hours and 600 hours of approved professional computer information systems experience. This experience may be acquired through an internship, part or full-time employment, or cooperative education. Approval must be obtained from both the Computer Information Systems Department and the Career Services Office.

The Computer Information Systems (CIS) major requires 18 credits, six courses, in CIS, beyond the School of Management required courses SOM 120 and CIS 310. Some advanced CIS courses may be offered only during the day.

**CIS Major Required Courses: (21 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CIS 310</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td></td>
<td>(required of all School of Management majors)</td>
</tr>
<tr>
<td>CIS 314</td>
<td>Structured Programming</td>
</tr>
<tr>
<td>CIS 313</td>
<td>Systems Analysis and Design</td>
</tr>
<tr>
<td>CIS 423</td>
<td>Database Management Systems</td>
</tr>
<tr>
<td>CIS 424</td>
<td>Systems Prototyping Project</td>
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</table>

**CIS Elective Courses: {select 2}**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 312</td>
<td>End User Computing</td>
</tr>
<tr>
<td>CIS 419</td>
<td>Special Topics in Computer Information Systems</td>
</tr>
<tr>
<td>CIS 420</td>
<td>Artificial Intelligence and Expert Systems</td>
</tr>
<tr>
<td>CIS 425</td>
<td>Networks and Telecommunications</td>
</tr>
<tr>
<td>CIS 510</td>
<td>Directed Individual Study in CIS</td>
</tr>
</tbody>
</table>

**Computer Science and Engineering Electives**

The Suffolk University College of Liberal Arts and Sciences offers several undergraduate courses in Computer Science and Computer Engineering which may be taken as electives in the Computer Information Systems major. The College of Liberal Arts and Sciences listing of this catalog should be consulted for course descriptions and prerequisite requirements. Advance permission of your CIS Faculty Advisor is required before taking these courses.
# Typical Course Sequence for Major in Computer Information Systems

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOM 101</td>
<td>Bus. Org. and Leadership ..............3</td>
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<tr>
<td>ENG 101</td>
<td>Freshman English I ..................3</td>
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<tr>
<td>ENG 102</td>
<td>Freshman English II ..................3</td>
</tr>
<tr>
<td>CJN 177</td>
<td>Business Communication ..............3</td>
</tr>
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<td>SOM 120</td>
<td>Computer Literacy ...................3</td>
</tr>
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<td>MA 103</td>
<td>Math Analysis ........................3</td>
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<td>STATS 250</td>
<td>Applied Statistics ..................3</td>
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<td>GENERAL EDUCATION Electives</td>
<td>Diversity Requirement ..................3</td>
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**Sophomore**

<table>
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<tr>
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<tbody>
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<td>Accounting and Decision Making I ..............3</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>Accounting and Decision Making II ............3</td>
</tr>
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<td>BLW 214</td>
<td>Law of Contracts &amp; Comm Trans .................3</td>
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</tr>
<tr>
<td>MGT 201</td>
<td>Management Science ....................3</td>
</tr>
<tr>
<td>ENG 213</td>
<td>English Literature I ....................3</td>
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<tr>
<td>ENG 214</td>
<td>English Lit. II OR ..........................3</td>
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<tr>
<td>ENG 215</td>
<td>American Lit. .............................3</td>
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<td>NATURAL SCIENCE</td>
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<td>Ethics Requirement</td>
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**Junior**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MGT 319</td>
<td>Operations Management ................3</td>
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<tr>
<td>MKT 310</td>
<td>Principles of Marketing ................3</td>
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<tr>
<td>FIN 310</td>
<td>Business Finance .....................3</td>
</tr>
<tr>
<td>MGT 317</td>
<td>Organizational Behavior ...............3</td>
</tr>
<tr>
<td>CIS 310</td>
<td>Management Information Systems ....3</td>
</tr>
<tr>
<td>CIS 314</td>
<td>Structured Programming ................3</td>
</tr>
<tr>
<td>CIS 313</td>
<td>Systems Analysis and Design ........3</td>
</tr>
<tr>
<td>CIS 423</td>
<td>Database Management Systems ........3</td>
</tr>
<tr>
<td>GENERAL EDUCATION Electives</td>
<td>.................................................</td>
</tr>
<tr>
<td>FREE ELECTIVES</td>
<td>..............................................</td>
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</table>

**Senior**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 424</td>
<td>Systems Prototyping Project ........3</td>
</tr>
<tr>
<td>MGT 429</td>
<td>Strategic Management ................3</td>
</tr>
<tr>
<td>CIS Major Electives</td>
<td>........................................6</td>
</tr>
<tr>
<td>GENERAL EDUCATION Electives</td>
<td>........................................</td>
</tr>
</tbody>
</table>
| FREE ELECTIVES | ...........................................

**GENERAL EDUCATION Electives (18 credits)**

Choose Option A or B

**Option A: General Education Minor**

**Option B: General Education Area Studies**

**Social Science: (3 credits)**

- PSYCH 114 General Psychology
- OR
- SOC 113 Introduction to Sociology

**Humanities: (6 credits)**

**Departmental Concentration: (9 credits)**

**FREE ELECTIVES (9 credits)**

**Computer Information Systems Minor (9 credits)**

Consists of any three of the following CIS courses, beyond the completion of CIS 310 Management Information Systems.

- CIS 312 End-User Computing
- CIS 313 Systems Analysis and Design
- CIS 314 Structured Programming
- CIS 420 Artificial Intelligence and Expert Systems
- CIS 423 Database Management Systems
- CIS 424 Systems Prototyping Project
- CIS 425 Networks and Telecommunications
Unless otherwise stated a course is equivalent to 3 units of credit (3 semester hour course, 1 term)

**SOM 120 – Computer Literacy**
This introductory General Education course covers computing technology and concepts, and develops skills in applying personal computers. Topics include hardware and software terminology, applications of word processing, spreadsheet, file management and presentation graphics. Also considers the ethical, legal and social concerns of computers in society. A hands-on laboratory is integrated with the course, although students are encouraged to acquire their own personal computer. Keyboard skills are anticipated, but tutorial sessions are provided for those needing this background.

**CIS 310 – Management Information Systems**
Prereq: SOM 120 Computer Literacy or equivalent
Covers the application of information systems to support strategic, control, and operational applications in organizations. Reviews current issues concerning the effective management of information technologies in organizations. Concepts of computer-integrated operations, database management systems, telecommunication networks, end user computing, expert systems, and the information systems development life cycle are studied through readings, cases and projects. [Accounting majors may substitute Accounting Information Systems. Transfer credit is granted for equivalent course, subject to validation by taking CIS 313.]

**CIS 312 – End-User Computing**
Prereq: SOM 120, Computer Literacy or equivalent
Covers both the conceptual and skills-development components of end-users doing their own computing in a business environment. The conceptual component prepares students to understand how microcomputers can increase personal and departmental productivity. The hands-on component develops skills with popular PC and Macintosh software tools, including spreadsheet and database business applications using a case-based approach which emphasizes problem solving and decision support. Other topics will include evaluation of hardware and software, graphics, PC security, interfacing issues, telecommunications and networks.

**CIS 313 – Systems Analysis and Design**
Prerequisite: CIS 310 – Management Information Systems
Covers the concepts, techniques and tools useful to the analysis, design, and implementation of computer-based business information systems. Topics include system development life cycle, selection of hardware and software, and implementation. Emphasizes the design of business operations as well as the interaction between information systems professionals and end-users. A term project applying these concepts and techniques is required.

**CIS 314 – Structured Programming**
Prerequisite: SOM 120 – Computer Literacy.
Introduces structured programming for realistic business applications. Lectures and exercises illustrate structured programming techniques, control structures, algorithms and file access. Includes issues involved in developing new programs, maintaining existing programs, documentation and testing. Several programming projects are required which illustrate various popular computer languages. (Transfer credit for 2 lower-level programming courses, or requirement waived with one course plus work experience).

**CIS 419 – Special Topics In Computer Information Systems**
Prerequisite: CIS 310, Management Information Systems
The special topic content and objective will be announced as the course is scheduled.

**CIS 420 – Artificial Intelligence and Expert Systems**
Prerequisite: CIS 310, Management Information Systems
Covers broad concepts of artificial intelligence with special emphasis on expert systems. A series of exercises and a major term project will develop skills with the microcomputer-based expert system package VP Expert. Recent case studies and guest speakers will focus on likely future developments of this technology and its application to management.

**CIS 423 – Database Management Systems**
Prerequisite: CIS 310, Management Information Systems; plus one other CIS course
Provides an understanding of the importance and role of data in an information system. Covers the analysis, design and implementation of DBMS-based applications. Students will use different systems, including dBase and SQL. Realistic business applications are developed through individual and group field projects.
CIS 424 - Systems Prototyping Project
Prerequisite: CIS 313 - Systems Analysis and Design, CIS 314 - Structured Programming and CIS 423 - Database Management Systems
Provides students with practical experience in the analysis, design, and implementation of a computer information system. This capstone course applies concepts learned in previous CIS courses to a "real-world" system design and implementation problem, using prototyping methodology. Student teams will provide their client and the class with written and oral progress reports leading to a meaningful system prototype.

CIS 425 - Networks and Telecommunications
Prerequisite: CIS 310 - Management Information Systems
Introduces concepts, terminology, management issues, and technical trends in telecommunications. Covers connectivity issues, local and wide area networks, evolving protocol standards, voice and data services, and evaluation of relevant products and services. Hands-on laboratory exercises using Novell Netware and field projects acquaint students with applications of current technology, while emphasizing fundamental concepts and likely future trends.

CIS 510 - Directed Individual Study In Computer Information Systems
Prerequisite: CIS 310 plus two other CIS courses
This elective course option involves a student initiated written proposal to a willing and appropriate full-time faculty member for a directed study project. Normally this is for three credits and completed during one semester. The faculty member and student must concur on a written proposal and final project. Approval by the Department Chair and the Dean is necessary prior to registration.
FINANCE

Finance majors learn the main functional areas including corporate finance, financial institutions, investments, international finance, speculative markets, insurance, real estate and other related innovations. The Finance major exposes the student to the primary concepts necessary to gain the managerial skills and analytical tools to solve problems in managing portfolios, analyzing security investments, providing funds for a business, and controlling and planning the flow of these funds within the enterprise.

The major in Finance consists of a minimum of 21 semester hours of course work entailing four required courses, and three Finance electives.

**Finance Major Required Courses:**
(12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>FIN 311</td>
<td>Intermediate Finance</td>
</tr>
<tr>
<td>FIN 315</td>
<td>Principles of Investments</td>
</tr>
<tr>
<td>FIN 319</td>
<td>Money and Capital Markets</td>
</tr>
<tr>
<td>FIN 419</td>
<td>Problems of Managerial Finance</td>
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</table>

**Finance Major Elective Courses:**
(9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 313</td>
<td>General Insurance</td>
</tr>
<tr>
<td>FIN 317</td>
<td>Real Estate</td>
</tr>
<tr>
<td>FIN 401</td>
<td>Practical Financial Planning</td>
</tr>
<tr>
<td>FIN 410</td>
<td>Analysis of Financial Statements</td>
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<tr>
<td>FIN 411</td>
<td>Futures and Options</td>
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<tr>
<td>FIN 413</td>
<td>Investment Analysis and Portfolio</td>
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<td>FIN 415</td>
<td>Capital Budgeting</td>
</tr>
<tr>
<td>IBFN 417</td>
<td>Multinational Financial Management</td>
</tr>
<tr>
<td>FIN 432</td>
<td>Financial Institutions</td>
</tr>
<tr>
<td>FIN 510</td>
<td>Directed Individual Study</td>
</tr>
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</table>

**Typical Course Sequence for a Major in Finance**

**Freshman**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>STATS 250</td>
<td>Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOM 101</td>
<td>Bus. Org. &amp; Leadership</td>
<td>3</td>
</tr>
<tr>
<td>SOM 120</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MA 103</td>
<td>Math Analysis</td>
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<td>ENG 101</td>
<td>Freshman English I</td>
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<td>ENG 102</td>
<td>Freshman English II</td>
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<tr>
<td>CJN 177</td>
<td>Business Communication</td>
<td>3</td>
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<td>Diversity Requirement</td>
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<tr>
<td>NATURAL SCIENCE</td>
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<td>GENERAL EDUCATION Electives</td>
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**Sophomore**

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<tbody>
<tr>
<td>ACCT 201</td>
<td>Accounting and Decision Making I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>Accounting and Decision Making II</td>
<td>3</td>
</tr>
<tr>
<td>BLW 214</td>
<td>Law of Contracts and Comm Trans</td>
<td>3</td>
</tr>
<tr>
<td>CIS 310</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Management Science</td>
<td>3</td>
</tr>
<tr>
<td>EC 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EC 212</td>
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<tr>
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<td>English Literature I</td>
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<tr>
<td>ENG 214</td>
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<tr>
<td>ENG 215</td>
<td>American Literature</td>
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<tr>
<td>Diversity Requirement</td>
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<td>GENERAL EDUCATION Electives</td>
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<tr>
<td>Ethics Requirement</td>
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**Junior**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MGT 319</td>
<td>Operations Management</td>
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</tr>
<tr>
<td>MKT 310</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>FIN 319</td>
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<td>FREE ELECTIVES</td>
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**Senior**

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<tbody>
<tr>
<td>FIN 315</td>
<td>Principles of Investments</td>
<td>3</td>
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<tr>
<td>FIN 419</td>
<td>Problems of Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 429</td>
<td>Strategic Management</td>
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<tr>
<td>FINANCE MAJOR ELECTIVE Courses</td>
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<td>9</td>
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<tr>
<td>FREE ELECTIVES</td>
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</tbody>
</table>
GENERAL EDUCATION Electives (18 credits)
Choose Option A or B

Option A: General Education Minor

Option B: General Education Area Studies

Social Science: (3 credits)
PSYCH 114 General Psychology
OR
SOC 113 Introduction to Sociology

Humanities: (6 credits)

Departmental Concentration: (9 credits)

FREE ELECTIVES (6 credits)

Finance Minor (9 credits)
Consists of any 3 of the following courses, beyond completion of FIN 310:

FIN 317 Real Estate or
FIN 313 General Insurance
FIN 315 Principles of Investments
FIN 401 Practical Financial Planning
FIN 410 Analysis of Financial Statements
FIN 411 Futures and Options
FIN 413 Investment Analysis & Portfolio Management
FIN 415 Capital Budgeting
IBFN 417 Multinational Financial Management
FIN 432 Financial Institutions

FINANCE COURSE DESCRIPTIONS

Unless otherwise stated a course is equivalent to 3 units of credit (3 semester hour course, 1 term).

FIN 210 – Personal Finance
Prerequisite: Math 103 – Mathematical Analysis.
The course can be viewed as a "survival guide" or a "road map" to the universe of financial instruments available as well as the basic tools needed to make informed decisions. The course is intended to address the concerns of individuals in determining their financial needs and managing their investments.

FIN 310 – Business Finance
A study of the functions of business finance, forms of business organization, acquiring and administering funds, instruments of corporate finance and capital budgeting.

FIN 311 – Intermediate Finance
Prerequisite: FIN 310 – Business Finance
Intermediate Finance expands on basic financial concepts and introduces more advanced topics. Material emphasizes computer aided solutions to problems of capital structure, investment and financing alternatives. Other major topics include working capital management, derivative corporate securities, corporate restructuring and problems of financial management.

FIN 313 – General Insurance
Prerequisite: FIN 310 – Business Finance
Stresses theory, practice, and problems of risk-bearing in business, including life, property and casualty insurance, and corporate risk management.

FIN 315 – Principles of Investments
Prerequisite: FIN 310 – Business Finance
An introduction to the investment of funds by individuals and institutions, including budgeting, insurance, wills and trusts, real estate, income taxes, pensions, savings, and bonds. Includes analysis of investments and security markets, and the mechanics of trading and investing.

FIN 317 – Real Estate
Prerequisite: FIN 310 – Business Finance.
Focuses primarily on real estate investment; examines related areas of law, finance, insurance, taxation, appraisal and brokerage.
FIN 319 - Money and Capital Markets  
Prerequisite: EC 211 and EC 212 - Principles of Economics (micro and macro).
This course covers characteristics, structure and function of money and capital markets with a focus on the recent events relating to financial markets and their impact on the corporate financing behavior and the interrelationship among the various financial markets. Also, each type of financial institution and its internationalization are discussed.

FIN 401 - Practical Financial Planning  
Prerequisite: FIN 310 - Business Finance.
The course is designed to expose the student to the wide range of financial planning tools and techniques available today to the professional financial planner as well as to the individual. By the end of the course the student should be able to construct a sensible and workable financial plan for a “client”.

FIN 410 - Analysis of Financial Statements  
Prerequisite: FIN 310 - Business Finance.
Includes the analysis, interpretation and forms of financial statements. Also covers comparative financial statements and trend and ratio analysis.

FIN 411 - Futures and Options  
Prerequisite: FIN 315 - Principles of Investments or permission of the instructor
An introduction to the financial futures, options, and swaps. Main objective is to explain why these securities exist, where and how they are traded, how to employ them in managing risk, and how to accurately price them.

FIN 413 - Investment Analysis and Portfolio Management  
Prerequisite: FIN 315 - Principles of Investments.
An advanced course in investment analysis stressing analysis of the economy, industry, and individual firms. Also studies portfolio construction and management, and the trade-offs of risk versus return.

FIN 415 - Capital Budgeting  
Prerequisite: FIN 311 - Intermediate Finance.
Develops the practical techniques and decision rules in the evaluation and selection of long-term investment projects by corporations. Teaching is oriented towards discussion of readings and case studies. Readings should provide students with understanding of capital budgeting techniques, and case studies should allow them to apply the techniques to real-world problems with the help of computer.

IBFN 417 - Multinational Financial Management  
Prerequisite: FIN 310 - Business Finance.
Deals with the financing, investment and working capital management process of multinational corporations, considering such variables as exchange risk, political risk, accounting regulations and tax laws.

FIN 419 - Problems of Managerial Finance  
Prerequisite: FIN 311 - Intermediate Finance, in addition to any two finance electives; must be taken during the last year.
In depth study of current finance theory and methodology applicable to the firm through case analyses, a computer simulation game and recent publications.

FIN 432 - Financial Institutions  
Prerequisites: FIN 310 - Business Finance and FIN 319 - Money and Capital Markets
An analysis of the role of financial institutions, commercial bank, savings and loans, and mutual savings banks in the economy. Topics covered include the impact on financial institutions of interest rates and government policies.

FIN 510 - Directed Individual Study In Finance  
This elective course option involves a student initiated written proposal to a willing and appropriate full-time faculty member for a directed study project. Normally this is for three credits and completed during one semester. The faculty member and student must concur on a written proposal and final project. Approval by the Department Chair and the Dean is necessary prior to registration.

Special Topics In Finance  
An in-depth analysis of timely special issues in finance. Specific topics are announced when the course is scheduled.
SOM 101 – Business, Organization and Leadership
A broad introduction to business organization and business leadership using Harvard case study method and group presentations of case analyses to real executives. Introduction to major functional areas of business including accounting, finance, marketing, operations, organizational behavior, business ethics, strategic management, and leadership. Class participation is stressed.

SOM 120 – Computer Literacy
This course covers computing technology and concepts, and develops skills in applying personal computers. Topics include hardware and software terminology, applications of word processing, spreadsheet, file management and presentation graphics. Also considers the ethical, legal and social concerns of computers in society. A hands-on laboratory is integrated with the course, although students are encouraged to acquire their own personal computer. Keyboard skills are anticipated, but tutorial sessions are provided for those needing this background.

SOM 203 – Ethical Responsibility in Government and Society
This course examines current questions including: What is an ethical concern? An ethical climate? Most people know what is ‘right’ and what is ‘wrong’ but in the “gray area” of personal and professional decision-making, where is guidance and understanding found? What decision-making tools are available in applied ethics so that organizations of integrity can be built? What applied ethical approaches are available to individuals which provide guidance for their decisions? Examining these, and other, questions define one part of this course. Selecting options, resolutions and answers to these queries guides the other. We will probe what each of us as individuals or members of a group or organization can do to strengthen the ethical environment and culture around us.
The International Business Studies Major is designed to prepare students to meet the increased demand from industry for graduates with education in International Business Management. More and more businesses are becoming deeply involved in international activities, both in expanding overseas markets and in competition with foreign companies in their own market.

The International Business Studies Major curriculum exposes the student to an array of international subjects in finance, marketing, export, and economics. These courses are complemented by special topics and Directed Individual Study Courses in the international area to provide the kind of up-to-date education students need to compete successfully in the job market. For those who are interested in international business, three options are offered: an International Business Studies Major; International Business Double Major; and International Business Minor.

**Typical Course Sequence for Major in International Business Studies**

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Freshman English I ................................3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Freshman English II ................................3</td>
</tr>
<tr>
<td>CIN 177</td>
<td>Business Communication ................................3</td>
</tr>
<tr>
<td>SOM 120</td>
<td>Computer Literacy ....................................3</td>
</tr>
<tr>
<td>MA 103</td>
<td>Math Analysis .........................................3</td>
</tr>
<tr>
<td>STATS 250</td>
<td>Applied Statistics ...................................3</td>
</tr>
<tr>
<td>SOM 101</td>
<td>Bus. Org. and Leadership ............................3</td>
</tr>
</tbody>
</table>

International Liberal Arts Courses

**Sophomore**

| ACCT 201 | Accounting and Decision Making I ................3 |
| ACCT 202 | Accounting and Decision Making II ................3 |
| BLW 214  | Law of Contracts & Comm Trans ......................3 |
| EC 211   | Principles of Economics I ........................3 |
| EC 212   | Principles of Economics II ........................3 |
| ENG 213  | English Literature I ................................3 |
| ENG 214  | English Lit. II OR ..................................3 |
| ENG 215  | American Lit. .........................................3 |
| Ethics Requirement ....................................3 |
| NATURAL SCIENCE ........................................8 |

**Junior**

| MGT 319  | Operations Management ..............................3 |
| MKT 310  | Principles of Marketing ............................3 |
| FIN 310  | Business Finance ....................................3 |
| MGT 317  | Organizational Behavior ............................3 |
| CIS 310  | Management Information Systems ..................3 |
| IBMK 321 | Intro to International Bus ..........................3 |

International Liberal Arts Courses

International Business Major Courses ................................6

**Senior**

| MGT 429  | Strategic Management ..............................3 |

International Liberal Arts Courses

International Business Major Courses ................................9

**International Liberal Arts Courses (21 credits)**

Includes at least 2 courses in one foreign language (or proof of proficiency in a foreign language), and the 3 credit Diversity Requirement.

| Business Electives (6 credits) |
| Free Elective (3 credits) |

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International Business Major Courses (18 credits)

IBMK 321 - Introduction to International Business

Plus five of the following courses:

IBFN 417 - Multinational Financial Management
IBMK 421 - International Marketing
IBMK 422 - Export Marketing Management
IBMK 430 - International Business Strategies
IB 510 - Directed Study in IB
IB - Special Topics Courses

International Business Studies Minor (9 credits)

Consists of any two (2) of the following courses, beyond the completion of IBMK 321 International Business:

IBMK 421 - International Marketing
IBFN 417 - Multinational Financial Management
IBMK 422 - Export Marketing Management
IBMK 430 - International Business Strategies
Directed Individual Study
Special Topics

*In selecting the Language Sequence and International Liberal Arts Courses, please refer to the International Business Course Listing available in the Office of the Dean, School of Management.

International Business Studies Double Major

Students may Double Major in International Business in combination with any of the other School of Management Majors.

Students are advised to further discuss this option with the International Business Advisor, since the International Business Studies Double Major entails different requirements from the other School of Management departmental Double Majors.

INTERNATIONAL BUSINESS STUDIES COURSE DESCRIPTIONS

Unless otherwise stated a course is equivalent to 3 units of credit (3 semester hour course, 1 term.)

IBFN 417 - Multinational Financial Management.
Prerequisite: FIN 310 - Business Finance.
Deals with the financing, investment and working capital management process of multinational corporations, considering such variables as exchange risk, political risk, accounting regulations and tax laws.

IBMK 321 - Introduction to International Business.
Prerequisite: MKT 310 - Principles of Marketing.
To provide students with an understanding of problems and opportunities associated with doing business across country and cultural boundaries and to encourage global business thinking and strategy formulation. Topics include the forms of international business involvement; economic, social, cultural and political conditions; national and multinational regulations of international transactions and investments; and global strategies for business operations.

IBMK 421 - International Marketing.
Prerequisite: MKT 310 - Principles of Marketing.
Studies the variations in economic, social-cultural, legal-political, and business environments among different nations and how these variations affect the marketing practices across national boundaries. The goal is to provide students with the necessary skills to compete successfully in national and international markets. Particular attention is given to the formulation of marketing plans and programs and policies to integrate and coordinate such activities on a global basis.

IBMK 422 - Export Marketing Management.
Deals with formulating strategies and developing management skills necessary to succeed in global markets through exporting. The course content includes such topics as the assessment of company readiness to export, export market potential analysis, national and international regulations, export marketing plans and programs, logistics and payments.
**IBMK 430 - International Business Strategies**

*Prerequisite: School of Management required courses. Other International Business courses recommended*

This course focuses on the strategic and managerial issues faced by firms whose businesses stretch across national boundaries. Emphasis is placed on the decisions and decision-processes to deal effectively with the impacts of diverse, competitive, interdependent, and interrelated market forces in international context. Included among the topics covered are the selection of market entry and ownership strategies, structural and organizational configurations, risk management, control, integration, and synergy creating.

**IBMK 510 - Directed Individual Study in International Business**

This elective course option involves a student initiated written proposal to a willing and appropriate full-time faculty member for a directed study project. Normally this is for three credits and completed during one semester. The faculty member and student must concur on a written proposal and final project. Approval by the Department Chair and the Dean is necessary prior to registration.

**Special Topics in International Business**

An in-depth analysis of timely special issues in international business. Specific topics are announced when the course is scheduled.
Management is concerned with the overall integration and coordination of the functional aspects of an organization. Management's goal is to insures that the planning, organization, integration, and control of the business is such that business may achieve its purpose, whether it is a profit or a non-profit organization. A goal of the management curriculum is to develop an awareness in the student of the types of problems faced by managers and to promote an understanding of the tools available for managers to use in making decisions. The highly competitive nature of business places a premium on creativity and innovation. Thus, there is an emphasis on traditional and new ways of controlling costs and of solving the countless problems that arise, e.g., from laying out a new production line, selecting and promoting people, or deciding where best to put the limited financial and human resources of a company or department. The demand for effective managers is high and likely to continue. Many predict that the major limitation of organizational growth in the future will not be money or materials but managerial resources. Our graduates pursue successful management careers in a variety of organizations. A significant number further their studies by enrolling in MBA programs at Suffolk University or at other institutions.

The major in Management consists of a minimum of 18 semester hours, four management required courses and at least two major elective courses, which must be completed at Suffolk University.

**Management Major Required Courses**

(12 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>MGT 419</td>
<td>Problems of General Management</td>
</tr>
<tr>
<td>Plus three (3) of the following courses:</td>
<td></td>
</tr>
<tr>
<td>MGT 313</td>
<td>Personnel Administration</td>
</tr>
<tr>
<td>MGT 320</td>
<td>Management of Small Business</td>
</tr>
<tr>
<td>MGT 323</td>
<td>Labor Relations</td>
</tr>
<tr>
<td>MGT 325</td>
<td>Career and Life Planning for Managers</td>
</tr>
<tr>
<td>MGT 326</td>
<td>Fundamentals of Entrepreneurship</td>
</tr>
</tbody>
</table>

**Management Major Elective Courses**

(6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 315</td>
<td>Materials Management</td>
</tr>
<tr>
<td>MGT 327</td>
<td>Starting New Ventures</td>
</tr>
<tr>
<td>MGT 510</td>
<td>Directed Individual Study</td>
</tr>
<tr>
<td>FIN 313</td>
<td>General Insurance</td>
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<tr>
<td>FIN 315</td>
<td>Principles of Investment</td>
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<td>FIN 317</td>
<td>Real Estate</td>
</tr>
<tr>
<td>FIN 410</td>
<td>Analysis of Financial Statements</td>
</tr>
<tr>
<td>IBFN 417</td>
<td>Multinational Financial Management</td>
</tr>
<tr>
<td>MKT 313</td>
<td>Sales Management</td>
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<td>MKT 317</td>
<td>Consumer Behavior</td>
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<tr>
<td>MKT 319</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>IBMK 321</td>
<td>International Business</td>
</tr>
<tr>
<td>CIS 313</td>
<td>Systems Analysis and Design</td>
</tr>
</tbody>
</table>
## Typical Course Sequence for Major in Management

### Freshman

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOM 101</td>
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<tr>
<td>ENG 101</td>
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<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>CJN 177</td>
<td>3</td>
</tr>
<tr>
<td>SOM 120</td>
<td>3</td>
</tr>
<tr>
<td>MA 103</td>
<td>3</td>
</tr>
<tr>
<td>STATS 250</td>
<td>3</td>
</tr>
<tr>
<td>Diversity Requirement</td>
<td>3</td>
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### Sophomore

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 201</td>
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<td>ACCT 212</td>
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<td>MGT 201</td>
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<td>BLW 214</td>
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<td>EC 211</td>
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<td>EC 212</td>
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<tr>
<td>ENG 215</td>
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</tr>
<tr>
<td>Ethics Requirement</td>
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</table>

### Junior

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGT 319</td>
<td>3</td>
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<tr>
<td>MKT 310</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317</td>
<td>3</td>
</tr>
<tr>
<td>CIS 310</td>
<td>3</td>
</tr>
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</table>

### Senior

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 419</td>
<td>3</td>
</tr>
<tr>
<td>MGT 429</td>
<td>3</td>
</tr>
</tbody>
</table>

### Management Minor (9 credits)

Consists of any three (3) of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 313</td>
<td>Personnel Administration</td>
</tr>
<tr>
<td>MGT 315</td>
<td>Materials Management</td>
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<td>MGT 320</td>
<td>Management of Small Business</td>
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<td>MGT 323</td>
<td>Labor Relations</td>
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<td>MGT 325</td>
<td>Career and Life Planning for Management</td>
</tr>
<tr>
<td>MGT 326</td>
<td>Fundamentals of Entrepreneurship</td>
</tr>
<tr>
<td>MGT 327</td>
<td>Starting New Ventures</td>
</tr>
</tbody>
</table>

### GENERAL EDUCATION Electives (18 credits)

Choose Option A or B

**Option A: General Education Minor**

### Option B: General Education Area Studies

**Social Science:** (3 credits)

- PSYCH 114 General Psychology
- SOC 113 Introduction to Sociology

** Humanities:** (6 credits)

- Departmental Concentration: (9 credits)

### FREE ELECTIVES (9 credits)
MANAGEMENT COURSE DESCRIPTIONS

Unless otherwise stated a course is equivalent to 3 units of credit (3 semester hour course, 1 term).

Under the previous curriculum, MGT 310 - Principles of Management was a requirement for all School of Management Majors. Under the new curriculum, MGT 319 - Operations Management takes its place.

MGT 201 - Management Science
Prerequisite: MA 103 - Math Analysis
This course is designed to acquaint the student with the newer quantitative techniques current in management literature and usage. It recognizes that the manager of today must be conversant with and able to use appropriate mathematical and analytical tools for solving problems. Primary emphasis is on gaining understanding of the techniques, where and how they are used, their reliability, validity, and reality.

MGT 313 - Personnel Administration
Prerequisite: SOM 101 - Business Organization and Leadership & junior status
A study of the modern personnel department in industry with special emphasis on the techniques and methods of management and utilization of manpower and contemporary human relations problems.

MGT 315 - Materials Management
Prerequisites: MKT 310, Principles of Marketing, SOM 101 - Business, Organization and Leadership & junior status
Studies the materials function as it relates to other management activities in the enterprise, including organization for materials, procurement procedures and controls, material requirements planning, and appraising materials function performance.

MGT 317 - Organizational Behavior
Prerequisite: SOM 101 - Business Organization and Leadership & junior status
Explores the application of sociological, psychological and anthropological concepts in domestic and international business settings. Primary attention is paid to behavior and interaction, and to how large organizations function from a systems viewpoint.

MGT 319 - Operations Management
Prerequisites: MGT 201 - Management Science
Presents an introduction to the operating component of a manufacturing or service organization where inputs such as raw material, labor and other resources are transformed into finished goods and/or services. Addresses both strategic and tactical issues, such as operations strategy, product and process design, technology management, total quality management, capacity planning, location, forecasting, inventory management, and Just-in-Time. Quantitative models and analytical tools are emphasized. Case studies are used to analyze problems that confront the operations manager.

MGT 320 - Management of Small Business
Prerequisites: SOM 101 & junior status
Includes the application of all management functional topics to the unique problems of small business. Emphasizes role of the entrepreneur, problems of growth, and practical approaches to using modern management techniques in small business.

MGT 323 - Labor Relations
Prerequisites: SOM 101 & junior status

MGT 325 - Career and Life Planning for Management
Prerequisite: MGT 317 - Organizational Behavior & junior status
The course will provide an opportunity for students to develop self-awareness, personal skills and background knowledge necessary for successful personal life/career planning. Students will develop their own life/career plans based upon materials presented in this course.

MGT 326 - Fundamentals of Entrepreneurship
Prerequisites: SOM 101 & junior status
The special problems of starting new ventures is the focus of this course. Topics include the nature of entrepreneurship, characteristics of new ventures and finding products and services which can support new ventures. The course is designed for those who may want to start their own business. It is also designed to be helpful to those who plan to work in or with smaller businesses or who become involved in new product development or merger and acquisition work with large businesses.
**MGT 327 – Starting New Ventures**  
*Prerequisite: MGT 326 – Fundamentals of Entrepreneurship*  
Concerns the entry into ownership and management of new ventures, either by start-up of new enterprises or by acquisition of an ongoing concern. Concentrates on how ventures are started; how venture ideas and other key ingredients for start-ups are derived; and how to evaluate new venture proposals. Includes the development of a business plan, legal considerations, and tax and real estate issues for entrepreneurs.

**MGT 419 – Problems of General Management**  
*Prerequisites: MKT 310 – Principles of Marketing; FIN 310 – Business Finance; MGT 317 – Organizational Behavior; MGT 319 – Production and Operations Management; offered fall & spring semesters; restricted to last semester seniors or by permission of instructor*  
This capstone course integrates previous coursework, and develops analytical and decision-making ability. Case discussions and problem-solving exercises help students understand the various functional interrelationships and the role of top management in decision-making. Full-time students are expected to enroll in day sections of this course.

**MGT 429 – Strategic Management**  
*Prerequisites: FIN 310 – Business Finance, MKT 310 Principles of Marketing, MGT 317 – Organizational Behavior; MGT 319 – Production and Operations Management; offered fall & spring semesters only; restricted to seniors*  
Covers and integrates administrative processes and decision-making under uncertainty in business areas of marketing, accounting, management, finance, personnel, and production. It also focuses on strategic and policy issues from the viewpoint of senior management in both domestic and international corporations. Case discussions help develop the conceptual framework for analysis and implementation of strategy and policy decisions.

**MGT 510 – Directed Individual Study In Management**  
This elective course option involves a student initiated written proposal to a willing and appropriate full-time faculty member for a directed study project. Normally this is for three credits and completed during one semester. The faculty member and student must concur on a written proposal and final project. Approval by the Department Chair and the Dean is necessary prior to registration.

**Special Topics In Management**  
An in-depth analysis of timely special issues in management. Specific topics are announced when the course is scheduled.
Marketing encompasses business activities that are designed to plan, distribute, price and promote products and services to customers. Customers may be buying for personal or business use.

The Marketing major will learn to identify customer needs and develop the products, services and programs to satisfy them. The analysis, planning and control of these activities is pivotal to the success of any organization, profit or non-profit.

The major in Marketing consists of a minimum of 18 semester hours of course work, two marketing electives and four required marketing courses, to be completed at Suffolk University.

**Marketing Required Courses:**

(12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MKT 313</td>
<td>Sales Management</td>
</tr>
<tr>
<td>MKT 317</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>MKT 319</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>MKT 419</td>
<td>Marketing Policies and Strategies</td>
</tr>
</tbody>
</table>

**Marketing Elective Courses:**

(6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 315</td>
<td>Promotion Management</td>
</tr>
<tr>
<td>MKT 415</td>
<td>Advertising Campaign Management</td>
</tr>
<tr>
<td>IBMK 321</td>
<td>Introduction to International Business</td>
</tr>
<tr>
<td>IBMK 421</td>
<td>International Marketing</td>
</tr>
<tr>
<td>MKT 423</td>
<td>Retail Management</td>
</tr>
<tr>
<td>MKT 425</td>
<td>Merchandise Management</td>
</tr>
<tr>
<td>MKT 510</td>
<td>Directed Individual Study</td>
</tr>
<tr>
<td>MGT 327</td>
<td>Starting New Ventures</td>
</tr>
</tbody>
</table>

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### Typical Course Sequence for a Major in Marketing

**Freshman**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>SOM 101</td>
<td>Bus. Org. &amp; Leadership</td>
</tr>
<tr>
<td>SOM 120</td>
<td>Computer Literacy</td>
</tr>
<tr>
<td>MA 103</td>
<td>Math Analysis</td>
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<td>STATS 250</td>
<td>Applied Statistics</td>
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<td>ENG 101</td>
<td>Freshman English I</td>
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<tr>
<td>ENG 102</td>
<td>Freshman English II</td>
</tr>
<tr>
<td>CJN 177</td>
<td>Business Communication</td>
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<tr>
<td>Diversity Requirement</td>
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**Junior**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 319</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MKT 317</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>CIS 319</td>
<td>Management Info Systems</td>
</tr>
<tr>
<td>FIN 310</td>
<td>Business Finance</td>
</tr>
<tr>
<td>MGT 317</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MKT 313</td>
<td>Sales Management</td>
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<td>MKT 317</td>
<td>Consumer Behavior</td>
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**Sophomore**

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<th>Course</th>
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<tbody>
<tr>
<td>ACCT 210</td>
<td>Accounting and Decision Making I</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>Accounting and Decision Making II</td>
</tr>
<tr>
<td>BLW 214</td>
<td>Law of Contracts and Commercial Trans</td>
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<td>MGT 201</td>
<td>Management Science</td>
</tr>
<tr>
<td>EC 211</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>EC 212</td>
<td>Principles of Economics II</td>
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<tr>
<td>ENG 213</td>
<td>English Literature I</td>
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<td>ENG 214</td>
<td>English Literature II</td>
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<td>ENG 215</td>
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<td>Ethics Requirements</td>
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<td>NATURAL SCIENCE</td>
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GENERAL EDUCATION Electives (18 credits)
Choose Option A or B

Option A: General Education Minor

Option B: General Education Area Studies

Social Science: (3 credits)
PSYCH 114 General Psychology
OR
SOC 113 Introduction to Sociology

Humanities: (6 credits)

Departmental Concentration: (9 credits)

FREE ELECTIVES (9 credits)

Marketing Minor (9 credits)
Consists of any 3 of the following courses, beyond the completion of MKT 310:

MKT 313 Sales Management
MKT 315 Promotion Management
MKT 317 Consumer Behavior
MKT 319 Marketing Research
IBMK 421 International Marketing
MKT 423 Retail Management
MKT 425 Special Topics

MARKETING COURSE DESCRIPTIONS

Unless otherwise stated a course is equivalent to 3 units of credit (3 semester hour course, 1 term).

MKT 310 - Principles of Marketing
An introduction to marketing as a functional area of the business enterprise, and an analytical survey of problems encountered in developing, promoting and distributing goods and services.

MKT 313 - Sales Management
Prerequisite: MKT 310 - Principles of Marketing
Examines the problems of managing a sales force, including sales force organization and recruitment, selection and training, compensation, supervision and motivation. Also covers sales planning, sales analysis and control, and measuring the sales manager's performance.

MKT 315 - Promotion Management
Prerequisite: MKT 310 - Principles of Marketing
Studies the role of promotion in the economy and in the marketing mix of the firm. Also examines tools of promotion, the promotional mix, budgeting, media and campaign evaluation.

MKT 317 - Consumer Behavior
Prerequisite: MKT 310 - Principles of Marketing
Examines the behavioral aspects of the marketing process and the contributions of psychology, sociology, economics, anthropology and political science as applied to the market process.

MKT 319 - Marketing Research
Prerequisite: MKT 310 - Principles of Marketing
Fundamental techniques in marketing research including implementing marketing surveys, questionnaire construction, demonstration of market potentials, selection of territories, sampling theory, interpretation of results and report presentation. The functional areas of advertising research, sales research, new product research, motivation research and market research are explored.
IBMK 321 – Introduction to International Business
Prerequisite: MKT 310 – Principles of Marketing
To provide students with an understanding of problems and opportunities associated with doing business across country and cultural boundaries and to encourage global business thinking and strategy formulation. Topics include the forms of international business involvement; economic, social, cultural and political conditions; national and multinational regulations of international transactions and investments; and global strategies for business operations.

MKT 415 – Advertising Campaign Management
Prerequisite: MKT 310 – Principles of Marketing
Advertising campaign management will demonstrate to the student how the various aspects of the marketing mix function as an integrated system. It will offer the student extensive and practical material concerning the management of advertising campaigns including market analysis, campaign planning, creative promotional and media recommendations. Upon completion of the course, the student will have an indication of what it takes to mount an advertising campaign.

MKT 419 – Marketing Policies and Strategies
Prerequisites: MKT 310 – Principles of Marketing plus 2 of the additional 3 required marketing courses: MKT 313 – Sales Management, MKT 317 – Consumer Behavior, and MKT 319 – Marketing Research, must be taken in the senior year
Integrates all areas of marketing activity through the analysis of marketing problems and policies. Problem solving approach is utilized to develop marketing analysis ability.

IBMK 421 – International Marketing
Prerequisite: MKT 310 – Principles of Marketing
Studies the variations in economic, social-cultural, legal-political, and business environments among different nations and how these variations affect the marketing practices across national boundaries. The goal is to provide students with the necessary skills to compete successfully in national and international markets. Particular attention is given to the formulation of marketing plans and programs and policies to integrate and coordinate such activities on a global basis.

IBMK 422 – Export Marketing Management
Deals with formulating strategies and developing management skills necessary to succeed in global markets through exporting. The course content includes such topics as the assessment of company readiness to export, export market potential analysis, national and international regulations, export marketing plans and programs, logistics and payments.

MKT 423 – Retail Management
Prerequisite: MKT 310 – Principles of Marketing
An introduction to the field of retail management. The course focuses on the retail environment, structure and strategy, the development and implementation of the retailing mix, and financial and managerial considerations. It also examines information systems for retailing, and looks at the internationalization of retailing and at the growth of non-store retailing activities.

MKT 425 – Merchandise Management
This course is for students who desire basic knowledge of Retail buying. Subject matter covered will be the buying function, locating and choosing vendors, preparing buying plans, negotiating, vendor analysis, managing incoming merchandise and data movement, buying mathematics, pricing, the merchandise budget, purchase planning, open-to-buy, and merchandising and operating reports and analysis. After acquiring some of the key principles of merchandising, students finishing this course successfully will be ready for senior assistant buyer responsibilities in Retail stores including stores in the Food industry.

IBMK 430 – International Business Strategies
Prerequisite: School of Management required courses. Other International Business course recommended
This course focuses on the strategic and managerial issues faced by firms whose businesses stretch across national boundaries. Emphasis is placed on the decisions and decision-processes to deal effectively with the impacts of diverse, competitive, interdependent, and interrelated market forces in international context. Included among the topics covered are the selection of market entry and ownership strategies, structural and organizational configurations, risk management, control, integration, and synergy creating.

MKT 510 – Directed Individual Study In Marketing
This elective course option involves a student initiated written proposal to a willing and appropriate full-time faculty member for a directed study project. Normally this is for three credits and completed during one semester. The faculty member and student must concur on a written proposal and final project. Approval by the Department Chair and the Dean is necessary prior to registration.

Special Topics In Marketing
An in-depth analysis of timely special issues in marketing. Specific topics are announced when the course is scheduled.
SUFFOLK UNIVERSITY

College of Liberal Arts and Sciences
Undergraduate Programs
Goals of the College of Liberal Arts and Sciences

• To prepare students to lead productive and rewarding lives.

• To provide the means both for personal growth of students and for the training necessary to enter a business, pursue a profession, or otherwise fill a responsible role in society.

• To provide a learning environment conducive to independent thought and free expression of ideas, where students, faculty, and administrators can work together in mutual trust and respect.

• To ensure that the content of academic programs reflects an awareness of student needs.

• To see students as whole persons; to develop in them character and values as well as competence and skills; to foster a sense of community in the student body.

• To provide undergraduate and professional education that liberates the spirit and challenges the intellect.

• To develop educational programs geared to new and emerging career fields.

• To use the resources of Boston and of the Friedeman Research Station in Edmunds, Maine, as campus extensions, and to develop new cooperative relationships with other academic and cultural institutions, recreational centers, commercial enterprises, and governmental agencies in these areas.

• To graduate individuals who have significantly improved their aesthetic, intellectual, and moral capacities, and their sense of self-worth, self-confidence, and civic responsibility.
**Academic Advising**

**General**
A full-time faculty advisor is assigned to every student upon their entry into the College of Liberal Arts and Sciences. Students with a declared major are matched with a faculty member of their chosen department, while undecided students are paired with a designated “open major” advisor. Advising assignments are permanent unless formally changed by either the department or the individual student. It is the student’s responsibility when changing advisors to register that information in the Academic Dean’s office at his or her earliest opportunity.

In addition to the permanent academic advisor, the College may assign a second temporary “special advisor” to students from groups that have above average attrition rates (Spring matriculates; conditionally admitted students, late registrants; new transfers and individuals identified as at risk by the Academic Standing Committee).

After the initial advising consultation has been arranged between adviser and advisee, it becomes the student’s responsibility to maintain contact with his or her advisor. Beyond the two mandatory visits needed to secure program approval each year (the Fall and Spring advising/registration periods), students should make it a practice to sustain regular communications with their advisor throughout the academic year.

Most academic advisors enjoy considerable knowledge of the day to day operations of the University and are valuable resources in helping students find solutions to problems that transcend the narrow sphere of “courses and curriculum.”

**Preprofessional Study**

**Prelaw**
Demand for admission to law school is at a high level; therefore the admission process is very competitive and standards for admission are high. Law schools consider a variety of factors in making final decisions on who will be admitted; however the applicant’s cumulative Grade Point Average and the Law School Admissions Test (LSAT) Score clearly are two very important indicators. Law schools also wish to assemble in a given academic year a class of students with diverse backgrounds, so that a healthy learning environment will exist.

Unlike pre-medical programs which are required for admission to medical schools, the concept of a “prelaw” program or curriculum is actually a myth because law schools do not suggest a single curriculum path that is an ideal preparation for law school. Therefore to say that a student is in a prelaw program simply means that the student intends to apply to law school in the future.

Moreover law schools do not specify what academic major will increase a student’s prospect for admission. Law schools want students who can think, read and write, and who have some understanding of the forces which have shaped human experience and society. Training in analytical reasoning and writing and in oral and written communications will also be beneficial. These attributes can be acquired in any number of college courses in the social sciences, natural sciences and humanities. What really counts is the student’s capacity to perform well at an academically rigorous level.
Suffolk University Law School
The Suffolk University Law School Admission Committee is highly selective and places emphasis on the quality of undergraduate work and the results of the LSAT. The Law School offers a Juris Doctor degree after three years of study in the Day Division or four years in the Evening Division.

Combined Bachelor of Arts or Bachelor of Science/Juris Doctor (BA/JD, BS/JD) It is sometimes possible for a limited number of outstanding Suffolk full-time day division undergraduates to gain early admission to the Law School at the end of their junior year of college. Such students are able to earn the combined bachelor’s degree and the Juris Doctor degree in six years instead of the customary seven. The first three years of study are at the College of Liberal Arts and Sciences and the final three years are at Suffolk University Law School. The bachelor’s degree is awarded after the successful completion of the first full year of law study.

Students who seek early admission to Suffolk University Law School must enter Suffolk University as freshmen and complete 92 semester hours toward the bachelor’s degree. This credit must include all required courses for the particular degree and major that the student selects, with the exception that the first full year of law study is substituted for major courses and electives that are normally taken in the senior year. Credit earned at other colleges or through the CLEP test may not be counted toward the 92 semester hours. Only Suffolk students with distinctly superior records and LSAT scores can expect to qualify for early admissions and combined degrees.

Applicants to law school normally take the LSAT in the fall semester of the Senior Year (or of their Junior Year if applying for early admission and combined degrees). The Law School Admission Committee will make a decision after it receives a completed application.

Prospective law students will find additional information in the Official Guide to U.S. Law Schools published by the Law School Admission Council. This publication contains information on prelaw study, a brief word picture of most American law schools, and other relevant information.

Since the law school admission process is complex and competitive, every interested student must have ready access to current developments and strategies on admission. Therefore an early and continuing relationship with your Prelaw Advisor is strongly recommended.

Prelaw Advising The Prelaw Advising Committee provides Suffolk University students with access to current information concerning preparation for and admission to law school. Specifically this is accomplished by each academic department in the College of Liberal Arts and Sciences having a faculty member designated as a “Prelaw Adviser”. A list of the Prelaw Advisers is regularly published in the student newspapers at the beginning of each academic year and posted throughout the university.

Health Careers
Health Career Advising The Health Careers Committee provides students with access to current information on many health careers. Interested students should contact the chairperson of the Health Careers Committee during their first semester at Suffolk. A student run Health Careers Club exists to foster interaction among students with health careers interests. Interested students should contact the Club through the Biology Department Office.
Pre-Dental  Most dental schools set as a minimum requirement for admission the inclusion of one year of general chemistry and one year of organic chemistry, one year of biology, one year of physics, and one year of English composition. It is recommended that the student also attain proficiency in those subjects that give a broad cultural background.

While some dental schools set 60 semester hours as the minimum quantity requirement, the crowded condition of the professional schools allows them to be more selective in their admissions. (In practice, students with three complete years of college work, or more frequently with a bachelor’s degree, are given preference.)

The applicant may be required to present himself for an interview before his admission status is determined. Suffolk University permits students admitted to accredited dental schools to fulfill senior year requirements by successful completion of first year dental studies.

Pre-Medical  The admission requirements for medical schools throughout the country are being liberalized, but the changes are not uniform, and the rates of change are not the same. The trend is toward less emphasis on science courses that tend to be repetitious and more upon the humanities and social science subjects. Students are being encouraged to attain in college a broad cultural background as well as basic education in the sciences.

Nevertheless, nearly all medical colleges still require the inclusion of one year of general chemistry and one year of organic chemistry, one year of physics, one year of biology, one year of English composition, and one year of English literature. Some medical schools also require knowledge of the behavioral sciences.

In the catalogues of some medical schools it is indicated that an applicant will be approved for admission after three years of college work. Since, however, the number of applicants far exceeds the number of students to be admitted, the pre-medical students with a bachelor’s degree and promise of success as a doctor are selected. The personality appraisal is frequently made through interviews with the dean or admissions officer. Suffolk University permits student admitted to accredited medical schools to fulfill senior year requirements by successful completion of first year medical studies.

Pre-Optometry  Colleges of optometry, like other professional schools, base their admission standards on the academic records of their applicants. Preference is given to applicants who present college records showing a high degree of achievement in their classroom work.

The requirements for admission to the schools and colleges of optometry are not identical. Typically, the requirements include courses in English, mathematics, physics, chemistry, and biology or zoology. Some schools and colleges have varied requirements in psychology, the social sciences, literature, philosophy, and foreign languages.

The pre-optometry requirements for almost all accredited colleges of optometry represent a minimum of two academic years of study. It is recommended that Suffolk University students who plan to study optometry pursue a commonly required Freshman year in which they include in their programs Freshman Integrated Studies, First-year English, Introductory Mathematics, General Biology, and Inorganic Chemistry. In their Sophomore year, pre-optometry students should study General Physics, Calculus, Second-year English, Logic, Speech, and courses from the Humanities or Social Sciences. The student should be acquainted with the requirements of the optometry college he or she expects to attend.
Pre-Veterinary The minimum academic requirements for admission to a school of veterinary medicine parallel those of dental and medical schools. However, since there are far fewer veterinary colleges than medical or dental schools, the opportunities are more limited. Consequently, the customary requirement for admission is the completion of the baccalaureate. In addition, most veterinary schools are state universities which give priority for admission to residents of the state. Some veterinary schools require a course in "Animal Husbandry" or "Experience on a Farm" as a prerequisite to admission. Suffolk University does not offer these courses, but they may sometimes be obtained at another institution during the summer. Prospective students should apprise themselves of the specific requirements of the various veterinary schools as early in their undergraduate program as possible. Suffolk University permits students admitted to accredited veterinary schools to fulfill senior year requirements by successful completion of first year veterinary studies.
Assessment

Assessment Requirement
As a condition of graduation, all students will be required to participate in and complete two assessment sequences. The first testing period will be conducted during the first year of a student’s matriculation at Suffolk University. Seniors will also be required to take the assessment tests in the fall prior to their graduation. The assessment is being conducted so that the faculty can gather data about the student body as a whole. You cannot fail the assessment exam and your scores are used only as part of a statistical study of the entire freshman class. The data obtained from assessment will be used in helping develop the best possible curriculum for you and future students of the College.

Mid-Semester Evaluation
Each instructor is responsible for giving at least one evaluation to each student in each course by the beginning of the seventh week of the semester. Students who are experiencing academic difficulty should be referred to the Counseling Center and/or Learning Center for assistance as soon as possible. Evaluations should be completed and reported to students well before the last date for withdrawal without penalty of “F” grade.
Scholastic Honors

**Dean's High Honors List**  A student shall be eligible for the Dean's High Honors List in any semester in which his or her grade point average is at least 3.70, and provided he or she receives no grade of D, F, or I, and has earned a minimum of 12 semester hour credits.

**Part-Time Student Dean’s High Honors List**  A part-time student shall be eligible for the Dean’s High Honors List on an annual basis if his or her grade point average is at least 3.70, the student has earned a minimum of 12 semester hour credits for the year, and provided he or she receives no grade of D, F, or I.

**Dean's Honors List**  A student shall be eligible for the Dean's Honors List in any semester in which his or her grade point average is between 3.30 and 3.699 inclusive, and provided he or she receives no grade of D, F, or I, and has earned a minimum of 12 semester hour credits.

**Part-Time Student Dean's Honors List**  A part-time student shall be eligible for the Dean’s Honors List on an annual basis if his or her grade point average is between 3.30 and 3.699 inclusive, the student has earned a minimum of 12 semester hour credits for the year, and provided he or she receives no grade of D, F, or I.

**Highest Class Honors**  Each Spring the Deans of the College of Liberal Arts and Science select students to receive Outstanding Student Awards. These awards go to the individual with the highest cumulative grade point average in his/her respective class with a fifth award presented to a Senior transfer student. Criteria for eligibility will include such items as the absence of D, F, or I grades and the number of credits taken at Suffolk University.

**Graduation with Honors**

1. To be eligible for graduation with honors, a student must have completed at least 60 semester hours of work at Suffolk University. (Courses for which a student receives credit through C.L.E.P. examinations may not be counted toward this minimum of 60 semester hours, but courses taken at affiliated institutions through cross-registration may be counted toward the minimum of 60 semester hours.)

2. To be eligible to graduate *summa cum laude* a student must, in addition to requirement (1) above, have a cumulative grade point average placing him/her in the top two percent of those members of the graduating class who meet the same criterion (1), and must have a cumulative grade point average of at least 3.85 and must have no grades of F or I.

3. To be eligible to graduate *magna cum laude* a student must, in addition to requirement (1) above, have a cumulative grade point average placing him/her in the next six percent of those members of the graduating class who meet the above criterion (1), must have a cumulative grade point average of at least 3.7, and must have no grades of F or I.

4. To be eligible to graduate *cum laude* a student must, in addition to requirement (1) above, have a cumulative grade point average placing him/her in the next twelve percent of those members of the graduating class who meet the same criterion (1), must have a cumulative grade point average of at least 3.3, and must have no more than one grade of either F or I.
Sigma Zeta Honorary Science Society

Alpha Lambda is the Suffolk Chapter of Sigma Zeta, a national honorary science society. The society’s aims are to give recognition to students of superior scholarship in the natural sciences and mathematics, to encourage the attainment of a broader knowledge of and to promote interest in these fields, and to stimulate interest in scientific investigation. Active membership is extended to faculty members in the natural sciences and mathematics and to sophomores, juniors and seniors majoring in one of these fields who meet the grade-point ratio qualifications (i.e., 3.00 in science and mathematics and 2.75 overall).

The Archer Fellows Program

The Archer Fellows program, for “highly-motivated, academically-promising students,” is the CLAS honors program. Students interested in applying to, or in getting additional information about, the Archer Fellows program should contact its faculty coordinator, Dr. David Robbins. The Archer Fellows program is structured as follows:

Eligibility

Designation as Archer Fellows is offered each year by the College of Liberal Arts and Sciences to the twenty-five most highly-motivated, academically-promising students in the freshman class, and to similarly-qualified transfer students. Additional highly-motivated, academically-promising students may apply for membership in the Archer Fellows program up to and including the first semester of their junior year. Students may withdraw from the program, without penalty, at any time during their academic career in the College.

Special Benefits

Archer Fellows receive, throughout their career at the College, special recognition, orientation, and advising. They have, in special “challenge seminars” and “challenge” courses, the unique opportunity to shape the learning experience to their own needs and interests and to work in close collaboration with College faculty members. Archer Fellows are offered, and help to plan, a series of social and intellectual events to bring them together, to offer them food for thought, and to help them get to know members of the faculty. Finally, Archer Fellows are separately listed in a place of special honor on the Commencement program at their graduation ceremony, and their student transcripts (sent to potential employers and to graduate or professional schools to which they apply) explain the the special distinction, as well as the special requirements and responsibilities, of participation in the Archer Fellows program. Each full-time Archer Fellow receives a merit scholarship of $500 per year. Scholarships are activated as funding becomes available through graduation and program attrition.

Academic Program and Requirements

As freshmen, Archer Fellows are participants in a special two-semester honors section of the Freshman Integrated Studies college introductory course.

As a sophomore, each Archer Fellow chooses, from among six or seven possible topics, a one-semester “challenge seminar” in either the fall or the spring semester. The topics of the “challenge seminars” offered each semester are decided by a poll of all Archer Fellows.

As a junior, each Archer Fellow again selects a one-semester “challenge seminar.”

As a senior, each Archer Fellow is required to participate in the honors course(s) or program offered by her or his major department. Each Fellow also elects a final one-semester “challenge seminar.”

In addition, Archer Fellows must take several additional 3-semester-hour “challenge” courses—courses in which the Fellow takes on, in consultation with the course instructor, an additional “challenge” (or “honors”) responsibility which the Fellow regards as
adding value and interest to her or his academic experience. Overall, the “challenge” courses and “challenge” seminars taken by an Archer Fellow must, at any given time in her or his academic career in the College of Liberal Arts and Sciences, constitute *no less* (although they may constitute substantially more) than 20% of the CLAS semester hours that she or he has attempted. To remain in good standing, an Archer Fellow also needs to maintain a “B” average in “challenge” seminars and “challenge” courses, a 3.0 (“B”) overall average in any given semester, and a cumulative grade point average of 3.0 (“B”) or better. To graduate with designation as an Archer Fellow, a College of Liberal Arts and Sciences student must have completed a minimum of twelve semester hours of “challenge” experiences (“challenge” courses plus “challenge” seminars).

**Oversight**  Responsibility for all aspects of the Archer Fellows program rests with the Faculty Coordinator of the Archer Fellows program (Dr. David Robbins) and the Archer Fellows Faculty Oversight Committee.
Degree Programs
The College of Liberal Arts and Sciences offers the following undergraduate degrees:
Bachelor of Arts (B.A.)
Bachelor of Science (B.S.)
Bachelor of Science in Journalism (B.S.J.)
Bachelor of Science in General Studies (B.S.G.S.)
Associate in Arts (A.A.)
Associate in Science (A.S.)

Each academic department shall specify whether students majoring in that department shall meet the requirements of the B.A. degree, the B.S. degree, or have a choice of the B.A. or B.S. degree. All degree programs provide a broad liberal arts background and specialization within a single major field.

A minimum of 122 semester hours is required for the bachelor's degree and 62 for the associate's. Day students normally complete their degree requirements in four years unless they attend the Summer Sessions to accelerate their programs. Evening students normally complete their degree requirements in from five to eight years. Most major programs specify 30 semester hours of course work in the major department, and some specify additional Complementary Major Requirements outside the major department. Requirements for an academic major shall not exceed 36 semester hours, excluding laboratory credits (whether separately listed or not), in any one academic department unless a waiver is approved by the Curriculum Committee, Educational Policy Committee, and Faculty Assembly.

Major Programs
Biology B.A., B.S.
- Biology
- Life Studies, B.A. only
- Environmental Technology
- Marine Science
- Medical Technology
- Biotechnology
- Cytotechnology
- Biology/Secondary Education
Chemistry B.A., B.S.
- Chemistry
- Chemistry/General Business Minor
- Biochemistry
- Chemistry/Computer Science
- Chemistry/Secondary Education
Communication and Journalism, B.A., B.S., B.S.J.
- Legal Argument
- Rhetoric and Forensics
- Theatre/Media Analysis
- Broadcasting
- Public Relations
- Organizational Communication
- Print Journalism
Computer Science B.A., B.S.
Dramatic Arts B.A., B.S.
*Economics B.A., B.S.
Education & Human Services
- Elementary
- Business Education B.S.
**Office Systems
*Secondary Teacher Certification
Engineering B.S.
- Computer Engineering
- Electronic Engineering
*English B.A.
- Fine Arts, B.A.
- French B.A.

*The departments of Physics/Engineering, Humanities/Modern Languages, Mathematics/Computer Science, History/Philosophy, and Communication/Journalism are joint departments and should, for purposes of interpreting this requirement, be considered to be two separate departments.
Major Programs (continued)

Government B.A., B.S.
  Political Science
*Public Policy and Administration
+History B.A., B.S.
  American History
  European History
  African and African-American History
  History and Law
  History of Women
Humanities B.A.
International Economics B.A., B.S.
  Specialization in Spanish or French
Mathematics B.A., B.S.
  Mathematics
  Mathematics/Secondary Education
  Mathematics/Computer Science/
    Secondary Education
*Paralegal Studies, B.A., B.S.
Philosophy B.A., B.S.
Physics B.A., B.S.
  Physics
  Physics-Computer Science
  Physics/Secondary Education
Psychology B.A., B.S.
  Social
  Developmental
  Personality
Sociology B.A., B.S.
  *Criminology and Law
  *General Sociology
  *Health and Human Services
Spanish B.A.
Special Concentrations

*Indicates that a full major is available in
the Evening Division.
+Evening major available by special
arrangement.
**Indicates a full major is available only in
the evening.

Degree Requirements

Within the semester hour requirements for bachelor’s and associate’s degrees, certain courses and options must be taken as requisites to the degrees. These requirements are in two categories:

- **College Requirements**, provide the basic knowledge and skills necessary for successful academic work at higher levels, and the breadth of knowledge in many fields that is fundamental to a liberal education.

- **Major Requirements**, provide the specialized knowledge, training and experience necessary in preparing for a career or vocation.

Courses that are taken as part of a student’s Major or Complementary Major Requirements, which are also listed under the College Requirements, can be used to satisfy both Major and College Requirements. These courses count only once toward the 122 hour requirement for bachelor’s degrees and the 62 hour requirement for associate’s degrees.

Individual exemptions from College Requirements, based on examination and recommendation of the appropriate departments, may be granted by the Dean of the College of Liberal Arts and Sciences. Semester hour credit is not granted for such exemptions. Certain limited exemptions from College Requirements may also be granted by the Dean, without credit, in order to accommodate the needs of Major programs with unusually heavy requirements.
Double Majors

Double majors shall be permitted, provided: 1) The two majors are in two different departments in the College of Liberal Arts and Sciences. (The departments of Communication/Journalism, History/Philosophy, Humanities/Modern Languages, Physics/Engineering and Mathematics/Computer Science are joint departments and should, for purposes of interpreting this requirement, each be considered to be two separate departments); 2) The student has completed the major requirements and the complementary major requirements for each of his/her major fields; and 3) The individual who plans a double major must have a B+ (3.3) or better average and, after his/her freshman year, must consult with the CLAS Double Majors Coordinator—who, in cooperation with advisors from each of the two proposed major departments, will advise the double major candidate concerning the academic validity and utility of his/her proposed double major and help the double major candidate to plan, coordinate, and implement a program which interrelates (where possible) the two proposed major disciplines. For double major candidates, courses taken as complementary major requirements in one major department may be used to satisfy major requirements in the second major department.

Minor Programs

Any department within the College of Liberal Arts and Sciences may establish a formal minor program of 18 semester hours of course work, plus laboratory work associated with that course work, within that department (no more than 6-8 semester hours of which may consist of courses below the 200 level). A department’s minor program shall be available to any student not majoring in that department. (The departments of Humanities/Modern Languages, Computer Science/Mathematics, History/Philosophy, Physics/Engineering and Communication/Journalism should each be considered to be two separate departments.) A minor program is optional for any student, and is not required for graduation. A student should consult as early as possible with his/her advisor, and with a member of the department in which he or she intends to minor, regarding minor requirements.

Minor in General Business

A CLAS student may earn a business minor by completing 18 semester hours of credit (which must include one 300-level course) from the following set of courses:

- SOM 101 Business Organization and Leadership
- MGT 201 Management Science
- ACCT 201 Accounting and Decision Making I
- ACCT 202 Accounting and Decision Making II
- BLAW 214 Law of Contracts and Commercial Transactions
- FIN 310 Business Finance
- CIS 310 Management Information Systems
- MKT 310 Principles of Marketing
- MGT 317 Organizational Behavior
- MGT 320 Management of Small Business
- IBMK 321 International Business

Requirements for the SOM minor

A student must earn a grade of “C” or better in all courses attempted. A minimum of 9 semester hours (including at least one 300-level course) must be completed in the Suffolk School of Management. A student can transfer up to 9 semester hours based on equivalent course work taken prior to enrollment at Suffolk University. Not more than 30 semester hours of business school credits may be counted toward the completion of a CLAS degree.

Course selection must be authorized by a School of Management academic advisor. Any substitution to the prescribed course requirements must be made with the advisor’s approval.
Declaring A Major

An academic major program enables a student to concentrate a portion of his or her studies in a specific subject area. Choosing a major is a serious decision, since it will have a significant impact on a student's future. Although many students come to the University with a specific major in mind, many other students decide to postpone the declaration of a major until they find out more about certain fields and concentrations of study. These latter students leave open their choice of a major, and are thus referred to as "open" majors.

In general, students do not have to select their major until the second semester of their sophomore year. Of course, if they wish to declare a major prior to that time they may do so. There are some specialized, career-oriented majors, particularly in the area of the Natural Sciences, which require an earlier decision. Even if a student has declared a major, it is not unusual to change majors—even to change majors several times—during his or her college career.

Whether a student remains an "open" major or has declared a tentative major in a specific subject area, her or his academic advisor can be very helpful to the student in the selection of a (new) major. Advice from faculty members in the academic department in which the student contemplates majoring can also be invaluable. In addition, students exploring possible majors may want to consult the University Counseling Center and/or the Office of Career Planning and Placement.

In all instances, students must receive the approval of their faculty advisor before they begin a major program.

Second Baccalaureate Degree

Students with an earned baccalaureate degree from an accredited four year institution may apply for admission to an accelerated second bachelor's degree program in the College of Liberal Arts and Sciences. By transferring prior course work to satisfy the all-college requirements for the new major, a student could earn a second baccalaureate in as little as one academic year.

All applications should be initiated in the undergraduate admissions office which will refer a candidate to the appropriate department chairperson for advising. On admitting a candidate into the program, the admissions office will evaluate the candidate's transcript and will provide the student with a written assessment of the course work necessary to earn a second degree.

If accepted, a candidate would be required to successfully complete a minimum of 30 credit hours of new work in the major and to satisfy any all-college requirements outstanding. Candidates adjudged under-prepared to begin a second baccalaureate degree by the department chairperson, could be required to complete prerequisite studies as a condition of admission to the program.
Bachelor of Arts (B.A.) Degree Requirements

All B.A. degree programs require successful completion of the following courses. Candidates for associates degrees, and transfer students who have more than 30 semester hours of college credit, see appropriate sections in this catalog.

1. Freshman Integrated Studies Sequence ......................................................... 6 hours
   IS 111 and 112

2. First-Year English Sequence ........................................................................ 6 hours
   a. ENG 101-102 for most students.
   b. Students notified by the English department are required to take
      ENG 001 and 002 (concurrently) or ENG 003; they must then take
      ENG 101-102 or ENG 102 only, depending upon individual proficiency.
   c. Upon the English Department’s invitation, entering students with high
      proficiency may be exempted from ENG 101 and enroll in ENG 103
      (Advanced Freshman English), to be followed by ENG 102.

3. Second-Year English Sequence .................................................................... 6 hours
   ENG 213 and either ENG 214 or ENG 215

4. Logic/Speech Sequence .............................................................................. 6 hours
   PHIL 113 and CJN 103

5. Introductory Mathematics Sequence ......................................................... 6 hours
   a. MATH 101-103
   b. MATH 103-105 (or MATH 105-103)
   c. MATH 151-152
   d. MATH 161-162
      No student can receive credit for both MATH 101 and MATH 112
      or for both MATH 105 and MATH 111.

6. Foreign Language Sequence ......................................................................... 6 hours
   Any two-semester sequence of French, German, Italian or Spanish,
   taken beyond the entry level of proficiency. (Language proficiency
   determined by Department of Humanities & Modern Languages).

7. Humanities Requirement ............................................................................ 3 hours
   Choice of one of the following:
   CJN 225
   ENG 113, 114, 123 or 124
   HUM 101, 102, 103, 104, 111 or 112
   PHIL 115, 117, 118, 119, 124, 127
   WS 111

8. Natural Science Requirement ..................................................................... 8 hours
   Choice of one of the following two-semester sequences in sciences,
   including labs, intended primarily for non-science majors:
   BIO 101-102 and L101-L102
   BIO 101-104 AND L101-L104
   BIO 101-SCI 253 and L101-SCI 599
SCI 101-102 and L101-L102
SCI 111-112 and L111-L112
SCI 121-122 and L121-L122
SCI 251-252 and L251-252
or choice of one of the following two-semester sequences in sciences, including labs, intended primarily for science majors:
BIO 101-114 and L101-L114
CHEM 111-112 and L111-L112
PHYS 111-112 and L111-L112*
PHYS 151-152 and L151-L152*
(*Physics 111-112 (non-calculus) and Physics 151-152 (with calculus) are different mathematical treatments of introductory physics. A student is not allowed to take both.)
PHYS 112, L112 may replace PHYS 152, L152
SCI 102, L102 may replace PHYS 112, L112 or PHYS 152, L152
Note: The Natural Sciences requirement can only be satisfied by completing any one of these two-semester course sequences in the order shown.

9. Social Science Requirement ............................................................................. 9 hours
  Education, Psychology, Sociology or Women’s Studies ........................................ 3 hours
    EHS 101, 503, 504
    PSYCH 114
    SOC 113, 216, 223, 224, 226, 228, 229, 230, 235, WS 113
  Economics or Government ...................................................................................... 3 hours
    EC 211 or 212
    GVT 111, 112*, 103, 261 or 274
    (* Prerequisite for GVT 112 is GVT 111.)
  History .................................................................................................................. 3 hours

10. Departmental Major Requirements .................................................................. 30-36 hours
    (See specific requirements listed in Departmental sections of this catalog.)

11. Complementary Major Requirements
    (See specific requirements listed in Departmental sections of this catalog.)

12. Minor Requirements and/or Free Electives to a total of ............................... 122 hours
Bachelor of Science (B.S.) Degree Requirements

All B.S. degree programs require successful completion of the following courses. Candidates for associates degrees, and transfer students who have more than 30 semester hours of college credit, see appropriate sections in this catalog.

1. Freshman Integrated Studies Sequence .......................................................... 6 hours
   IS 111 and 112

2. First-Year English Sequence ............................................................................. 6 hours
   a. ENG 101-102 for most students.
   b. Students notified by the English department are required to take
      ENG 001 and 002 (concurrently) or ENG 003; they must then take
      ENG 101-102 or ENG 102 only, depending upon individual proficiency.
   c. Upon the English Department's invitation, entering students with
      high proficiency may be exempted from ENG 101 and enroll in ENG 103
      (Advanced Freshman English), to be followed by ENG 102.

3. Second-Year English Sequence ........................................................................ 6 hours
   ENG 213 and either ENG 214 or ENG 215

4. Logic/Speech Sequence .................................................................................... 6 hours
   PHIL 113 and CJN 103

5. Introductory Mathematics Sequence ............................................................... 6 hours
   a. MATH 101-103
   b. MATH 103-105 (or MATH 105-103)
   c. MATH 151-152
   d. MATH 161-162
   No student can receive credit for both MATH 101 and MATH 112 or for
   both MATH 105 and MATH 111.

6. Humanities Requirement .................................................................................. 9 hours
   No more than two of the three courses for this requirement may come
   from any one of the listed departments.
   CJN 225
   ENG 113, 114, 123, 124
   Note: Majors in Dramatic Arts must take 113 and 114 in either order.
   Note: Students taking only 3 semester hours of their Humanities
   Requirement in English may choose any of the four courses. Students
   taking 6 semester hours of their Humanities Requirement in English
   must take ENG 113–114 or ENG 123–124.
   FRENCH 209, 210, 211, 212
   HUM 101, 102, 103, 104, 111, 112
   Note: Students taking only 3 semester hours of their Humanities
   Requirement in Humanities may choose any course except 104. Students taking
   6 semester hours of their Humanities Requirement in Humanities must
   take 101-102, 103-104 or 111-112. HUM 103 must be taken before 104.
   PHIL 115, 117, 118, 119, 124, 127
   Note: Students taking only 3 semester hours of their Humanities
   Requirement in Philosophy may choose any course from above.
   Students taking 6 semester hours of their Humanities Requirement in
   Philosophy must take one course from the list above plus any other
   Philosophy course except PHIL 113.
7. Natural Science Requirement ................................................................. 8 hours
   Choice of one of the following two-semester sequences in sciences,
   including labs, intended primarily for non-science majors:
   BIO 101-102 and L101-L102
   BIO 101-SCI 253 and L101-SCI 599
   SCI 101-102 and L101-L102
   SCI 111-112 and L111-L112
   SCI 121-122 and L121-L122
   SCI 251-252 and L251-L252
   or choice of one of the following two-semester sequences in science,
   including labs, intended primarily for science majors:
   BIO 101-114 and L101-L114
   CHEM 111-112 and L111-L112
   PHYS 111-112 and L111-L112*
   PHYS 151-152 and L151-L152*
   (*Physics 111-112 (non-calculus) and Physics 151-152 (calculus) are
    different mathematical treatments of introductory physics. A student is
    not allowed to take both.)
   PHYS 112, L112 may replace PHYS 152, L152
   SCI 102, L102 may replace PHYS 112, L112 or PHYS 152, L152
   Note: The Natural Sciences requirement can only be satisfied by completing
   any one of these two-semester course sequences in the order shown.
8. Social Science Requirement .................................................................. 9 hours
   Education, Psychology, Sociology or Women's Studies ....................... 3/6 hours
   EHS 101, 102, 503, 504
   Note: Students taking 6 semester hours in education must take both
   halves of EHS 101-102 or EHS 503-504
   PSYCH 111, 114, 224, 226, 233, 243
   Note: Students taking only one psychology course must take PSYCH 114.
   Students taking two courses in psychology may take PSYCH 111-114
   in any order, but must take PSYCH 114 as a prerequisite to PSYCH 224,
   226, 233, and 243.
   SOC 113, 216, 223, 224, 226, 228, 229, 230, 235
   WS 113
   Economics, Government, History ...................................................... 3/6 hours
   EC 211, 212
   GVT 111, 112, 103, 261, 274
   Note: Prerequisite for GVT 112 is GVT 111.
   HST 101, 102, 121, 122, 181, 182, 261, 262, 271, 272, 277, 278, 371,
   372, 414, 415, 451, 452
9. Departmental Major Requirements .................................................... 30-36 hours
   (See specific requirements listed in Departmental sections of this catalog.)
10. Complementary Major Requirements
    (See specific requirements listed in Departmental sections of this catalog.)
11. Minor Requirements and/or Free Electives to a total of ..................... 122 hours
# Degrees—Two Year Programs

## Associate in Arts/Associate in Science Degree Requirements

An Associate degree normally requires two years of academic work. It meets the needs of students who wish to have the undergraduate experience, but for whom a full four-year program is not a viable option. These students are in an excellent position to transfer to a four-year program, or to re-enter after an absence from college or after a change of educational objective.

To receive the A.A. or A.S. degree, a student must have completed 62 hours of course work, as indicated below:

### Associate in Arts (A.A.)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Integrated Studies Sequence</td>
<td>6</td>
</tr>
<tr>
<td>IS 111-112</td>
<td></td>
</tr>
<tr>
<td>2. Freshman English Sequence</td>
<td>6</td>
</tr>
<tr>
<td>ENG 101-102</td>
<td></td>
</tr>
<tr>
<td>Note: Exceptions to the ENG 101-102 sequence may be made. See Freshman English sequence under B.A. degree requirements.</td>
<td></td>
</tr>
<tr>
<td>3. Introductory Math Sequence</td>
<td>6</td>
</tr>
<tr>
<td>a. MATH 101–103</td>
<td></td>
</tr>
<tr>
<td>b. MATH 103–105 (or MATH 105–103)</td>
<td></td>
</tr>
<tr>
<td>c. MATH 151–152</td>
<td></td>
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<tr>
<td>d. MATH 161–162</td>
<td></td>
</tr>
<tr>
<td>No student can receive credit for both MATH 101 and MATH 112 or for both MATH 105 and MATH 111.</td>
<td></td>
</tr>
<tr>
<td>4. Natural Science Requirement</td>
<td>8</td>
</tr>
<tr>
<td>See course listings under B.A. degree requirements. Natural science requirement is a two-semester science course sequence and accompanying lab in any one physical or life science.</td>
<td></td>
</tr>
<tr>
<td>5. Foreign Language Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Any two-semester sequence in Spanish, Italian, French or German taken beyond the student's entry level or proficiency, as determined by the Department of Humanities and Modern Languages.</td>
<td></td>
</tr>
<tr>
<td>6. ENG 213 and either PHIL 113 or CJN 103</td>
<td>6</td>
</tr>
<tr>
<td>7. Social Science/Humanities Requirement</td>
<td>6</td>
</tr>
<tr>
<td>One course each in the social sciences and the humanities. For course choices, see Humanities Requirement, and Social Science Requirement under B.A. Degree Requirements.</td>
<td></td>
</tr>
<tr>
<td>8. Major Courses or Free Electives</td>
<td>18</td>
</tr>
<tr>
<td>TOTAL</td>
<td>62</td>
</tr>
</tbody>
</table>
Associate in Science (A.S.)

1. Integrated Studies Sequence ............................................................................. 6 hours
   IS 111-112

2. Freshman English Sequence............................................................................. 6 hours
   ENG 101-102
   Note: Exceptions to the ENG 101-102 sequence may be made. See Freshman English Sequence under B.S. degree requirements.

3. Introductory Math Sequence ........................................................................... 6 hours
   a. MATH 101-103
   b. MATH 103-105 (or MATH 105-103)
   c. MATH 151-152
   d. MATH 161-162
   No student can receive credit for both MATH 101 and MATH 112 or for both MATH 105 and MATH 111.

4. Natural Science Requirement ........................................................................... 8 hours
   See course listings under B.S. degree requirements. Natural science requirement is a two-semester science course sequence and accompanying lab in any one physical or life science.

5. ENG 213 and either PHIL 113 or CJN 103 .................................................... 6 hours

6. Social Science/Humanities Requirement.......................................................... 6 hours
   One course each in the social sciences and the humanities. For course choices, see Humanities Requirement section, or Social Science Requirement section, under B.S. Degree Requirements.

7. Major Courses or Free Electives .................................................................... 24 hours

TOTAL............................................................................................................ 62 hours

*30 hours of major courses and related electives required to complete the Associates in Science degree in Paralegal Studies.
Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) Degree
For Requirements Transfer Students

To receive a Bachelor of Arts (B.A.) degree or a Bachelor of Science (B.S.) degree, a student entering the College of Liberal Arts and Sciences with more than 30 semester hours of transfer credit must have completed courses totaling 122 semester hours, distributed according to the following requirements:

(Although it is strongly recommended that transfer students take Designated Courses to satisfy their All-College requirements, it is not mandatory.)

1. A Two-Semester First-Year English Sequence ................................................ 6 hours
2. A Two-Semester Second-Year English Sequence........................................... 6 hours
3. One Course in Mathematics (except MATH 101)
   or Logic .............................................................................................................. 3 hours
4. One Course in Speech ..................................................................................... 3 hours
5. Foreign Language Sequence (B.A. Only)........................................................ 6 hours
   A two-semester college level sequence in Spanish, French, Italian, or German, taken beyond the student’s entry level or proficiency, as determined by the Department of Humanities and Modern Languages.
6. Humanities Requirement (B.A. Only) ............................................................ 6 hours
   Two Humanities Requirement courses in English, Modern Languages (advanced level), Humanities, Philosophy, Performing Arts or Women’s Studies.
7. Humanities Requirement (B.S. Only) ............................................................ 12 hours
   Four Humanities Requirement courses in English, Modern Languages (advanced level), Humanities, Philosophy, Performing Arts or Women’s Studies. Not more than 6 hours in any one department.
8. Natural Science Requirement ................................................................. 8 hours
   A two-semester Natural Science sequence consisting of two courses, with labs, in any one Physical or Life Science.
9. Social Science Requirement .............................................................................. 12 hours
   Four Social Sciences courses, distributed as follows:
   B.A. degrees: must include one from each of the following groups:
   a. Education, Psychology, Sociology, Women’s Studies
   b. Economics, Government
   c. History
   B.S. degrees: must include two from each of the following groups:
   a. Education, Psychology, Sociology, Women’s Studies
   b. Government, Economics, History
10. Major Courses .................................................................................................... 30-36 hours
11. Minor and/or Complementary Major Requirements
    (See minor/complementary requirements in Departmental sections of this catalog.)
    and/or:
12. Free Electives, to an Overall Total of ............................................................... 122 hours
Associate in Arts/Associate in Science Degree Requirements For Transfer Students
To receive a degree of Associate in Arts or Associate in Science, a student who enters the College of Liberal Arts and Sciences with more than 30 hours of transfer credit must have completed courses totalling 62 semester hours, as follows:

**Associate in Arts (A.A.)**

1. First Year English Sequence ................................................................. 6 hours
   ENG 101-102
2. Math or Logic ....................................................................................... 3 hours
3. Social Science Requirement ................................................................. 6 hours
4. Humanities Requirement ...................................................................... 3 hours
5. Foreign Language Requirement ............................................................ 6 hours
   Any two-semester college level sequence in Spanish, Italian, French or German taken beyond the student’s entry level or proficiency, as determined by the Department of Humanities and Modern Languages.
6. Natural Science Requirement ............................................................... 8 hours
7. ENG 213 and either PHIL 113 or CJN 103 ............................................. 6 hours
   Note: PHIL 113 may only be taken if Logic was not used to satisfy Math or Logic requirement.
8. Major Courses or Free Electives ......................................................... 24 hours
   TOTAL .................................................................................................. 62 hours

**Associate in Science (A.S.)**

1. First Year English Sequence ................................................................. 6 hours
   ENG 101-102
2. Math or Logic Requirement ................................................................. 3 hours
3. Social Science Requirement ................................................................. 6 hours
4. Humanities Requirement ...................................................................... 3 hours
5. Natural Science Requirement ............................................................... 8 hours
6. ENG 213 and either PHIL 113 or CJN 103 ............................................. 6 hours
   Note: PHIL 113 may only be taken if Logic was not used to satisfy Math or Logic requirement.
7. Major Courses or Free Electives ......................................................... 30 hours
   TOTAL .................................................................................................. 62 hours
Bachelor of Science in General Studies (B.S.G.S.)

The Bachelor of Science in General Studies degree is an alternative to the traditional departmental centered baccalaureate program. It provides students with an opportunity to substitute 42 credit hours in one of four interdepartmental clusters—Humanities (Communication and Journalism, Dramatic Arts, English, Humanities and Modern Languages, Philosophy); Social Sciences (Economics, Education and Human Services, Government, History, Psychology, Sociology, Women's Studies); Life Sciences (Biology, Chemistry), or Physical Sciences (Chemistry, Computer Science, Engineering, Mathematics, Physics) in place of a single departmental concentration.

The degree was designed to meet the needs of part-time transfer and adult learners students returning to college after an absence of several years who wish to earn a bachelors degree in the shortest possible time. Although the B.S.G.S. is open to any matriculating evening student, this program may not necessarily be the most appropriate degree for anyone contemplating graduate study. Therefore, prospective B.S.G.S. candidates should consult with the admissions office and/or a designated academic advisor before enrolling in this degree program.

1. Freshman Integrated Studies Sequence ....................................................... 6 hours
   IS 111 and 112

2. First-Year English Sequence ................................................................. 6 hours
   ENG 101-102 for most students.

3. Second-Year English Sequence .............................................................. 6 hours
   ENG 213 and either ENG 214 or 215

4. Logic/Speech Sequence ........................................................................... 6 hours
   PHIL 113 and CJN 103

5. Introductory Mathematics Sequence ....................................................... 6 hours
   a. MATH 101-103
   b. MATH 103-105 (or MATH 105-103)
   c. MATH 151-152
   d. MATH 161-162

   No students can receive credit for both MATH 101 and MATH 112 or for both MATH 105 and MATH 111.

6. Humanities Requirement .......................................................................... 9 hours
   No more than two of the three courses for this requirement may come from any one of the listed departments.
   ENG 113, 114, 123, 124
   Note: Students taking only 3 semester hours of their Humanities Requirement in English may choose any of the four courses. Students taking 6 semester hours of their Humanities Requirement in English must take ENG 113-114 or 123-124.
   FRENCH 209, 210, 211, 212
   HUM 101, 102, 103, 104, 111, 112
   Note: Students taking only 3 semester hours of their Humanities Requirement in Humanities may choose any course except HUM 104. Students taking 6 semester hours of their Humanities Requirement in Humanities must take HUM 101-102, 103-104 or 111-112. HUM 103 must be taken before HUM 104.
PHIL 115, 117, 118, 119, 124, 127
Note: Students taking only 3 semester hours of their Humanities Requirement in Philosophy may choose any course from above. Students taking 6 semester hours of their Humanities Requirement in Philosophy must take one course from the list above plus any other Philosophy course except PHIL 113.
SPAN 207, 208, 403, 404
WS 111

7. Natural Science Requirement ................................................................. 8 hours
Choice of one of the following two-semester sequences in sciences, including labs, intended primarily for non-science majors:
- BIO 101-102 and L101-L102
- BIO 101-SCI 253 and L101-SCI 599
- SCI 101-102 and L101-102
- SCI 111-112 and L111-112
- SCI 121-122 and L121-122
- SCI 251-252 and L251-252

or choice of one of the following two-semester sequences in sciences, including labs, intended primarily for science majors:
- BIO 101-114 and L101-L114
- CHEM 111-112 and L111-L112
- PHYS 111-112 and L111-L112*
- PHYS 151-152 and L151-L152*
(*Physics 111-112 (non-calculus) Physics 151-152 (with calculus) are different mathematical treatments of introductory physics. A student is not allowed to take both.)

PHYS 112, L112 may replace PHYS 152, L152
SCI 102, L102 may replace PHYS 112, L112 or PHYS 152, L152

Note: The Natural sciences requirement can only be satisfied by completing any one of these two-semester course sequences in the order shown.

8. Social Science Requirement ................................................................. 9 hours
Education, Psychology, Sociology or Women’s Studies ......................... 3/6 hours
- EHS 101, 102, 503, 504
  Note: Students taking 6 semester hours in education must take both halves of EHS 101-102 or EHS 503-504.
- PSYCH 111, 114, 224, 226, 233, 243
  Note: Students taking only one psychology course must take PSYCH 114. Students taking two courses in psychology may take PSYCH 111-114 in any order, but must take PSYCH 114 as a prerequisite to PSYCH 224, 226, 233, and 243.
- SOC 113, 216, 223, 224, 226, 228, 229, 230, 235
- WS 113

Economics, Government, History ......................................................... 3/6 hours
- EC 211, 212
- GVT 111, 112, 103, 261, 274
  Note: Prerequisite for GVT 112 is GVT 111.
9. Interdepartmental Major Requirements.......................................................... 42 hours
    Selection of courses from only one of the following College of Liberal Arts and Sciences Divisions:
    a. Humanities (Communications and Journalism, Dramatic Arts, English, Humanities and Modern Languages, Philosophy)
    b. Social Sciences (Economics, Education and Human Services, Government, History, Psychology, Sociology, Women’s Studies)
    c. Life Sciences (Biology, Chemistry)
    d. Physical Sciences (Chemistry, Computer Science, Engineering, Mathematics, Physics)

10. Minor Requirements and/or Free Electives Total........................................... 122 hours

**Exchange Programs**
**Certificate in United States Studies** is a one-year program open to visiting international non-degree students only. Coursework consists of 30 credit hours in U.S. Studies with a minimum of six hours each in history, literature, social sciences, and government. Course selection is tailored to the needs and interests of individual students. Each program must be approved by the Certificate director, Arthur Chiasson prior to registration.

To be eligible for acceptance into the program, a candidate must be a graduate of an accredited secondary school and must possess appropriate writing and speaking English skills. A minimum TOEFL score of 500 is required.

Interested applicants should secure an application from the Undergraduate Admissions Office.
ART

No major available.

Department of Humanities and Modern Languages

Professors: Chiasson, Hastings, Hourtienne, Mendez-Herrera, Parks, Collins Weitz (Chairperson)
Associate Professors: Kelton, Marchant
Assistant Professors: Kostopoulos-Cooperman, Smythe
Lecturers: Giuliano, Marko, Mayer
Professors Emeriti: Boudreau, Fang, Fehrer, Goodrich, Petherick

The Minor in Art requires 18 credit hours of course work as follows:

Hum 107 .....................................6 hours
Four additional courses ..........12 hours
in Art (except Art 115-116)

ART COURSES

Art 105 – Art Studio Workshop. A course that provides a place where students can work in a various media, in response to their needs and interests, under the supervision of Art Studio faculty. Discussion of the use of materials, techniques (painting, drawing, sculpting), and exchange ideas with other students. 1 term – 3 semester hours. Offered yearly. Cost of materials to be borne by students.

Art 106 – Art Studio Advanced Workshop. A course in which students can concentrate on individual projects in various media under supervision of Art Studio faculty. Constructive assistance provided for creative efforts in painting, drawing, sculpting in wood, paper or other materials. 1 term – 3 semester hours. Offered yearly. Cost of materials to be borne by students.

Art 113 – Introduction to Commercial Art, I. Elements of composition, design, layout, color, graphics, with a view toward commercial applications in advertising and related fields. 1 term – 3 semester hours. Offered in alternate years. Cost of materials to be borne by students.

Art 114 – Introduction to Commercial Art, II. Under the supervision of Art Studio faculty, students execute several assigned projects typical of those required in commercial applications of art. Discussions of effective use of art in advertising and related fields. 1 term – 3 semester hours. Offered in alternate years. Cost of materials to be borne by students.

Art 115 – Photography I. Basic photography for the beginner; mechanics of lenses; film characteristics; dark room operations; picture making; composition. During the second half of this practical course students accompany the instructor on film-shooting trips in the Boston area. 1 term – 3 semester hours. Normally offered every summer. A $50 lab fee is required to cover cost of materials.

Art 116 – Photography II. Advanced techniques of picture-making: the modern camera and its accessories. Film-shooting trips to nearby areas. Specialty photography according to the student’s interest. 1 term – 3 semester hours. Normally offered every summer. A $50 lab fee is required to cover cost of materials.
Art 117 – Drawing: Boston Sketchbook. An introductory experience in drawing and sketching. Elements of design, composition, perspective, taught in the Art Studio. Sketching trips through Boston and nearby locales, followed by critiques and revisions in the studio. Students will produce their own sketchbook of Boston. Some previous experience helpful but not necessary. 1 term – 3 semester hours. Normally offered every other summer.

Art 207 – Design Basics. An exploration of the fundamental principles of design as they relate to drawing, graphic arts and painting. A variety of approaches and media will be used. 1 term – 3 semester hours. Offered in alternate years. A $50 lab fee is required to cover cost of materials.

Art 209 – Drawing. Introduction to the basic principles of drawing: a study of perspective and three-dimensional form. 1 term – 3 semester hours. Normally offered yearly. Cost of materials to be borne by students.

Art 210 – Drawing. Introduction to the basic principles of drawing, including the study of perspective and three-dimensional form. This course may be taken as a continuation of Art 209 or independently. 1 term – 3 semester hours. Normally offered yearly. Cost of materials to be borne by students.

Art 211 – Oil Painting. This course is designed to aid students with little or no knowledge of the use of oil paints. Creative work is encouraged. 1 term – 3 semester hours. Normally offered yearly. Cost of materials to be borne by students.

Art 212 – Oil Painting. An introductory course designed for students with little or no knowledge of the use of oil paints. Creative work is encouraged. This course may be taken as a continuation of Art 211 or independently. 1 term – 3 semester hours. Normally offered yearly. Cost of materials to be borne by students.
All Biology courses must be taken with their respective laboratories unless otherwise noted or waived by written permission of the Biology Department Chairperson.

**Department of Biology**

*Professor*: Snow (Chairperson)  
*Associate Professors*: Burn, Di Liddo, Howe, Mulcahy  
*Assistant Professor*: Merrill  
*Biology Laboratory Instructor*: Wilson  
*Lecturers*: Finkelstein, Fontaine, Hill, O'Donnell

Biology majors may obtain a Bachelor of Science or Bachelor of Arts degree in Biology either by specializing in one of six programs (Medical Technology, Cytotechnology, Environmental Technology, Biotechnology, Marine Science, Secondary Education) or by following more flexible course offerings.

The Department of Biology also administers the Life Studies major (see below).

To earn a bachelor's degree in Biology requires the satisfactory completion of 1) prescribed courses in the major and related electives with a minimum grade point average 2.0, 2) general requirements in the College of Liberal Arts and Sciences and 3) free electives.

Transfer students wishing to major in Biology must complete a minimum of 12 semester hours (excluding laboratories and seminar) in Biology at Suffolk University with a minimum grade point average of 2.0. An Evening Division student who chooses to major in Biology must plan a course of studies with the Chairperson of the Department as few Biology courses are offered in the evening.

Courses listed for graduate credit may be applied to the Ed.M. degree at Suffolk University, subject to the approval of the Chairperson of the Department of Education. Students who wish to transfer graduate credit to another institution should obtain the prior approval of their dean. Some courses may qualify for graduate credit with the approval of the instructor and the Chairperson of Biology.

**Biology Program**  A Biology major must take 30 semester hours (excluding laboratories and seminar) in Biology as well as designated related science and math courses in addition to the all-college requirements. Observe the core requirements listed below for completing the major in Biology.

Each Biology major will be advised in the selection of courses in accordance with their objectives. Students who demonstrate outstanding proficiency in Biology may be invited to participate in the Biology Honors Program, H419.

**Core Requirements:**  
Biology 101-114, L101-L114; 223, L223 or 285, L285; 224, L224; 274, L274; 304, L304 or 204, L204; 333, L333; 379 or 409 *(or H419 by invitation only).*  
Physics 111-112, L111-L112 or 151-152, L151-L152.  
Mathematics 151-152 or **161-162.

*Chemistry 314, L314 may be substituted for 212, L212 in the Medical Technology or Environmental Technology programs upon written approval of the Chairperson of Biology.

**(preferred)**
Life Studies Major
The Department of Biology administers the Life Studies major. The requirements are 30 semester hours (excluding laboratories and seminar) of Biology courses in an approved program of studies. Biology 409 must also be taken and an area of concentration with a minimum of 12 semester hours in a non-science discipline and a two-semester sequence in a non-biological science. The requirements for the Bachelor of Arts degree must be fulfilled. Note: The Life Studies major is not intended to fulfill the prerequisites of a graduate or professional program requiring a major in Biology.

Biology Minor
Biology 101, L101 & 102, L102 or 114, L114 (Principles of Biology I, II or General Biology [Zoology], and labs; then, preferably in the order listed: Biology 224, L224 (Vascular Plant and Lab), Biology 274, L274 (Genetics and lab), Biology 333, L333 (Ecology and lab), Biology 409 (Biology Seminar), Biology elective (to complete 18 semester hours of course work excluding laboratories and seminar).

The All-College science requirement may be met in Biology in the following manner.

Biology: Biology 101, L101 and 102, L102 or 104, L104 or 114, L114 or Science 253 (Principles of Biology I and II or General Biology [Zoology] or Introduction to Marine Studies). Biology 101, L101 is a prerequisite for Biology 102, L102, 104, L104, 114, L114 and Science 253.

Honors in Biology
The Biology Honors Program (Biology H419) provides recognition to a graduating senior Biology major who has demonstrated academic excellence and the potential for contributing to and profiting from a research experience.

Beta Beta Beta Biological Society
The Chi Kappa Chapter at Suffolk University was chartered on October 10, 1978. Beta Beta Beta is an honor and professional society primarily for students of the biological sciences. Its goals include promoting student research, publication and exposure to current biological scholarship and career possibilities. Active membership is offered to majors in the biological sciences who have completed at least one term of the sophomore year (including three biology courses) with a 3.00 average in biology and an overall average of 2.70. Associate membership is open to any interested undergraduate.

Robert S. Friedman Field Station
The Robert S. Friedman Field Station of Suffolk University is located at Cobscook Bay in Edmunds, Maine. Cobscook Bay is a part of the lower Bay of Fundy system and is noted for its great tidal fluctuation and its abundance of boreal coastal marine life. The laboratory is a 40-acre camping field station accommodating approximately 50 persons in residence. Student, faculty and staff housing is in small cabins requiring sleeping bags. A central Comfort Station provides shower and laboratory facilities. Meals are prepared by a kitchen staff and are served in a dining facility. Classroom and laboratory facilities support the instructional program, supplemented by a circulating seawater system and collecting boats. The station is operated seasonally with a full summer offering of courses and yearly for special course-related field studies.

Department of Biology Affiliations
The Department of Biology maintains several affiliations in support of its programs and general educational interest:
- Battelle-Columbus Laboratories,
- Duxbury, Massachusetts
- Massachusetts Bay Marine Studies Consortium, Inc.
- Massachusetts Marine Educators, Inc.
- New England Aquarium
- United States Fish and Wildlife Service
- New England Aquarium
- Museum of Science, Boston
- Organization of Biological Field Stations
# Bachelor of Arts or Bachelor of Science in Biology
## (122 Semester Hours)

### Freshman

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 101-114, L101-L114</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry 111-112, L111-L112</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics 151-152 or 161-162</td>
<td>6</td>
</tr>
<tr>
<td>English 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Integrated Studies 111-112</td>
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**Total:** 34

### Sophomore

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Biology 223, L223 or 285, L285; 274, L274</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry 211-212, L211-L212</td>
<td>8</td>
</tr>
<tr>
<td>English 213, Sequence</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Communications and Speech 103</td>
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</tr>
<tr>
<td>Philosophy 113</td>
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**Total:** 31

### Junior

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Biology 224, L224; 304, L304 or 204, L204</td>
<td>8</td>
</tr>
<tr>
<td>Physics 111-112, L111-L112 or 151-152, L151-L152</td>
<td>8</td>
</tr>
<tr>
<td>Humanities Requirement</td>
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<tr>
<td>Electives</td>
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</table>

**Total:** 28

### Senior

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>Biology 333, L333</td>
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<tr>
<td>Major and/or Program Electives</td>
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</tr>
<tr>
<td>Biology 409 or equivalent</td>
<td>1</td>
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<tr>
<td>Humanities Requirement</td>
<td>3</td>
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<tr>
<td>Social Science Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total:** 29

# Biotechnology Program
## (122 Semester Hours*)

*A 61 semester hour track exists in this program leading to an Associate in Science degree.*

A Bachelor of Science or Bachelor of Arts degree program in biotechnology requires a concentration in molecular and microbiological principles in biology. Students are encouraged to seek relevant industrial experience during the summer between the sophomore and junior year and to use the Biology Seminar as the reporting forum. The student should consult with the Program Coordinator early in their academic career to determine available placements and to obtain counseling regarding appropriate courses for the program.

The program requires the completion of all biology core requirements, including Biology 285, L285; 377, L377 and 379 with electives to be chosen from the following: Biology 403 (L403); 273 (L273); 374, 385 (L385); 474 (L474); 475 (L475).

Upon satisfactory completion of the prescribed curriculum, students are eligible to receive the degree of Bachelor of Science or Bachelor of Arts with a major in Biology from Suffolk University. An Associate in Science degree is available in this program by completing a special two-year sequence of courses and the inclusion of a directed work experience in an approved private or governmental research facility doing work in an area of genetic engineering. Consult with the Biotechnology Program Coordinator for more and specific information.

# Biology/Secondary Education Program
## (122 Semester Hours)

The requirements for certification of secondary education teachers in the Commonwealth of Massachusetts is currently under review.

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**Special Biology Program Options:**

Through the planned selection of required, major course options and the judicious use of elective credits, special program requirements may be completed within the Biology major curriculum. There are six such programs currently certified within the major and their special requirements are identified below.
Any student who is considering applying for certification as a secondary teacher in Massachusetts following graduation should consult with the departmental secondary education advisor before proceeding on any course program. Failure to do so could lead to a delay in completion of the degree program in order to meet certification requirements.

The minimal requirements for application to the Massachusetts Board of Education for provisional certification are:
1. Completion of all requirements for a Bachelor’s Degree in Biology as outlined above.
2. Completion of 21 hours of education courses including: EDU 503, 504, 505, 506 and 507 (EDU 503 & 504 can be used to fulfill 6 hrs. of the Social Science Option and
3. Completion of EDU 500-Practicum (Secondary Student Teaching).
4. ENG 101, CSP103 and a Cultural Diversity Course.

For further information and for full certifications requirements refer to the Education and Human Services section of this catalog.

Biology/Marine Science Program
(122 Semester Hours)

Field-Related Program in Marine Science
The Marine Science Program introduces students to marine studies while maintaining the rigor and career flexibility of a traditional biology major. A distinguishing feature of the program is the completion of five field courses in marine sciences, with two of the courses in non-biology disciplines (e.g., coastal geology, marine geology, marine chemistry, physical oceanography). The three biology field courses may be used in partial fulfillment of the 30 semester hour requirement of the major in Biology. All college requirements of the Bachelor of Science or Bachelor of Arts apply.

Courses which have been accredited for this program are Biology 253, L253; 254, L254; 355, L355; and Science 251-252, L251-L252. Special marine science course offerings may be found in the regular summer offerings at the Friedman Field Station.

Students in the Marine Science Program are strongly urged to include special field courses, such as those in the winter-term Tropical Marine Ecology program, and in the summer program offerings at the Friedman Field Station at Edmunds, Maine.

Cytotechnology Program
(122-128 Semester Hours)

Through an agreement with an accredited school of cytotechnology, students prepare for the Registry Examination in Cytotechnology in order to qualify as a professional Cytotechnologist. Students spend the first three or four years fulfilling the requirements of a Biology major which include the prerequisite courses needed to enter a school of cytotechnology. Biology 285, L285 is a designated core course requirement. In the 3-year pre-training program, 7 semester hours of the hospital credits may be used in lieu of the Biology electives and the Social Science and Humanities requirements have been reduced to 6 semester hours each. The 4-year program requires the completion of all requirements.

Upon satisfactory completion of course work and the hospital-associated laboratory training, the student will receive the Bachelor of Science degree from Suffolk University. The student is then eligible to take the qualifying examination and upon certification embark upon a health science career as a professional Cytotechnologist, concerned with cancer detection and identification.
Medical Technology Program
(122-128 Semester Hours)

Suffolk University has entered into affiliations with the Newton-Wellesley Hospital and the Cambridge Hospital in order to offer the bachelor's degree with a major in Biology and a program in Medical Technology. Other schools of Medical Technology may qualify for the internship year if approved by the Coordinator of Medical Technology. The program consists of a minimum of three years of day study in the Liberal Arts and Sciences at Suffolk University and a final year (minimum of 30 semester hours) of technology at an approved hospital school of Medical Technology.

A student may elect to follow the program at the University in four years and a fifth year at a hospital school. The clinical year is of 12 months duration and normally starts in August. Instruction is given in the laboratories of the hospital by their staff. Students must apply to the hospital school upon registering for their fifth semester. Application to the hospital schools is highly competitive. Acceptance is determined solely by the selecting hospital.

Upon satisfactory completion of the prescribed curriculum (Science 570-Medical Technology), students are eligible to receive a certificate in Medical Technology from the affiliated hospital and the degree of Bachelor of Science in Biology from Suffolk University. Biology 285, L285 is a designated core course requirement. In the 3-year pre-training program, 7 semester hours of the hospital credits may be used in lieu of Biology electives and the Social Science and Humanities requirements have been reduced to 6 semester hours each. The 4-year program requires the completion of all requirements.

The program fully qualifies a student to pursue the many career, graduate and professional school opportunities open to the recipient of a Bachelor’s degree in Biology and to seek certification as a Medical Technologist (MT, ASCP). Certification is through examination by a certifying agency such as the Board of Registry (American Society of Clinical Pathologist) and the National Certification Agency for Medical Laboratory Personnel (NCA).

The Program is under the joint direction of the Medical Technology Coordinator of the Suffolk University Department of Biology, the Director of the Newton-Wellesley Hospital School of Medical Technology and the Director of the Medical Technology Program of the Cambridge Hospital.

Environmental Technology Program
(122 Semester Hours)

By affiliation with government and private agencies, Suffolk University offers a cooperative program in Environmental Technology. Formal programs have been established with several cooperating agencies, and several less formal interactions offer students a variety of training opportunities.

Students have an option to select one of two academic tracks within the Environmental Technology Program. One track permits the student to spend a six-month period with an affiliated agency on a full-time basis while under the guidance of a faculty member from the University. In many cases the students are compensated by the agency.

The second track permits a student to be associated with a local agency on a limited-time basis while being a full-time student at the University. Depending on available funding, the student may or may not be compensated while at the agency.

It is expected that the student in either track will register for credit at the University and will fulfill the usual requirements for a student at the University. Students in Track A register for one six-month period in Science 433-Environmental Science
Technology either in their junior or senior year. In Track B, students complete 12 semester hours of Science 533-Environmental Science, Directed Study, for 12 semester hours of internship time with local agencies. Students enrolled in Science 533 must be concurrently enrolled in at least three other courses at the University. Agencies participating in this program track are within easy commuting distance from the University.

Students interested in the Environmental Technology Program should see the Program Coordinator early in their academic career to determine available placements and obtain counselling regarding appropriate courses.

Upon satisfactory completion of the prescribed curriculum, students are eligible to receive the Bachelor of Science or Bachelor of Arts degree with a major in Biology from Suffolk University.

**BIOLOGY COURSES**

All Biology course must be taken concurrently with their respective laboratories unless waived by the Biology Department Chairperson.

*Attendance mandatory for all Biology majors at departmental seminars featuring guest speakers, and participation in the annual field trip in October to the Friedman Field Station.*

*Biology 101 - Principles of Biology I. An introductory course in basic concepts in cell biology, genetics and evolution. Required as a first course science requirement in Biology. May be used for major credit. 3 hours lecture. 1 term - 3 semester hours. Days or evenings.*

*Biology L101 - Principles of Biology I Laboratory. A series of experiments and investigations to study the principles of diffusion, enzyme function, cell division, genetics and evolution. 3 hours laboratory. 1 term - 1 semester hour. Days or evenings.*

*Biology 102 - Principles of Biology II. Investigations of relationships among organisms in time and space. Diversity, ecology, behavior, and human biology in the context of contemporary society. This is a suggested course for the non-science majors and it may not be used as credit for Biology majors. Pre-requisites: Biology 101, L101. 3 hours lecture. 1 term - 3 semester hours. Days or evenings.*

*Biology L102 - Principles of Biology II Laboratory. Exercises and field trips designed to complement and demonstrate the principles developed in the lecture section. 3 hours laboratory. 1 term - 1 semester hour. Days or evenings.*

*Biology 104 - Environmental Biology. An introduction to Basic ecological principles. Readings and discussion emphasize the ways that humans are affected by ecological processes and principles as well as how humans and their technology affect ecosystems. This course may not be used for credit in the biology major before or after Biology 101. 3 hours lecture. 1 term - 3 semester hours. Days or evenings.*

*Biology L104 - Environmental Biology Laboratory. Exercises and field trips designed to complement and demonstrate the ecological principles developed in the lecture section. The lab emphasizes the scientific method and employs long term group projects. 3 hours laboratory. 1 term - 1 semester hour. Days or evenings.*
**Biology 114 - General Biology (Zoology).** Introduction to animal biology emphasizing evolution, classification, morphology, function, development, and ecology. Required of all Biology majors.  
**Prerequisite:** Biology 101, L101. 3 hours lecture.  
1 term – 3 semester hours.

**Biology L114 - General Biology (Zoology) Laboratory.** A series of laboratory experiences in animal evolution, diversity, anatomy, physiology and ecology. 3 hours laboratory. 1 term – 1 semester hour.

**Biology 204 - Anatomy and Physiology.** The interdependency of physiological mechanisms and anatomical features that contribute to the function of the human body is discussed. Emphasis is on the maintenance of homeostasis within the body and the role of various organ systems that contribute to homeostasis.  
**Prerequisites:** Biology 114, L114, Chemistry 211, L211. 3 hours lecture. 1 term – 3 semester hours.  
Normally offered alternative years. Spring term.

**Biology L204 - Anatomy and Physiology Laboratory.** Selected physiological mechanisms and anatomical features of the human body are studied in controlled experiments or by observation. 3 hours laboratory. 1 term – 1 semester hour.

**Biology 213 - Bioethical Issues.** Major topics include genetic engineering, reproductive technologies, human experimentation, euthanasia, the ethics of scientific research and decision making regarding contemporary bio-social issues. Highly recommended for anyone in the sciences.  
**Prerequisites:** Biology 101 or equivalent. 3 hours lecture. 1 term – 3 semester hours.  
Normally offered every third year. Days or evenings.

**Biology 217 - Vertebrate Biology.** A comparative look at diverse aspects of vertebrates including anatomy and adaptations for reproduction, behavior and ecology. Evolution in vertebrates is discussed in the context of phylogenetic relationships and trends among the chordates.  
**Prerequisites:** Biology 114, L114. 3 hours lecture. 1 term – 3 semester hours.  
Normally offered alternate years. Days only.

**Biology L217 - Vertebrate Biology Laboratory.** Practical involvement with the principles discussed in lecture using New England vertebrates as examples. Includes both laboratory and field experiences. 3 hours laboratory. 1 term – 1 semester hour.

**Biology 223 - Algae, Fungi and Mosses.** (Formerly: Non-Vascular Plants) An examination of the similarities and differences among the groups will be carried out. Emphasis is in evolutionary lines of descent and phylogenetic relationships. The ecological, economic and health significances of each group are examined. A required option for Biology majors.  
**Prerequisites:** Biology 101, L101. 3 hours lecture.  
1 term – 3 semester hours. Offered alternate years, Full Semester.

**Biology L223 - Algae, Fungi and Mosses Laboratory.** (Formerly: Non-Vascular Plants Lab) Representative specimens of the groups covered in lecture will be examined as fresh, preserved and cultured material. A field trip may be required. 3 hours laboratory. 1 term – 3 semester hours.

**Biology 224 - Vascular Plants.** The life histories of vascular plants are examined to describe the evolutionary forces that generate recognizable forms. Physiological and morphological adaptations are used to create an awareness of how morphology, physiology, development, genetics, ecology, and evolution interact to produce plant groups.  
**Prerequisites:** Biology 101, L101. 3 hours lecture. 1 term – 3 semester hours.

**Biology L224 - Vascular Plants Laboratory.** The anatomy and morphology of representative members of each vascular plant group will be examined with emphasis on special features and adaptations. Some experiments will be performed to illustrate biochemical and physiological adaptations. 3 hours laboratory. 1 term – 1 semester hour.

**Prerequisites:** Biology 114, L114. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years as an early Fall offering at the R.S. Friedman Field Station.

**Biology L254. Marine Biology Laboratory.** Field trips to local marine environments; field and laboratory observations of marine organisms. 3 hours laboratory. 1 term – 1 semester hour.
Biology 273 – Biometrics. Introduction to the application of statistical methods for the evaluation of biological problems. Sampling confidence intervals, regression, testing hypotheses, experimental design and analysis of variance. Prerequisite: Biology 101 or equivalent. 3 hours lecture. 1 term – 3 semester hours. Normally offered every third year. Days or evenings.

Biology L273 – Biometrics Laboratory. Deals primarily with problem solving using biological data. Experimentation in sampling random and nonrandom populations. 3 hours laboratory. 1 term – 1 semester hour. Days or evenings.

Biology 274 – Genetics. The principles of genetic variation as revealed in prokaryotes and eukaryotes. Topics include cytological and molecular basis of heredity, non-nuclear genes, determination and differentiation of sex, population gene frequencies, and mating systems. Prerequisites: Biology 101, L101 or equivalent. 3 hours lecture. 1 term – 3 semester hours.

Biology L274 – Genetics Laboratory. Experiments designed to demonstrate those principles presented in lecture using organisms such as bacteria, molds, and Drosophila. 3 hours laboratory. 1 term – 1 semester hour. Days or evenings.

Biology 277 – Vertebrate Histology. Introduction to the microscopic and submicroscopic structure of vertebrate tissues and cells. Relationships between structures and physiological processes at the organ, tissue, cell, and organelle level are emphasized. Prerequisites: Biology 114, L114 or equivalent. 3 hours lecture. 1 term – 3 semester hours. Normally offered every third year. Days or evenings.

Biology L277 – Vertebrate Histology Laboratory. Examination of vertebrate cells, tissues and organ systems under the light microscope. Precise identification of a variety of tissues with a description of each in terms of its microscopic structure and its physiological role. 3 hours laboratory. 1 term – 1 semester hour. Days or evenings.

Biology 285 – Microbiology. Viruses, bacteria, protozoa and some fungi are surveyed in terms of their ecology, biochemistry, taxonomy, molecular biology and control. Required option for majors. Prerequisites: Biology 101, L101. 3 hours lecture. 1 term – 3 semester hours. Days or evenings.

Biology L285 – Microbiology Laboratory. Introduction to microbiological techniques and their applications in health, research and industry. 3 hours laboratory. 1 term – 1 semester hour.

Biology 304 – Comparative Animal Physiology. Mechanisms of physiological adaptations to environmental challenges are studied. Examples of gas exchange, osmoregulation, fluid transport, temperature regulation, nervous control, and hormonal control are examined in various animal forms. Prerequisites: Biology 114, L114, Chemistry 211, L211. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years. Spring term.

Biology L304 – Comparative Animal Physiology Laboratory. Selected physiological processes and mechanisms of adaptation in invertebrate and vertebrate animals are examined by observation and controlled experiments. 3 hours laboratory. 1 term – 1 semester.

Biology 315 – Women and Science. Scientific views on women’s intellect, biology and gender will be examined. The impacts of these views along with legal and cultural barriers on women’s choice of science and math will be studied. The lines of working women scientists will be used to illustrate the principles discussed. Suggestions for increasing the participation of women in math and science will be given. Highly recommended for anyone considering a career in education, business, law, science or medicine. Prerequisites: 6 hours of a social science, or permission of the instructor. 3 hours lecture. 1 term – 3 semester hours. Summers only.

Biology 333 – Ecology. Basic principles of population biology, community ecology, ecosystem structure and function and evolutionary theory. Prerequisites: Biology 114, L114 and 224, L224. 3 hours lecture. 1 term – 3 semester hours. Days only. Full only. Alternates yearly between the Boston and Maine (Friedman laboratory) campuses.

Biology L333 – Ecology Laboratory. Field and laboratory experiences in techniques and concepts relevant to lecture materials; data collecting and report preparation. 3 hours laboratory or field work. 1 term – 1 semester hour. Days only.

Biology 355 – Invertebrate Zoology. A survey of the invertebrate phyla with special emphasis on marine forms; emphasis on morphology, development and classification, phylogeny and ecology. Prerequisite: Biology 114 or equivalent. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years. Days only.

Biology L355 – Invertebrate Zoology Laboratory. Identification and classification of invertebrates; anatomy of selected representatives; embryology; field trips to local habitats. 3 hours laboratory or field trips. 1 term – 1 semester hour. Normally offered alternate years. Days only.
Biology 374 – Advanced Genetics. In depth coverage of topics such as gene structure and expression, transposable elements, gene cloning, genes & cancer and population genetics & mating systems, with an emphasis on present day applications. Primarily a lecture approach but with some opportunity for laboratory demonstrations. Prerequisites: Bio 274, L274 – 3 hour lectures. 1 term – 3 semester hours. Normally offered every third year. Days or evenings.

Biology 377 – Immunology. The concept of immunity, response to infection, structure of the immune system, biochemistry of immunoglobulins, antigen-antibody interactions, allergy, immunological injury, lymphocyte subpopulations and cellular immunity, tolerance, suppression and enhancement. Emphasis is on the historical and experimental approach. Prerequisites: Biology 114, L114 and Chemistry 211, L211. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years. Days or evenings.

Biology L377 – Immunology Laboratory. Anatomy of the immune system, immunoglobulin purification, production of antibodies in rabbits, hemagglutination, enzyme immunoassay. Immunoochemistry, immunoelectrophoresis, gel precipitation assay, student analysis of animal serum preparation. 3 hours laboratory. 1 term – 1 semester hour.

Biology 379 Technology Seminar. A seminar required in all “Technology” programs in the junior year. Oral and written presentations based on library research are required. Hospital or agency admission procedures are discussed. 1 hour seminar. 1 term – 1 semester hour. Spring semester only. Meets with Bio 409.

Biology 385 – Pathogenic and Advanced Microbiology. Pathogenesis and host-parasite relationships; epidemiology and public health aspects of pathogenic microorganisms are stressed; molecular biology, applied and industrial microbiology. Current literature reviews. Prerequisites: Biology 285, L285. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years. Days or evenings.

Biology L385 - Pathogenic and Advance Microbiology Laboratory. Laboratory. Isolation, quantitation and cultivation of microorganisms, advanced general and applied microbiology and molecular biology. Experience in media, chemical and culture preparations. Independent project required. 3 hours laboratory. 1 term – 1 semester hour.

Biology 403 – Cell Biology. An examination of the structure, metabolism, reproduction, and regulation – hormonal and genetic – of organisms at the cellular level. Suggested course for all preprofessional students. If a student has completed the 30 hours of required biology courses, the laboratory may be waived with the consent of the department chairperson. Prerequisites: Bio 114, L114, Bio 224, L224, Bio 274, L274 and Chem 211, L211. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years, Fall Semester.

Biology L403 – Cell Biology Laboratory. Experiments covering photosynthesis, respiration, transport, gene products and hormone effects will be conducted. A variety of techniques will be used including microscopy, colorimetry, enzymology, centrifugation, electrophoresis, cell and tissue culture, and bioassay. Data analysis and report writing is emphasized. 3 hours laboratory. 1 term – 1 semester hour.

Biology 409 – Biology Seminar. A seminar required of all biology majors as seniors except those taking 379 or H419. Library search of the scientific literature, at least one formal presentation and a term paper on a biological topic are required. 1 hour seminar. 1 term – 1 semester hour. Spring semester only.

Biology H419 – Biology Honors. Outstanding Biology majors may be invited by the Biology Faculty to participate in Biology Honors. Attendance and participation at Bio 409 (Senior Seminar) is required. An original research project is also required to be accompanied by a literature search and presentation of a paper at a societal meeting. 1 hour seminar – 2 successive semesters – 4 credits. Note: grade is issued upon successful completion of second semester activities and fulfills the senior seminar requirement.

Biology 474 – Molecular Genetics. Introduction to molecular genetics. Topics include genetic fine structure and function at the molecular level; transcription, translation and their control in prokaryotes and eukaryotes; bacteriophage genetic regulation; mutagenesis; recombinant DNA and genetic engineering. Prerequisites: Biology 274, L274, 285. L285, 377, L377 and Chemistry 212, L212. 3 hours lecture. 1 term – 3 semester hours. Normally offered every third year.

Biology L474 – Molecular Genetics Laboratory. A series of exercises to introduce the techniques of recombinant DNA including vector cloning, restriction endonuclease analysis, transformation of E. coli with recombinant DNA, biological analysis of recombinant plasmids. 3 hour laboratory. 1 term – 1 semester hour.
**Biology 475 – Developmental Biology.** An examination of the molecular, cellular, biochemical and environmental mechanisms that regulate the developmental processes in organisms with an emphasis on vertebrates. Topics include the processes of differentiation, determination, tissue induction and morphogenesis. Prerequisites: Biology 274, L274, 304, L304 and Chemistry 211 and L211. 3 hours lecture. 1 term – 3 semester hours. Normally offered every third year.

**Biology L475 – Developmental Biology Laboratory.** Laboratory includes the classic sequential study of developmental stages in the frog, pig and chicken using prepared slides. It also includes experimental manipulation of development in vertebrates and other organisms to a lesser degree. 3 hours laboratory. 1 term – 1 semester hour.

**Biology 599 – Directed Study.** Student projects may be initiated by a student or faculty member with the approval of the Chairperson. A written proposal which must have majority approval of the Biology Faculty is required prior to enrolling. A paper and oral report are required. Prerequisites: Advanced Biology standing, instructor's consent, approval of a majority of the Biology Faculty and signature of the Department Chairperson. 1 term – 1-4 semester hours.

CONSULT THE BIOLOGY SCIENCE OFFERINGS LISTED UNDER INTERDEPARTMENTAL OFFERINGS
CHEMISTRY

Department of Chemistry
Professors: Good (Chairperson), Lewis, Miliora, Patterson, Richmond, Ronayne.
Lecturers: Bracco, Ciuryla, Stark

The Department of Chemistry offers four major degree programs leading to a B.S. or B.A. in either CHEMISTRY or BIOCHEMISTRY. Students who elect chemistry as their area of concentration may choose to follow the flexible and traditional Chemistry program or the more structured interdisciplinary programs in Chemistry/Computer Science, Chemistry/Secondary Education, Chemistry/General Business minor, and Biochemistry. Since the recommended course of study for the Freshman year is essentially the same for all of the programs, decisions regarding specific curricular options can be postponed at least until the Sophomore year. Nevertheless, students are urged to consult with the Chemistry Department Chairperson as early as possible to discuss their professional objectives and options.

To earn a bachelor's degree in Chemistry or Biochemistry requires the satisfactory completion of (1) prescribed core courses in the major and related areas, (2) the liberal arts requirements for the B.S. or B.A. degree* common to all undergraduates in the College of Liberal Arts and Sciences, (3) complementary electives in the major and related areas, and (4) free electives. Many of the courses required for the Chemistry programs are not offered every year in the Evening Division. Evening students may avoid unnecessary delays in completing the degree requirements by prior consultation with the Chemistry Department Chairperson. Only a limited major in Biochemistry is available in the Evening Division.

Transfer students wishing to major in Chemistry or Biochemistry must successfully complete a minimum of 12 semester hours in the major at Suffolk University.

The programs leading to the B.S. or B.A. degree in Chemistry or Biochemistry are approved by the Committee on Professional Training of the American Chemical Society and contain 42 hours of courses in chemistry.

Chemistry Minor Requirements
Chemistry: Chemistry 111-112, L111-L112 (General Chemistry I, II and labs); then Chemistry 211-212, L211-L212 (Organic Chemistry I, II and labs), followed by two courses and their labs from the following list: Chemistry 314, L314 (Instrumental Analysis and lab), Chemistry 331-2, L331-2 (Biochemistry and lab), Chemistry 411, L411 (Physical Chemistry and lab).

*It is difficult to particularize which degree is preferable for Chemistry and Biochemistry majors. Chemistry and Biochemistry students are advised to compare the requirements of each and consult the Department Chair if necessary.
Curricula in Chemistry

Chemistry Program  The curricula for the B.S. and B.A. degrees in Chemistry satisfy the requirements for certification by the American Chemical Society. This program is recommended for those planning research careers and/or graduate study in chemistry.

In accordance with the guidelines established by the American Chemical Society it is recommended that Chemistry majors acquire a reading knowledge of German.

Individualized programs of study appropriate to students' interests and specialized career objectives may be designed. Careers in non-traditional areas which may be pursued with a degree in chemistry, some of which may require graduate study, include science writing, environmental science, forensic chemistry, information and computer sciences, chemical business, and patent law.

Core Requirements:
Computer Science 131
Mathematics 161-162, 261-262
Physics 151-152, L151-L152

The recommended course sequence leading to the B.S. degree is as follows:

### Freshman

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science 131</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 161-162</td>
<td>6</td>
</tr>
<tr>
<td>English 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Freshman Integrated Studies</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

### Sophomore

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 211-212, L211-L212</td>
<td>8</td>
</tr>
<tr>
<td>Physics 151-152, L151-L152</td>
<td>8</td>
</tr>
<tr>
<td>Second Year English</td>
<td>6</td>
</tr>
<tr>
<td>Speech/Logic</td>
<td>6</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

### Junior

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 313</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry 314</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 411-412, L411-L412</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics 261-262</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Free Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

### Senior

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 423</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 425 or 426</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 429</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry Elective</td>
<td>4</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Free Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>
**Chemistry/Computer Science Program**  The Chemistry/Computer Science program adds an integral interdisciplinary dimension to the undergraduate study of chemistry. Reflecting the increasing importance of computer science expertise in technological endeavors particularly with regard to the application of programming skills to chemical instrumentation and analysis, the program should provide expanded career opportunities for Chemistry majors whether their goal is graduate study or immediate employment.

**Program Requirements:**
Core requirements in Chemistry, Computer Science, Mathematics and Physics. In addition, Computer Science 132, 253 (or Physics 351), 265 and six more hours of Computer Science electives (possibly including Physics 352) approved by the Department of Chemistry.

The recommended course sequence leading to the B.S. degree is outlined as follows:

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 111-112, L111-L112</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science 131</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 161-162</td>
<td>6</td>
</tr>
<tr>
<td>English 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Freshman Integrated Studies</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 211-212, L211-L212</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science 132</td>
<td>3</td>
</tr>
<tr>
<td>Physics 151-152, L151-L152</td>
<td>8</td>
</tr>
<tr>
<td>Second Year English</td>
<td>6</td>
</tr>
<tr>
<td>Speech/Logic</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 313</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry 314</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 411-412, L411-L412</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science 253</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 261-262</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 423</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 425 or 426</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry 429</td>
<td>1</td>
</tr>
<tr>
<td>Computer Science 265</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Free Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>
Chemistry/General Business Minor

The program in Chemistry/General Business Minor combines the technical training in chemistry with a general business minor in the School of Management. It is intended for those students who wish varying career choices in industry or wish to ultimately enter an M.B.A. program. Since the business component is included without compromising the requisite professional preparation in chemistry, students are not limited in their choice of graduate study.

Program Requirements:
Core requirements in Chemistry, Computer Science, Mathematics and Physics with the exception of Chemistry 423 and 425 and Mathematics 262. In addition the Business Minor as specified by the School of Management.

The recommended course sequence leading to the B.S. degree is outlined as follows:

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 111-112, L111-L112</td>
<td>...8</td>
</tr>
<tr>
<td>Computer Science 131</td>
<td>...3</td>
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<tr>
<td>Mathematics 161-162</td>
<td>...6</td>
</tr>
<tr>
<td>English 101-102</td>
<td>...6</td>
</tr>
<tr>
<td>Freshman Integrated Studies</td>
<td>...6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 211-212, L211-L212</td>
<td>...8</td>
</tr>
<tr>
<td>Statistics 211</td>
<td>...3</td>
</tr>
<tr>
<td>Physics 151-152, L151-L152</td>
<td>...8</td>
</tr>
<tr>
<td>Second Year English</td>
<td>...6</td>
</tr>
<tr>
<td>Logic</td>
<td>...3</td>
</tr>
<tr>
<td>Management 110</td>
<td>...3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 313</td>
<td>...1</td>
</tr>
<tr>
<td>Chemistry 314</td>
<td>...4</td>
</tr>
<tr>
<td>Chemistry 411-412, L411-L412</td>
<td>...8</td>
</tr>
<tr>
<td>Mathematics 261</td>
<td>...3</td>
</tr>
<tr>
<td>Accounting 211-212</td>
<td>...6</td>
</tr>
<tr>
<td>Economics 281-282*</td>
<td>...6</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>...3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 429</td>
<td>...1</td>
</tr>
<tr>
<td>Chemistry Elective</td>
<td>...3</td>
</tr>
<tr>
<td>Business Law 213</td>
<td>...3</td>
</tr>
<tr>
<td>Finance 310</td>
<td>...3</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>...6</td>
</tr>
<tr>
<td>Management 310</td>
<td>...3</td>
</tr>
<tr>
<td>Marketing 310</td>
<td>...3</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>...3</td>
</tr>
<tr>
<td>Speech</td>
<td>...3</td>
</tr>
<tr>
<td>Free Elective</td>
<td>...3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

*May be used in partial fulfillment of the Social Science Option.
**Chemistry/Education Program**

An individual completing this program in Chemistry/Education qualifies for certification as a secondary teacher of chemistry in the Commonwealth of Massachusetts. As of September 30, 1994, however, regulations for teacher certification will all be changed. See your advisor or a faculty member from Education and Human Services for further details. In accordance with the guidelines of the American Chemical Society, the Chemistry-Education program includes a broad-based experience in the physical and biological sciences as well as in the major areas of chemistry: inorganic, organic, analytical, physical, and biochemistry.

**Program requirements:**

- Biology 101, L101, 114, L114
- Mathematics 161-162
- Computer Science 131
- Physics 151-152, L151-L152
- Education & Human Services 503, 504, 505, 506, 507, 500

The recommended course sequence leading to the B.S. degree is outlined as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Details</th>
<th>Sem. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman</strong></td>
<td>Chemistry 111-112, L111-L112, Biology 101, Mathematics 161-162</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English 101-102, Computer Science 131, Physics 151-152, Education &amp; Human</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Services 503, 504, 505, 506, 507, 500</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Freshman Integrated Studies</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>Sophomore</strong></td>
<td>Chemistry 211, 212, L211-L212, Biology 114, Physics 151-152</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second Year English, Speech, Logic</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sophomore Integrated Studies</strong></td>
<td>32</td>
</tr>
<tr>
<td><strong>Junior</strong></td>
<td>Chemistry 331, L331, Chemistry 314, Chemistry 313, Humanities Requirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or Language (B.A.), Computer Science 131, EHS 507, EHS 503, EHS 505-506</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Curriculum/Methods)</td>
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<tr>
<td></td>
<td><strong>Junior Integrated Studies</strong></td>
<td>30</td>
</tr>
<tr>
<td><strong>Senior</strong></td>
<td>Chemistry 411-412, Social Science Requirement, Humanities Requirement,</td>
<td></td>
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<tr>
<td></td>
<td>EHS 504 (Soc. Sci. Requirement), EHS 500 (Practicum), Free Electives</td>
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<tr>
<td></td>
<td><strong>Senior Integrated Studies</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Grand Total</strong></td>
<td>122</td>
</tr>
</tbody>
</table>
Curriculum In Biochemistry

Biochemistry Program  The program in Biochemistry is based on curriculum interaction between the disciplines of Chemistry and Biology. Since the areas of concentration are broadened and well-integrated, several career options are possible upon successful completion of the program. It is recommended particularly for those planning careers in allied health areas, including clinical chemistry, graduate study in biochemistry, pharmacology or toxicology, and pre-professional study for medicine or dentistry.

Core Requirements:
- Biology 101, L101 and two of the following: 274, L274; 285, L285; 374, L374; 377, L377; 403, L403; 474, L474
- Computer Science 131
- Mathematics 161-162
- Physics 151-152, L151-L152

The recommended course sequence leading to the B.S. degree is outlined as follows:

<table>
<thead>
<tr>
<th></th>
<th>Freshman</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 111-112, L111-L112</td>
<td>...</td>
<td>8</td>
</tr>
<tr>
<td>Biology 101, L101</td>
<td>...</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics 161-162</td>
<td>...</td>
<td>6</td>
</tr>
<tr>
<td>English 101-102</td>
<td>...</td>
<td>6</td>
</tr>
<tr>
<td>Freshman Integrated Studies</td>
<td>...</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sophomore</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 211-212, L211-L212</td>
<td>...</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science 131</td>
<td>...</td>
<td>3</td>
</tr>
<tr>
<td>Physics 151-152, L151-L152</td>
<td>...</td>
<td>8</td>
</tr>
<tr>
<td>Second Year English</td>
<td>...</td>
<td>6</td>
</tr>
<tr>
<td>Speech/Logic</td>
<td>...</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Junior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 313</td>
<td>...</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry 314</td>
<td>...</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry 331-332, L331-L332</td>
<td>...</td>
<td>8</td>
</tr>
<tr>
<td>Biology Electives*</td>
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<td>8</td>
</tr>
<tr>
<td>Humanities Requirement</td>
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<td>3</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>...</td>
<td>3</td>
</tr>
<tr>
<td>Free Elective</td>
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<td>3</td>
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<td><strong>Total</strong></td>
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<td><strong>30</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Senior</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 411-412, L411-L412</td>
<td>...</td>
<td>8</td>
</tr>
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<td>Chemistry 429</td>
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<td>Social Science Requirement</td>
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<td>6</td>
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<tr>
<td>Free electives</td>
<td>...</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>31</strong></td>
</tr>
</tbody>
</table>

*Must be chosen from the following: Biology 274, L274; 285, L285; 374, L374; 377, L377; 403, L403; 474, L474.
CHEMISTRY COURSES

Chemistry courses must be taken simultaneously with their respective laboratories unless otherwise noted or waived by the Chemistry Department Chairperson. This does not apply if the laboratory has previously been completed satisfactorily.

Chemistry 111-112 – General Chemistry. Fundamental principles of chemistry are discussed. Topics include introductions to atomic structure, periodic table, nature of chemical bonds, stoichiometry, gas laws, solutions, acid-base systems, chemical equilibria, thermodynamics, electrochemistry, kinetics, and chemistry of selected elements. 3 hours lecture. Prerequisite: High school chemistry. 2 terms – 6 semester hours. Normally offered yearly, days only.

Chemistry L111-L112 – General Chemistry Laboratory. The basic principles of chemistry illustrated through laboratory investigation. Qualitative and quantitative analysis, particularly volumetric methods, are emphasized. 4-hour laboratory. Concurrent enrollment in Chemistry 111-112 required. 2 terms – 2 semester hours. Normally offered yearly, days only.

Chemistry 211-212 – Organic Chemistry. The essential chemistry of functional groups and basic theories as applied to the study of organic compounds. Mechanistic studies, stereo-chemistry, and the relationship of spectroscopy to structure. 3 hour lecture. Prerequisite: Chemistry 112. 2 terms – 6 semester hours. Normally offered yearly, days only.

Chemistry L211-L212 – Organic Chemistry Laboratory. Laboratory exercises consisting of techniques of separation and purification, including chromatographic methods; synthesis and spectroscopic characterization of organic compounds; reactivity studies. 4-hour laboratory. 2 terms – 2 semester hours. Normally offered yearly, days only.

Chemistry 313 – Chemical Literature. A thorough introduction to the chemical literature; practice in searching the literature: writing and presenting a scientific paper. 1 hour lecture-discussion. Prerequisite: Chemistry 212 or Instructor’s permission. 1 term – 1 semester hour. Normally offered yearly, days or evenings.

Chemistry 314 – Instrumental Analysis. Theory and application of analytical instruments: ultraviolet, visible, fluorescence, atomic, and emission spectroscopy; chromatography; voltammetry; potentiometric and conductometric measurements; computer applications. 3 hours lecture, 4-hour laboratory. Prerequisite: Chemistry 112. 1 term – 4 semester hours. Normally offered yearly, days or evenings.

Chemistry 331-332 – Biochemistry. The chemistry of amino acids, proteins, lipids, carbohydrates, and nucleic acids. Emphasis is on structure and function of biomolecules and intermediary metabolism. 3 hours lecture. Prerequisite: Chemistry 212. 2 terms – 6 semester hours. Normally offered yearly, days or evenings.

Chemistry L331-332 – Biochemistry Laboratory. Exercises emphasizing the equipment and methodology of biochemical experimentation. Exercises may cover such topics as metabolism, electrophoresis of biological materials, isotope tracer techniques and enzyme kinetics. 4-hour laboratory. Concurrent enrollment in Chemistry 331-332 required. 2 terms – 2 semester hours. Normally offered yearly, days only.

Chemistry 355 – Environmental Chemistry. A study of the chemical basis of environmental problems. Topics include aquatic chemistry, air pollution, and the interaction between chemical and biological systems. 3 hours lecture. Prerequisite: Chemistry 112, Chemistry 314 is recommended. 1 term – 3 semester hours. Normally offered every third year; evenings only.

Chemistry 390 – Advanced Organic Chemistry. Expands on Chemistry 212 to include topics which provide an overview perspective of organic chemistry. These include structure-reactivity relationships and a classification for mechanistic pathways. In addition, topics are chosen which reflect students’ interest, for example, polymer chemistry, biological chemistry, etc. Prerequisite: Chemistry 212. 1 term – 3 semester hours. Normally offered yearly.

Chemistry 411-412 – Physical Chemistry. Thermodynamics and its applications to physical and chemical equilibria; introduction to the kinetic theory of gases and concepts of statistical mechanics; chemical kinetics; electrochemistry; and introductory quantum chemistry. 3 hours lecture. Prerequisites: Chemistry 112, Mathematics 162, Physics 152. 2 terms – 6 semester hours. Normally offered yearly.
Chemistry L411-L412 – Physical Chemistry Laboratory. Laboratory exercises covering classical and modern experiments in thermodynamic and instrumental measurements including calorimetry, thermometry, chemical equilibrium, kinetics, electrochemistry, IR, visible and magnetic spectroscopy. 4-hour lab. 2 terms – 2 semester hours. Normally offered yearly, days or evenings.

Chemistry 423 – Advanced Physical Chemistry. Quantum chemistry and its applications to molecular bonding and spectroscopy. 3 hours lecture. Prerequisite: Chemistry 412. 1 term – 3 semester hours. Normally offered yearly, days or evenings.

Chemistry 425 – Advanced Inorganic Chemistry. Introduction to the concepts and chemical systems of inorganic chemistry including the periodic properties, molecular structure and bonding, inorganic crystals and descriptive chemistry of the non-transition elements. 3 hours lecture. Prerequisites: Chemistry 212, 412. 1 term – 3 semester hours. Normally offered alternate years, evenings only.

Chemistry 426 – Transition Metal Chemistry. Chemistry of transition metal complexes. Topics include bonding theories, stereochemistry, preparation of complexes, complex ion stability, kinetics and mechanisms of reactions of complexes, and spectroscopy. 3 hours lecture. Prerequisites: Chemistry 212, 412. 1 term – 3 semester hours. Normally offered alternate years, evenings only.

Chemistry L426 – Advanced Inorganic Chemistry Laboratory. Synthesis and properties of transition metal complexes. Properties investigated may include conductivity, magnetic moment, optical rotation, optical and NMR spectra, rate of reaction, and stability. 4-hour laboratory. Concurrent enrollment in Chemistry 426 required. Normally offered alternate years, evenings only.

Chemistry 429 – Research and Seminar. Independent study under the direct supervision of the Chemistry Department faculty. Students are required to attend departmental seminars, present a seminar, and submit a written report on their investigation. Prerequisite: Chemistry 313. 1–4 semester hours. Normally offered yearly, days only.

Chemistry 433 – Advanced Biochemistry. Advanced topics in biochemistry and molecular biology presented in a lecture-seminar format. 3 hours lecture. Prerequisites: Chemistry 332, L332. 1 term – 3 semester hours. Normally offered yearly, days only.

Chemistry 553 – Introduction to Toxicology. The study of harmful actions of chemicals on biological systems, with discussion of general principles, methodology and selected topics. Topics may include environmental and occupational pollutants, pesticides, carcinogenesis and teratogenesis. 3 hours lecture. Prerequisites: Chemistry 212 and Biology 101 (Chemistry 332 and Biology 403 strongly recommended). 1 term – 3 semester hours. Normally offered alternate years.
COMMUNICATION AND JOURNALISM

Department of Communication and Journalism
Professors: Harris (Chairperson), Boone
Associate Professors: Geisler, Karns, Peary, Plotkins, Preiss, Rosenthal
Assistant Professor: Kropp
Instructors: Carroll
Lecturers: Bacigalupo, Elliott, Greeley, Greenberg, Martin, Tucci, Westerman, Walcott.

Requirements for the Major: Students must complete the requirements of a track in one of the following areas: Speech Communication, Applied Communication, Mass Communication, or Communication Studies.

Requirements for the Minor: All students must complete 18 semester hours of course work including CJN 405, four courses from one of the tracks listed below and one elective.

Areas of Concentration:

Speech Communication
Track 1: Rhetoric (30 hrs./10 courses)
Electives: Select 3 Courses from Departmental Offerings 200 Level and Above.

Track 2: Legal Argument (30 hrs./10 courses)
Electives: Select 3 Courses from Departmental Offerings 200 Level and Above.

Applied Communication
Track 1: Public Relations (36 hrs./12 courses)
Electives: Select 2 Courses from Departmental Offerings 200 Level and Above.
Track 2: Advertising (36 hrs./12 courses)

Required Courses (5):
- CJN 275 – Advanced Public Speaking
- CJN 314 – Professional Writing
- CJN 357 – Advertising
- CJN 359 – Ad Copy
- CJN 405 – Communication Theory

Options (5 from List):
- CJN 218 – Photojournalism
- CJN 239 – Media Law
- CJN 317 – Copy Editing
- CJN 335 – Persuasion
- CJN 375 – Organizational Communication
- CJN 377 – Public Relations
- CJN 477 – Advanced Public Relations
- CJN 479 – Decision Making

Electives: Select 2 Courses from Departmental Offerings 200 Level and Above.

Mass Communication

Track 1: Broadcasting (36 hrs./12 courses)

Required Courses (4):
- CJN 255 – Mass Communication
- CJN 257 – Broadcasting
- CJN 315 – Media & Script Writing
- CJN 405 – Communication Theory

Options (6 from List):
- CJN 113 – Newswriting
- CJN 119 – Voice Improvement
- CJN 213 – Features
- CJN 239 – Media Law
- CJN 256 – Studio Operations
- CJN 275 – Advanced Public Speaking
- CJN 287 – Media Analysis
- CJN 289 – Film Analysis
- CJN 313 – Reporting
- CJN 319 – Sports Journalism
- CJN 355 – Media Production
- CJN 363 – TV Classics
- CJN 413 – Great Works In Journalism
- CJN 414 – Investigative Reporting
- CJN 455 – Advanced Media Production

Electives: Select 2 Courses from Departmental Offerings 200 Level and Above.

Track 2: Theatre & Film (36 hrs./12 courses)

Required Courses (3):
- CJN 229 – Acting or CJN 275 – Advanced Public Speaking
- CJN 405 – Communication Theory
- CJN 415 – Critical Writing

Options (7 from List):
- CJN 119 – Voice Improvement
- CJN 225 – Theatre Arts
- CJN 229 – Acting
- CJN 236 – Film
- CJN 255 – Mass Communication
- CJN 257 – Broadcasting
- CJN 285 – Media & Popular Culture
- CJN 287 – Media Analysis
- CJN 289 – Film Analysis
- CJN 315 – Media & Script Writing
- CJN 327 – Theatre Workshop
- CJN 329 – Acting II
- CJN 363 – TV Classics
- CJN 365 – American Cinema
- CJN 385 – Rhetorical Criticism
- CJN 413 – Great Works In Journalism
- CJN 425 – Directing

Electives: Select 2 Courses from Departmental Offerings 200 Level and Above.

Track 3: Print Journalism (36 hrs./12 courses)

Required Courses (7):
- CJN 113 – Newswriting
- CJN 213 – Features
- CJN 219 – Interviewing
- CJN 239 – Media Law
- CJN 313 – Reporting
- CJN 317 – Copy Editing
- CJN 405 – Communication Theory

Options (3 from List):
- CJN 218 – Photojournalism
- CJN 319 – Sports Journalism
- CJN 357 – Advertising
- CJN 377 – Public Relations
- CJN 403 – Communication Practicum
- CJN 413 – Great Works In Journalism
- CJN 414 – Investigative Reporting
- CJN 415 – Critical Writing
- CJN 505 – Internship

Electives: Select 2 Courses from Departmental Offerings 200 Level and Above.
Communication Studies (36 hrs./12 courses)

Required Courses (3): CJN 275 – Advanced Public Speaking, CJN 314 – Professional Writing Or CJN 315 – Media & Script Writing Or CJN 410 – Legal Research & Writing, CJN 405 – Communication Theory.

Options (9): Courses must be approved by a departmental advisor and the department chair prior to completion of 90 semester hours toward graduation. No more than three courses below the 300 level will be counted toward the major. No more than four courses from any one track, including the required and the option lists will be counted toward the major.

All students majoring in Communication and Journalism must have their programs approved by an advisor from the department and thereafter keep in close touch with the department with respect to their programs. The department selects from among its faculty a freshman advisor and then assigns each student a permanent advisor in their sophomore year.

Honors in Communication: Majors in the Department who have completed 15 hours of coursework in the Department, who have a Communication average of 3.4 or higher and who have an overall cumulative average of 3.0 or higher may enroll in CJN 506 – HONORS SEMINAR. Completion of Honors Seminar with a grade of B+ or better would entitle the student to Departmental Honors. For further details see the Chairperson of the Department.

Walter M. Burse Forensic Society:
The Department of Communication and Journalism sponsors and supervises the Walter M. Burse Forensic Society. The purpose of this organization is to help students develop and master techniques of argumentation and oral communication. After working on campus, members participate in intercollegiate debate and speech tournaments at other colleges and universities throughout the United States. The Forensic Society offers training for competition in debate and individual speaking events and consistently ranks among the nation's best forensic programs.

Each year, the Department of Communication and Journalism sponsors High School Debate and Speech Tournaments and an Intercollegiate Speech and Debate Tournament. This past year students on the team traveled to competitions in Arizona, Ohio, Minnesota, Wisconsin and throughout the eastern United States.

No previous debate or speech experience is required for membership in the Walter M. Burse Forensic Society. Any undergraduate student at Suffolk University is eligible. Membership information is available through the Department Chairperson. Suffolk University is a member of the National Forensic Association and Delta Sigma Rho-Tau Kappa Alpha, the national forensic honorary.
COMMUNICATION AND JOURNALISM COURSES

CJN 100 - Conversation Skills. Students will receive intensive instruction to prepare them for both formal and informal speaking situations. Recommended for non-native speakers and others who desire practical training in oral communication. 1 term - 3 credits. Normally offered yearly.

CJN 103 - Rhetorical Communication. The development, delivery and analysis of rhetorical messages. Stress on broad theories of rhetorical analysis in a historical context and pragmatic experience in delivering oral messages. Satisfies College of Liberal Arts and Sciences Rhetoric Requirement. 1 term - 3 semester hours. Normally offered every semester.

CJN 113 - Newswriting. Introduces students to general newswriting style, used by journalists and public relations practitioners. Focus is on basic writing, summary lead, organization of facts, and news structure. Most stories written from prepared fact sheets. 1 term - 3 semester hours. Normally offered yearly.

CJN 114 - Great Works of Journalism. An examination of important contributions to the literature of journalism through an analysis of major writers and newsgathering of significant events from a journalistic perspective. 1 term - 3 semester hours. Normally offered yearly.

CJN 119 - Voice Improvement. Provides exercise and technique to develop a strong and confident voice. Emphasis on preparation for effective public speaking before a group. 3 semester hours. Normally offered yearly.

CJN 177 - Business Communication. Introduction to the communication process with emphasis on public speaking and presentation of oral reports in a business environment. Required of all School of Management students. 1 term - 3 semester hours. Normally offered every semester.

CJN 213 - Feature Writing. Writing and submitting for publication articles for newspapers, magazines and syndicates. 1 term - 3 semester hours. Normally offered yearly.

CJN 215 - Interpersonal Communication. Analysis of communication behavior in individual and group environments. Topics include conflict, leadership, common communication difficulties, communication roles and reflective thinking. 1 term - 3 semester hours. Normally offered yearly.

CJN 216 - Intercultural Communication. An examination of the communication variations and cultural viewpoints and their impact on cross-cultural communication. A special emphasis is placed on rituals and message patterns in non-western cultures. 1 term - 3 semester hours. Normally offered yearly.

CJN 218 - Photojournalism. An examination of the role of photography in the journalistic process. A discussion of photography as communication and a survey of the history of photography. 1 term - 3 semester hours. Normally offered alternate years.

CJN 219 - Interviewing. Principles of communication applicable to interview situations in business and the professions. Role-playing exercises explore the relationship in an interview between information giving and non-verbal behavior. 1 term - 3 semester hours. Normally offered yearly.

CJN 225 - Theater Arts. An introduction to the history of theatre and theater production through an analysis of some of the world's greatest plays. 1 term - 3 semester hours. Normally offered yearly.

CJN 226 - Film Studies. An introduction to film as an art form and as a communication medium. Students will examine a broad range of cinematographic masterpieces. 1 term - 3 semester hours. Normally offered yearly.

CJN 229 - Acting I. Introduction of acting techniques to prepare students for work in theater production and develop confidence in all forms of communication. 3 semester hours. Normally offered yearly.

CJN 235 - Argumentation. Projects in analysis, research, evidence, briefing, refutation and delivery of debates on representative questions. 1 term - 3 semester hours. Normally offered yearly.

CJN 239 - Media Law. Explores the legal rights, responsibilities, and constraints on the media and media professionals. Special focus on defamation, copyright, obscenity, broadcast regulation and media-related tort law. 1 term - 3 semester hours. Normally offered yearly.

CJN 245 - Forensics. Intensive research on topics in debate and active participation in the University forensics program. Prerequisite: Instructor's consent. 1 term - 3 semester hours. Normally offered yearly.

CJN 255 - Mass Communication. This introduction to the mass communication process examines the history, development and problems of the various mass communication media and their impact on the social, political, and economic life of their audience. 1 term - 3 semester hours. Normally offered yearly.
CJN 256 - Studio Operations. Technical introduction to the operation and functioning of equipment for production in a television/cable studio. 1 term – 3 semester hours. Normally offered yearly.

CJN 257 - Broadcasting. Intensive training in broadcast performance situations for radio and television. Students will write and record stories for the broadcast media. Special attention is given to developing an effective vocal style. 1 term – 3 semester hours. Normally offered yearly.

CJN 259 - Sports Public Relations. Instruction in the methods utilized by sports information professionals. Practice in preparing materials for press releases, media kits, media guides, brochures and game programs. 1 term – 3 semester hours. Normally offered alternate years.

CJN 265 - Communication & Leadership. Practical instruction in various aspects of organizational leadership including budgeting, parliamentary procedure, agenda setting etc. Recommended for student organization leaders. 1 term – 3 credits. Normally offered yearly.

CJN 275 - Advanced Public Speaking. Intensive training in public speaking techniques employing a variety of speaking situations. 1 term – 3 semester hours. Normally offered yearly.

CJN 284 - Rhetoric of Science Fiction. An examination of persuasive appeals in science fiction literature through critical analysis. Various methodologies are applied to this literary genre in extensive written assignments. 1 term – 3 credits. Normally offered yearly.

CJN 285 - Media and Popular Culture. Examines the influence of media upon contemporary society. Television, radio, film and print formats are discussed in terms of their persuasive impact on American mass culture. 1 term – 3 semester hours. Normally offered yearly.

CJN 287 - Media Analysis. Critical examination of various mass media including film, television, radio, music, newspapers and magazines. Theories of media criticism discussed and applied to specific media or media products. 1 term – 3 semester hours. Normally offered yearly.

CJN 289 - Film Analysis. Critical examination of various film techniques across a wide variety of genres. 1 term – 3 semester hours. Normally offered yearly.

CJN 313 - Reporting. The principles and techniques of basic news reporting are studied and applied. Also an introduction to and analysis of interpretive reporting, “alternative” and “new” journalism. Prerequisite: CJN 113. 1 term – 3 semester hours. Normally offered yearly.

CJN 314 - Professional Writing. Provides students with an opportunity to develop their writing style for a professional audience. Memo writing, report writing, letter writing and other common writing situations for business professionals are considered. 1 term – 3 semester hours. Normally offered yearly.

CJN 317 - Copy Editing. A study of the fundamentals of copy editing, newspaper typography and makeup, with training in the principles and practice of all three. Prerequisite: CJN 113. 1 term – 3 semester hours. Normally offered yearly.

CJN 319 - Sportscasting. Instruction in the methods and practice of sportscasting and sports news reporting. Students will analyze and critique sports broadcasts and produce demonstration sportscasts for television or radio. 1 term – 3 semester hours. Normally offered alternate years.

CJN 327 - Theater Workshop. Concentrated work on Suffolk Student Theater production supervised by theater professionals in areas such as: acting, directing, stage managing, production, design and construction, general management and publicity. 1 term – 1-6 credits. Normally offered yearly.

CJN 335 - Persuasion. Analysis of persuasive techniques particularly those used by communicators in their attempt to gain public acceptance. 1 term – 3 semester hours. Normally offered yearly.

CJN 355 - Media Production. Practical exposure to methods of production and production equipment for the mass media. Relationship between production techniques and relevant theories of mass media are examined. Prerequisite: CJN 255 and 256. 1 term – 3 semester hours. Normally offered yearly.

CJN 357 - Advertising. Theoretical and practical applications of communication are considered in terms of advertising strategies and campaigns for media. 1 term – 3 semester hours. Normally offered yearly.
CJN 359 – Advertising Copy. Continuation of Advertising, with special emphasis on practical advertising and advertising campaigns. 1 term – 3 semester hours. Normally offered yearly. Prerequisite: CJN 357.

CJN 363 – TV Classics. An examination of television programs from the “classic” days of television in terms of their evolutionary impact and technical innovations. 1 term – 3 semester hours. Normally offered alternate years.

CJN 365 – The American Cinema. A social, political and economic history of the American cinema from the silent era to the present, including a survey of Hollywood film making and independent alternatives to the Hollywood studio system. 1 term – 3 semester hours. Normally offered alternate years.

CJN 367 – Deviant Communication. An examination of incidents of communication deviance and the theories which attempt to account for them. Criminal as well as social deviance are examined from a communication perspective. 1 term – 3 semester hours. Normally offered alternate years.

CJN 375 – Organizational Communication. Historical development of the theory of organizations, examination of information flow, network analysis, communication overload and underload, corporate culture, superior-subordinate communications, organizational effectiveness and change processes. 1 term – 3 semester hours. Normally offered alternate years.

CJN 377 – Public Relations I. The basic principle techniques and process of public relations are examined. Issues, trends, opportunities, and problems faced by the practitioner and impacting the organization are analyzed. 1 term – 3 semester hours. Normally offered yearly.


CJN 405 – Communication Theory. An interdisciplinary examination of the development of communication theories from the classical tradition to the modern perspectives of rhetoricians, scientists, psychologists, sociologists, philosophers and others. Prerequisite: Senior standing for majors, 12 semester hours for non-majors. 1 term – 3 semester hours. Normally offered yearly.

CJN 410 – Legal Research & Writing. An introduction to the methods of legal research and exploration of the techniques of brief writing, case analysis, and preparation of legal motions. 1 term – 3 semester hours. Normally offered yearly. Prerequisite: CJN 359.

CJN 414 – Investigative Reporting. Focuses on the development of investigative reporting skills, especially ability to follow a story and dig out information. Special emphasis placed on series writing, stories of political and corporate corruption, and in-depth examinations of contemporary social problems. 1 term – 3 semester hours. Normally offered alternate years. Prerequisite: CJN 213 or 313.

CJN 415 – Review Writing. Focuses on specialized writing for various media; includes emphasis on critical writing, creative writing, review writing, etc. 1 term – 3 semester hours. Normally offered alternate years.

CJN 425 – Directing. Introduction to theoretical and practical aspects of play directing to prepare students for directing in any media. 3 Credits. Normally offered alternate years.

CJN 435 – Argumentation Theory. Theoretical foundations and development of argumentation in contemporary society. Conceptual and experimental literature relevant to the use of evidence and philosophical problems in debate. Prerequisite: CJN 235. 1 term – 3 semester hours. Normally offered alternate years.

CJN 437 – Free Speech Law. Focus on the First Amendment and the case law relevant to its exercise. Discussion of free speech in journalistic, social and cultural settings. 1 term – 3 semester hours. Normally offered alternate years.

CJN 439 – Legal Communication. The communicative situation in the courtroom. Description and practice of techniques of legal communication such as cross examination. Students engage in mock trial situations to gain practical experience. 1 term – 3 semester hours. Normally offered yearly.

CJN 445 – Coaching Forensics. A detailed discussion of the theories and practice of directing and intercollegiate forensics program including coaching methods, motivation, tournament management, etc. 1 term – 3 semester hours. Normally offered alternate years.

CJN 455 – Advanced Media Production. Focus on specialized production techniques including integration of lighting, sound and visual imagery for total production effect. 1 term – 3 semester hours. Normally offered yearly.
**CJN 465 – European Films and Fiction.** A survey of the 20th century cinema masterpieces of France, Spain, Italy and Germany, with particular emphasis on the transformation of European literature to the screen. The course combines subtitled film viewing and analysis, with reading in translation. *1 term – 3 semester hours. Normally offered alternate years.*

**CJN 473 – Consulting.** Develops skill in consulting practices and in critical assessments of research in consulting. Includes ethical considerations, contract negotiations, entry-level behavior with clients, communication instruments used for interventions, and evaluative procedures. *Prerequisites: CJN 275 or 375. 1 term – 3 semester hours. Normally offered alternate years.*

**CJN 475 – Organizational Development.** Focuses on the theories of organizational evolution from a communication perspective. *1 term – 3 semester hours. Normally offered alternate years.*

**CJN 477 – Public Relations II.** The practical application of public relations skills and techniques is emphasized. Students will use research methods, survey construction, news releases campaign scheduling budget planning etc. to produce a campaign. *1 term – 3 semester hours. Normally offered yearly.*

**CJN 479 – Decision Making.** Influence of communication on problem solving and decision making for individuals, groups and organizations. The student will apply a variety of problem solving and decision making techniques to case studies involving government and industry. *Prerequisites: CJN 275 or CJN 375. 1 term – 3 semester hours. Normally offered alternate years.*

**CJN 485 – Rhetoric of Protest & Reform.** Examines the persuasive strategies of social reform movements with special emphasis on the civil rights, women's rights and gay rights movements in the United States. *1 term – 3 semester hours. Normally offered alternate years.*

**CJN 489 – Political Rhetoric.** Examination of the special circumstances created by politics and their impact on attempts at persuasion. Case studies of famous politicians and political speeches are combined with discussion of current political rhetorical trends. *1 term – 3 semester hours. Normally offered alternate years.*

**CJN 495 – Advanced Legal Communication.** Detailed study of communication in the courtroom. Emphasis on presentation of opening statements and final summations through mock trial exercises. *Prerequisite: CJN 439 or equivalent. 1 term – 3 semester hours. Normally offered alternate years.*

**CJN 503 – Experiential Learning in Communication.** Practicum, independent study and internship projects in speech, theatre, and journalism are offered. Students should consult individual faculty in the department regarding specific projects and their availability prior to the start of each semester. *Prerequisite: 12 semester hours in Communications and Journalism or permission of the Departmental Chairperson. 1-2 terms – 1-9 semester hours. Normally offered every semester.*

**CJN 506 – Honors Seminar.** Students seeking departmental honors are required to participate in this seminar which will entail research and presentation of an approved research project. Students will work on an independent basis under the supervision of a faculty member selected by them individually. *1 term – 3 semester hours. Normally offered every year.*
COMPUTER SCIENCE

Computer Science Faculty
Professors: Cohn, Ezust (Department Chair), Myrvaagnes
Associate Professor: Stefanescu

The Department of Mathematics and Computer Science offers major and minor programs in computer science. The major programs in computer science can be used by students either to prepare for any of a wide variety of careers in science and industry or as a firm foundation for graduate study in computer science. The minor program is intended to provide expanded career options for those who prefer to major in another discipline.

Computer Science Major A student majoring in computer science must successfully complete 30 credits in computer science as follows:

Major Course Requirements
Computer Science (30 credits)

CMPSC 131-132
Computer Science I and II

CMPSC 253
Assembly Language and Computer Structure

CMPSC 265
Data Structures and Algorithms

CMPSC 333
Organization of Programming Languages

CMPSC 353
Architecture of Computer Systems

CMPSC 363
Introduction to Database Systems

CMPSC 355
Operating Systems

Computer Science Elective courses*

*Additional courses to make a total of at least 30 credits. These course are normally chosen from Computer Science courses numbered 200 or higher. Substitutions of any other courses require prior written approval by the Mathematics and Computer Science Department Chair. Transfer students should consult with that department chair to determine whether or not computer science courses taken elsewhere are admissible as major electives.

Complementary Major Requirements
Mathematics: (15 credits)

MATH 161, 162, 261
Calculus I, II, III

MATH 281, 282
Discrete Mathematics I, II

Physics: (12 credits)

PHYS 151-152, L151-L152
University Physics and Lab

ENGNR 303
Digital Electronics

Note that three additional credits of course work in mathematics (beyond the 200 level) would qualify a computer science major for a minor in mathematics. It is strongly recommended that computer science majors, especially those who plan further study at the graduate level, take MATH 262, Multivariable Calculus.
### Computer Science Major
*(Suggested Course Sequence)*

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<th>Credits</th>
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<td>Integrated Studies</td>
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<td>MATH 161-162</td>
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<td>PHYS 151-152 &amp; L151-L152</td>
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<td>Social Sciences</td>
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<td>MATH 281-282</td>
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<td>CMPSC 333</td>
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<td>CMPSC 355</td>
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<td>ENGNR 303 or 351</td>
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<td>Free Electives</td>
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### Computer Science Minor
To qualify for a minor in computer science, a student must successfully complete (with a GPA of at least 2.0) 18 credits of course work in computer science distributed as follows:

- CMPSC 131-132
  - Computer Science I and II
- CMPSC 253
  - Assembly Language and Computer Structure
  - or ENGNR 351
  - Microprocessors
- CMPSC 265
  - Data Structures and Algorithms

Computer Science Elective courses*

*Additional courses to make a total of at least 18 credits must be chosen from Computer Science courses numbered 200 or higher. Substitutions of any other courses require prior written approval by the Mathematics and Computer Science Department Chair. Transfer students should consult with that department chair to determine whether or not computer science courses taken elsewhere are admissible as minor electives.*
COMPUTER SCIENCE COURSES

**CMPSC 121 - A First Course in Computers** For students who have little or no previous experience with computers, this course provides an introduction to computers and their uses and to programming in the Pascal language. Students use various popular personal computers and Suffolk's Prime or Vax system to carry out assignments including programming, word processing, use of spreadsheets, and other applications. This course provides good preparation for CMPSC 131. No prerequisites. 3 credits. Normally offered each semester.

**CMPSC 131-132 - Computer Science I and II** This fundamental course sequence is designed to provide the background necessary for an understanding of computers and computer languages. Programming assignments introduce the student to methods of problem solving, development of algorithms, designing, coding, debugging, and documenting programs. Topics include an overview of computer organization, sorting and searching, string processing, simple data structures, and files. Structured programming techniques are emphasized throughout. This course sequence is a prerequisite for all advanced computer science courses. Prerequisite: Prior course work in computer programming (preferably in Pascal or C) or CMPSC 121 or consent of instructor. 2 terms - 3 credits each. Both courses normally offered each semester.

**CMPSC 133 - Programming in C for Engineers** This course is an intensive presentation of the C programming language including pointers, data structures, and files. Prerequisite: CMPSC 131. 1 term - 3 credits. Normally offered each spring semester.

**CMPSC 253 - Assembly Language and Computer Structure** Introduction to computer architecture and machine language programming, internal representation of data, and assembly language programming. Programming exercises will be done on the department's MicroVAX 3300 computer. Prerequisite: CMPSC 132. 1 term - 3 credits. Normally offered each fall semester.

**CMPSC 265 - Data Structures and Algorithms** Includes topics such as strings, stacks, queues, lists, trees, graphs, sorting, searching, hashing, dynamic storage allocation. Prerequisite: CMPSC 253 (or ENGR 351) or consent of instructor. 1 term - 3 credits. Normally offered each spring semester.

**CMPSC 331 - Object-Oriented Programming** This course deals with object-oriented programming, with emphasis on both fundamental concepts and applications. Most programming will be done in the C++ language. Prerequisite: CMPSC 265 and a working knowledge of C (or the consent of the instructor). Offered as the need arises.

**CMPSC 333 - Organization of Programming Languages** An introduction to the organization and implementation of programming languages with examples drawn from a number of important languages. Prerequisites: CMPSC 253 and CMPSC 265. 1 term - 3 credits. Normally offered each spring semester.

**CMPSC 343 - Introduction to Artificial Intelligence** Introduction to the focal issues for constructing intelligent systems. The course will cover topics in knowledge representation, problem solving techniques, machine learning and natural-language processing. Prerequisite: CMPSC 265 and MATH 282. 1 term - 3 credits. Normally offered each spring semester.

**CMPSC 353 - Architecture of Computer Systems** This course deals with the structure and operation of the major hardware components of a computer. Topics include basic logic design, CPU construction, and system architecture. Prerequisites: CMPSC 253 and CMPSC 265. 1 term - 3 credits. Normally offered each spring semester.

**CMPSC 355 - Operating Systems** Concepts of operating systems and their relationship to computer architecture. Topics include scheduling, memory management, resource allocation, multiprogramming and concurrent processes. Prerequisites: CMPSC 253, CMPSC 265, and a working knowledge of C. 1 term - 3 credits. Normally offered each fall semester.

**CMPSC 363 - Introduction to Database Systems** Introduction to the purpose and nature of database systems. Topics covered include major database models, relational database design, internals of database systems, concurrency control and recovery. Prerequisite: CMPSC 265 and MATH 282. 1 term - 3 credits. Normally offered each fall semester.

**CMPSC 376 - Introduction to Computer Graphics** An introduction to standard graphics input and display devices and algorithms. Topics include graphics languages, geometric modeling, hidden-surface and shading algorithms, with applications in Computer Assisted Design. Prerequisites: CMPSC 265 and a working knowledge of C. 1 term - 3 credits. Offered as the need arises.
CMPSC 393 - Special Topics in Computer Science

Content, prerequisites, and credits to be announced. Offered as the need arises.

CMPSC 433 - Introduction to Software Engineering

An introduction to issues associated to long-term, large scale programming projects: problem analysis, problem specification, system design, system documentation, system implementation, testing etc. The choice of project will vary from term to term depending on the interests of the instructor and of the students. Prerequisites: CMPSC 265, MATH 282, and a working knowledge of C. 1 term - 3 credits. Offered as the need arises.

CMPSC 453 - Analysis of Algorithms

Basic principles of algorithm analysis with applications to string matching, sorting, searching, matrix handling, graph tracing, integer and polynomial arithmetic algorithms. NP-hard and NP-complete problems. Prerequisites: CMPSC 265, and MATH 282. 1 term - 3 credits. Offered as the need arises.

CMPSC 463 - Formal Languages and Automata

Formal aspects of language: syntax, grammars, automata, Turing machines, computational complexity, computability, etc. Prerequisites: CMPSC 265 and MATH 282. 1 term - 3 credits. Offered as the need arises.

CMPSC 465 - Compilers

This course deals with the fundamental concepts of compilers: scanning, parsing, analysis of types and scope, memory layout at runtime, and code generation. Some consideration is given to issues of software engineering in the context of compiler writing. Each student will write a compiler for a small block-structured language. Prerequisites: CMPSC 253, 265, and 333 (or the consent of the instructor), and a working knowledge of C. Offered as the need arises.

CMPSC 564-566 - Advanced Studies in Computer Science

Directed readings, lectures, seminars and research in areas of special interest. Content and credits to be arranged.
Co-Directors: Dr. Marilyn Plotkins, Dr. Frederick Wilkins, Dr. Margaret Collins Weitz

A major in Dramatic Arts is a cooperative program of the Department of Communication and Journalism, the Department of English, and the Department of Humanities and Modern Languages.

Requirements for the majors are 30 hours of approved courses from the three departments: 15 hours of Theatre Arts courses from the Department of Communication and Journalism and 15 hours of Dramatic Literature courses in the Departments of English and Humanities/Modern Languages. (See the following course listing.) Included among the 15 hours of Theatre Arts courses and the 15 hours of Dramatic Literature courses are the following required courses.

Introduction to Theatre Arts, Acting, and Theatre Practicum, and Masters of the Drama I and II and any one Shakespeare course are required of Dramatic Arts majors. The 12 hours of English required for all undergraduate degrees do not count as part of the Dramatic Arts major program. Students may also take courses in European Drama in the Department of Humanities and Modern Languages.

Dramatic Arts majors must participate in at least two Suffolk Student Theatre productions. Dramatic Arts majors may also earn additional credits by working as interns for C. Walsh Theatre productions which present full seasons of professional performing arts programming each year.

Dramatic Arts Minor

The Dramatic Arts Minor is a cooperative minor between the Departments of Communication and Journalism, the Department of English and the Department of Humanities and Modern Languages. The Dramatic Arts minor requires a student to complete 18 semester hours of approved courses as follows: 9 semester hours of Theatre Arts courses in the Department of Communication and Journalism, 3 hours from Masters of the Drama I or II, and 6 hours from the list of English and Humanities courses printed below. Students may supplement their Dramatic Literature requirement with courses in European Literature in the Department of Humanities and Modern Languages. Dramatic Arts minors must participate in at least one Suffolk Student Theatre production.

Dramatic Arts Minor for English Majors

In the case of English majors, students must take the full 18 semester hours in Communication and Journalism provided that the students have completed 6 hours in Dramatic Literature from the accompanying list as part of their English major requirement.

Dramatic Arts minors who are English majors must participate in at least one Suffolk Student Theatre production.
**Dramatic Arts Major**

15 semester hours
- Theatre Arts courses in Communication and Journalism

15 semester hours
- Dramatic Literature courses in English and Humanities and Modern Languages

**Dramatic Arts Minor**

9 semester hours
- Theatre Arts courses in Communication and Journalism

9 semester hours
- Dramatic Literature courses in English and Humanities and Modern Languages

**Dramatic Arts Minor for English Majors**

18 semester hours
- Theatre Arts courses in Communication and Journalism

6 semester hours
- Dramatic Literature courses as part of the English major

**Major Courses in Communication and Journalism**

**Required Courses**
- Introduction to Theatre Arts
- Acting I
- Theatre Workshop

**Optional Courses in Communication and Journalism**
- Acting II
- Directing
- Media Production
- Voice Improvement
- Experiential Learning in Communication

**Major Courses in English and in Humanities and Modern Languages**

**Required for Dramatic Arts Major:**
- Masters of the Drama I
- Masters of the Drama II
- Any one Shakespeare course
- 6 additional hours from accompanying list of English and Humanities courses.

**Optional Courses in English:**
- Shakespeare’s Comedies
- Shakespeare’s Tragedies
- Shakespeare’s Histories
- Modern American Drama
- Modern British Drama
- Classical Drama
- Drama Seminar
- English Renaissance Drama
- Independent Study in Dramatic Literature
- The World on Film

**Optional Courses in Humanities and Modern Languages**
- Independent Study in French Dramatic Literature
- Independent Study in German Dramatic Literature
- Masterpieces of the Spanish Theatre

**Required English Courses for Dramatic Arts Minor:**
- Masters of the Drama I or II and 6 additional hours from accompanying list of English and Humanities courses.

**English majors who minor in Dramatic Arts must take the full 18 hours in Communication and Journalism courses.**

**Suffolk Student Theatre**

**Founding Director:** Marilyn Plotkins
**General Manager:** Celeste Bennett
**Technical Director:** Ted Colburn

Suffolk Student Theatre (SST) is a fully integrated program that provides training and experience in theatre production and performance. Students may become a Dramatic Arts minor or choose the Theatre and Film track as a Communication and Journalism major. Over the past ten years SST productions have included: OUR TOWN, THE CRUCIBLE, UNDER MILKWOOD, THE MATCHMAKER, THREE SISTERS, A MID-SUMMER NIGHT’S DREAM, and THE THREE-PENNY OPERA. Each Fall, SST presents student-directed one act plays. In addition to student theatre, members of SST may earn course credit as production interns for the C. Walsh Theatre’s professional productions.
ECONOMICS

Economics Faculty
Professor: Tuerck (Chairperson)
Associate Professors: Mohtadi, Sawhney, Shannon
Assistant Professors: Jaggia, Kelly
Master Lecturers: Foglia, Kafi
Senior Lecturers: Keefe, Gates

The Department offers majors in Economics and International Economics (offered jointly with the Department of Humanities and Modern Languages). The Department also offers the minor in Economics.

Major in Economics
The Department offers the B.A. and B.S. degrees in Economics.

<table>
<thead>
<tr>
<th>General Major Requirements</th>
<th>Sem. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics 211 (Micro)</td>
<td>3</td>
</tr>
<tr>
<td>Economics 212 (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>Statistics 211</td>
<td>3</td>
</tr>
<tr>
<td>Statistics 212</td>
<td>3</td>
</tr>
<tr>
<td>Economics 311</td>
<td>3</td>
</tr>
<tr>
<td>Economics 312</td>
<td>3</td>
</tr>
<tr>
<td>Economics 384</td>
<td>3</td>
</tr>
<tr>
<td>Economics 394</td>
<td>3</td>
</tr>
<tr>
<td>Any three 400-level courses</td>
<td>9</td>
</tr>
</tbody>
</table>

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Minor in Economics
Course requirements for the minor in Economics are as follows:

<table>
<thead>
<tr>
<th>Head:Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics 211 Principles of Economics-Micro</td>
<td>3</td>
</tr>
<tr>
<td>Economics 212 Principles of Economics-Macro</td>
<td>3</td>
</tr>
<tr>
<td>Statistics 211 Introduction to Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>Statistics 212 Introduction to Statistics II or Economics 383 Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>Economics 311 Intermediate Micro Theory</td>
<td>3</td>
</tr>
<tr>
<td>Economics 312 Intermediate Macro Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

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Honors in Economics. Graduating majors in Economics with at least a 3.5 average in their economics courses and with at least a B+ in Seminar in Economics receive a certificate of honors in economics.

Omicron Delta Epsilon. Membership in Omicron Delta Epsilon, the international honor society in Economics, is available to juniors and seniors who have a grade point average of B or better in at least four economics courses and who have maintained an overall grade point average of B or better. Members receive a certificate recognizing their scholastic achievement and have the opportunity to enter an economics writing contest.

Suffolk Economic Association
Membership in the Suffolk Economic Association is open to all members of the university community. The association sponsors lectures and seminars on economic issues and on careers in economics.
**ECONOMICS COURSES**

**Economics 121 - Introduction to Economic Geography.** Introduction to regional and urban organization of economic activities. Regional geography and mapping of economic activities. Contribution of cultural factors to urbanization. Impact of transportation on urban and regional development. Review of factors contributing to uneven regional growth. No prerequisites. 1 term - 3 semester hours. Normally offered every summer.

**Economics 131 - Women in the Marketplace.** The course focuses on current issues and concerns of women workers in American job markets. Emphasis will be placed on the following topics: demand and supply of women workers today, wages for women workers and reasons for wage differentials between men and women, racial wage differentials, occupational segregation of women workers, differentials in human capital investments for women, unemployment rates for women workers, inflation and its impact on the material well-being of women, evidence on inequity in distribution of income between men and women, and racial differences in income distribution. No prerequisites. 1 term - 3 semester hours. Normally offered every summer.


**Economics 150 - State and Local Finance.** Introduction to the various finance methods of state government and municipal governments. Items for discussion will include taxes, fees, debt, deficits and intergovernmental financial relationships. Analyses of state and municipal budgets will identify sources and uses of government funds. No prerequisites. 1 term - 3 semester hours. Normally offered every year.

**Economics 211 - Principles of Economics-Micro.** Introduction to the organization and operation of a market economy with focus on how it allocates scarce resources; the analysis of consumer demand and profit maximizing behavior of business; examination of pricing and output decisions under conditions of competition, monopoly and imperfect competition. Analysis of markets for labor and capital. Policy issues include price ceiling and floors, competition and monopoly. Replaces EC 281. Prerequisite: two semesters of mathematics. Required of all majors in Economics. 1 term - 3 semester hours. Normally offered every semester.


**Economics 311 - Intermediate Micro Theory.** Theory of consumer behavior and demand. Theory of production and costs of production. Theory of the firm and price and output decisions in different market structures, i.e. under perfect competition, monopoly, monopolistic competition and oligopoly. Decisions relating to pricing and employment of various inputs (labor and capital) under perfectly competitive and less than perfectly competitive resource markets. Replaces EC 381. Prerequisite: EC 211-212. Required of all majors in Economics. 1 term - 3 semester hours. Normally offered every year.

**Economics 312 - Intermediate Macro Theory.** Applications of the methods of neoclassical and of Keynesian economics to the analysis of aggregate economic activity. Analysis of aggregate economic indicators under conditions of price flexibility and of price stickiness. Rational and adaptive expectations. Transmission to the aggregate economy of changes in tax law, government purchases and entitlements, monetary policy, and deficit levels. The effects of policy changes on nominal and on real economic activity. Replaces EC 382. Prerequisite: EC 211-212. Required of all majors in Economics. 1 term - 3 semester hours. Normally offered every year.
**Economics 383 - Money and Banking.** The study of money, financial markets, commercial banking, and the Federal Reserve system. Monetary theory and policy and the effect of money on prices, interest rates, and economic activity. Prerequisite: EC 211-212. Required of all majors in Economics. 1 term - 3 semester hours. Normally offered every year.

**Economics 384 - Research Methods in Economics.** Introduction to the methods of research, analysis, and presentation of data. Preparation in the use of the library, data-bases, and software packages designed for economic analysis. Written and oral presentation of research papers. Prerequisite: EC 211-212, STATS 211-212. Required of all majors in Economics. 1 term - 3 semester hours. Normally offered every year.

**Economics 394 - Seminar in Economics.** Methodological issues in economics, and issues in the natural sciences and humanities that relate to economics. Review of important topics in economics from the classical era to the present. Prerequisite: EC 384. Required of all majors in Economics. 1 term - 3 semester hours. Normally offered every year.

**Economics 402 - Mathematical Economics.** Introduction to the mathematical basis of economic theory. Emphasis will be placed on the mathematical tools that have been developed to deal with the types of problems that frequently occur in economics. There will be several applications to problems from both micro and macro economic theory. Prerequisite: Math 103 or 143, EC 311-312. 1 term - 3 semester hours. Normally offered every year.

**Economics 403 - Industrial Organization.** Analysis of the structure, conduct, and performance of American industry. Consideration of monopoly, oligopoly, and monopolistic competition. Review of U.S. antitrust law and other regulatory laws for their effects on industrial performance. Prerequisite: EC 211. 1 term - 3 semester hours. Normally offered every third year.

**Economics 404 - Economic Development.** Theories of economic growth and development. The role of agriculture and of industry in economic growth and development. Population theory and the effects of alternative developmental policies on economic growth and the distribution of income. National and international policies for economic growth and development. Prerequisite: EC 211-212. 1 term - 3 semester hours. Normally offered every third year.

**Economics 431 - Managerial Economics.** Application of economic theory and optimization methods to the solution of managerial problems. Demand and cost analysis, market structure, pricing, decision making under uncertainty, and capital budgeting. Prerequisite: EC 211-212. 1 term - 3 semester hours. Normally offered every other year.

**Economics 432 - Econometrics.** The application of statistical and mathematical methods to the analysis of economic theories, with a purpose of giving empirical content to economic theories and verifying them. The classical regression model with tests and correction for non-spherical disturbances. Lag and simultaneous equation models. Computer application software. Prerequisite: EC 384. 1 term - 3 semester hours. Normally offered every year.

**Economics 433 - Public Choice.** Applications of economic analysis to the study of political behavior. Economic theories of voter and bureaucratic choice. The voluntary-exchange approach to public policy. The possibility or impossibility of a social welfare function and alternative approaches to the problem of maximizing social welfare. Cost-benefit analysis and consideration of externalities as a basis for government regulation. Prerequisite: EC 211-212. 1 term - 3 semester hours. Normally offered every other year.

**Economics 434 - Public Finance.** Sources of federal, state and local tax revenue; public expenditures and budgeting; public debt and methods of financing; shifting and incidence of taxes. Prerequisite: EC 211-212. 1 term - 3 semester hours. Normally offered every other year.

**Economics 441 - International Trade.** The theory of international trade and of tariffs and other barriers to trade. Trade practices of the United States and of developing countries. Economic integration and multilateral approaches to trade liberalization. Prerequisite: EC 211-212. 1 term - 3 semester hours. Normally offered every other year.

**Economics 442 - International Monetary Economics.** The balance of payments and foreign exchange markets and instruments. Balance-of-payments adjustments under alternative exchange-rate systems, international liquidity, and international economic policy. Prerequisite: EC 211-212. 1 term - 3 semester hours. Normally offered every year.

Economics 503 – Internship in Economics. Approximately 12 hours working in a position designed to give the student responsibility and a learning opportunity in economics. Interested students should consult the instructor in advance. Prerequisite: consent of the instructor. 1 term – 3 semester hours.

Economics 505 – Studies in Economics. Hours and credits arranged to suit the needs of the students for directed study and research in economics. Prerequisite: consent of the instructor. 1 term – 3 semester hours.

Economics 507 – Colloquium. Students research and discuss a current economic issue. Possible topics are the evolving financial system, population dynamics, women in the economy, tax reform, the economics of energy, and the Massachusetts economy. Prerequisite: consent of the instructor. 1 term – 3 semester hours.
EDUCATION AND HUMAN SERVICES

Education and Human Services Department

Professors: Ash, Eskedal (Chair), Lewandowski, McCarthy
Associate Professors: Mahoney, Shatkin, Thayer, Winters
Assistant Professor: Dahlborg, Sartwell, Smith
Master Lecturer: Shively
Senior Lecturer: Meggison
Lecturers: Aptaker, R. Ash, Bond, Burke, Busse, Drew, Ehrlick, Feinman, Forrester, Hayes, Jeffers, Kelly, Kirschner, Kubacki, Luzier, Maguire, Martin, Milne, Stryker, Traini.

Requirements for Teacher Preparation

The course of study recommended by the Education & Human Services Department for elementary or secondary school teacher preparation leads to certification. Students in elementary or secondary education must complete all required education courses as well as pre-practicum and practicum field based experiences appropriate to their specific program.

All undergraduate students planning to enroll in teacher education programs must submit a formal application for admission to the Department by first semester sophomore year. Application forms are available in the Education and Human Services Department Office.

The curricula for teacher training are planned to enable students in these programs to meet the requirements for provisional teacher certification in the Commonwealth of Massachusetts. Those wishing to teach in states other than Massachusetts should write directly to the Department of Education of those states for their certification requirements. (see section on Massachusetts Certification which follows.)

Media and instructional technology: All students in the teacher education programs will be introduced to and provided with the opportunity for developing basic skills in the operation and use of media hardware. Students will be required to design and produce media software appropriate to subject matter learning activities.

Changes in student programming must be approved in writing by his/her advisor in the Department. Failure to comply with this regulation may result in a loss of credit toward graduation.

The Department faculty reserve the right to require the withdrawal of a student from teacher education if the probability of success in teaching is doubtful. While the academic average of a student is not the sole factor in the determination of such success (others are interest, effort, personality, and proficiency in skill subjects), it is especially important that a student maintain a high academic average.

A minimum overall grade point average of 2.5 is required for continuance as a degree candidate in teacher education. A student concentrating in Elementary Education must attain a minimum grade of C+ (2.3) in each of the following courses: EHS 504, EHS 333, EHS 334, EHS 335, EHS 336, and EHS 433.

A student concentrating in Secondary Education must maintain a minimum grade point average of 2.5 in the teaching-subject major and attain a minimum grade of C+ (2.3) in each of the required education courses, namely EHS 503, EHS 504, EHS 505, EHS 506, and EHS 507.
Minor in Office Systems. The Department offers a minor in Office Systems which is intended for those students who may wish to be employed in settings requiring a knowledge of business and office systems. A description of this minor may be found in this section following the listing of the Business Education Programs.

Curriculum Materials Center. The Curriculum Materials Center, located in the Fenton Building, houses a growing collection of elementary, business office management/systems and secondary education instructional materials and teacher support resources. Holdings include many of the new business science, social studies, mathematics, and language arts/reading programs in use today as well as materials used in remedial and special needs applications. The Center is utilized by students for research and report activities related to the teacher education and office systems programs and by faculty as a resource for hands-on demonstration or class activities. Classes meet in the Center to take full advantage of the array of materials and hours are posted each semester for research and browsing purposes. Many instructional items are available to students to use at pre-practicum and practicum sites.

Practicum Student Teaching Experience. The practicum experience is the final professional experience for students in teacher education programs. It is in this extensive practicum that prospective teachers experience all the varied roles of the classroom teacher. The elementary and secondary practica must be full-time for 7 weeks and include at least 175 clock hours at the practicum site. The candidate must engage in clear instructional responsibility for at least half of this time and the full responsibilities of the role for a substantial period. Students are jointly supervised and evaluated by a representative of the Education and Human Services Department and the cooperating teacher. Internships and apprentice programs are possible options in select cases.

Special Regulations Concerning Student Teaching (Practicum):

1. Eligibility: A practicum may be taken only by college seniors who have completed the prerequisite courses. The practicum cannot be elected by transfer students before their second semester of residence.

2. Prerequisites: All students concentrating in Elementary or Secondary must demonstrate proficiency in the areas of Speech and English prior to student teaching. This is normally satisfied by successful completion of ENG 101 (Freshman English) and CJN 103 (Rhetorical Communications).

3. Prerequisites: Elementary Education. Students in Elementary Education must complete all pre-practicum/methods courses with a grade no less than C+ before commencing student teaching. These courses include: (EHS 333, EHS 334, EHS 335, EHS 336, EHS 433, and EHS 504.)

4. Prerequisite: Secondary Education. All students in Secondary Education must successfully complete the field-based courses (EHS 503, EHS 505, and EHS 507) with grades of C+ or better prior to commencing student teaching.

5. Application: Students wishing to elect the practicum experience must submit a written application along with a current transcript to the Director of Student Teaching in the semester preceding the practicum experience (by October 1 during the fall semester and by February 1 during the spring semester).
6. Application: Student teachers are required by Massachusetts law to have a tuberculin test (Mantoux) prior to commencing initiation of student teaching. The printed results of the Mantoux test must be submitted with the student teaching application. The tuberculin test certificate should be submitted to the school system when requested.

7. A student who has submitted an application for the practicum must notify in writing the Director of Student Teaching by December 1st for the Spring semester and June 1st for the Fall semester should it become necessary to cancel plans to student teach. Failure to do so before the registration period may result in dismissal from the teacher education program.

8. Availability: Student teachers must be available for school assignments every day. Each undergraduate in Education should plan to attend at least one summer session, if he/she has not already done so, in order to lighten the academic schedule for the semester in which he/she undertakes student teaching. For Elementary Education students, no more than one course may be elected concurrently with student teaching. This may not be a pre-practicum methods course.

9. Availability: All elementary and secondary student teachers will be required to participate in seminars, including a media workshop, prior to and during the student teaching practicum. Dates of the seminars will be announced.

10. Placement: Student teaching practicum placements are made in schools approved by the Education and Human Services Department of Suffolk University. Students will not be placed in schools they attended or from which they graduated.

11. Students may not be placed in any practicum setting in which prior acquaintance among any of the school's constituency groups presents potential problems for the student teacher's appropriate functioning as a professional.

Other Student Requirements
All Students of Education and Human Services programs seeking Massachusetts Department of Education certification will develop and maintain portfolios of course and experience related items showing their progress and accomplishments as students of their respective programs. Such items might include, but should not be limited to the following:

- Term Papers
- Observation Reports
- Placement Reports
- Audio/Video Tapes
- Supervision Evaluations
- Publications
- Learning Activity Packages
- Journals
- Projects
- Examinations
- Sample
- Lesson
- Plans
- Papers/Essays
- Units of Instruction
- Resume

This portfolio will be presented at an Exit interview, to be engaged in at the conclusion of the student's Suffolk University experience, and include the student, the advisor, the program director and any other committee determined person.
Advisors for Students in Education & Human Services

Business Education  Dr. Barbara Ash
Elementary Education  Dr. Sheila Mahoney
Secondary Education  Dr. Stephen Shatkin

Suffolk University is a member of the American Association of Colleges for Teacher Education. Suffolk’s membership in the Association is predicated upon the fact that teacher education is a vital concern of the entire University. Consequently, responsibility for and interest in Suffolk’s teacher education programs involve personnel throughout the College of Liberal Arts and Sciences. The Department Chairpersons and the Department of Education & Human Services faculty are especially eager that students in the teacher preparation programs receive the professional assistance so vital in the shaping of a rewarding and meaningful academic career.

Students are encouraged to meet often with their advisors in Education. The advisors listed below have been designated for the following programs.

Massachusetts Certification

The Business Education and Elementary Education Programs are fully approved by the Massachusetts State Department of Education for certification in Massachusetts and in the more than forty states of the Interstate Certification Compact. All of the University’s programs in education and human services which train personnel for public schools are registered with the Massachusetts State Department of Education. Thus, graduates are eligible for provisional certification or full certification until September 1994 in Massachusetts. However, application for this certification must be made by the graduate directly to the State Department of Education. In addition to the application, a practicum report and an official transcript must be submitted. The State Department also requires a fee, proof of good health, proof of citizenship and sound moral character.

The programs in Business, Elementary and Secondary Education will grant full teacher certification in Massachusetts only until September 30, 1994. Any student seeking certification under the present regulations must have completed all degree and certification requirements by this date. After September 30, 1994, students will be provisionally certified as teachers upon completion of the undergraduate degree program. Permanent (full) certification will require the undergraduate degree, successful teaching experience under a mentor teacher, and a masters degree.

Due to these recent and continuing developments in the regulations for certification of teachers, it is important that prospective elementary and secondary teachers see their Education advisors at the Education and Human Services Department in order to verify that the stated procedures for gaining certification are still valid, and to adapt the individual’s study plan accordingly.

Elementary Education Program Minor Leading to Provisional Elementary School Teacher Certification in Massachusetts. (Grades 1-6)

Program Advisor:
Dr. Sheila Mahoney

The undergraduate minor in elementary education is designed to provide training in the essential teaching competencies, principles of curriculum design and instruction, and the social and cultural perspectives necessary for professional understanding and growth. Courses such as Educational Psychology, the Elementary Methods Courses in Reading and Elementary Methods course in Competencies and Creative Arts allow the student opportunities to observe and participate in actual classroom settings.
N.B. Students minoring in Elementary Education must major in a Liberal Arts area in accordance with the new Massachusetts State Department Regulations for provisional certification. Full certification will require an undergraduate degree, teaching experience under the supervision of a mentor teacher, and a masters degree. Students minoring in Elementary Education are urged to meet with program advisors as early as the second semester of freshmen year.

**Elementary Education**
Program Requirements – Provisional Certification 24 hours

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Fall or Spring Semester]</td>
<td></td>
</tr>
<tr>
<td>EHS 504 Educational Psychology</td>
<td>3 hours</td>
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<tr>
<td>(pre-practicum field based component 8 hours)</td>
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<table>
<thead>
<tr>
<th>Junior Year</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Fall Semester]</td>
<td></td>
</tr>
<tr>
<td>EHS 334 Elementary Methods: Language Arts &amp; Social Studies</td>
<td>3 hours</td>
</tr>
<tr>
<td>EHS 335 Elementary Methods: Reading and Its Teaching</td>
<td>3 hours</td>
</tr>
<tr>
<td>(pre-practicum field based component 20 hours)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Year</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Fall Semester]</td>
<td></td>
</tr>
<tr>
<td>EHS 333 Elementary Methods: Science, Physical Ed and Health</td>
<td>3 hours</td>
</tr>
<tr>
<td>EHS 336 Elementary Methods: Mathematics and Its Teaching</td>
<td>3 hours</td>
</tr>
<tr>
<td>EHS 433 Competencies for Elementary School Teaching and Creative Arts</td>
<td>3 hours</td>
</tr>
<tr>
<td>(pre-practicum field based component; 55 hours, 1 full day per week or two 1/2 days per week)</td>
<td></td>
</tr>
<tr>
<td>[Spring Semester]</td>
<td></td>
</tr>
<tr>
<td>EHS 434 Practicum: Elementary Education Student Teaching</td>
<td>6 hours</td>
</tr>
<tr>
<td>(175 hours, 7 weeks, 5 days a week)</td>
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</tr>
</tbody>
</table>

**Secondary Education Program**
Minor Leading to Provisional Secondary School Teacher Certification in Massachusetts

**Program Advisor:**
Dr. Stephen Shatkin

In addition to the provisional certification programs delineated in the previous sections, and the programs outlined under the specific academic discipline portions of this catalog leading to provisional certification as secondary school teachers of mathematics, physics, biology, and chemistry, individuals who are earning or who have attained bachelors degrees in various other academic disciplines may also become certified through Suffolk University to teach in the public secondary schools of Massachusetts. These other academic disciplines are: English, social studies, behavioral sciences, history, earth science, French, German, Spanish, Italian, Russian, Polish, Portuguese, Latin and Classical humanities, music, and art.

Each individual’s situation is evaluated and a program is planned and monitored through periodic meetings of the student with an advisor from the Education & Human Services Department of the University and an advisor from the relevant academic discipline. Students must meet the State competency requirements for the discipline chosen which generally involves the equivalent of an undergraduate major in a liberal arts area and for the Education sequence which involves a set of Education and related field courses or their equivalents.

The Education sequence is comprised of the following 30 semester hours of courses and leads to provisional certification:

- NEW Cultural Diversity
- EHS 503* Foundations of Education
- EHS 504 Educational Psychology
- EHS 505* Curriculum and Methods of Secondary Education
- EHS 507* Reading, Communication, and Mathematics Skills for Secondary Teachers
ENG 101 English Composition
CJN 103 Rhetoric and Communication
EHS 500 Practicum (6 semester hours)

*These courses, which are labelled “pre-practicum”, contain substantial amounts of field experiences, and must be taken prior to EHS 500 (Practicum).

**Business Education Program**

Program Advisor:
Dr. Barbara F. Ash

**Bachelor of Science Degree – Office Systems Major**

Graduates of this program are trained for careers as office supervisors and administrative office managers. Students may enroll in the four-year program or the transfer program.

A maximum of 60 credits and/or the associate degree from approved institutions will be accepted toward the B.S. degree. Transfer candidates with less than 30 transfer credits and high school graduates will pursue the four-year option. Transfer candidates with 31 or more hours of transfer credit will pursue the transfer option.

For those individuals entering the Business Education Program without a background in skills, credits may be earned and applied toward the degree. Candidates passing competency examinations in designated skills courses may replace these with elective courses at the discretion of the faculty advisor. All skills credits may be applied ONLY to the B.S. in Business Education.

Degree candidates must consult their program advisor.

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**Office Systems Major – Four-Year Program**

(122 Semester Hours)

**Office Systems Major – Four-Year Program**

**Bachelor of Science Degree**

(Four Year) – Office Systems Major (No Teaching Certificate) (122 semester hours)

*For candidates with less than 30 semester hours of transfer credit.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
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<tr>
<td>Freshman</td>
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<td>MATH 103 Math Analysis</td>
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<td>Freshman</td>
<td>MATH 105 Topics in Finite Mathematics</td>
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<tr>
<td>Freshman</td>
<td>EHS 547 Microcomputer Applications I</td>
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<td>Freshman</td>
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<td>Freshman</td>
<td>PHIL 213 Informal Logic</td>
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<td>EHS 551 Administrative Communication</td>
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</tbody>
</table>
Office Systems Four-Year Program*

*For candidates with fewer than 30 semester hours of transfer credit.

Note: Should a student change their Business Education major, the credits awarded for the skills courses will not be applied to a degree in a new major.

1. Humanities Requirement. See the College of Liberal Arts and Sciences Catalog and your academic adviser for course selections.

2. Course(s) satisfy the Social Science requirements. See the College of Liberal Arts and Sciences Catalog and your academic adviser for course selections.

3. Natural Science Requirement. See the College of Liberal Arts and Sciences Catalog and your academic adviser for course selections.

4. An elective may satisfy three credits of the internship requirement with documentation of full-time office experience or its part-time equivalent.

Office Systems Transfer Program
(122 Semester Hours)

Office Systems Major-Transfer Program

Bachelor of Science Degree
(Transfer) – Office Systems Major (No Teaching Certificate) (122 semester hours)
Office Systems Transfer Program*
*For candidates with 30 or more semester hours of transfer credit.

Note: Should a student change their Business Education major, the credits awarded for the skills courses will not be applied to a degree in a new major.

1. Humanities Requirement. See the College of Liberal Arts and Sciences Catalog and your academic adviser for course selections.

2. Courses(s) satisfy the Social Science requirements. See the College of Liberal Arts and Sciences Catalog and your academic adviser for course selections.

3. Natural Science Requirement. See the College of Liberal Arts and Sciences Catalog and your academic adviser for course selections.

4. An elective may satisfy three credits of the internship requirement with documentation of full-time office experience or its part-time equivalent. Adviser approval required.

Note: Students must follow the specific courses outlined on the checksheet provided by the faculty advisor.

Minor Concentration – Office Systems
To obtain a minor in Office Systems, a student must complete the following 18 semester hours of courses:

Required Courses: (12 Semester Hours)
ACT 211 Principles of Accounting I
EHS 510 Administrative Management Seminar
EHS 547 Microcomputer Applications I
EHS 548 Microcomputer Applications II

Elective Courses: (6 Semester Hours)
EHS 515 Internship
EHS 517 Business Communications and Report Writing
EHS 519 Information Resource Management
EHS 524 Meeting and Conference Planning
EHS 545 Telecommunications and Integrated Office Systems
EHS 546 Office Facilities Planning
EHS 549 Microcomputer Applications III
EHS 550 Training and Development in Office Systems

The 18 semester-hour sequence of Office Systems courses provides a logical group of courses for those students in any discipline who may wish to become employed in business settings which require competencies in administrative office management and office systems.
Certificate in Office Systems

Program Advisor:
Dr. Barbara F. Ash, Director
Business Education Programs

Admissions Requirements
All candidates desiring to be considered for admission to the Office Systems Certificate Program must satisfy at least one of the following requirements:

1. Be recommended in writing by supervisor(s) who will attest to the candidate’s successful employment in a related setting for the equivalent of one year; or

2. Have earned 30 credits from an accredited post-secondary institution; or

3. Hold a bachelor’s or advanced degree from an accredited institution.

Description of the Program:
The Office Systems Certificate Program consists of ten three-credit courses. There are five required courses and five electives, for a total of 30 credit hours.

Graduates with a certificate in Office Systems are qualified to seek positions as office supervisors or administrative office managers in these areas: word processing, administrative services, records management, and personnel management.

Required Courses:
(15 Semester Hours)
ACT 211 Principles of Accounting I
EHS 517 Business Communications and Report Writing
EHS 542 Human Resources Functions
EHS 545 Telecommunications and Integrated Office Systems
EHS 547 Microcomputer Applications I

Elective Courses:
(15 Semester Hours)
EHS 510 Administrative Management Seminar
EHS 515 Internship
EHS 519 Information Resource Management
EHS 524 Meeting and Conference Planning
EHS 546 Office Facilities Planning
EHS 548 Microcomputer Applications II
EHS 549 Microcomputer Applications III
EHS 550 Training and Development in Office Systems
EHS 551 Administrative Communication

The Field Experience
Six semester Credit Hours of Practicum are required. This is normally the culmination of the Education Sequence and is accomplished under either a conventional Student Teaching format comprised of a minimum of 175 clock hours of supervised teaching, or an Internship comprised of supervised teaching combined with a part-time paid teaching position.

Apprenticeship:
The Education Sequence and Practicum are also available for an individual who qualifies for this individually developed plan agreed to by a school system, the Education and Human Services Department of Suffolk University, and the Massachusetts State Department of Education. It involves a paid position in a school system for a specified time period while the individual is taking any necessary courses at the University.

Changes in the above undergraduate program for provisional certification of teachers of academic subjects in Massachusetts are still under consideration in light of the new state regulations being implemented in 1994. In view of the stage of development of this program, this new program has not been fully established as of the time of this writing. Candidates are advised to consult with Dr. Shatkin for updates.
Paralegal Studies Program

Program Advisor:
Lynne D. Dahlborg, Attorney-at-Law

Paralegals work in various law-related settings under the supervision of a lawyer. Students may pursue Paralegal Studies to earn a Bachelor’s Degree, an Associate’s Degree or a Certificate. For those who have already received a Bachelor’s Degree or a Certificate, Advanced Mini-Certificates are available as a means of specializing in a particular subject area.

The courses in this particular program are not intended for pre-legal study, but as a law employment credential. Paralegals work in a law office, corporate office, government agency, legal assistance agency or other facility under the supervision of an attorney and are laypersons not licensed to practice law independently.

Bachelor's Degrees

Students may pursue either a B.A. or B.S. in Education and Human Services with a major in Paralegal Studies. Students must complete thirty-six hours (twelve course) in their paralegal major, three semester hours in a Related Elective computer course, and the required courses for the chosen degree. Of the twelve major courses, students must take five required courses and may choose seven of the sixteen paralegal electives offered. Because of the widespread use of computers in law offices, students must also take at least one Related Elective course to establish computer familiarity.

Major courses may not be taken until the sophomore year.

<table>
<thead>
<tr>
<th>Bachelor of Science Degree</th>
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</thead>
<tbody>
<tr>
<td><strong>Freshman</strong></td>
</tr>
<tr>
<td>IS 101</td>
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<td>IS 102</td>
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<tr>
<td>ENG 101</td>
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<td>MATH 105</td>
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<tr>
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<th><strong>Sem. Hrs.</strong></th>
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<tbody>
<tr>
<td>ENG 213</td>
<td>Literary Masters of England I</td>
</tr>
<tr>
<td>ENG 214/215</td>
<td>Literary Masters of England II</td>
</tr>
<tr>
<td>EHS 360</td>
<td>Fundamentals of Legal Assisting</td>
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<tr>
<td>EHS 364</td>
<td>Introduction to Law and the Legal System</td>
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<td>EHS 361</td>
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<td>EHS 362</td>
<td>Civil Litigation &amp; Procedure</td>
</tr>
<tr>
<td>EHS 363</td>
<td>Law of Contracts</td>
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<td>Paralegal Elective</td>
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### Bachelor of Arts Degree

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<td>MATH 103</td>
<td>Math Analysis 3</td>
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<td>MATH 105</td>
<td>Topics in Finite Mathematics 3</td>
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<td>PHIL 213</td>
<td>Informal Logic 3</td>
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<td>ENG 213</td>
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<td>EHS 360</td>
<td>Fundamentals of Legal Assisting 3</td>
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<td>EHS 364</td>
<td>Introduction to Law and the Legal System 3</td>
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<tbody>
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<td>Law of Contracts 3</td>
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</table>

### Associate's Degree

Students desiring to obtain a degree in two years may pursue an Associate in Science (A.S.) in Education and Human Services with a major in Paralegal Studies. Students must complete thirty hours (ten courses) in their paralegal major and the required courses for the chosen degree. Of those ten courses, students must take five required courses and may choose five of the eleven paralegal electives offered.

Major courses may not be taken until the sophomore year.

1. Freshman English Sequence ..........6 hours
   ENG 101-102
   Note: Exceptions to the ENG 101-102 may be made.
   See Freshman English Sequence under B.S. degree requirements

2. Introductory Math sequence ..........6 hours
   a. MATH 101-MATH 103
   b. MATH 103-MATH 105 (or MATH 105-MATH 103)
   c. MATH 143-MATH 161
   d. MATH 161-MATH 162

3. Natural Science Requirement ...........8 hours
   See course listings under B.S. degree requirements. Natural science requirements is a two-semester science course sequence and accompanying lab in any one physical or life science.

4. ENG 213 and either PHIL 113 or CJN 103 ..........6 hours

5. Social Science/Humanities Requirement ..........6 hours
   One course each in the social sciences and the humanities. For course choices, see Humanities Requirement section, or social Science Requirement section, under B.S. Degree.

6. Major Courses (5 Required & 5 Elective) ..........30 hours
   TOTAL ........................................62 hours

Major courses do not begin until the Sophomore year.
Certificate in Paralegal Studies

Program Advisor: Lynne D. Dahlgorn, Attorney-at-Law

Admissions Requirements
All candidates desiring to be considered for admission to the Certificate in Paralegal Studies must satisfy at least one of the following requirements:

1. Have earned 30 credits from an accredited post secondary institution or;
2. Hold a Bachelor's degree from an accredited institution.
3. Be recommended in writing by (a) supervising attorney(s) who will attest to the candidate's successful employment for the equivalent of two years performing suitable and significant tasks in an appropriate law-related setting.

The Certificate in Paralegal Studies program consists of ten three-credit courses: five required courses and five electives, for a total of 30 credit hours.

Required Courses:
- EHS 360 – Fundamental of Legal Assisting
- EHS 361 – Legal Research and Writing
- EHS 362 – Civil Litigation and Procedures
- EHS 363 – Law of Contracts
- EHS 364 – Introduction to Law & the Legal System

Elective Courses:
- EHS 365 – Estates and Trusts
- EHS 366 – Law of Business Organization
- EHS 367 – Criminal Litigation
- EHS 368 – Real Estate Law
- EHS 369 – Domestic Relations
- EHS 370 – Administrative Law
- EHS 371 – Consumer Law
- EHS 372 – Environmental Law
- EHS 373 – Administration of Estates & Trusts
- EHS 374 – Personal Injury Law
- EHS 375 – Computers in the Law

Students may also elect Advanced Mini-Certificate courses if the prerequisites are met.

Advanced Mini-Certificates

Program Advisor: Lynne D. Dahlgorn, Attorney-at-Law

Admission Requirements:
Advanced Mini-Certificates are a form of Continuing Education and they require prospective students to:

1. Hold a Bachelor's Degree from an accredited institution
2. Have received a Paralegal Certificate from an accredited post secondary institution which required that at least 30 credits be earned for the certificate.

Students pursuing Advanced Mini-Certificates may elect one of the following areas of specialization and courses of study:

TORT/Personal Injury Specialist
- EHS 374 – Personal Injury Law
- EHS 376 – Health Care Law and Terminology
- EHS 377 – Advanced Tort Litigation

Environmental Law Specialist
- EHS 372 – Environmental Law
- EHS 379 – Advanced Environmental Law
- EHS 380 – Administrative Procedure

Probate Specialist
- EHS 365 – Estates and Trusts
- EHS 369 – Domestic Relations
- EHS 373 – Administration of Estates and Trusts

An optional fourth course which may be elected in any of these areas is EHS 378 – Alternative Dispute Resolution.
UNDERGRADUATE EDUCATION AND HUMAN SERVICES COURSES

Education and Human Services 101 - Contemporary Issues in American Education. This course examines the most recent topics of concern regarding American education. The interplay among students, parents, teachers, and different segments of society and governments is stressed. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 102 - Development of Education in American Society. Significant aspects of American society and governments provide a setting to study the development, organization, process, and problems of American education. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 205 - Community Tutoring Project. This interdisciplinary service project requires forty hours per semester of educational tutoring in an elementary school. No previous experience required. A one hour weekly seminar at the university will complement this field experience. 1 or 2 terms - 3 or 6 semester hours. Normally offered fall and spring semesters.

Education and Human Services 333 - Elementary Methods: Science, Physical Education and Health. Introduction to the basic competencies of classroom teaching. In the areas of Science, Physical Education, and Health for children grades one to six. Students will be expected to plan and select materials and conduct and assess learning activities. Required. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 334 - Elementary Methods: Language Arts and Social Studies. The teaching of language arts (emphasis on children's literature) and social studies as both content and process is developed in relation to the child as an individual and group member. Required. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 335 - Elementary Methods: Reading and Its Teaching. Includes the reading process, reading readiness, grouping techniques, basal, whole language, individualized, linguistic, language-experience, phonics, word recognition and comprehension skills. Two hours a week of field based training. Required prior to student teaching. Should not be taken concurrently with EHS 433. 1 term - 3 semester hours. Normally offered yearly.


Education and Human Services 360 - Fundamentals of Legal Assisting. Introduces the student to the legal system and the responsibilities of paralegals. Topics include the development of paralegals as a profession, unauthorized practice of law, ethical considerations, interviewing techniques, legal research and client relationships. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 361 - Legal Research and Writing. How to use the law library, perform legal research, write legal memoranda, and use computers as a research tool. The student will acquire a working knowledge of the major categories of law books, and be able to find a court decision, a statute, and sample pleadings. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 362 - Civil Litigation and Procedure. The Rules of Civil Procedure dictate the steps taken in state and federal lawsuits. This course will acquaint students with rules and the practical requirements of rules, from filing a complaint to clarifying a judgement. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 363 - Law of Contracts. The existence and validity of a contract is determined by specific rules. Students will learn about formation through offer and acceptance, its enforceability, the necessity of consideration, and breach of contract. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 364 - Introduction to Law and the Legal System. Introduction to criminal law and such areas of civil law as contracts, torts, administrative law, and equity for the paralegal student. How both the Federal and State legal systems work, including limitations on judicial relief and possible remedies will be studied. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 365 - Estates and Trusts. State laws affect the disposition of an individual's estate at death, but state and federal laws tax estates. Paralegals can be valuable in information gathering for estates and trusts, and assist in drafting basic documents. 1 term - 3 semester hours. Normally offered alternate years.
Education and Human Services 366 - Law of Business Organization. Corporations, partnerships and sole proprietorships are different business organizations created by special rules. Agency law which affects businesses will also be studied in this course. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 367 - Criminal Litigation. Constitutional law, the Rules of Criminal Procedure and the common law definitions of crimes will be studied. A familiarity with the complex areas of criminal law. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 368 - Real Estate Law. This course will present common law real estate principles and the effect of federal agencies on the buying and selling of real property. Sample forms including leases, purchase and sale agreements and closing forms are reviewed. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 369 - Domestic Relations. Family law includes divorce, separate support, custody, property division, and abuse prevention petitions. Essentially an area of state law, it is often the backbone of general practice law firms. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 370 - Administrative Law. Federal and state administrative agencies such as FTC, NLRB and EEOC are sources of a great deal of law. Familiarity with these agencies is useful in labor relations, corporate law and education law. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 371 - Consumer Law. Federal and state statutes protect consumers in many ways. This course will deal with such important laws as the Truth-in-Lending Act and the Massachusetts 93 A, Consumer Protection Statute and remedies available to consumers. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 372 - Environmental Law. Environmental protection statutes have been enacted by federal and state governments and are carried out by Environmental Protection Agencies. This new and growing area of law and its enforcement will be studied. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 373 - Administration of Estates & Trusts. Complicated but precise steps must be followed to see that an estate is properly handled at death, whether there was a will or not. Trusts also must be administered by someone familiar with the law, including tax law, which will be studied in this course. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 374 - Personal Injury Law. Many civil suits arise when the negligence of an individual creates injury to another. Elements of negligence law and specific types of cases such as automobile accidents and medical malpractice will be studied, with an emphasis on practical aspects of drafting and research. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 375 - Computers in the Law. Investigate many uses of computer in practice of law. Explore document assembly (divorce, estates), litigation support, cite practice aids, telecommunication and legal research with computers. Prerequisite is computer familiarity and EHS 362 or permission of instructor. 1 term - 3 semester hours. Normally offered alternate years.

EHS 376 - Medical Concepts for the Paralegal. Paralegals working in personal injury law such as automobile accidents or medical malpractice need to know medical concepts and terminology. Both theoretical and practical aspects of dealing with medicine in litigation will be studied. Prerequisite is EHS 365 or permission of instructor. 1 term - 3 semester hours. Normally offered alternate years.

EHS 376 - Health Care Law and Terminology. For the Paralegal, study will include such health care issues as Health Care Proxies, living wills, and consent to treatment issues. Litigation issues such as preparing for a medical malpractice tribunal, selecting and expert witness, reading medical records, damages and preparing discovery for both the plaintiff and defendant are included. Additional focus will be on basic anatomy and physiology, reviewing medical literature and understanding common medical terminology. Prerequisite is EHS 374 or permission of instructor. 1 term - 3 semester hours. Normally offered alternate years.

EHS 377 - Advanced Tort Litigation. For the Paralegal, substantive and procedural aspects of personal injury litigation such as lead paint, medical malpractice, "toxic" torts, asbestos and hazardous waste litigation will be studied. Issues of tort reform and the defense component of this litigation will be included. Prerequisite is EHS 374 or permission of instructor. 1 term - 3 semester hours. Normally offered alternate years.
EHS 378 - Alternative Dispute Resolution. For the Paralegal, the roles of arbitration, mediation and negotiation in legal disputes and litigation, and how to prepare a case for ADR, which is a new and growing remedy in law. Case studies and exercises will focus especially on areas of environmental law, personal injury law and domestic relations. Prerequisite is EHS 362 or permission of instructor. 1 term - 3 semester hours. Normally offered alternate years.

EHS 379 - Advanced Environmental Law. For the Paralegal, theoretical and practical aspects of environmental law in real estate, such as toxic waste, zoning regulations, land conservation trusts and subdivision planning. Also included will be the Superfund, wetlands regulation and Clean Air laws and the paralegal's significant role in this developing area. Prerequisite is EHS 372 or permission of instructor. 1 term - 3 semester hours. Normally offered alternate years.

EHS 380 - Administrative Procedure. For the Paralegal, progression of a case through an administrative agency, with special focus on regulatory taking, the right to appeal and preparation for an adjudicatory hearing where it is possible for a paralegal to represent a client. Applicable regulations and appealing an administrative law case in court will also be studied. Case studies and exercises will focus especially on environmental law agencies and public benefits such as SSI, SSDI, Medicare, Medicaid and also the American with Disabilities Act. Prerequisite is EHS 372 or permission of instructor. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 433 - Elementary Methods: Competencies for Elementary Teaching and Creative Arts. Basic competencies of classroom teaching examined. Students also participate in workshops in art, music, movement and creative dramatics. Field based training in a public school setting one full day per week (60 hours) or two 1/2 days. Required prior to student teaching. Should not be taken concurrently with EHS 335. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 434 - Practicum (Elementary Student Teaching). The practicum experience must be for one semester in a secondary public school setting. The course may be taken by undergraduate senior and graduate students. See regulations regarding student teaching. 1 term - 6 or 9 semester hours. Normally offered yearly.

Education and Human Services 435 - Independent Research/Elementary. Conference hours held with students and readings directed to specific areas of research in elementary education. Projects of this sort will be authorized only in unusual circumstances and upon the approval of the Department Chairperson. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 439 - Applied Reading Diagnostics. Explores the concept of diagnostics for the purpose of classroom programming for elementary education majors. Analysis of formal and informal reading diagnostic tools. Prerequisite: Elementary Reading Methods. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 500 - Practicum (Secondary Student Teaching). The practicum experience must be for one semester in a secondary public school setting. The course may be taken by undergraduate senior and graduate students. See regulations regarding student teaching. 1 term - 6 or 9 semester hours. Normally offered yearly.

Education and Human Services 503 - Foundations of Education. Introduction to the organization, role and purposes of education in American society. Considers the philosophical, historical, and social foundations of education. Develops an awareness of teaching the culturally diverse and special needs student. Five field observations required. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 504 - Educational Psychology. Examines the nature and development of human abilities and the teaching-learning process. Considers the facts and generalizations of child and adolescent growth and development, working with diverse cultures and special needs children in school settings. Field observations (8 hours) required. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 507 – Reading, Communication, and Mathematics Skills for Secondary Teachers. Teaches purposeful individualization of instruction and evaluation of achievement in reading, communication, and mathematics skills as they relate to secondary teaching. Pre-practicum field experiences required. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 510 – Administrative Management Seminar. Organization and management of office systems, including work measurement, work implication, office standards, and the supervision of office personnel. 1 term – 3 semester hours. Normally offered yearly.


Education and Human Services 515 – Internship. Designed for business educators in all options who need to update or obtain practical full-time business experience. The field site must be approved by the Internship Supervisor. 1 term – 3 to 9 semester hours. Normally offered yearly.


Education and Human Services 519 – Information Resource Management. A study of paper and non-paper records from creation to destruction. Examines the growth of computer-assisted retrieval of records and information and the use of micrographics for both active records systems and information technologies for records processing and control. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 520 – Business Education Subject Competencies. Documentation and/or demonstration of specific competencies in the field of knowledge (subject matter) for teacher certification. Students work independently to meet competencies. 1 term – 3 semester hours. Normally offered summers.


Education and Human Services 523 – Methods of Teaching Adult Learners. Methods of teaching business subjects to the adult learner. Special characteristics of the adult learner and appropriate instructional materials and techniques. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 524 – Meeting and Conference Planning. Introduction to organizing conferences, workshops, seminars and training programs for business and industry. Promoting and marketing educational programs. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 541 – Introduction to Office Technologies. Development in electronic technology and its impact on management and employees. Survey of technological advances in word processing, micrographics, reprographics, data processing, and telecommunications. Impact of technology on interpersonal relationships and communications. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 542 – Human Resources Functions. The study of the human resource function in organizations, including staffing and development, organization and individual appraisal, employee compensation and benefits, safety and health, and approaches to employee problems. The course addresses these subjects in the context of the future implications for the human resource function. 1 term – 3 semester hours. Normally offered each semester.

Education and Human Services 545 – Telecommunications and Integrated Office Systems. The student will gain exposure to the communication and linkages of the computer in the office environment. Special attention to the integration of word, data, image, and voice processing. Telecommunications for interactive multi-function work stations. 1 term – 3 semester hours. Normally offered in alternate yearly.

Education and Human Services 547 - Microcomputer Applications for Business Education I.
Introductory course in the application of microcomputers to business education and office systems. Hands-on experiences in the use of DOS (disk operating system). Skill developed in the use of electronic spreadsheets (e.g. LOTUS) for business applications. Examines methods of building, modifying, storing, printing, and formatting spreadsheets and the use of graphics. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 548 - Microcomputer Applications for Business Education II.
Examines the use of word processing software (e.g. word perfect) used in conjunction with microcomputers in business education and office systems. Development of skill using word processing software to create and edit business documents. Introduction to the fundamentals of desktop publishing. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 549 - Microcomputer Applications for Business Education III.
Development of skill in the use of popular data base software (e.g. d-Base III plus) used in business education and office systems. Examines how data can be logically organized and retrieved for effective information management. Development of skill in creating, sorting, and retrieving data and modifying existing data bases using simulated business applications. 1 term - 3 semester hours. Normally offered yearly.

EHS 550 - Training and Development in Office Systems. This course provides application of theories of learning and instructional development to the education and training of employees in the business environment. Topics include instructional design; strategy; technology; and the implementation, evaluation, and management of training in an organizational environment. 1 term - 3 semester hours. Normally offered yearly.

EHS 551 - Administrative Communication. Application of communication theory, human relations concepts, research methods, and information technology to the internal communication of professionals who work in environments with automated information and communication systems. Topics include: brainstorming, team building, problem solving, presentation skills, communication styles, and interpersonal relations. Emphasis on the human factors of communication in a technological environment. Prerequisites: CJN 103 and EHS 517. 1 term - 3 semester hours. Normally offered yearly.

EHS 552 - Human Resources and the Law. A review of the legal environment as it affects management/employee relations. The course will explore the legislation and legal cases in the areas such as: job descriptions; the employment process; the employee handbook; performance appraisal; employee conduct, complaints, discipline and termination; and the personnel file. Prerequisites: EHS 542, MGT 110. 1 term - 3 semester hours. Normally offered yearly.

EHS 552 - Recruitment and Selection. An in-depth examination of the recruitment process from workforce planning through recruiting to final selection. Specific areas covered include: developing position specifications, assessing the labor markets, advertising, employment agencies, internal control systems, candidate relations and assessment, and "closing the deal." Prerequisites: EHS 542, EHS 552, MGT 110. 1 term - 3 semester hours. Normally offered yearly.

EHS 554 - Human Resources Information Systems. Introduces automated information systems to the human resources functions for the purposes of improving the planning and decision-making aspects. The course addresses: the information and data base requirements; system development considerations and constraints; evaluation of existing software packages; make or buy decisions; and integration into the organization's business information systems. Prerequisites: EHS 542, MGT 110. 1 term - 3 semester hours. Normally offered yearly.

EHS 555 - Employee Relations. A behavioral approach to employee relations. The course includes such topics as: interpersonal analysis and relationships; verbal and nonverbal communications; conflict resolution; behavior adjustment; participative management; and the psychology of managing. Prerequisites: EHS 542, EHS 552, MGT 110. 1 term - 3 semester hours. Normally offered yearly.

EHS 556 - Compensation Systems. The study of the role of compensation in the business environment. Does it motivate? Does it achieve the organization's objectives? The course includes the design of wage and salary programs as well as performance-based pay packages. New plans in the areas of productivity improvement and executive compensation are introduced. Prerequisites: EHS 542, EHS 552, MGT 110. 1 term - 3 semester hours. Normally offered yearly.
**EHS 557 – Employee Benefits** The study and analysis of the concepts and principles guiding the design and development of employee benefit plans. Selection of benefit features, the cost of benefits and the communications systems are important components of the course. The course will cover retirement plans, insurance, statutory benefits, personnel policies, and the emerging benefits. *Prerequisites: EHS 542, EHS 552, MGT 110. 1 Term – 3 semester hours. Normally offered yearly.*

**EHS 558 – Contemporary Issues: The Future Role of Human Resources** This course provides an overview of the critical issues that a company must solve to remain competitive in the coming decades and how human resources participates in finding the solutions. Such issues include: the changing workforce; training the technology-based employee; the impact of rapidly changing technology; the world market and its competitive forces; the social issues and the environment; obtaining improved productivity; and creating value. *Prerequisites: EHS 542, MGT 110. 1 Term – 3 semester hours. Normally offered yearly.*

**Education and Human Services 900 – Directed Studies.** Members of the Department will meet with students to direct their research in areas of special interest to them. Projects of this sort will be authorized only in unusual circumstances upon the recommendations of the Department Chairperson and with the approval of the Dean. *1 term – 3 semester hours. Normally offered yearly.*
There is also available, for a limited number of students, a five year engineering internship program which includes employment at local engineering firms. The program includes full-time employment in each summer following the freshman year and part-time employment (20 to 24 hours per week) during each academic semester. The student takes four courses each term (rather than five) and is therefore a full-time students eligible for financial aid from the university.

Requirements for a Major in Computer Engineering

Math and Basic Science requirements:
(32 hours)
- Calculus I, II, III – 9 hrs
- Multivariable Calculus – 3 hrs
- Differential Equations – 3 hrs
- Mathematical Methods for Engineers I, II – 6 hrs
- University Physics I, II and Laboratories – 8 hrs
- General Chemistry – 3 hrs

Engineering Science requirements:
(32 hours)
- Applied Circuit Theory – 3 hrs
- Applied Circuits Laboratory – 1 hr
- Electronic Devices – 3 hrs
- Electronic Devices Laboratory – 1 hr
- Digital Electronics – 4 hrs
- Microprocessors – 4 hrs
- Computer Communications – 3 hrs
- Computer Science I – 3 hrs
- C for Engineers – 3 hrs
- Signals and Control Systems – 3 hrs
- Scientific Writing / Reporting – 1 hr

*Electives – 3 hrs
Engineering Design requirements:  
(20 hours)  
- Introduction to Engineering – 3 hrs  
- Computer Engineering – 3 hrs  
- Computer Aided Design – 3 hrs  
- Microprocessor Interfacing – 4 hrs  
- Engineering Systems Project – 4 hrs  
*Electives – 3 hrs  

*The elective courses must be chosen from courses in the corresponding category with the approval of the department chairman.

**Bachelor of Science**  
Computer Engineering  
*Suggested Course Sequence*  

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year English</td>
<td>6</td>
</tr>
<tr>
<td>Integrated Studies</td>
<td>6</td>
</tr>
<tr>
<td>Calculus I and II</td>
<td>6</td>
</tr>
<tr>
<td>University Physics I and Lab</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Engineering</td>
<td>3</td>
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<tr>
<td>Computer Science I</td>
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<tr>
<td>C for Engineers</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td>General Chemistry</td>
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<tr>
<td>Calculus III</td>
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<td>Multivariable Calculus</td>
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<tr>
<td>Applied Circuit Theory</td>
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<tr>
<td>Applied Circuits Lab</td>
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<td>Electronic Devices</td>
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<tr>
<td>Electronic Devices Lab</td>
<td>1</td>
</tr>
<tr>
<td>Logic, Speech</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Option I</td>
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<tr>
<td><strong>Total</strong></td>
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<th>Junior</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>Microprocessors</td>
<td>4</td>
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<tr>
<td>Microprocessor Interfacing</td>
<td>4</td>
</tr>
<tr>
<td>Math Methods for Engineers I</td>
<td>3</td>
</tr>
<tr>
<td>Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>Differential Equations</td>
<td>3</td>
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<td>English Sequence</td>
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<td>Humanities Option II</td>
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<tr>
<td>Social Science I</td>
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<tr>
<td>Engineering Design Elective</td>
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<tr>
<td><strong>Total</strong></td>
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<th>Senior</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>Computer Engineering</td>
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<tr>
<td>Social Science II and III</td>
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<tr>
<td>Engineering Systems Project</td>
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<td>Humanities Options III</td>
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<tr>
<td>Computer Aided Design</td>
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<td>Computer Communications</td>
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<td>Math Methods for Engineers II</td>
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<tr>
<td>Signals and Control Systems</td>
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<td>Scientific Writing/Reporting</td>
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<tr>
<td>Engineering Science Electives</td>
<td>3</td>
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</table>

| Total | 32 |

*For transfer students, the Integrated Studies, Logic, Humanities, and Social Science Requirements are different and are described in the Academic Regulations section of this catalog.

**Requirements for a Major in Electrical Engineering**  
*Math and basic Science requirements: (32 hours)*  
- Calculus I, II, III – 9 hrs  
- Multivariable Calculus – 3 hrs  
- Differential Equations – 3 hrs  
- Mathematical Methods for Engineers I, II – 6 hrs  
- University Physics I, II, and Laboratories – 8 hrs  
- General Chemistry – 3 hrs  

*Engineering Science requirements: (34 hours)*  
- Applied Circuit Theory – 3 hrs  
- Applied Circuits Laboratory – 1 hr  
- Electronic Devices – 3 hrs  
- Electronic Devices Laboratory – 1 hr  
- Digital Electronics – 4 hrs  
- Microprocessors – 4 hrs  
- Electromagnetic Theory – 3 hrs  
- Computer Science I – 3 hrs  
- C for Engineers – 3 hrs  
- Signal and Control Systems – 3 hrs  
- Communication Systems – 3 hrs  
- Scientific Writing/Reporting – 1 hr  

*Elective – 2 hrs*
Engineering Design requirements:
(16 hours)

- Introduction to Engineering – 3 hrs
- Computer Aided Design – 3 hrs
- Engineering Systems Project – 4 hrs
- Electives – 6 hrs

*The elective courses must be chosen from courses in the corresponding category with the approval of the department chairman.

Bachelor of Science
Electrical Engineering
(Suggested Course Sequence)*

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Semester Hours</th>
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<td>First-year English</td>
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<td>University Physics I and Lab</td>
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<td>Introduction to Engineering</td>
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<tr>
<td>Computer Science I</td>
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31

<table>
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<th>Sophomore</th>
<th>Semester Hours</th>
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<td>University Physics II and Lab</td>
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<td>General Chemistry</td>
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<td>Multivariable Calculus</td>
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<td>Applied Circuit Theory</td>
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30

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<th>Junior</th>
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<tr>
<td>Microprocessors</td>
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<td>Social Science Option II</td>
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<td>Humanities I</td>
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<td>Math Methods for Engineers I</td>
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<td>Digital Electronics</td>
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<td>Engineering Science Elective</td>
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</tr>
</tbody>
</table>

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*For transfer students the Integrated Studies, Logic, Humanities and Social Science requirements are different and are described in the Academic Regulations section of this catalog.

Honors Program

The honors program is designed to challenge the most academically capable students. It will also automatically provide these students with additional preparation for standardized examinations required for graduate school and board certification.

Requirements:

To graduate with honors in the department, the student must enroll not sooner than the beginning of the sophomore year, with permission of the departmental honors committee, and must meet the following requirements:

1. The student must maintain a minimum 3.4 grade point average in the mathematics and science requirements required for the major and must also complete at least 15 of the these credits at Suffolk University.

2. The student must, at the end of each semester, successfully complete a competency exam administered by the department. The examination covers all technical courses required for the major, taken by the student up to and including that semester. The test consists of problems selected from all of the main topics in each course. A three person honors committee will assist students in preparing for the examination. The examination may be taken as often as necessary and acceptable performance will be judged by the honors committee.
3. In the senior year, the student must complete successfully a one credit honors seminar which will concentrate on selected topics which most often present difficulty in the examinations.

4. At the end of the senior year, the student must pass an oral examination administered by the honors committee.

Five Year Engineering Internship Program
For selected students majoring in Electrical Engineering or Computer Engineering, a five year program is available which includes engineering training at HNU Systems, Inc. The student takes a normal course load of five courses each semester during the freshman year. After that, the total course requirements are the same as in the four-year program, but the internship begins at HNU, and the student takes only four courses per semester until graduation. The work done at the engineering firm is structured so that the student moves through different parts of the company and is exposed to a variety of engineering environments. The student must sign up for Engineering Internship courses during this time which can be applied, with approval from the department chairman, toward engineering electives.

Medical Science Programs
Students may major in Medical Biophysics or Radiation Biology. The core requirements, suggested course sequences, and course descriptions are shown in the section of the bulletin entitled Medical Sciences.

Combined Programs in Engineering
A student may select from the large number of engineering majors offered at Boston University or Case Western Reserve by taking the first three years of course work at Suffolk University as a Physics major and the last two years at one of the cooperating schools. This combination five-year program between the College of Liberal Arts and Sciences at Suffolk University and the College of Engineering at the participating university enables the student to acquire degrees from both colleges. Upon graduation the student receives a Bachelor of Science from Suffolk University and a Bachelor of Science from the cooperating institution in either Computer Engineering or Electronic Engineering.

The course requirement in the first three years at Suffolk University are the same shown for the degree in Physics except that an additional elective must be taken in the Sophomore Year. The student must plan his or her program with the approval of the Department Chairperson so that degree requirements at both universities are satisfied at the end of the five year period. A 3.0 grade point average must be maintained in all Physics and related science core requirements at Suffolk University to participate in this program.
**ENGINEERING COURSES**

**ENGNR 113 - Introduction to Engineering**
Introduction to the engineering discipline with emphasis on design. Topics include project management, CAD, technical report preparation, computers in engineering, basics of electronic engineering and computer engineering, and a project. Non-calculus, normally taken prior to Physics 151. 1 term – 3 semester hours. Offered yearly.

**ENGNR L204 - Electronics Laboratory**
Electronics test instruments – experiments designed to provide experience with research grade oscilloscopes, signal generators, spectrum analyzers, logic analyzers, lock-in amplifiers, counters. Experience with wire wrap, soldering techniques, construction of PC clones. Prerequisites: ENGNR 206, ENGNR 303. 1 term – 2 semester hours. Offered yearly.

**ENGNR 205 - Applied Circuit Theory**

**ENGNR L205 - Applied Circuits Laboratory**
Laboratory experiments illustrating the principles covered in Engnr 205. Should be taken concurrently. Prerequisite: Concurrent Engnr 205. 1 term – 1 semester hour. Offered yearly.

**ENGNR 206 - Electronic Devices**
Introduction to transistors. Theory of semiconductors, bipolar and FETS, device characteristics and equivalent circuits. Applications to amplifiers, switching circuits, oscillators, phase locked loops, multi-vibrators, and optoelectronics. Laboratory experience included. Prerequisites: ENGNR 205. 1 term – 4 semester hours. Offered yearly.

**ENGNR L206 - Electronic Devices Laboratory**
Laboratory experiments illustrating the principle covered in Engnr 206. Should be taken concurrently. Prerequisite: Concurrent Engnr 206. 1 term – 1 semester hour. Offered yearly.

**ENGNR L210 - Fiber Optics Laboratory**
Fundamentals of fiber optics used in communications. Technology for optical fiber splicing and attachment of end connectors. Study of signal booting, power loss measurement, optical star couplers. Prerequisites: ENGNR 206. 1 term – 1 semester hour. Normally offered yearly.

**ENGNR 271, 272 – Sophomore Engineering Internships**
Structured work experience at approved engineering firms. Minimum 20 hours per week at the engineering site with alternate weekly meetings at the university. Approval of instructor required. Prerequisites: Physics 152. 2 terms – 2 semester hours. Offered yearly.

**ENGNR 286 – Engineering Computer Graphics**
Experience with different types of software and hardware used for graphics, laboratory experience on personal computer systems, with AUTOCAD and multi-user UNIX based SUN workstations. Point plotting techniques, line drawing, viewing and windowing. Symbol transformations, zoom and pan application for models. PC board layout, 3D mechanical representation, surface modeling. Prerequisites: CMPSC 133. 1 term – 4 semester hours. Normally offered yearly.

**ENGNR 303 - Digital Electronics**
An introduction to the design of digital logic circuits. Analog to digital conversion, Boolean algebra, Karnaugh maps, combinational circuits, adders, flip-flops, decoders, counters, timers and registers. Laboratory experience included. Prerequisites: PHYS 152. 1 term – 4 semester hours. Normally offered yearly.

**ENGNR L305 - Computer Engineering Laboratory**
Construction and trouble shooting of microcomputer based machines. Use of digital storage scopes, logic analyzers, and fault detection software. Connection and testing of small local area networks. Prerequisites: 1 term – 1 semester hour. Normally offered in alternate years.

**ENGNR 310 - Special Topics**
Selected topics in Computer Engineering or Electronic Engineering. Offered to upper level students who have completed Differential Equations, Microprocessors, and Electronic Devices or by permission of instructor. 1 term – 3 semester hours. Normally offered alternate years.

**ENGNR 325, 326 - Mathematical Methods for Engineers**
ENGNR 330 – Computer Engineering Design of central processor unit, basic computer organization. Data structures, computer languages, and hardware constraints. Study of hard wired and microprogrammed control units DMA access, and interrupts, design of I/O interface and use of special purpose controllers. Virtual memory, memory management hardware. CD ROM storage and retrieval. Prerequisites: CMPSC 133, ENGNR 206, ENGNR 303, ENGNR 351. 1 term – 3 semester hours. Normally offered yearly.

ENGNR 335 – Signals and Control Systems Analysis of the response of linear systems to various input signals. Transfer functions, applications of transforms. Systems engineering, analysis and design of linear control systems with feedback. Nyquist’s and Routh’s stability criteria, transient and steady state behavior systems. Prerequisite: ENGR 325. 1 term – 3 semester hours. Normally offered in alternate years.


ENGNR 345 – Scientific Writing / Reporting Seminar Documentation procedures for group projects, documentation for computer programs, circuit documentation, experiment design and documentation, presentation of scientific results. Weekly writing assignments. Fifteen minute oral presentation assignment. 1 term – 1 semester hour. Normally offered in alternate years.

ENGNR 350 – Engineering Design Fundamentals of engineering design with applications to software engineering and hardware problems. Object oriented programming and use of C++ included. Topics include project plans, timelines, cost analysis, top-down structures, quality control, fault detection, and documentation. Case studies of good and bad designs, systems engineering projects. Prerequisites: CMPSC 133, ENGR 286, ENGR 206. 1 term – 3 semester hours. Normally offered in alternate years.

ENGNR 351 – Microprocessors Hardware oriented course with experience in digital electronics included. Number systems and codes, logic gates, address decoding, bus structures, construction of single board microcomputer. Machine language programming. Stack operations, interrupt servicing, memory mapped I/O. Prerequisite: ENGR 303. 1 term – 4 semester hours. Offered yearly.

ENGNR 352 – Microprocessor Interfacing Procedures for interfacing different types of microprocessors to peripherals. Experience provided on two chip families, M6800, M68000, INTEL 8052, 8088. Fan-out, peripheral interface adapters, serial and parallel I/O, ADC and DAC control. Interfacing to standard and non-standard devices via polling and interrupt handshakes. Prerequisite: ENGR 351. 1 term – 4 semester hours. Offered yearly.

ENGNR 360 – UNIX, DOS Device Drivers Study of UNIX and DOS operating systems with emphasis on communication and control of external devices. Study of special purpose interrupt controllers, communication adapters, protocols, IEEE standards, followed by principles of inclusion of device drivers in both DOS and UNIX systems. Prerequisites: ENGR 351. 1 term – 3 semester hours. Normally offered in alternate years.

ENGR 371 – 372 – Junior Engineering Internships Structured work experience at approved engineering firms. Minimum 20 hours per week at the engineering site with alternate weekly meetings at the university. Approval of instructor required. Prerequisites: Engr 272, Junior status. 2 terms – 2 semester hours. Offered yearly.

ENGR 390 – Computer Communications Voice, image, and data communication concepts. T1, T3, TCP/IP, bandwidth, communication protocols, serial and parallel interfaces, IEEE standards, local area network design and technology, bus structures and standards, microwave communications, fiber optics, transmission losses and flux budgets, Ethernet, packet collisions. Prerequisites: ENGR 335, ENGR 351. 1 term – 3 semester hours. Normally offered yearly.

ENGNR 401 - Engineering Mechanics  Statics and dynamics of rigid bodies, kinematics, in conservative and non-conservative fields. Stress and strain analysis, fluid mechanics, computer applications to engineering mechanics problems. Prerequisite: PHYS 152. 1 term - 3 semester hours. Normally offered in alternate years.

ENGNR 403 - Electromagnetic Theory  Electrostatics and magnetostatics Maxwell’s equations. Time varying fields, wave propagation, reflection, and transmission. Applications to transmission lines, antennae, microwave communications, fiber optics. Prerequisites: ENGNR 325. 1 term - 3 semester hours. Normally offered in alternate years.

ENGNR 410 - Communication Systems  Introduction to analog and digital modulation systems. Amplitude, frequency and phase modulation. Sampling, pulse amplitude, width. Communication circuits, transceivers, fiber optics. Prerequisite: ENGNR 335. 1 term - 3 semester hours. Normally offered in alternate years.

ENGNR 411 - Engineering Project  Senior project requiring design, construction and presentation. Students may work alone or in small groups. Project management software required, weekly progress reports, written final report, and oral presentation with overhead projector. Prerequisite: Approval of instructor. 1 term - 4 semester hours. Normally offered yearly.

ENGNR 415 - Computer-Aided Design  Use of high-level software and hardware to involve the computer in the design process. Unix based Sun workstations with CADAT, SABER, and AUTOBOARD used for circuit simulation and testing of designs. Prerequisites: ENGNR 206, ENGNR 303, ENGNR 351. 1 term - 3 semester hours. Normally offered yearly.


ENGNR 422 - Robotics and Automation  Introduction to robotics. Use of ET 1-18 robot and small scale industrial-arm robots with 7 rotational axes. Microprocessor controller interfacing to DC motors, stepper motors, light sensors. Computer control and response to sensors-sonar transmitter and receiver, light sensor, temperature sensors. Speech generation using phonemes. Prerequisites: ENGR 401, ENGR 352, ENGR 206. 1 term - 3 semester hours. Normally offered in alternate years.

ENGNR 450 - Artificial Intelligence  Neural network approach to problem solving. Supervised and unsupervised learning. Study of efficiency of network architecture, chaos and learning algorithms, and transfer functions of convergence and learning speed. Use of 3D graphics to study error space as function of interneuron connection strengths. Downloading of weight calculations to problems in pattern recognition, economic predictions, external device control. Prerequisites: ENGR 330. 1 term - 3 semester hours. Normally offered in alternate years.

ENGNR 460 - Speech Processing  Speech generation and speech recognition with emphasis on current efforts in speech recognition. Analysis using Fourier transforms and Walsh transforms. Laboratory exercises in speech digitization, compaction, and transmission. Prerequisites: ENGR 325, ENGR 351. 1 term - 3 semester hours. Normally offered in alternate years.
ENGNR 463 – Digital Image Processing  Conversion of analogue image information, hardware necessary for real-time processing, image data handling, picture operations, fiber optic transmission, voice and image multiplexing. Prerequisites: ENGNR 410, ENGNR 286. 1 term – 3 semester hours. Normally offered in alternate years.

ENGNR 471, 472 – Senior Engineering Internship  Structured work experience at approved engineering firms. Minimum 20 hours per week at the engineering site with alternate weekly meetings at the university. Approval of instructor required. Prerequisites: Engnr 272, Junior status. 2 terms – 2 semester hours. Offered yearly.

ENGNR 571, 572 – Fifth Year Engineering Internship  Structured work experience at approved engineering firms. Minimum 20 hours per week at the engineering site with alternate weekly meetings at the university. Approval of instructor required. Prerequisites: Engnr 272, Junior status. 2 terms – 2 semester hours. Offered yearly.
ENGLISH

Department of English
Professors: Wilkins (Chairperson), Bigelow, Connors, Johnson, Mandl, McKinley, Merzlak, Millner
Associate Professors: Caputo, Coffler, Hughes, Jurich, Lottridge, Richman
Master Lecturers: Colburn, Lemontt
Senior Lecturers: Bennet, Charshoodian, Connolly, Feldman, Kennedy
Lecturers: Dine, LaRocco, Lovcchio, Knoll, Perry, Ramsey, VonRosk
Professors Emeriti: Clark, Vogel

First-Year English Requirement
Students with satisfactory entrance proficiency in English take English 101 and 102, the standard Freshman English sequence. Those whose SAT verbal scores indicate exceptional proficiency are invited to take English 103 (Advanced Freshman English) and follow it with English 102. Those for whom English is a second language and whose performance on an entrance essay indicates the need of additional training to succeed in college-level work, are required to take English 003 (English as a Second Language), and if necessary English 004 (or its equivalent), and follow it with English 102 or both English 101 or 102, depending on their degree of success in the first semester. Students whose native language is English, but whose SAT scores indicate verbal deficiency, are required to take English 001 and 002 concurrently in the first semester, and follow these with English 102 or both English 101 and 102 depending on the grades they earn in the two-course first semester package.

NOTE: English 102 is a prerequisite for all English courses beyond English 124.

Second-Year English Requirement
All undergraduates must take English 213 (English Literature I) and either English 214 (English Literature II) or English 215 (American Literature). English 213 may precede or follow the second chosen course. All three courses combine an introduction to a significant body of literature in English with continued instruction in reading and writing skills.

Upperclass students with a demonstrated reading deficiency may also be required to take English 304 (Writing Review/Non-Freshmen) or its equivalent.

English Major Requirements
Requirements for a major in English are satisfied by 30 semester hours of course work in English (exclusive of the two-year all-college English requirement previously described). Half of the 30 hours (five courses) must be chosen from the group of English core courses – those whose first two numbers are between 31 and 36 – one each from five of the six numerical groups (31, 32, etc). English H513, the English Honors Seminar, may replace one of the five core courses, or more than one if the student is invited to participate in the seminar more than once. Note that an English major must take English 213, 214, and 215. Any one of these three courses may be used toward the 30-hour major requirement. An English major must earn the B.A. degree.

Transfer students
With an English major must complete at least nine hours of English courses at Suffolk beyond the two-year all-college English requirement.

English courses taken for graduate credit will require extra written and reading assignments. Students are required to notify the professor during the first class meeting that they are seeking graduate credit for the course.
English Minor 18 semester hours. One course each from four of the English core groups (310-319; 320-329; 330-339; 340-349; 350-359; 360-369). Note: Eng. H513 (English Honors Seminar) may replace one of these four courses.

Two courses chosen from any English courses except 001, 002, 003, 004, 101, 102, 103, 213, 214, 215, 304. An English Department Humanities Option course satisfies both the Option and the English Minor Requirement.

Sigma Tau Delta International Honor Society Sigma Tau Delta, a member of the Association of College Honor Societies (ACHS), established its Eta Upsilon Chapter at Suffolk University in January, 1986. Active membership is open to both English majors and English minors who have completed a minimum of two college courses in English language or literature (beyond the freshman and sophomore English requirements) with an average of 3.5, plus a general cumulative average of 3.0. Associate membership is open to students who have the requisite academic background (as stipulated above for active membership) but who are not majoring or minoring in English. In addition to conferring distinction for high achievement in English language and literature and exhibiting high standards of academic excellence through its chapters, Sigma Tau Delta promotes and emphasizes the discipline of English in all its aspects, including creative and critical writing, by inviting both active and associate members to contribute to its national publication, The Rectangle. All inducted members remain permanently on the roster of the Eta Upsilon Chapter.

ENGLISH COURSES

English 001 – Writing Skills. A course designed to give extra practice especially in grammar and punctuation to freshmen who lack skills in English. Required, in conjunction with English 002, of students with low SAT verbal scores. 1 term – 3 semester hours. Offered in fall semester.

English 002 – Reading Skills. Designed to improve reading and study skills, vocabulary and expression of freshmen who lack facility in English. 3 hours of class per week, two of laboratory, the latter individualized according to diagnostic test results. 1 term – 3 semester hours. Offered in fall semester.

English 003 – English as a Second Language. Study of the fundamentals of the English language: designed to assist ESL students to speak and write in idiomatic English. 1 term – 3 semester hours. Offered in fall semester.

English 004 – English as a Second Language. Further study of the fundamentals of the English language: designed to assist ESL students to speak and write in idiomatic English. 1 term – 3 semester hours. Offered in spring semester.

English 101 – Freshman English I. The fundamental course, designed to increase the student’s capacity to read and write correctly and logically. Study of the essay as a literary form, and frequent writing assignments, both expository and argumentative. 1 term – 3 semester hours. Offered every semester. MAXIMUM ENROLLMENT: 25 students per class.

English 102 – Freshman English II. A continuation of English 001, 003, 101, and 103. Training in critical reading and writing, the mechanics of research, the writing of a term paper, and additional writing based on assigned readings in imaginative literature. 1 term – 3 semester hours. Offered every semester. MAXIMUM ENROLLMENT: 25 students per class.

English 103 – Advanced Freshman English. Reserved for students who enter Suffolk with high SAT verbal scores or satisfy other criteria and are invited to participate. Frequent written assignments based on readings. Prerequisite: Instructor’s consent. 1 term – 3 semester hours. Offered in fall semester.

English 113 – Masters of the Drama I. Survey of dramatic literature and the evolution of theatre from its beginnings in classical Greece through the 18th century. 1 term – 3 semester hours. Normally offered yearly.
English 114 - Masters of the Drama II. Survey of dramatic literature and the evolution of theatre from the 19th century to the present. 1 term - 3 semester hours. Normally offered yearly.

English 123 - Great Books of World Lit. I. Literary masterpieces from ancient times to the Renaissance, including The Odyssey, The Inferno, Don Quixote and the plays of Moliere. List may vary at the discretion of the instructor. 1 term - 3 semester hours. Normally offered yearly.

English 124 - Great Books of World Lit. II. Literary masterpieces from the 18th century to the 20th, including The Sorrows of Young Werther, Madame Bovary, Fathers and Sons, Bread and Wine and The Dwarf. 1 term - 3 semester hours. Normally offered yearly.

English 213 - English Literature I. Study of major writers of England from the beginning to the mid-18th century. Regularly assigned essays on the reading provide the basis for individualized instruction in clear, correct, and persuasive writing. 1 term - 3 semester hours. Offered every semester.

English 214 - English Literature II. Study of major English writers from the mid-18th century to the present. Regularly assigned essays on the reading provide the basis for individualized instruction in clear, correct, and persuasive writing. 1 term - 3 semester hours. Offered every semester.

English 215 - American Literature. Study of major American writing and thought from the Puritan age to the present. Regularly assigned essays on reading provide the basis for individualized instruction in clear, correct, and persuasive writing. 1 term - 3 semester hours. Offered every semester.

English 304 - Writing Review/Non-Freshmen. Skills course for upper class students who need basic writing instruction. An individualized review of grammar, punctuation, and the principles of paragraph and essay construction. Consent of instructor required for admission. 1 term - 3 semester hours. Offered yearly.

English 306 - Writing Workshop. Discussion of techniques of fiction, verse, drama and other literary forms. Each student plans his own work. Student writing will be regularly read and analyzed in class, the group acting as editors. 1 term - 3 semester hours. Normally offered every fall.


English 308 - Directed Writing. Independent work on a writing project under the guidance of the instructor. Frequent discussion of the work in progress is required through the semester. 1 term - 3 semester hours. Normally offered every fall.

English 309 - Directed Writing. A continuation of English 308. 1 term - 3 semester hours. Normally offered every spring.

English 313 - The Bible as Literature I. Study of the Old Testament as an embodiment of Hebrew history, folklore, and legend; altering the concept of the nature of God and the development of the idea of an afterlife. 1 term - 3 semester hours. Normally offered alternate years.


English 315 - Classical Drama. Greek and Roman drama from its origins; characteristics of the theater; development of tragedy and comedy. Readings in Aeschylus, Sophocles, Euripides, Aristophanes, Plautus, Terence, and Seneca. 1 term - 3 semester hours. Normally offered every third year.

English 316 - Greek and Roman Classics. Introduction to Greek and Roman classical literature. Readings in the major writers and discussion of the values, ideals, and realities of the classical world. 1 term - 3 semester hours. Normally offered every third year.

English 317 - Classical Mythology. Ancient Greek and Roman myths, their motifs, themes, and interpretations. 1 term - 3 semester hours. Normally offered alternate years.

English 318 - Classical Epic. Study of Homer's Iliad and Odyssey and Virgil's Aeneid, emphasizing the way in which the works both reflect and reinforce the values and assumptions of the societies which produced them.

English 323 - Chaucer. Close reading and discussion of the Canterbury Tales and Troilus and Criseyde against the background of the late Middle Ages. 1 term - 3 semester hours. Normally offered alternate years.

English 324 - Shakespeare's Comedies. Shakespeare's background and development as a dramatist through an examination of selected comedies. Collateral reading of the minor plays and Shakespeare criticism. 1 term - 3 semester hours. Normally offered every third semester.
English 325 – Shakespeare's Histories. Shakespeare's English history plays. Emphasis on individual characters, interrelated play groups, and the political and personal insights that the plays reveal. 1 term – 3 semester hours. Normally offered every third semester.

English 326 – Shakespeare's Tragedies. Shakespeare's major tragedies reflecting the range, resourcefulness, and power of his dramaturgy. Collateral reading in Shakespeare criticism. 1 term – 3 semester hours. Normally offered every third semester.

English 333 – English Renaissance Drama. The comedies and tragedies of major dramatists (excluding Shakespeare) of the Elizabethan and Jacobean eras. Marlowe, Jonson, Middleton, Webster. 1 term – 3 semester hours. Normally offered alternate years.

English 334 – Seventeenth-Century Literature. Metaphysical and Cavalier poetry, major works of Milton and the development of prose, including Bacon, Browne, Bunyan, Pepys, and others. 1 term – 3 semester hours. Normally offered alternate years.

English 335 – Milton. A close reading of the major poetry and selected prose of England's greatest Renaissance poet. 1 term – 3 semester hours. Normally offered alternate years.

English 336 – The Age of Enlightenment. The great age of satire, essay, criticism, biography, and "nature." Dryden, Pope, Swift, Addison, Steele, Boswell, Johnson, Gray, Thompson, and Gibbon. 1 term – 3 semester hours. Normally offered alternate years.

English 337 – The 18th-Century English Novel. The English novel to Richardson, also including Defoe, Fielding, Smollett and Sterne. Sentimental and gothic novels. 1 term – 3 semester hours. Normally offered alternate years.


English 344 – English Romantic Literature. The mind and spirit, poetics and poetry of Wordsworth, Coleridge, Byron, Shelley, and Keats, along with selected prose. 1 term – 3 semester hours. Normally offered alternate years.

English 345 – Victorian Literature. The study of selected poets and prose writers. Some Victorian fiction. 1 term – 3 semester hours. Normally offered alternate years.


English 354 – Hawthorne and Melville. Close examination of fiction by two major writers of the American Renaissance. 1 term – 3 semester hours. Normally offered alternate years.

English 355 – American Writers, 1865-1914. The revolution in American literary consciousness between the Civil War and the First World War and the transition from the traditional to the modern, in the work of James, Twain, Crane, Veblen, Dreiser, and others. 1 term – 3 semester hours. Normally offered alternate years.

English 356 – Whitman and Dickinson. A study of the work of America's two greatest nineteenth-century poets, considering the achievement of each and their startling diversity. 1 term – 3 semester hours. Normally offered every third year.

English 357 – African American Literature I. African American writing from the beginning to the Harlem Renaissance, with special emphasis on the slave narratives. 1 term – 3 semester hours. Normally offered alternate years.

English 358 – African American Literature II. African American writing from the Harlem Renaissance to the present. 1 term – 3 semester hours. Normally offered alternate years.

English 361 – Contemporary American Fiction: 1950 – Present. Important works reflecting America's cultural diversity, by writers such as Bellow, Ellison, Morrison, Nabokov, O'Connor, Styron, Tan, and others.

English 363 – Modern British Poetry. The individual achievement of major British poets and their expressions of a modern sensibility from World War I to the present. 1 term – 3 semester hours. Normally offered every third year.

English 364 – Modern American Poetry. American poetry written between 1900 and the Second World War. Content and form in the writings of such poets as Williams, Frost, and Eliot. 1 term – 3 semester hours. Normally offered alternate years.
English 365 – Contemporary Poetry. Poetry written in English since 1945, featuring such writers as Berryman, Roethke, Lowell, Sexton, and Plath. 1 term – 3 semester hours. Normally offered alternate years.

English 366 – Modern British Fiction. Fiction by Joyce, Lawrence, Woolf, Forster, Lessing, and others. Attention to the central themes and innovative approaches to language and form that characterize modernism in literature. 1 term – 3 semester hours. Normally offered alternate years.


English 368 – Modern British Drama. Masterworks of the greatest British playwrights from Synge and Shaw to Beckett and Stoppard. 1 term – 3 semester hours. Normally offered every third year.

English 369 – Modern American Drama. Masterworks of the major American playwrights from Eugene O’Neill to the present. 1 term – 3 semester hours. Normally offered every third year.

English 371 – English Writers of the 1930’s. The social, political and cultural revolution in pre-World War II England as it is reflected in the poetry of Auden and Spender and the fiction of Huxley, Waugh, Isherwood, Bowen, Orwell, and Greene. 1 term – 3 semester hours. Normally offered every third year.

English 372 – Drama Seminar. Discussion and student reports on a pre-announced subject: a major playwright, a dramatic movement or genre (e.g., absurdism or the one-act play), or the relation between script and performance. Prerequisites: English 113 and 114. 1 term – 3 semester hours. Normally offered every third year.

English 373 – The World on Film. Examination of film as an art form and as entertainment. Course to include the writing of film criticism and the study of how a film is made. Several films to be viewed in class. 1 term – 3 semester hours. Normally offered alternate years.

English 374 – Fantasy and Folklore. Folk tales, fairy tales, myths and ballads reflecting both a literary and cultural tradition. Fantasy as escape and enlightenment; to include readings in science fiction, and the Utopian novel. 1 term – 3 semester hours. Normally offered every third year.

English 375 – Children’s Literature. Background of children’s literature; picture books, fantasy and folklore – from Mother Goose to Dr. Seuss; other prose and poetry appropriate for the elementary age level. 1 term – 3 semester hours. Normally offered alternate years.

English 377 – Modern British Drama. Masterworks of the greatest British playwrights from Synge and Shaw to Beckett and Stoppard. 1 term – 3 semester hours. Normally offered every third year.

English 378 – Modern American Drama. Masterworks of the major American playwrights from Eugene O’Neill to the present. 1 term – 3 semester hours. Normally offered every third year.

English 379 – Modern American Drama. Masterworks of the major American playwrights from Eugene O’Neill to the present. 1 term – 3 semester hours. Normally offered alternate years.

English 380 – Speculative Fiction. A critical examination of selected works of contemporary speculative fiction by such authors as J.G. Ballard, Samuel R. Delany, Stanislaw Lem, and Ursula K. LeGuin. 1 term – 3 semester hours. Normally offered alternate years.


English 382 – Speculative Fiction. A critical examination of selected works of contemporary speculative fiction by such authors as J.G. Ballard, Samuel R. Delany, Stanislaw Lem, and Ursula K. LeGuin. 1 term – 3 semester hours. Normally offered alternate years.


English 384 – Literary Satire. Examination of the techniques and modes of satire in the ancient world (Petronius, Juvenal, Horace) and in English and American literature. 1 term – 3 semester hours. Normally offered every third year.

English 385 – Classics of Mystery. Classic stories of suspense and detection, including short stories and novels by Poe, Doyle, Chandler, Hammett, Christie, and LeCarre. Current examples also to be included. 1 term – 3 semester hours. Normally offered alternate years.

English 386 – Women and Literature. Study of the images of women in literature and of the woman writer’s contribution to these evolving representations. Readings in Virginia Woolf, Doris Lessing, Margaret Drabble, Tillie Olsen, Alice Walker, and others. 1 term – 3 semester hours. Normally offered alternate years.

English 387 – Literature of Love. An analysis of literary works that vividly present the development and celebration of the theme of love – platonic, romantic, and erotic. Works by Knowles, Hemingway, James, Simon, and Rosser. 1 term – 3 semester hours. Offered every third year.

English 388 – History of the English Language. Study of the development of the English language from its Germanic origins to its status as a world language. 1 term – 3 semester hours. Normally offered every third year.
English 394 - Critical Prose. Advanced training in the arts of writing (strategies of diction, style, and structure) and in writing about the arts (criticism and analysis). 1 term – 3 semester hours. Normally offered every third year. Prerequisites: Freshman and Sophomore English required.

English 396 - American Political Literature. Major political writing in America between the European settlement of New England and the Civil War – America as historical, social, and political fact and as timeless symbol. Winthrop, Jefferson, Lincoln, Thoreau and others. 1 term – 3 semester hours. Normally offered every third year.

English 398 - Boston: A City in Fiction. Boston in novels from its beginning to the present: plan of the city, architecture, population, social classes, politics, human problems. Hawthorne, James, Howells, Jean Stafford, Edwin O'Connor, Dorothy West, and others. 1 term – 3 semester hours. Normally offered every third year.

English 399 - Irish Literature. Writers of the Irish Literary Revival, from the 1890’s to the 1930’s. Readings from Yeats, Joyce, Synge, O’Casey and O’Flaherty. The influence of Anglo-Irish history on Irish writers. 1 term – 3 semester hours. Normally offered alternate years.

English 401 - Studies in Selected Authors. Readings in the work of an author or authors selected for this course by the professor. Special project required. 1 term – 3 semester hours. Offered alternate years.

English 403 - The Modern European Novel. Major novels and short stories by representative European writers including Camus, Joyce, Chekhov, Mann, Kafka, Dostoyevsky, and Solzhenitsyn. 1 term – 3 semester hours. Normally offered every third year.

English 404 - Polish Literature. The history and civilization of Poland as reflected in its literature from the Renaissance to the present – and from Nazi decimation and Soviet domination to solidarity and after. 1 term – 3 semester hours. Normally offered every third year.

English 405 - Russian Literature. An introduction to the major works of Russian literature with an examination of the moral and aesthetic issues they present. Pushkin, Turgenev, Gogol, Dostoyevsky, Tolstoy, Chekhov, and Solzhenitsyn. 1 term – 3 semester hours. Normally offered every third year.

English 406 - Italian Literature. Major writers of the Middle Ages, Renaissance, Risorgimento, and present day, including Dante, Boccaccio, Machiavelli, Ariosto, and Leopardi, in English translation. Focus on the originality of Italian literature and its contribution to our culture. 1 term – 3 semester hours. Normally offered every third year.

English H513 - English Honors Seminar. A seminar limited to highly qualified juniors and seniors selected by the English faculty for their scholastic achievement and ability to write critical prose. Intensive reading in major fields of English and American literature or literature in translation and substantial written critiques. 1 term – 3 semester hours. Offered every semester.

English 514 - Internship in English. Individualized guidance in a career-related activity. Upperclass English majors may gain academic credit for work preparing them for English-related careers, provided that the work is monitored by a member of the English faculty. Department approval is required. 1 term – 3 semester hours. Normally offered yearly.

English 515 - Independent Study in English. By special arrangement, a junior or senior may pursue an independent research project under the supervision of a faculty member. Consent of instructor and chairperson required. 1 term – 3 semester hours. Offered every semester.

English 516 - Independent Study in English. Under special circumstances, a junior or senior may be allowed to pursue a second semester of study under the supervision of a faculty member. Consent of instructor and chairperson required. 1 term – 3 semester hours.
Bachelor of Fine Arts Program

*Coordinators:* Hastings (Suffolk University) Blevins (New England School of Art & Design).

Suffolk University and the New England School of Art & Design offer a joint nine-semester Bachelor of Fine Arts degree (B.F.A.), with major programs available in Graphic Design, Fine Arts, or Interior Design. Applicants to the B.F.A. program must satisfy the admission requirements of both NESAD and Suffolk University, since candidates ordinarily earn both a Diploma from NESAD and the B.F.A. degree from the College of Liberal Arts & Sciences of Suffolk University.

B.F.A. candidates normally apply first for admission through NESAD. (Note: registration for NESAD classes occurs in July and December annually.) Acceptance into the B.F.A. program is determined by a joint NESAD/Suffolk University Admissions Committee. However, admission to the NESAD Diploma program in no way implies or guarantees later acceptance into the B.F.A. program at Suffolk.

Courses Required for the B.F.A. Degree

1. Studio Course Work (NESAD)
   a. Foundation Studies: 24 credits
   b. Major Department Studios, Elective Studios, and Related Courses: 51-57 credits
   Total: 75-81 credits

2. Art History
   a. Ideas of Western Art I & II (NESAD): 6 credits
   b. Art History electives (Suffolk): 9 credits
   Total: 15 credits

3. Liberal Arts/General Academic Studies (Suffolk)
   a. Integrated Studies: 6 credits
   b. English: 6 credits
   c. Speech and Mathematics or Logic: 6 credits
   d. Natural Science: 8 credits
   e. Social Science: 6 credits
   f. Humanities: 6 credits
   Total: 38 credits
   Total Required for BFA: 128-134 credits

Students attending Suffolk University who are interested in applying for the B.F.A. program must first contact the University’s B.F.A. advisor, Professor M.D. Hastings (573-8285) for more details.
GOVERNMENT

Department of Government
Professors: Bain (Chairperson), Berg, Holleman
Associate Professors: Dushku, Kayali, O'Callaghan
Assistant Professor: Harris
Lecturers (part-time): Andrews, Brownell, Burke

TRACK A – B.A. OR B.S. in Political Science.
This program is designed to give students a comprehensive background in the discipline of political science and its subfields. It constitutes appropriate preparation for graduate work in the discipline, the study of law, and generally for careers in teaching, journalism, communications and public service.

Students entering in Fall, 1993, or later must meet the requirements for the B.A. or B.S. degree plus the following:

**Major Requirements**

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<td>6</td>
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<tr>
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<td>Politics and Government Lab I &amp; II</td>
<td>2</td>
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<td>or</td>
<td>Government L113 (Consolidated Government Lab)</td>
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<tr>
<td>Gov 377</td>
<td>Research Methodology</td>
<td>4</td>
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</tbody>
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**American Government Group**

(choose one below)

- Government 221, 222, 243, 244, 253, 346, 347, 355, or 357.

**International Relations Group**

(choose one below)

- Government 261, 363, 461 or 463.

**Political Theory Group**

(choose one below)

- Government 274, 275, 473, or 475.

**Comparative Government Group**

(choose one below)

- Government 283, 383, 385, 387, 389, 483, 485, or 487.

**Electives in Government**

33

**TRACK B – B.A. or B.S. in Public Policy and Administration.**
This program is designed to give students interested in public service careers a basic grounding in the theory and practice of public administration, combined with a general knowledge of governmental and of relevant technical skills. Successful candidates will be prepared for either entry level employment or graduate work in public policy or administration. Students entering in Fall, 1993, or later must meet the requirements for the B.A. or B.S. degree plus the following:

**Major Requirements**

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<tr>
<td>Gov L111-L12</td>
<td>Politics and Government Lab I &amp; II</td>
<td>2</td>
</tr>
<tr>
<td>or</td>
<td>Government L113 (Consolidated Government Lab)</td>
<td>2</td>
</tr>
<tr>
<td>Gov 221-222</td>
<td>Public Administration I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>Gov 224</td>
<td>Introduction to Public Policy</td>
<td>3</td>
</tr>
<tr>
<td>Gov 377</td>
<td>Research Methodology</td>
<td>4</td>
</tr>
<tr>
<td>Gov 378</td>
<td>Public Budgeting Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives in Government**

33
**Government Track B (Public Policy and Administration):** Track B majors are also required to fulfill an experiential requirement which may be met through a Government Internship and seminar combination consisting of 6 to 15 semester hours (Government 521 and 522; 523 and 525; 524 and 525; Government 526, 528, and 529; or 527, 528, and 529); or through a Cooperative Education experience together with the 3 semester hour Internship seminar (Government 522) or demonstration of equivalent experience and acquired skills, subject to the department’s approval.

**PPA/MPA Guaranteed Acceptance Program:** Students graduating from College with a B.A. or B.S. in the Public Policy and Administration major, and who have a GPA of 3.0 or higher, are guaranteed admission to the Masters Program in Public Administration (MPA) offered by the school of Management.

Seniors in the PPA track may cross register into SOM for graduate level foundations courses in public administration.

**Track B (Public Policy and Administration)** is the only complete Government Track offered in the evening.

**Minors**

Students minoring in the field of government may pursue one of the following two programs of study:

**A. Minor in Political Science**

**Minor Requirements**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Government 111 – 112 (Politics and Government I &amp; II)</td>
<td>6</td>
</tr>
<tr>
<td>(should be completed before enrolling in other courses for the minor)</td>
<td></td>
</tr>
<tr>
<td>Select one course each from three of the following four groups</td>
<td>9</td>
</tr>
<tr>
<td>American Government Group (choose one below)</td>
<td></td>
</tr>
<tr>
<td>Government 221, 222, 243, 244, 253, 346, 347, 355, or 357.</td>
<td></td>
</tr>
<tr>
<td>International Relations Group (choose one below)</td>
<td></td>
</tr>
<tr>
<td>Government 261, 363, 463.</td>
<td></td>
</tr>
<tr>
<td>Political Theory Group (choose one below)</td>
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<tr>
<td>Government 274, 275, 377, 473, 475.</td>
<td></td>
</tr>
<tr>
<td>Comparative Government Group (choose one below)</td>
<td></td>
</tr>
<tr>
<td>Elective in Government</td>
<td>3</td>
</tr>
<tr>
<td>(chosen from any course offered by the Department except GOV.103 and the internships.)</td>
<td></td>
</tr>
</tbody>
</table>

**B. Minor in Public Policy and Administration**

**Minor Requirements**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>Government 111 – 112 (Politics and Government I &amp; II)</td>
<td>6</td>
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<tr>
<td>(should be completed before enrolling in the other courses for the minor)</td>
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</tr>
<tr>
<td>Government 221 – 222</td>
<td>6</td>
</tr>
<tr>
<td>Government 224</td>
<td>3</td>
</tr>
<tr>
<td>Elective in Government</td>
<td>3</td>
</tr>
<tr>
<td>(chosen from the following: 233, 253, 335, 337, 339, 343, 347, 357, 377, 378, 433, 435, 597.)</td>
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</tbody>
</table>
**GOVERNMENT COURSES**

**Government 103 - American Government.** Introductory analysis of U.S. national government and politics; the Constitution; legislative, judicial, executive and bureaucratic processes and institutions; political activity and organizations; policy making and outcomes. *(1 term - 3 semester hours. Offered every year. For non-majors.)*

**Government 111 - Politics and Government I.** Introduction to the discipline of political science and concepts of political philosophy and theory. Emphasizes reciprocal relationships among the polity, economy and society through analysis and comparison of U.S., other late capitalist, socialist, and Third World polities. *(1 term - 3 semester hours. Normally offered every year. Required for all Government Majors entering Fall, 1982, or later.)*

**Government 112 - Politics and Government II.** Continuation of Gov. 111 with focus on major theoretical systems, methodologies and research in political science. Emphasizes comparative study of political institutions, decision-making, political participation and public policies. *(1 term - 3 semester hours. Normally offered every year. Prerequisite: Gov. 111. Required for all Government Majors entering Fall, 1982, or later.)*

**Government L111 - L112 - Politics and Government Laboratory.** Application of the basic principles of political research. Students perform qualitative and quantitative analytical exercises based on the concepts studied in Government 111-112. Develops skills of observation, interpretation, data collection, and data analysis, including library research, data collection, and elementary use of computer data-analysis software. *(Prerequisite: concurrent enrollment in Gov. 111-112. 2 terms - 2 semester hours. Normally offered every year. Required of all Government Majors entering Fall, 1986, or later.)*

**Government L113 - Consolidated Government Lab.** Covers same materials as L111-L112 consolidated into a one semester accelerated course, normally offered in the Spring as an evening course. *(1 term - 2 semester hours.)*

**Government 203 - Women in World Politics.** The relationship of women to their political culture and structures. The role of women seen in theory (e.g. Marxism, American feminism, existentialism) and in global comparative analysis. *(1 term - 3 semester hours. Normally offered alternate years.)*

**Government 204 - Women in American Politics.** An examination of women's place in the Constitution; policy concerns; and political participation. Attention will be given to women's societal roles and attitudes toward women of different classes and races and the ways in which these roles and attitudes influence women's political participation. Attention will also be given to the theories and perspectives of the current women's movement as they influence policy considerations. *(1 term - 3 semester hours. Normally offered alternate years.)*

**Government 221 - Public Administration I: Theory and Institutions.** The scope of public administration, differentiation between private and public goods; the role of political culture in shaping public administration; theories and politics of bureaucracy; organization theory; ethics and accountability; approaches to administrative reform. *(Prerequisite: Gov. 111-112 or instructor's consent. 1 term - 3 semester hours. Normally offered every year.)*

**Government 222 - Public Administration II: Problems and Applications.** Emphasis on the development of analytical and technical skills to address public problems. Topics include resource management, organization development, government reorganization, budgeting and state/local finance, and methods of program analysis and evaluation. *(Prerequisite: Gov. 111-112 or instructor's consent. 1 term - 3 semester hours. Normally offered every year.)*

**Government 224 - Introduction to Public Policy.** Policies are systematic courses of action which link intentions with outcomes. This course studies the variety of means by which public agencies seek to accomplish goals, the methods of evaluating such public policies, and the political, scientific, and ethical contexts in which policy decisions are made. The course emphasizes U.S. domestic policy issues at the federal level, but also touches on state and local government, other countries, and international issues. In addition to the usual examinations, course requirements include a research paper and an oral presentation. *(Prerequisite: Gov. 111-112. 1 term - 3 semester hours. Normally offered every year.)*

**Government 233 - Public Relations and Lobbying.** Methods and practices of interest groups trying to influence legislative and administrative decision-making; methods and practices of public agencies trying to influence governmental policies; the military-industrial complex and other cases on federal and state levels. *(1 term - 3 semester hours. Normally offered every third year.)*
Government 243 – American Constitutional Law. The growth of Constitutional law and the role of the Supreme Court is examined by analysis of court decisions dealing with Judicial Review, Federalism, Presidential and Congressional powers. (1 term – 3 semester hours. Normally offered every year.)

Government 244 – Civil Liberties. Analysis of Supreme Court decisions in regard to political and civil rights including freedom of speech, press, assembly and religion, obscenity, race and sex discrimination, and criminal procedure. (1 term – 3 semester hours. Normally offered every year.)

Government 253 – State and Local Government. The development, structure and functions of state governments with emphasis on the government of Massachusetts; the various forms of local government in cities and towns; analysis of the relationships between local, state, and federal governments. (Prerequisite: Gov. 111-113 or instructor's consent. 1 term – 3 semester hours. Normally offered every third year.)

Government 261 – Theory and Practice of International Relations. Review of major approaches to the study of international relations. Definition of concepts such as power, nationalism, imperialism and dependency. Special attention to the use of force and conflict resolution. Special class project. (1 term – 3 semester hours. Normally offered alternate years.)

Government 274 – Early Political Theory. Political thought and philosophy from antiquity to the Renaissance, including such thinkers as Plato, Aristotle, St. Augustine, and Thomas Aquinas as well as representatives of non-Western tradition. (1 term – 3 semester hours. Normally offered alternate years.)

Government 275 – Modern Political Theory. Reformation to the present, including such thinkers as Hobbes, Locke, Rousseau, Hegel, Marx, the Utilitarians, Nietzsche, as well as contemporary thinkers and ideologues. (1 term – 3 semester hours. Normally offered alternate years.)

Government 278 – Literature and Politics. This course will examine novels with an expressed political theme introduced by the author. The theme may be either a central part of the plot or secondary to the main plot. The class will focus on American as well as foreign works. The class is open to non-majors. (Prerequisite: Gov. 111-112 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 283 – Third World Politics. Theories dealing with the process of political change in countries of the Third World: the impact of the military, traditional culture and institutions, economic problems, strong personalities and other factors on political life and institutions. (Prerequisite: Gov. 111-112 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 335 – Health Care Policy. Policies of present United States health care system critically analyzed and compared with other national systems. Current reform proposals receive special attention. (Prerequisite: Gov. 111-112 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 337 – Public Policy and Business. Public Policy-makers interests in formulating and implementing policy in the areas of environmental protection, consumer protection, equal employment opportunity, health care, taxation and competition with a focus on business responsibility will be critically analyzed. Costs and benefits to the public and business will be evaluated. (Prerequisite: Gov. 111-112 or instructor's consent. 1 term – 3 semester hours. Normally offered every year.)

Government 339 – Community Advocacy. This course represents a unique opportunity for students to develop a general understanding of the relationship between politics and the community; a systematic and holistic way of viewing and analyzing the impact of community-based, community-wide organizations and efforts. (Prerequisite: Gov. 111-112 or instructor's consent. 1 term – 3 semester hours. Normally offered every third year.)

Government 343 – State Judicial Process and Policy. Contemporary state court processes, progress and problems including trial and appellate court practice, procedure and participants; plea bargaining, alternative dispute resolution; policy making. (Prerequisite: Gov. 111-112 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 346 – The American Presidency. Perspectives on the role and problems of the presidency in American political life; the nature and difficulties of presidential influence and effectiveness, presidential authority within our system of government, and the impact of presidential character. (Prerequisite: Gov. 111-112 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)
Government 347 – Legislative Process. The structure and functioning of legislatures. Particular emphasis on the U.S. Congress, how it works and how it compares with other legislatures. The role of legislatures in a democracy. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 348 – Blacks and The U.S. Constitution. The 13th, 14th, and 15th amendments. As part of the Constitutional Bicentennial, this course focuses upon these three critical amendments, with special emphasis on the politics of their language, ratification and impact. It treats the role of the Constitution dynamically, as a political and social educator and a means of institutionalizing revolutionary change in American goals and values. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 352 – Constitutional Reform. A critical analysis of whether our Constitutional system is adequate to effectively resolve the new and complex problems of governance in the next century. The strengths and weaknesses of governmental structure created by the U.S. Constitution will be examined. Past and current amendment proposals will receive special attention. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 355 – American Parties and Politics. Historical overview of party development in the U.S. and of ideological and political trends as reflected in voting behavior. Recent developments in party structure, electoral strategies and political style. The party “crisis” vs. the “art” of political campaigning. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 356 – Massachusetts Politics and Elections. A look at the Commonwealth’s party organizations, platforms and personalities. Focus on recent pivotal elections. Students will be required to do in-depth research projects examining specific topics in local electoral politics. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 357 – Urban Politics and Government. This course examines the political process and problems characteristic of big cities in the United States today. Students are encouraged to do individual and group research on specific urban political topics. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 358 – Politics and the Media. This course will explore the influence of media on contemporary political issues and public opinion; and the use of media in political campaigns, advertising, etc. Topics may include the impact of “talk radio”, the issue of media bias, the role of television, the “Hollywood connection”, etc. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered every third year.)

Government 363 – American Foreign Policy. A decision-making approach to understanding the domestic and institutional context of U.S. foreign policy. Includes analysis of continuity and change since WW II using case studies of critical decisions, e.g., Korea, Cuba, Vietnam, etc. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 377 – Research Methodology. Philosophical study of scientific method and techniques, controversies in social science and methodological traditions. Application of quantitative and qualitative methods in the conduct of scientific research. Techniques of sampling design, data processing and statistical analysis. Involves exercises and projects in addition to normal classroom hours. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 4 semester hours. Offered every year: Required for all Government Majors entering Fall, 1993, or later.)

Government 378 – Public Budgeting Systems. Examines determinants of the budgetary process which are encountered inside the public organization and in its environment. It explores the politics involved in the preparation, appropriation and expenditure phases. Special attention will be paid to expenditure controls, reporting instruments, debt administration, the collection of revenues and program evaluation. Appropriate reference will be made to the impact of intergovernmental fiscal system on the budgetary process. (Prerequisite: Gov 111-112 and 377. 1 term – 3 semester hours. Offered every year.)

Government 383 – African Politics. The political development of Africa in colonial and post-colonial periods. Analysis of the evolution of governmental institutions includes economic, social, and personal factors; political forces at work in present day Africa. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)
Government 385 – Former Soviet Republics in Transition. This course will examine political and economic institutions of newly independent entities from Kazakhstan to the Baltics. It will include historical roots of the Soviet Union from the Russian Revolution through the Gorbachev years. Attention will be paid to Marxist theory and non-Marxist challenges for the economy of the area as well as the state. While some attention will be paid to foreign relations of the former Soviet Union and the current regimes with Western Europe and the U.S. and elsewhere, the major emphasis will be on domestic policy issues and analysis of the impact of domestic policy on citizens of the former Soviet Union. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 387 – Caribbean and Central American Politics. Examines social and economic conditions and current political trends in the Caribbean and in selected Central American nations. Emphasis will be placed on comparative analysis of public policies in the region, as well as on external factors which impact on politics in the Caribbean and Central America. Students will use academic sources in their analysis, as well as novels and other literary sources for the background of their analysis. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered every third year.)

Government 389 – Politics of China. Emphasis on a particular approach to the problems of economic modernization and political development. Historical background; the revolutionary movement; present political structures and current issues. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 433 – Topics in Public Policy. Building upon knowledge acquired in Introduction to Public Policy, students will make an intensive study of a current policy issue. (Prerequisite: Gov. 111-112 and 224 or instructor’s consent. 1 term – 3 semester hours. Normally offered every third year.)

Government 435 – Race and Public Policy. Public policy’s impact on Blacks, Chicanos, Native Americans, Puerto Ricans, and other minority groups; how public policy has contributed to racial oppression; policies for attaining racial equality; political strategies of minority groups. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 461 – Topics in International Relations. An in-depth examination of global political and economic issues such as: the changing world order, environmental politics, human rights, peacekeeping and disarmament, and the role of non-state actors. Content will reflect the interests of both the instructor and students and will draw upon a variety of resources. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 463 – International Law and Organization. Examination of the development, principles and role of international law in the last two centuries; a study of the Charter, activities and politics of the United Nations Organization and its specialized agencies; NATO and other regional organizations. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 467 – Politics of Pan Africanism. A Global perspective of the origins of this ideology and its precursors, buttressed by an analysis of the relevance of this movement to the contemporary political economy of Africa in the 1980’s and beyond. This will make necessary an assessment and concentration on West Africa, based on demographics, historical forces, and the strategic nature of West African states in the geo-politics of Pan Africanism. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 473 – American Political Thought. Reading and discussion of original works by significant American political thinkers. Readings vary, but might include The Federalist and works by Paine, Jefferson, Calhoun, Thoreau, Sumner, Reed, Dewey, Lippman, Goodman, King, Malcolm X, Carmichael, Hamilton, Friedan, and Dillinger. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 475 – Radical and Revolutionary Political Thought. This course focuses on those political thinkers, such as socialists, feminists, anarchists, pacifists, and ecologists, who have opposed the established order and sought to change it. Topics covered include utopian visions (e.g., Owen, Morris, Bellamy, Gilman), criticism of existing institutions (Wollstonecraft, Marx, Fanon, Beauvoir), and strategies for change (Goldman, Malcolm, Lenin, Cabral). The emphasis is on reading original theoretical works, with several writing assignments. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)
Government 481 – Topics in Comparative Politics. Designed for Government majors with a particular interest in political structures, behaviors or issues that are most properly studied in a comparative context, for example, revolution, ideology, bureaucracy, etc. Content will reflect with particular research interests of both the instructor and the students drawing upon a large body of comparative political literature. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 483 – Politics of Europe. Comparative study of political development in Europe; politics in Europe’s post-industrial societies and in selected countries of southern and eastern Europe; challenges of European integration. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 485 – Politics of the Middle East. Interlocking themes making the contemporary Middle East an area of chronic conflict: Big Power rivalries; social and political change within individual countries; unity and rivalry involved in Arab nationalism; the Palestinian-Israeli-Arab dispute. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 487 – Japan: Politics and Policy. Examining Japanese political culture, structures, processes and public policies. Historical background; the relationship between government and business; Japan as an advanced industrial society; problems of interdependence for Japan and the West. (Prerequisite: Gov. 111-112 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.)

Government 503 – Washington Academic Seminar I. An intensive off-campus experience, normally of 2 weeks duration, arranged through a qualified agency in Washington, D.C. Topics vary. Students will be graded by both an on-site evaluator and an assigned Government Department faculty member. Students are normally required to keep a journal of the off-campus experience and to write a significant research paper based on the topic of the academic seminar upon their return. (3 semester hours. Normally offered every year.)

Government 504 – Washington Academic Seminar II. An off-campus experience, normally of 1 week duration, arranged through a qualified agency in Washington, D.C. Topics vary. Students will be graded by both an on-site evaluator and an assigned Government Department faculty member. A writing assignment is usually required upon completion of the seminar. (1 semester hour. Normally offered every year.)

Government 505 – Studies in Government. Individual program of reading and research on an approved topic under the supervision of a member of the department. Only for qualified juniors and seniors. (Prerequisite: instructor’s consent and approval of department chairperson. 1 term – 3 or 4 semester hours. Offered every semester.)

Government 507 – Government Study Trip. Special study arranged study trip to a foreign country for the purpose of obtaining knowledge through direct experience and observation. Includes pre-arranged site visits, meetings, required reading and written assignments. (Prerequisite: instructor’s consent. 1 term – 3 semester hours. Offered as opportunities arise.)

Government 509 – United Nations Seminar. Intensive study of the U.N., its subsidiary bodies, and their role in international relations. Research on a particular African memberstate, acquisition of knowledge of U.N. processes and procedures, and seminar paper required of each student. Students may attend a simulation of the Organization of African Unity or similar model U.N. conference during the semester. (Prerequisite: interview with the instructor; International Relations or African politics courses desirable but not required. 1 term – 3 semester hours. Normally offered every year.)

Government 521 – Internship in Government. Approximately 12 hours a week working in a government-related position designed to give the student more responsibility and learning opportunity than is normally available in an entry-level job. Interested students should consult instructor in advance. (Prerequisite: Junior standing, instructor’s consent, and concurrent enrollment in Gov. 522. 1 term – 3 semester hours. Normally offered every semester.)

Government 522 – Internship Seminar. Weekly seminar for students in the government internship program. The internship experience will be used in the discussion and testing of theories of bureaucracy, public administration, and organization presented in the reading assignments. (Prerequisite: Concurrent enrollment in Gov. 521 or equivalent experience. 1 term – 3 semester hours. Normally offered every semester.)

Government 523 – Washington Internship (Fall or Spring). A full-time, one-semester internship in Washington, D.C. Consult the Department office for more details. (Prerequisite: junior standing; limited to 5 students per semester, chosen by competitive application. 1 term – 12 semester hours.)
Government 524 - Washington Internship (Summer). Full-time summer internship in Washington, D.C. Consult the Department office for more details. (*1 full semester session - 9 semester hours.*)

Government 525 - Washington Internship Seminar. Available in conjunction with Gov. 523 or 524. (*1 term - 3 semester hours.*)

Government 526 - International Internship. A full-time, one-semester International Internship. Consult the Department office for more details. (*Prerequisite: junior standing; selected by competitive application. 1 term - 9 semester hours.*)

Government 528 - International Seminar I. One of two required seminars to be taken by International Interns. (*1 term - 3 semester hours.*)

Government 529 - International Seminar II. One of two required seminars to be taken by International Interns. (*1 term - 3 semester hours.*)

Government 595 - Honors Colloquium in Political Science. Student-faculty colloquium involving substantial reading, discussion and the presentation of original papers. Limited to juniors and seniors of high academic standing and with sufficient background in political science. (*1 term - 3 semester hours. Offered according to student/faculty availability.*)

Government 597 - Honors Colloquium in Public Policy and Administration. Student-faculty colloquium involving substantial reading, discussion and presentation of original papers or work on a group project. Limited to juniors and seniors of high academic standing who have fulfilled all requirements in the Public Policy and Administration track. (*1 term - 3 semester hours. Offered according to student/faculty availability.*)
History Faculty

Professors: Cavanagh, Greenberg (Chairperson), McCarthy (Education and Human Services), Robbins (Associate Dean)
Instructors: Bellinger, Plott, Umansky
Lecturers: Allison, Baernstein, Boisseau, Ejofodomi, Hannigan, Herman, McGehee, Monteiro, Rice, Zybala
Professors Emeriti: Fang, Farley, Hartmann

A major in History provides students with an understanding of the relationship between past and present. History students learn the analytical skills which provide a solid foundation for a variety of careers, professions, or graduate programs. Many History students continue their education in Law School. Others pursue careers in teaching at the secondary or university level; in politics, government or the foreign service; in scholarship, research and historical consultation; in preservation, archival, and museum work; in international and other business opportunities; or in journalism, public relations, broadcasting, and writing. But most importantly, History majors at Suffolk learn to analyze and interpret the nature of change over time—a critical skill in modern society.

Majors must complete 10 courses in History (30 credits).

Core Requirements

I. Survey Course
(2 courses, 6 credits)

Majors must complete one of the following sequences:

History 101-102 History of Western Civilization or
History 121-122 World History or
History 181-182 American History

During some semesters, certain sections of these classes will be designated especially for majors and minors. Whenever possible, majors and minors should register for these special sections. They are limited enrollment classes in which students can get to know each other and receive more personal attention.

II. Concentration Tracks
(4 courses, 12 credits)

The purpose of the concentration tracks in History is to give additional focus to a student's major program. No specific courses are required for any concentration since the particular needs and interests of students vary considerably. Students may choose from the courses listed under each track. We encourage students to develop their programs in close consultation with their advisors. The program should also include related courses in other disciplines.

During some semesters some of the courses in these tracks will be designated as seminars for majors and minors. They are limited enrollment classes. All majors must take at least one of these special seminars before they graduate. They may take more.
<table>
<thead>
<tr>
<th>Track 1. <em>American History</em></th>
<th>Track 2. <em>European History</em></th>
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<tbody>
<tr>
<td>270 Historical and Religious Themes in African American Literature</td>
<td>492 The United States in the Twentieth Century</td>
</tr>
<tr>
<td>271 African-American History, 1619-1860</td>
<td>494 Politics and Protest</td>
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<tr>
<td>272 African-American History Since 1860</td>
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<tr>
<td>291 American Diplomatic History to 1898</td>
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<tr>
<td>292 American Diplomatic History Since 1898</td>
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<tr>
<td>360 Native America: From Pre-History to the Trail of Tears</td>
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<tr>
<td>361 Native America: 1832 to the Present</td>
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<td>371 Women in American History</td>
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<td>373 History of the Family</td>
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<td>378 Feminism Since 1965</td>
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<td>380 Gender in America: Theory and Popular Culture</td>
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<td>381 American Colonial History</td>
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<td>382 The American Revolution</td>
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<tr>
<td>383 Boston: The Heritage of a City</td>
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<tr>
<td>388 Crime in America: 20th Century Case Studies</td>
<td></td>
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<tr>
<td>389 American Constitutional History I</td>
<td></td>
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<tr>
<td>390 Constitutional History II: From the 14th Amendment to the Present</td>
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<tr>
<td>391 The Young Nation: U.S. History 1789-1850</td>
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<tr>
<td>392 The American Civil War and Reconstruction</td>
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<td>393 America: The Old and New South</td>
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<td>394 Slavery</td>
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<tr>
<td>395 Race and Ethnicity in American History</td>
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<td>397 Southern Women</td>
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<td>398 Women and the Law in U.S. History</td>
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<tr>
<td>482 Culture of the Sixties</td>
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<tr>
<td>483 Death, Disease and Healing in American History</td>
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<tr>
<td>484 Crime Law and Society in U.S. History</td>
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<tr>
<td>485 History of American Law</td>
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**Track 3. *History of Women***

Womens Studies 111, Women, History and Culture. Counts as a History course for majors.

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Track 4. History and the Law

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390 American Constitutional History II: From the 14th Amendment to the Present
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394 Slavery
398 Women and the Law in U.S. History
421-422 Intellectual and Cultural History of Modern Europe
484 Crime Law and Society in U.S. History
485 History of American Law
488 Law in Western Culture
489 Law, Literature and History
490 Law and Justice in Intellectual History
492 The United States in the Twentieth Century
494 Politics and Protest

Track 5. African and African-American History

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262 Modern African History Since 1800
263 Race and Politics in South Africa
270 Historical and Religious Themes in African American Literature
271 African-American History, 1619-1860
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325 Exploration, Colonization and
393 America: The Old and New South
394 Slavery
395 Race and Ethnicity in American History
396 The African Diaspora
397 Southern Women

III. History Courses Outside the Concentration (4 courses, 12 credits)

These courses should be chosen through discussion with an advisor. The main goal is to broaden understanding by turning a student's attention toward people and parts of the world outside the area of concentration. For example, students with a concentration in History and the Law could satisfy this requirement by taking certain courses in African History, Women's History, or Latin American History.
Honors in History
In order to be considered for Honors in History a student must satisfy the following criteria:

1. Students interested in the Honors program should consult with the Chair of the History Department before the first semester of their Junior year. Qualifying students must have a 3.6 overall G.P.A. as well as a 3.5 G.P.A. in History courses.

2. Honors candidates should register for History 503 (Historiography, 3 credits) during the Junior or Senior year. Registration in this course must be approved by the Chair of the Department.

3. During the Junior or Senior year Honors candidates should register for History 500 (Directed Study, 3 credits). They should use this course to complete a research paper under the guidance of a major Professor. The research paper must be discussed and approved by the entire History Department.

Phi Alpha Theta History Honor Society
Phi Alpha Theta, a member of the American Association of College Honor Societies and the recognized honor group in the field of History, has maintained its Theta Lambda Chapter at Suffolk since 1962. Composed of both faculty and student members, the Theta Lambda Chapter is comprised of scholarly individuals who have earned outstanding records, both in the classroom and on campus. Student membership is determined: (1) for juniors, by the completion of at least fifteen semester hours of history courses with an average of 3.5, plus a general cumulative average of 3.5; or (2) for seniors, by the completion of at least fifteen semester hours of history, averaging 3.5, plus a general cumulative average of 3.25. Transferred credits cannot be counted in the requirements. Invitations to membership are extended, generally, during the junior and senior years. All inducted members remain permanently on the roster of the Theta Lambda Chapter.

The Minor Program in History
Eighteen hours of course work are required of students who elect a minor concentration in History. The requirements are as follows: one of the following two-semester sequences: History 101-102 (Western Civilization I, II) or History 121-122 (World History I, II) or History 181-182 (American History I, II); then any four additional History courses numbered 200 or above.
HISTORY COURSES

History 101-102 History of Western Civilization I, II A survey of European culture and society from antiquity to the present. Topics include: The Greek, Judaic, and Roman heritage; Christianity; the Middle Ages; the Renaissance and Reformation; the Scientific and Industrial Revolutions; imperialism and socialism. 2 terms – 6 semester hours. Offered every year.

History 121-122 World History I, II A survey of the major cultural groupings in the world community from the beginning of civilization to modern times. Attention given to Mesopotamian, Egyptian, Indian, Chinese, Greco-Roman, African, Amerindian, Judeo-Christian, and Islamic civilizations. 2 terms – 6 semester hours. Offered every year.

History 181-182 American History I, II A survey of such topics as Colonial politics and society; Native Americans; the American Revolution; the Age of Jackson; Sectionalism and Slavery; Industrialization; America’s rise to world power; Race in America; the Great Depression; the two World Wars and Vietnam; Culture and Counter-Culture. 2 terms – 6 semester hours. Offered every year.

History 211-212 British History I, II England, Scotland and Wales from Celtic times; the development of the English monarchy after 1066; Tudor and Stuart absolutism; the Civil War; industrialization; the British Empire and world leadership; transition from aristocracy to democracy. 2 terms – 6 semester hours. Normally offered alternate years.

History 245 Middle East Since 1258 History of the Middle East from 1258 to the present. Study of the region as an arena for religious, cultural, economic, political, and military conflict. Topics include: The struggle for independence, the rise of radical Arab nationalism, the role of foreign powers in the region, and the changing position of the Middle East in the World economy. 1 term – 3 semester hours. Normally offered every third year.

History 261 African History to 1800 This course will explore the history of Africa from “prehistoric” times to the 19th century to give students an introduction to African Studies and a sense of Africa’s place in World History. Topics include: the Nile Valley civilizations, West African Empires, the Trans-Saharan Trade, the Slave Trade, The Spread and Impact of Islam. 1 term – 3 semester hours. Normally offered alternate years.

History 262 Modern African History Since 1800 This course will cover the history of Africa from 1800 to the present and enable students to develop an understanding of issues that affect the relationship between modern Africa and the world. Topics include: The African Tradition, the impact of Islam and Christianity, Abolition of the Slave Trade, European imperialism and Colonialism, African Independence Movements, African Nationalism, Pan Africanism. 1 term – 3 semester hours. Normally offered alternate years.

History 263 Race and Politics in South Africa An analysis of the history of South Africa from 1800 to the present. Examines how politics based on race came to permeate every aspect of life in South Africa. Detailed case studies to illuminate the special case of the Republic of South Africa, 1910-1990, and African opposition to racism in South Africa. 1 term – 3 semester hours. Normally offered alternate years.

History 270 Historical and Religious Themes in African American Literature This course will examine selected works of autobiography and fiction in the African American literary tradition. Students will explore the world that the author describes and attempt to understand its religious dimensions. The themes of sin, salvation, guilt, redemption, hope and providence will be treated in the works of Frederick Douglass, Zora Neale Hurston, Maya Angelou, James Baldwin, Toni Morrison, Ralph Ellison, Gloria Naylor, and others. 1 term – 3 semester hours. Normally offered alternate years.

History 271 African-American History, 1619-1860 This course will examine the history of Africans in the United States from their arrival in the colonies to the Civil War and the end of legal slavery. Topics include: The slave trade, the development of the slave system, African Americans and the Declaration of Independence, and the abolition movement. 1 term – 3 semester hours. Normally offered alternate years.

History 274 Women in Nineteenth-Century Europe
An exploration of the condition of European women from 1800 to 1914. Topics include: women and work, marriage and the family, the feminist movement, women and crime, sexuality, and the politics of gender in nineteenth-century European society. 1 term - 3 semester hours. Normally offered alternate years.

History 275 Women in Twentieth Century Europe
Political advances in the 1920's; the revolution in sexual mores; women and the rise of the consumer economy; liberation and retreatment in the Soviet Union; anti-woman policies of the Fascist regimes; affluence and domesticity in the 1950's; the feminist movements of the 1960's. 1 term - 3 semester hours. Normally offered alternate years.

History 276 History of Modern Latin America
The development of Latin American states, society, economy, and culture from colonial origins to the present. 1 term - 3 semester hours. Normally offered every third year.

History 277 Early Mesoamerican Life and Culture
This course examines the social, cultural, and anthropological history of ancient and medieval Amerindian societies in Mexico. It focuses upon the Olmec, Maya, Zapotec, and Aztec societies up until the sixteenth century Spanish conquest. 1 term - 3 semester hours. Normally offered every third year.

History 278 Mexico Since the Spanish Conquest
An historical overview of the four and one-half centuries of cultural, political, and economic developments which shaped modern Mexico — including revolution, war, and the controversial impact of U.S. policy. 1 term - 3 semester hours. Normally offered every third year.

History 291 American Diplomatic History to 1898
U.S. foreign policy from the American Revolution to 1900. Emphasized are: America's relations with Europe, the Caribbean and Far East; the War of 1812; the Monroe Doctrine and Manifest Destiny; the Civil and Spanish-American Wars. 1 term - 3 semester hours. Normally offered alternate years.

History 292 American Diplomatic History Since 1898
Modern U.S. foreign policy emphasizing Dollar Diplomacy. World War I and the League of Nations, disarmament, the Good Neighbor Policy; the menace of imperial Japan and Hitler, and the quest for international security since World War II. 1 term - 3 semester hours. Normally offered alternate years.

History 301-302 The Ancient World I, II
A problem-centered approach to the political, social, intellectual and cultural development of the Ancient Near East, Egypt, Greece, the Hellenistic World, the Roman Republic and the Roman Empire, emphasizing readings from ancient authors. 2 terms - 6 semester hours. Normally offered every third year.

History 311 Cultural History of the Middle Ages
An analysis of civilization in Europe from the fall of the Roman Empire in the West to the High Middle Ages, with special emphasis upon the transformation of learning and developments in the arts. 1 term - 3 semester hours. Normally offered every third year.

History 313 Renaissance Europe
Intellectual and cultural developments of the Renaissance (roughly 1350-1550) with emphasis on their socio-economic context and implications. Topics include: humanism, popular religion, family life, the rise of the city-state, art, science, and voyages of exploration. Focus on Italy, but with some attention to the larger European context and especially the Northern Renaissance. 1 term - 3 semester hours. Normally offered alternate years.

History 314 Reformation Europe
The Protestant and Catholic Reformations in their social and political contexts. Topics include: "causes" of the Reformation (intellectual, social, technological); Humanism; the printing press; the cities and princes; Calvinists, Lutherans, and Radical Reformers; Counter-Reformation political consequences; changes in society and family life; Wars of Religion. 1 term - 3 semester hours. Normally offered alternate years.

History 322 The French Revolution and Napoleon
1789-1815: the background and outbreak of revolution; the French Republic; the Reign of Terror; the European impact of the Revolution; the career of Bonaparte; Napoleonic warfare; the rise, fall and significance of the Empire. 1 term - 3 semester hours. Normally offered alternate years.

History 325 Exploration, Colonization and Imperialism
Beginns with an overview of the "Old Worlds" (Africa, America, Asia, and Europe) before the rise of European hegemony. Next we will look at the growth of Europe's nation-states and their movement into the control of world trade. Then we will cover the period from the 15th to the 19th centuries - the transition from exploration to colonization to imperialism. The final segment of the class will pick up with the colonial/imperial system and its impacts on the modern world. 1 term - 3 semester hours. Normally offered every third year.
History 360 Native America: From Pre-History to the Trail of Tears This course will examine the native people of North America before and after the European conquest. Topics will include native Americans’ relations with one another; their reactions to the Europeans; European and native American perceptions of one another; “white Indians” and “noble savages”; resistance and assimilation; the United States and Indian removal. 1 term – 3 semester hours. Normally offered alternate years.

History 361 Native America: 1832 to the Present This course will consider Native Americans from the period of removal to the present. Topics will include the Seminole, Black Hawk, and Plains Indian wars; nineteenth-century European and Euro-American anthropology and ethnography; romantic views of Indians; assimilation and the reservation movement; twentieth-century cultural images of Native Americans; the American Indian Movement. 1 term – 3 semester hours. Normally offered alternate years.

History 371 Women in American History The activities and influence of women in America from the colonial period to the present. Major themes: women’s health; political change; sexuality; work roles; and the impact on women of social class and race. 1 term – 3 semester hours. Normally offered alternate years.

History 378 Feminism Since 1965 Topics include: The legacy of 1920’s feminism; The Feminine Mystique; the New Left and Women’s Liberation; Women of Color and the Feminist Movement; birth control; abortion rights; the law and the ERA; anti-pornography versus pro-sex debates. 1 term – 3 semester hours. Normally offered every third year.

History 380 Gender in America: Theory and Popular Culture A study of changing views of gender since World War II. We will use psychological, cultural and political theory as well as pop culture sources to examine 1950’s domesticity; the playboy philosophy and the cosmo girl; sexual liberation; marriage and divorce; gay liberation; men’s liberation; theories of androgyny; feminism and the new right. 1 term – 3 semester hours. Normally offered every third year.

History 381 American Colonial History The course emphasizes the founding and settlement of the American colonies; their social, economic, and political development; the British-French struggle for control of the North American continent; the Great Awakening; the background and causes of the American Revolution. 1 term – 3 semester hours. Normally offered every third year.

History 382 The American Revolution This course provides an analysis of the background, progress and results of the American Revolution. Emphasis is placed upon military aspects of the War for Independence, and on post-war efforts to establish a permanent workable American government. 1 term – 3 semester hours. Normally offered every third year.

History 383 Boston: The Heritage of a City The development and influence of Boston from its foundation in 1630: the Massachusetts Bay Colony, cradle of the American Revolution; Boston as a Yankee merchant capital, Brahmin cultural center, immigrant melting pot, and modern metropolis. 1 term – 3 semester hours. Normally offered alternate years.

History 384 Military History of the Modern World Western warfare from the Renaissance the present, stressing strategy and tactics, weapons development and use. In-depth study of American Revolutionary War, Napoleonic warfare, the War of 1812, Marshall and the Court, nationalism and the westward expansion, Jacksonian democracy, the Mexican War, slavery and sectionalism. 1 terms – 3 semester hours. Normally offered third year.

History 388 Crime in America: 20th Century Case Studies An in-depth examination of six high-profile “criminal” cases from the past century: Sacco and Vanzetti, the Scottsboro 9, Ethel and Julius Rosenberg, Charles Manson, Patti Hearst, and the Big Dan’s rape case. Focus on the social conditions that surrounded each case, creating uniquely American accusations and reactions. 1 term – 3 semester hours. Normally offered alternate years.

History 389 American Constitutional History, I The development of American constitutional government. Topics will include the drafting and ratifying of the state and federal constitutions in the 1770s and 1780s; problems of individual liberty versus government power; state rights; race and slavery; war powers; pluralism. 1 term – 3 semester hours. Normally offered alternate years.

History 390 Constitutional History II: From the 14th Amendment to the Present This course will explore changes in the American Constitutional system since the Civil War. Topics will include due process and national citizenship; the growth and expansion of federal power; the evolution of segregation; the New Deal; the return of civil rights; the expansion of individual rights; the role of courts and states in the federal system. 1 term – 3 semester hours. Normally offered alternate years.
History 391 The Young Nation: U.S. History 1789-1850 America's early national history, from President Washington to pre-Civil War sectional strife. Topics include Hamilton's and Jefferson's impact, the War of 1812, Marshall and the Supreme Court, nationalism and westward expansion, Jacksonian democracy, the Mexican War, slavery and sectionalism. 1 term – 3 semester hours. Normally offered every third year.

History 392 The American Civil War and Reconstruction Topics include the antebellum reform and expansion movements, especially as they affected slavery, and the deepening sectional crisis of the 1850's. An in-depth analysis of the violent Civil War which followed, and Southern Reconstruction to 1877. 1 term – 3 semester hours. Normally offered every third year.

History 393 America: The Old and New South The American South from colonial times to the present. Topics include: slavery, plantation life, sectional strife and Civil War; Reconstruction and racism; the civil rights struggle, and the dynamic "New South." 1 term – 3 semester hours. Normally offered every third year.

History 394 Slavery A history of slavery in the United States. Topics include the law of slavery, the master class, the Southern "lady," female slaves, the profitability of slavery, slave revolts, the proslavery argument, and the politics of slavery. 1 term – 3 semester hours. Normally offered every third year.

History 395 Race and Ethnicity in American History An overview of American History from the perspective of its racial and ethnic minorities. Topics include: Native American efforts to retain cultural independence and to shape relations with the majority; Asian Americans and the "model minority" myth; African Americans and the Constitution; recent refugees and current immigration legislation. 1 term – 3 semester hours. Normally offered every third year.

History 396 The African Diaspora An examination of the dispersion of Africans to the Americas during the era of the slave trade and the establishment of new World communities of Africans and people of mixed descent. Topics include: The Slave Trade, comparative Slave Systems, Religion, Resistance and Revolutionary Movements, Return and Redemption Movements, Pan Africanism, Race and Class. 1 term – 3 semester hours. Normally offered every third year.

History 397 Southern Women A History of African-American and white women of the American South. Special focus on the era of slavery, the Civil War, and Reconstruction. Topics will include: stereotyped images of women; women slaves; plantation mistresses; rape; women and war; race relations; and the family. 1 term – 3 semester hours. Normally offered every third year.

History 398 Women and the Law in U.S. History Women and the law from colonial times to the present. Topics include: changes in legal status, divorce, property rights, birth control and abortion rights, women and crime, and women and the legal profession. 1 term – 3 semester hours. Normally offered alternate years.

History 410 Class and Society in 19th Century Europe Middle-class attitudes and their influence on the regulation of 19th century European Society. Topics include: the middle classes and middle class ideas; working-class culture; perceptions of criminality; and problems of class and gender. 1 term – 3 semester hours. Normally offered every third year.

History 411-412 Europe Since 1815, I, II The political, economic, social and cultural development of the principal European states from 1815 to the present: 19th century Nationalism; Industrialization; Socialism; Imperialism; Militarism; World War I; Bolshevism and Fascism; World War II; the Cold War. 2 terms – 6 semester hours. Normally offered every third year.

History 414 Nazi Germany German and European preconditions; the Versailles Treaty and the failure of the Weimar Republic; Hitler's ideas, collaborators and institutions; Nazi foreign and domestic policy; World War II and the concentration camps. 1 term – 3 semester hours. Normally offered alternate years.

History 415 Ireland: From the Celts to the Present Irish origins and medieval background; Anglo-Irish history from the Tudor invasion of Ireland in 1534 to the present will be explored with emphasis on the interrelationship between developments in the two nations. 1 term – 3 semester hours. Normally offered every third year.
History 418 Czechoslovakia and Central Europe
An examination of the situation and contributions of the Czech, Moravian, and Slovak peoples – and their neighbors, the Austrians, the Hungarians, the Germans, and the Poles – from early medieval times until the present. Included will be the Great Moravian Empire, the Czech Kingdom, the Holy Roman Empire, the first Czechoslovak Republic, the Soviet Empire, the “Velvet Revolution” of 1989, and the “velvet divorce” of the Czech and Slovak Republics. 1 term – 3 semester hours. Normally offered every third year.

History 421-422 Intellectual and Cultural History of Modern Europe
The “educated” classes of Europe, their sociology and their culture, from the Renaissance to the present: the Scientific Revolution, the Enlightenment, the French Revolution, 19th-century Liberalism and Conservatism, Socialism, and 20th-century Irrationalism. 2 terms – 6 semester hours. Normally offered every third year.

History 426 Culture and Politics in Europe, 1919-1939
An examination of social and political developments in Europe, primarily through the literature, art, and films of the period: cultural and social revolt against the Victorian age; women, workers, and the new technology; political polarization in the face of economic depression; the rise of Fascism. 1 term – 3 semester hours. Normally offered every third year.

History 428 New Europe: Before and After Glasnost
The course will focus on the Soviet Union, Germany and their neighbor states. Begins with an exploration of the contradictory genesis of Glasnost and Perestroika in economic stagnation and in the liberation tradition of socialism. Examines the impact of these movements and their related dislocations on the Europe of the late 1980s and their implications for the new Europe of the 1990s. 1 term – 3 semester hours. Normally offered every third year.

History 482 Culture of the Sixties
This course will explore the cultural and social trends of the 1960s. Topics include: the Counter Culture, New Left, Vietnam War, Civil Rights, Black Power, ethnic revival, poverty and Feminism. 1 term – 3 semester hours. Normally offered alternate years.

History 483 Death, Disease and Healing in American History
American medicine from the eighteenth century to the present. Topics include: public health, epidemics, alternative medical systems, the medical profession, medical education, women and medicine, genetic manipulation, insanity, the development of hospitals and medical ethics. 1 term – 3 semester hours. Normally offered every third year.

History 484 Crime Law and Society in U.S.
History American crime from the Puritans to the present. Topics include: punishment, witchcraft, mobs, crime and slavery, origins of prisons and police, criminal insanity, juvenile justice, prohibition, the Klan, organized crime, and women and crime. 1 term – 3 semester hours. Normally offered every third year.

History 485 History of American Law
A topical seminar on the social history of American law from the 17th century to the present. Topics include law and the economy, the law of slavery, the legal profession, the courts, administrative law, torts. 1 term – 3 semester hours. Normally offered alternate years.

History 486 The Vietnam War in History and Image
An examination of American images of the Vietnam War. Special focus on films and novels as well as historical accounts of the conflict. 1 term – 3 semester hours. Normally offered every third year.

History 487 History, Literature and the South
A seminar on the History, Literature and Culture of the American South. We will examine historical documents, novels, poems essays, autobiographies, and films. Topics include honor, slavery, violence, race and gender. Jointly taught by an historian and a poet. Registration by permission of the instructors. 1 term – 3 semester hours. Normally offered every third year.

History 488 Law in Western Culture
Discusses the role of law codes and legal institutions in the forming of Western society from ancient origins through the development of Roman civil, canon law, and English common law, to the current legal practice of various European states. 1 term – 3 semester hours. Normally offered alternate years.

History 489 Law, Literature and History
A topical seminar on the History, Literature and Culture of the American South. We will examine historical documents, novels, poems essays, autobiographies, and films. Topics include honor, slavery, violence, race and gender. Jointly taught by an historian and a poet. Registration by permission of the instructors. 1 term – 3 semester hours. Normally offered alternate years.

History 490 History of American Law
American crime from the Puritans to the present. Topics include: punishment, witchcraft, mobs, crime and slavery, origins of prisons and police, criminal insanity, juvenile justice, prohibition, the Klan, organized crime, and women and crime. 1 term – 3 semester hours. Normally offered every third year.

History 491 Law, Literature and History
The History of American Law and Literature. Focus on a variety of topics and approaches: legal issues as they appear in works of literature; legal philosophy and the nature of legal reasoning; reading a case as a work of literature; and the historical transformation of legal thought. 1 term – 3 semester hours. Normally offered every third year.

History 492 Law and Justice in Intellectual History
Adopting an historical perspective, the course considers, in chronological sequence, how writers from ancient Greece to our own time approach a central theme in Western thought: justice. They do so in a wide variety of context, most of which arise out of a legal situation. Texts are philosophical, political and literary. They include works by Plato, Machiavelli, More, Shakespeare, Melville and Camus. 1 term – 3 semester hours. Occasional offering.
History 492 The United States in the Twentieth Century
America's emergence as a world power; the Progressive era; U.S. intervention in World War I and its consequences; depression in the 1930s; the New Deal and World War II; major developments since 1945. 1 term – 3 semester hours. Normally offered alternate years.

History 494 Politics and Protest
This course will examine the impact of organized reform movements on American History from 1800 to the 1960's. Themes include utopianism, assaults on injustice, and attempts to control the behavior of "undesirable" groups. Topics include anti-slavery agitation and religious revivalism before the Civil War, problems of industrialism and the working class, progressive political and social reform, temperance and prohibition, woman suffrage and women's rights, civil rights, and the counterculture. 1 term – 3 semester hours. Normally offered every third year.

History 500 Directed Studies in History
By special arrangement members of the History department will schedule seminars or individual discussion sessions with students interested in directed reading and research. Open to Juniors and Seniors with the permission of the instructor. 1 term – 3 semester hours. Offered every semester.

History 503 Historiography Seminar
This course is intended for Honors students and for students interested in graduate study in History. It will focus on the nature of historical thought – with special attention to issues of current concern to the profession. A limited-enrollment seminar. 1 term – 3 semester hours. Offered every year.
HUMANITIES

Department of Humanities and Modern Languages
Professors: Chiasson, Hastings, Hourtienne, Mendez-Herrera, Parks, Collins Weitz (Chairperson)
Associate Professors: Kelton, Marchant
Assistant Professors: Kostopoulos-Cooperman, Smythe
Lecturers: Giuliani, Marko, Mayer
Professors Emeriti: Boudreau, Fang, Fehrer, Goodrich, Petherick

The Humanities major provides an integrated approach to the study of civilization with particular emphasis on the art, literature and music of the Western world.

Requirements for a major are satisfied by completion of 30 hours of course work in Humanities, to include Introduction to the Humanities (6 hours), Introduction to Western Art (6 hours), and History of Music (6 hours). With permission of a Humanities and Modern Languages advisor, related courses in other Departments may also be included in the student's major program.

A Minor concentration in Humanities requires 18 hours of course work as follows:
- Humanities 101-102 6 hours
- Humanities 103-104 6 hours
- Humanities 111-112 6 hours

A Minor concentration is also offered in Art History.

The Minor in Art History requires 18 credit hours of course work as follows:
- Humanities 103-104 6 hours
- Four upper level courses in Art History 12 hours

Honors in Humanities
Students who have achieved a 3.0 average in general and who have completed at least 21 hours in Humanities courses with an average of 3.3 or better are eligible for honors in Humanities.
HUMANITIES COURSES

Humanities 101 - Introduction to the Humanities I. Presentation and analysis of various artistic and literary productions of Western Civilization from the Ancient World to the Renaissance. Discussion of the cultural value systems that produced particular movements in the arts, literature, architecture, and music. 1 term – 3 semester hours. Offered yearly.

Humanities 102 - Introduction to the Humanities II. Presentation and analysis of selected artistic and literary materials from Western cultural movements from the Renaissance to the present plus related materials from non-Western cultures. 1 term – 3 semester hours. Offered yearly.

Humanities 255 - Daughters of Eve: Women, God and Christ. This course explores the major topics which affect women in Jewish and Christian traditions, with an emphasis on the responses of contemporary women. Women in the Bible, God as father, the power of religious language, the locus of religious authority are some of the topics covered. Attention is paid to the womanist theology of African-American women and to the 20th century “return” of some North American women to the Goddess. No prerequisite. 1 term – 3 semester hours. Normally offered yearly.

Humanities 256 - Women, Gods, and Goddesses. This course examines roles and status of women within five contemporary religious systems: Hinduism, Buddhism, Judaism, Christianity, and Islam. Emphasis is on how women interpret their own religious lives. Guests, films, and field trips are an integral part of course material. No prerequisite. 1 term – 3 semester hours. Normally offered yearly.

Humanities 401 - Seminar in Humanities and Ecology. An Interdisciplinary Capstone Seminar. This course investigates the humanistic implications of the ecological crisis of our time. It focuses on the idea of nature as it is presented and represented in a wide variety of texts, including fiction, poetry, painting, scientific writing, philosophy, film, and personal essays. Readings include Rachel Carson’s The Silent Spring Gary Snyder’s Turtle Island, Bill McKibben’s The End of Nature and James Lovelock’s Gaia and The Ages of Gaia. Prerequisite IS 111 & 112. 3 Credits.

Humanities 403-404 - Seminar in Humanities. A seminar on topics of interest dealing with the interrelatedness of the arts and literature. Permission of instructor. May be taken for 1 or 2 terms – 3 semester hours each term.

Humanities 486 - The Vietnam War in History and Image. An examination of American images of the Vietnam War. Special focus on films and novels as well as historical accounts of the conflict. 1 term – 3 semester hours.

Humanities 501-502 – Independent Study. Students meet with a department member to pursue advanced studies in the areas of particular interest to them. Permission of instructor. 2 terms – 6 semester hours.

ART HISTORY COURSES

Humanities 103 - Introduction to Western Art, I. A survey of major works of art from pre-historic times through the Middle Ages. Painting, sculpture, architecture, and the minor arts are examined from the perspective of their time and place in history. 1 term – 3 semester hours. Offered yearly.

Humanities 104 - Introduction to Western Art, II. A survey of major works of art from the Renaissance to the present, with a particular view toward the historical significance of selected works of painting, sculpture, architecture and the minor arts in these periods. 1 term – 3 semester hours. Offered yearly.

Humanities 107 – Art Appreciation. An appreciation approach to the visual arts. Major art works will be studied from the point of view of style, structure, function, medium and meaning. 1 term – 3 semester hours. Offered yearly.

HUM 230 – Art and Architecture of New England. The course will concentrate on the art collections and buildings of Boston, focusing on the era of the Rober Barons of Newport and the extant 17th century in Salem and Ipswich. The effect of 19th century immigration on the character and personality of New England will be considered. This course incorporates Boston’s richly diverse cultural heritage through museum visits, walking tours as well as one or more special day trips to Newport and or Salem. 1 term – 3 semester hours.

HUM 245 – Women, Art, & Society: This course covers the twenty year history of recent interest in women in art, as artists, as critics, and as historians of art. Inquiries are made into what paths women have taken to become artists, and whether do women differ from men in the artistic style and subject matter they prefer. Also considered will be the question of who the important women artists of the past and present are, and what new observations have been made about art by feminist art historians. 1 term – 3 semester hours.

Humanities 306 – The Art of the Middle Ages. Religious and secular painting, sculpture, architecture and the minor arts in the context of medieval civilization. Included are Byzantine mosaics, Carolingian manuscripts, Romanesque monastery churches and Gothic cathedrals. 1 term – 3 semester hours. Normally offered every third year.

Humanities 307 – Art of the Italian Renaissance. Painting, sculpture and architecture of the Italian Renaissance viewed in their cultural and political context. Artists include Giotto, Masaccio, Donatello, Botticelli, Leonardo da Vinci, Raphael and Michelangelo. 1 term – 3 semester hours. Normally offered every third year.

Humanities 308 – Art of the Baroque and Rococo. A study of 17th and 18th century painting and sculpture in Italy and Northern Europe. Artists include Rembrandt, Rubens, Caravaggio, Bernini, Poussin, Velasquez, Watteau, Boucher, Fragonard, and Chardin. 1 term – 3 semester hours. Normally offered every third year.

Humanities 309 – Art of the Nineteenth Century. A study of Neo-classicism, Romanticism, Realism, Impressionism and Post-Impressionism in painting, sculpture and architecture. Artists include David, Ingres, Courbet, Delacroix, Goya, Millet, Daumier, Monet, Manet, Van Gogh, Rodin, Renoir and Cezanne. 1 term – 3 semester hours. Normally offered every third year.


Humanities 311 – Art of the United States. An overview of painting, sculpture and architecture by U.S. artists such as Copley, Stuart, Bulfinch, Jefferson, Whistler, Sargent, Homer, Eakins, Wright, Pollock, Rauschenberg and Wyeth. 1 term – 3 semester hours. Normally offered every third year.

MUSIC COURSES

Humanities 100 – Music Appreciation. Study of the elements, forms and composers of Western music plus selected examples of non – western music. Perception and enjoyment developed through selected listening, reading and concert attendance. 1 term – 3 semester hours. Normally offered yearly.

Humanities 111 – History of Music, I. A chronological survey of Western music from Gregorian chant to the death of Beethoven. Assigned readings, critical listening, class discussion and concert attendance. 1 term – 3 semester hours. Normally offered yearly.

Humanities 112 – History of Music, II. A chronological survey of Western music from Schubert to the present. Assigned readings, critical listening, class discussion and concert attendance. 1 term – 3 semester hours. Normally offered yearly.

Humanities 210 – Music of the Twentieth Century. The diversity of styles from Debussy through Stravinsky, Schoenberg, Bartok and Copland to more recent developments, including electronic, chance and minimalist music, and musical theater. 1 term – 3 semester hours. Normally offered in alternate years.

Humanities 211 – Music of the United States. Survey from Colonial times to the present. Various attempts to create an indigenous style. Folk, religious and symphonies, jazz and American musical theater. Composers include Billings, Beach, Ives, Copland, Bernstein and others. 1 term – 3 semester hours. Normally offered in alternate years.

Humanities 225 – Music Around Boston. Representative concerts of chamber, orchestral and vocal music. Introductory study of musical materials, the works to be performed, their composers and the time in which they lived. Discussion of the concerts and evaluation of performances. A $50 lab fee paid at registration, covers the cost of tickets. 1 term – 3 semester hours. Normally offered alternate summers.

Humanities 227 – Jazz. Evolution of jazz from blues and ragtime through Dixieland to the avant-garde experiments of today. Contributions of major soloists, arrangers and composers. Listening, reading and concert attendance. 1 term – 3 semester hours. Normally offered in alternate summers.
Humanities 235 – Music of Mozart. The life and music of Mozart studied in the context of his time and culture. His development from child prodigy to mature artist, traced in his letters and from biographies. Analysis of and listening to major works, including operas, symphonies, concertos and chamber music. Prerequisite: Humanities 100, 111, 112 or permission of the instructor. 1 term -3 semester hours. Normally offered in alternate years.

Humanities 237 – Music of Beethoven. The life and music of Beethoven studied in the context of his time and culture. The three stylistic periods in his work surveyed by analysis and listening to representative masterworks, including symphonies, chamber music, piano sonata, and vocal works. Prerequisite: Humanities 100, 111, 112, or permission of instructor. 1 term-3 semester hours. Normally offered alternate years.

RELATED COURSES
Although these courses are not offered by the Humanities Department, they are of related interest to the field.

English 123 – Great Books of World Lit. I. Literary masterpieces from ancient times to the Renaissance, including The Odyssey, The Inferno, Don Quixote and the plays of Molière. List may vary at the discretion of the instructor. 1 term – 3 semester hours. Normally offered yearly.

English 124 – Great Books of World Lit. II. Literary masterpieces from the 18th century to the 20th, including The Sorrows of Young Werther, Madame Bovary, Fathers and Sons, Bread and Wine and The Dwarf. 1 term – 3 semester hours. Normally offered yearly.

English 313 – The Bible as Literature I. Study of the Old Testament as an embodiment of Hebrew history, folklore, and legend; altering the concept of the nature of God and the development of the idea of an afterlife. 1 term – 3 semester hours. Normally offered alternate years.


English 315 – Classical Drama. Greek and Roman drama from its origins; characteristics of the theater; development of tragedy and comedy. Readings in Aeschylus, Sophocles, Euripides, Aristophanes, Plautus, Terence, and Seneca. 1 term – 3 semester hours. Normally offered every third year.

English 316 – Greek and Roman Classics. Introduction to Greek and Roman classical literature. Readings in the major writers and discussion of the values, ideals, and realities of the classical world. 1 term – 3 semester hours. Normally offered every third year.

English 317 – Classical Mythology. Ancient Greek and Roman myths, their motifs, themes, and interpretations. 1 term – 3 semester hours. Normally offered alternate years.

English 403 – The Modern European Novel. Major novels and short stories by representative European writers including Camus, Joyce, Chekhov, Mann, Kafka, Dostoyevsky, and Solzhenitsyn. 1 term – 3 semester hours. Normally offered every third year.

English 404 – Polish Literature. The history and civilization of Poland as reflected in its literature from the Renaissance to the present – and from Nazi decimation and Soviet domination to solidarity and after. 1 term – 3 semester hours. Normally offered every third year.

English 405 – Russian Literature. An introduction to the major works of Russian literature with an examination of the moral and aesthetic issues they present. Pushkin, Turgenev, Gogol, Dostoyevsky, Tolstoy, Chekhov, and Solzhenitsyn. 1 term – 3 semester hours. Normally offered every third year.
INTEGRATED STUDIES

No major available

Coordinator: Dr. Marchant

CLAS Integrated Studies Required Sequence

The College of Liberal Arts and Sciences is organized on the basis of Departments which offer courses by faculty specialists in particular fields of study. While this traditional arrangement ensures that students have access to depth of education in their particular majors, certain questions require courses which cross disciplines. What is the basis of legitimate authority? How does science transform our thought and our lives? What are the various ways of knowing about the world? What is the difference between men and women? These are the kinds of issues which provide the focus for interdisciplinary "Integrated Studies" courses in the Social Sciences and Humanities.

Integrated Studies 111-112 - Sciences and Humanities. This two-semester sequence uses materials drawn from several disciplines and is designed to help incoming freshmen develop the skills, habits of inquiry, and broadened range of interests necessary to pursuing a higher education successfully and independently. Each half of the sequence carries 3 semester hours' credit. Sequence is offered every year and is required of all freshmen.

Transfer students with more than 15 but fewer than 30 transfer credits are required to take either Integrated Studies 111 or 112. Transfer students with 15 or fewer transfer credits are required to take both 111 and 112. Transfer students with more than 30 transfer credits should consult the appropriate section of the catalog to determine their degree requirements.

Capstone Seminars in Integrated Studies

Some of the most exciting developments in any discipline occur through a cross-fertilization of ideas and methods derived from thinkers beyond the boundary of the discipline. The Capstone Seminars in Integrated Studies are courses for upper-division students and are offered within a variety of departments. Each Capstone Seminar will have an explicit indisciplinary content and will be limited in size so as to help create an atmosphere where dialogue and collaboration are the primary methods of instruction. The Capstone Seminar should give the students the opportunity to examine important questions and topics within their field from a variety of mutually informing points of view.

Some courses which in the past have qualified as Capstone Seminars in Integrated Studies are listed below. See the appropriate departmental entry for a full course description.

English 399 – Topics in 20th Century Irish History and Literature.
English H513 – English Honors Seminar – Fall 1990 only – Modernism
History 486 – The Vietnam war in History and Literature
History 487 – The History, Literature, and Culture of the Ante-Bellum South
Humanities 401 – Humanities and Ecology
Integrated Studies Science Seminar

To cope with our rapidly changing technological society, a well educated individual needs broadly based scientific literacy. Genetic engineering, exploration of the planets, pollution of the earth, implications of superconductivity, earthquake prediction and plate tectonics, computer technology, video phones and fiber optic communications, health risks, superconducting super colliders and the structure of the universe, the evolution of artificial intelligence, and chaos in life are current topics requiring information from all of the scientific disciplines. These needs are addressed by interdisciplinary "Integrated Studies/Science Seminar" courses in science and technology.

Integrated Studies 315 - Science and Technology Seminar This one semester course changes each time it is offered to keep abreast of current developments in all areas of science. Material for discussion is selected by both faculty and students from magazines, newspapers, books and videotapes. Some class time is spent in science laboratories observing demonstrations in holography, genetics, computer graphics, chemical interactions, artificial intelligence and superconductivity. The course is designed to help students develop the necessary background to understand current scientific and technological developments which affect their lives. Prerequisite: 2 semester math sequence, 2 semester laboratory science sequence. 3 semester hours.
INTERNATIONAL ECONOMICS

**Coordinators:** Hastings, Mohtadi

The Department of Economics and the Department of Humanities and Modern Languages jointly offer a career-oriented program that combines the study of international economics with knowledge of a foreign language and the politics, history, and cultures of other countries.

International Economics is offered in both the B.A. and B.S. degrees. Students who wish to acquire a broad liberal arts preparation with a strong emphasis on languages and cultures should choose the B.A. degree. Students who wish to acquire a strong background in economics should choose the B.S. degree, which emphasizes economic decision-making within a global environment.

Students choosing the B.A. degree may choose French or Spanish as their foreign language and area study. Students choosing the B.S. degree may choose French, German, Italian, or Spanish as their foreign language and area study. Those who enter the program with considerable foreign language experience will be required to take alternative foreign language, economics, or area studies courses. Area studies courses are appropriate courses offered by several departments through which students can broaden their knowledge of the nations or regions in which the language is spoken.

The following is a list of the appropriate area studies courses:


**History:** 121, 122, 251, 252, 262, 276, 278, 351, 352, 415, 421, 422, 431, 432, 434, 451, 452.

**Sociology:** 228, 320.

As part of the area studies electives, B.A. option students must take GOVT 261.

### B.A. Degree

**Freshman**

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<tr>
<th>Course</th>
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<tbody>
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<td>Math</td>
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**Sophomore**

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**Junior**

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<td>Marketing 310, 321</td>
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<td>Computer Science</td>
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<tr>
<td>Statistics 211, 212, Economics 383</td>
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**Senior**

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### B.S. Degree

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<td>Math</td>
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<td>Logic</td>
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<td>Economics 211, 212</td>
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<td>Accounting 211, 212</td>
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<td>Humanities requirement</td>
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#### Junior
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<th>Course</th>
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#### Senior
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<td>Economics 431, 441, 442, 444</td>
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<td>Finance 310, 417</td>
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<td>Marketing 321, 421</td>
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<td>Area Studies elective</td>
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<tr>
<td><strong>Total</strong></td>
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</table>
MATHEMATICS

Mathematics Faculty

Professors: Cohn, Ezust (Department Chair), Hajj, Myrvaagnes, VoVan
Associate Professors: Cook, Peterburgsky, Shukla
Master Lecturers: Donovan, Filan, Mana, Zangenah
Senior Lecturers: Bassiakos, Brooks, Dodge, Driscoll, Elinevsky, Fratto, Kristy, Olia, VanWyk

The study of mathematics has intrigued and inspired some of the finest minds throughout human history. Some devote themselves to the study of mathematics as an end in itself—deepening their own understanding of various abstract concepts and using that understanding to answer some of the many open questions. Others concentrate on the development of mathematical tools which can be applied to problems in many other areas.

The programs for mathematics majors at Suffolk provide students with strong foundations upon which to build challenging careers. Most of our majors broaden their options by completing a minor in computer science. This combination provides a solid basis for beginning a career immediately upon graduation or for pursuing further studies on a higher level.

Our major program, even with the addition of a minor in another discipline, contains a substantial block of elective courses. A student can use these electives to investigate any subject areas which may be of interest or to construct a pre-professional program best suited to his or her needs.

We have two special programs which augment our major program with selected Education courses. Both of these programs have been accredited by the Massachusetts State Department of Education.

The department also offers a minor program in mathematics which can be used to complement a major program in another discipline.

Mathematics Major Programs

The requirements for a major in mathematics include 30 credits of mathematics plus additional courses in computer science and physics.

Major Course Requirement Mathematics (30 credits)

MATH H161,H162,H261 Honors Calculus I, II, III
MATH H262 Honors Multivariable Calculus
MATH 331 Introduction to Abstract Mathematics
MATH 462 Real Analysis
MATH 431 Linear Algebra
MATH 432 Abstract Algebra
MATH ELECTIVE COURSES

*Additional courses totaling six credits must be chosen from mathematics courses numbered 200 or higher.

Complementary Major Requirements Computer Science: (6 credits)

CMPSC 131-132 Computer Science I and II

Physics: (8 credits)

PHYS 151-152, L151-L152 University Physics and Lab

Grade Point Requirement

The College of Liberal Arts and Sciences requires each candidate for a bachelor’s degree to complete all of the necessary courses with a cumulative grade point average (GPA) of at least 2.0 overall and also to earn a GPA of at least 2.0 in the major. To qualify for a degree in Mathematics, the Department of Mathematics and
Computer Science further requires each student to earn a GPA of at least 2.0 in MATH courses above the level of Multivariable Calculus (MATH 262).

**Mathematics Major**  
*(Suggested Course Sequence)*

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<th>Freshman</th>
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<td>Integrated Studies</td>
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<td>MATH 161-162</td>
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<td>PHYS 151-152 &amp; L151-L152</td>
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<tr>
<td>Computer Science 131-132</td>
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<tr>
<th>Sophomore</th>
<th>Credits</th>
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<tr>
<td>Second-Year English</td>
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<td>Logic and Speech</td>
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<td>Language (B.A.) or Humanities (B.S.)</td>
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<td>MATH 261-262</td>
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<td>Free electives</td>
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<th>Junior</th>
<th>Credits</th>
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<td>Social Sciences</td>
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<td>MATH 331</td>
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<th>Senior</th>
<th>Credits</th>
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<td>Humanities</td>
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<td>Social Sciences</td>
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**Mathematics/Education and Mathematics/Computer Science/Education**

An individual completing one of these two degree programs will qualify for full secondary school teacher certification by the Commonwealth of Massachusetts provided that all degree requirements have been completed by September 30, 1994. Completion of one of these programs after that date earns provisional certification as a secondary school teacher. Full certification will then require (in addition to completion of the undergraduate degree program) two years of teaching experience under a mentor teacher plus the completion of a suitable masters degree program.

To qualify for our Mathematics/Education degree a student must satisfy the requirements for the Mathematics major as described above and must also take the following courses:

**Specified Mathematics Electives**
- MATH 241 Statistical Analysis
- MATH 351 Geometry

**Education and Human Services**
- EHS 503 Foundations of Education
- EHS 504 Educational Psychology
- EHS 505-506 Curriculum and Methods of Secondary Education
- EHS 507 Reading, Communication and Math Skills for Secondary Teachers
- EHS 500 Practicum – 9 credits

To qualify for our Mathematics/Computer Science/Education degree a student must satisfy the degree requirements for Mathematics/Education as described above and must also take sufficient additional course work to satisfy the Minor requirements in Computer Science including:
- CMPSC 253 Assembly Language and Computer Structure
- CMPSC 265 Data Structures and Algorithms
- Computer Science Elective Courses*

*Additional courses to make a total of at least 18 credits must be chosen from Computer Science courses numbered 200 or higher. Substitutions of any other courses require prior written approval by the Mathematics and Computer Science Department Chair. Transfer students should consult with that department chair to determine whether or not computer science courses taken elsewhere are admissible as minor electives.
**Grade Point Requirements**  
The College of Liberal Arts and Sciences requires each candidate for a bachelor’s degree to complete all of the necessary courses with a cumulative grade point average (GPA) of at least 2.0 overall and also to earn a GPA of at least 2.0 in the major. To qualify for a bachelor’s degree in Mathematics/Education or Mathematics/Computer Science/Education* the Department of Mathematics and Computer Science further requires each student to earn a GPA of at least 2.0 in mathematics courses above the level of Multivariable Calculus (MATH 262) [* and in courses above the level of Computer Science II (CMPSC 132)].

**Mathematics/Education and Mathematics/Computer Science/Education**  
*(Suggested Course Sequence)*

<table>
<thead>
<tr>
<th><strong>Freshman</strong></th>
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<tr>
<td>First-Year English</td>
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<td>Integrated Studies</td>
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<td>MATH 161-162</td>
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<td>PHYS 151-152 &amp; L151-L152</td>
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<tr>
<td>Computer Science 131-132</td>
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<td>Second-Year English</td>
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<td>EHS 505-506</td>
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<td>MATH 241</td>
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Students in the Mathematics/Computer Science/Education program should substitute the following Computer Science courses for free electives in the Sophomore and Junior years:

1. CMPSC 253 and 265  
2. Computer Science Elective Courses (as described above)
The Mathematics Minor

To qualify for a minor in Mathematics, a student must successfully complete (with a GPA of at least 2.0) 18 credits of course work in mathematics distributed as follows:

MATH 161,162,261 Calculus I, II, III
MATH 262 Multivariable Calculus
Mathematics Elective Courses*

*Additional courses totalling six credits must be chosen from mathematics courses numbered 200 or higher.

The Basic Math Exam

All students taking 100-level math courses are required to take and pass our Basic Math Exam (BME). This 40 minute exam is designed to assess basic arithmetic and algebraic skills which are needed in each of these math courses as well as in science courses that follow. Each student must pass the BME once. The exam is generally given in class early in the semester to all MATH 101 students. Students in other 100-level courses who did not yet take and pass the BME will be given several opportunities to do so during specially scheduled exam sessions early in the semester.

The BME is graded on a pass-fail basis and does not affect the course grade. However, passing the BME is a necessary condition for receiving a passing grade in any 100-level math course.

A student who does not earn a passing grade on the BME can carry out the necessary review and retake the exam under the supervision of the Math Support Center (room F230).

In the unlikely event that a student earns a passing grade in one of these courses without passing the BME, that student will receive a grade of “I” for the semester. If a student in this situation does not pass the BME within one year, then the “I” will be automatically changed to “F”.

MATHEMATICS COURSES

MATHSHOP: A Bridge to College Mathematics
A NON-CREDIT, full semester workshop designed for students who need substantial review before starting MATH 101, MATH 143, or MATH 151. Similar to a course, MATHSHOP meets three hours per week throughout the semester. Topics covered are tailored to the needs of the students and include basic math material, basic algebra, graphing, use of calculators, ways of dealing with math fears, and study methods.

Registration for this course is handled by the Math Department (Fenton 621, Extension 8251). There is a nominal charge, which includes the text, for registered Suffolk students who wish to take this course.

Mathematics 101 – Introduction to College Mathematics
A selection of topics in algebra and elementary analytic geometry including (but not restricted to): properties of real numbers, linear equations and inequalities, absolute value equations and inequalities, polynomials, rational expressions, exponents and radicals, quadratic equations, functions, linear, quadratic, and polynomial models, rational, exponential and logarithmic functions. Applications and graphs stressed throughout the course. This course is intended to prepare students who have only had one year of high school algebra to take MATH 103. Transfer students may not use this course alone to satisfy the C.L.A.S. math requirement. Prerequisites: One year of high school algebra. Students who are not quite prepared for this course should take MATHSHOP 1 term - 3 credits. Several sections offered each semester.

Mathematics 103 – Mathematical Analysis
A one-semester introduction to differential and integral calculus. Theory is presented informally and topics and techniques are limited to polynomials, rational functions, logarithmic and exponential functions. This course cannot be used to satisfy core or complementary requirements by students majoring in biology, chemistry, computer science, engineering, mathematics, or physics. Prerequisite: Two years of high school algebra or MATH 101. 1 term - 3 credits. Several sections offered each semester.

Mathematics 105 – Topics in Finite Mathematics
Topics to be chosen from: set theory, logic, combinatorics, probability theory, non-parametric statistics, graph theory. This course in intended for those C.L.A.S. students who enter Suffolk prepared to take MATH 103 and who need a second course to complete their math requirement. MATH 105 can be taken before or after MATH 103. Prerequisites: Two years of high school algebra. 1 term - 3 credits. Generally offered each Spring semester.
Mathematics 143 – Precalculus Mathematics
A review of topics in algebra, trigonometry and analytic geometry intended for students needing one additional semester of preparation before taking calculus. Prerequisite: At least 3 years of high school mathematics. 1 term – 3 credits. Normally offered each semester.

Mathematics 151 – Precalculus for the Life Sciences
Mathematics 152 – Calculus for the Life Sciences
This two-semester sequence is intended for Biology majors who are not prepared to take the standard calculus sequence (MATH 161-162).

MATH 151 topics include a brief review of essential algebra (exponents, radicals, linear equations, factoring, simplifying expressions), functions (evaluation, composition, inverses, graphs), the exponential and logarithmic and trigonometric functions, exponential growth and decay. Prerequisites for MATH 151: Two years of high school algebra. 1 term – 3 credits. MATH 151 is generally offered each Fall semester.

MATH 152 topics include limits, continuity, rates of change, tangent lines, derivatives, curve sketching, optimization, applications of derivatives, implicit differentiation and related rates; techniques of finding derivatives of algebraic, exponential, logarithmic, and trigonometric functions; anti-derivatives, definite integrals, area and average value, techniques of integration, applications of integrals. Prerequisites for MATH 152: MATH 151 or consent of instructor. 1 term – 3 credits. MATH 152 is generally offered each Spring semester.

Mathematics 161 – Calculus I
Functions, graphs, analytic geometry of lines and circles, limits, continuity, derivatives, differential calculus of algebraic and trigonometric functions; applications to rate problems, maxima and minima and curve sketching. Prerequisite: Solid preparation in high school algebra and trigonometry or MATH 143. 1 term – 3 credits. Normally offered each semester.

Mathematics 162 – Calculus II
Antiderivatives; the definite integral with applications from geometry and physics; logarithmic, exponential, and inverse trigonometric functions; techniques of integration. Prerequisite: MATH 161. 1 term – 3 credits. Normally offered each semester.

Mathematics H152 – Honors Calculus for the Life Sciences
Mathematics H161-H162 – Honors Calculus I and II
Honors Calculus is intended for students who have good high school preparation in math and who are interested in investigating some of the more theoretical and challenging aspects of calculus. Each week, Honors Calculus students attend the three regularly scheduled classes and complete the assignments and exams for MATH 152, MATH 161 or 162. In addition, Honors students attend a fourth session each week during which selected advanced topics are discussed and problems are assigned. Students who register for MATH H152, MATH H161 or H162 but find that they cannot handle the additional Honors work can simply drop/add into the corresponding section of MATH 152, MATH 161 or 162 without penalty.

Mathematics 241 – Statistical Analysis
A calculus-based introduction to statistical techniques. Topics include: mean, variance, Chebychev’s inequality, probability distributions (Bernoulli, binomial, normal, t and f), central limit theorem, confidence intervals, hypothesis testing, regression and correlation. Prerequisite: MATH 162. 1 term – 3 credits. Offered once each year as needed.

Mathematics 261 – Calculus III
Indeterminate forms, L'Hopital's Rule, improper integrals, infinite sequences and series, Taylor series, and polar coordinates. Prerequisite: MATH 162. 1 term – 3 credits. Normally offered each semester.

Mathematics 262 – Multivariable Calculus
Vectors in the plane and in three-dimensional space; lines and planes in three-space; cylindrical and spherical coordinates; calculus of vector-valued functions; calculus of functions of several variables including partial derivatives, gradients and Lagrange multipliers; multiple integrals and line integrals. Prerequisite: MATH 261. 1 term – 3 credits. Normally offered each semester.

Mathematics H261 – Honors Calculus III
Mathematics H262 – Honors Multivariable Calculus.
These honors courses are intended for students who are interested in investigating some of the more theoretical and challenging topics related to second year calculus topics. See the description of Math H161-162 for details on how these courses are structured.
Mathematics 281-282 – Discrete Mathematics
**I and II** An introduction to mathematical logic, graph theory, combinatorics, and selected parts of modern algebra, with emphasis on applications in computer science. Topics chosen from sets, mathematical logic, combinatorics, graphs, trees, recurrence relations, groups, Boolean algebra, and finite automata. **Prerequisite:** MATH 261, which may be taken concurrently. 2 terms – 6 credits. MATH 281 is normally offered each fall semester: MATH 282 is offered as the need arises.

Mathematics 331 – Introduction to Abstract Mathematics
This course is intended to provide a firm foundation for the study of advanced mathematics. Methods of mathematical proof and reasoning and basic conceptual tools (logic, set theory, relations, functions, etc.) are dealt with in some detail. Examples and topics from real analysis will be emphasized. This course is the prerequisite for most upper level mathematics courses and, after completing it, a student will be in a position to determine realistically whether he or she ought to major or minor in mathematics. **Prerequisite:** MATH 262. 1 term – 3 credits. Normally offered each fall semester.

Mathematics 341-342 – Probability & Mathematical Statistics I & II
Probability of finite sets; probability and statistics of continuous distributions; statistical inference and statistical models. **Prerequisite:** MATH 162. 2 terms – 6 credits. Offered as the need arises.

Mathematics 351 – Geometry
Topics chosen from such areas as foundations of geometry, non-Euclidean geometry, advanced Euclidean geometry, projective geometry, and convexity. **Prerequisite:** MATH 331. 1 term – 3 credits. Offered as the need arises.

Mathematics 352 – Point Set Topology
An introductory study of topological spaces including: bases for topologies, metric spaces, separation and countability axioms, connectedness, compactness, product spaces, and continuity. **Prerequisite:** MATH 331. 1 term – 3 credits. Offered as the need arises.

Mathematics 373 – Ordinary Differential Equations
A first course in differential equations. Topics generally include separable, homogenous, exact, and linear first order differential equations; integrating factors, higher order linear differential equations, variation of parameters, differential operators, the Laplace transform, inverse transforms, systems of differential equations, power series solutions, Fourier series, applications. **Prerequisite:** MATH 262. 1 term – 3 credits. Normally offered each fall semester.

Mathematics 375 – Numerical Methods
An introduction to the use of computers in solving mathematical problems and illustrating mathematical processes. Topics chosen from: finite differences, solution of nonlinear equations, interpolation, quadrature, curve fitting, splines, Monte Carlo methods, error analysis. **Prerequisites:** CMPSC 132 and MATH 262. 1 term – 3 credits. Offered as the need arises.

Mathematics 393 – Special Topics in Mathematics
Content, Prerequisites, and Credits to be announced. Offered as the need arises.

Mathematics 431 – Linear Algebra
Elementary theory of abstract vector spaces. Topics include: linear independence, bases, dimension, linear maps and matrices, determinants, orthogonality, eigenvectors and eigenvalues. **Prerequisite:** MATH 331 or permission of instructor. 1 term – 3 credits. Normally offered in alternate Fall semesters.

Mathematics 432 – Abstract Algebra
An introduction to elementary group theory, including properties of groups, subgroups, first isomorphism theorem for groups, normal subgroups, finite group classification; elementary properties of rings, such as homomorphisms of rings, ideals, fields, Euclidean algorithm, rings of polynomials, factorization theory, integral domains, associates, primes and units in domains, and other topics in number theory. **Prerequisite:** MATH 431. 1 term – 3 credits. Normally offered in alternate Spring semesters.

Mathematics 462 – Real Analysis
A detailed treatment of the basic concepts of analysis including the real numbers; completeness and its equivalence to other properties of the reals such as monotone convergence, Archimedean property, Bolzano-Weierstrass theorem; the topology of Euclidean spaces, compactness and the Heine-Borel theorem, connectedness, continuity and uniform continuity, pointwise and uniform convergence of functions, and an introduction to metric spaces. **Prerequisite:** MATH 331 or permission of instructor. 1 term – 3 credits. Normally offered each spring semester.

Mathematics 463 – Integration Theory
The Riemann integral is defined and its basic properties developed. The Lebesgue measure is defined on the reals and its relation to the Riemann integral explored (e.g., the Lebesgue criterion and the notion of "almost-everywhereness"). The Riemann integral is then used to construct the Lebesgue integral. Outer measures, measurability, and the abstract Lebesgue integral are studied. **Prerequisite:** MATH 462. 1 term – 3 credits. Offered as the need arises.
Mathematics 481-482 – Complex Analysis I and II
Topics include: construction, properties and representations of complex numbers, complex valued functions of a complex variable: continuity, differentiability, analyticity. Conformal mappings, complex integrals, series representations of analytic functions, poles and residues, evaluation of improper integrals by use of contours. Prerequisite: MATH 462. 2 terms – 6 credits. Offered as the need arises.

Mathematics 485 – Introduction to Fractal Geometry
A study of Dynamical systems (Iterated Function Systems) for functions of one real variable including orbits, attractors, bifurcations, periodic behavior, chaotic behavior, Sarkovskii's Theorem, negative Schwartzian derivative. Application to Newton's Method. Fractals and fractional dimension. Introduction to complex dynamics, Julia sets and the Mandelbrot set. Prerequisite: MATH 462. 1 term – 3 credits. Offered as the need arises.

Mathematics 564-566 – Advanced Studies in Mathematics
Members of the department will hold conference hours with students and will direct their readings and study of topics in mathematics which may be of interest to them. Prerequisite: Consent of instructor. 1 term – credits to be arranged.

Mathematics 593 – Seminar
Seminars in advanced topics will be offered from time to time by members of the department. Prerequisite: Consent of instructor. 1 term – credits to be announced.
MEDICAL SCIENCES

Co-Directors: Dr. Walter Johnson, Chairman, Physics and Engineering
Dr. Beatrice Snow, Chairman, Biology
Kathy McCarthy, Technical Director of Radiation Oncology, Massachusetts General Hospital

Two majors are available: Medical Biophysics and Radiation Biology. These programs are joint collaborations between the Suffolk University Physics and Engineering Department, the Biology Department, and Massachusetts General Hospital’s Department of Radiation Oncology.

The two degrees offer opportunities to two distinct populations of students: those whose interests are inclined toward biology, health science and radiation therapy, (Radiation Biology degree) and those who are more inclined toward mathematics, radiation physics and biophysics with medical applications (Medical Biophysics degree). Each curriculum satisfies the prerequisites for graduate study in the corresponding field of Radiation Biology or Biophysics. Also each program provides an excellent background for students interested in medical school. Some courses and laboratories will be taught at Massachusetts General Hospital, but most courses and laboratories will be on campus at Suffolk University (a few blocks away from Massachusetts General Hospital).

It is possible for some students, selected by a radiation therapy committee consisting of Massachusetts General medical personnel and Suffolk University faculty, to take the certification track clinical training. Upon successful completion, these students will be able to take the examination to become licensed radiation therapists. For this group of students, clinical training will be required at Massachusetts General Hospital. This will include the Practicum I and II which are each for 13 weeks, 40 hours per week at Massachusetts General Hospital. This training will be required for all students who wish to become licensed radiation therapists, but will available only to the students selected by the radiation therapy committee. This training is not required to obtain either the Radiation Biology degree or the Medical Biophysics degree. It is simply an optional track available for some of the students in these programs and requires more than the usual 122 hours for graduation. The electives available in each major may be chosen to satisfy some of the additional certification track requirements which are shown below.

Requirements for Major in Medical Biophysics

Requirements (80 hours)

- Principles of Biology I & Laboratory – 4 hrs
- Zoology & Laboratory – 4 hrs
- Anatomy and Physiology & Laboratory – 4 hrs
- Bioethical Issues – 3 hrs
- General Chemistry I, II and Laboratories – 8 hrs
- Organic Chemistry – 3 hrs
- Computer Science I – 3 hrs
- Digital Electronics – 4 hrs
- Scientific Writing / Reporting – 1 hr
- Radiographic Imaging – 3 hrs
- Computer Aided Biophysics – 3 hrs
- Calculus I, II, III – 9 hrs
- Differential Equations – 3 hrs
- University Physics I, II and Laboratories – 8 hrs
- Biophysics – 3 hrs
- Radiation Physics I and Laboratory – 4 hrs
- Senior Project – 3 hrs
- Electives – 10 hrs
Certification Track for Radiation Therapy – additional electives
- Principles of Radiation Therapy – 3 hrs
- Radiation Oncology – 3 hrs
- Radiobiology and Laboratory – 4 hrs
- Clinical Radiation I, II – 2 hrs
- Practicum I, II – 6 hrs

Requirements for a Major in Radiation Biology
Requirements (80 hours)
- Principles of Biology I & Laboratory – 4 hrs
- Zoology & Laboratory – 4 hrs
- Anatomy and Physiology & Laboratory – 4 hrs
- Bioethical Issues – 3 hrs
- Genetics – 3 hrs
- Comparative Physiology – 3 hrs
- Physiology Lab – 1 hr
- Cell Biology – 3 hrs
- Radiobiology and Laboratory – 4 hrs
- General Chemistry I, II and Laboratories – 8 hrs
- A First Course in Computers – 3 hrs
- Radiographic Imaging – 3 hrs
- Computer Aided Biophysics – 3 hrs
- Calculus for the Life Science I, II – 6 hrs
- College Physics I, II and Laboratories – 8 hrs
- Radiation Physics I and Laboratory – 4 hrs
- Scientific Writing / Reporting – 1 hr
- Electives – 15 hrs

Certification Track for Radiation Therapy – additional electives
- Principles of Radiation Therapy – 3 hrs
- Radiation Oncology – 3 hrs
- Clinical Radiation I, II – 2 hrs
- Practicum I, II – 6 hrs

Honors Program
The honors program is designed to challenge the most academically capable students. It will also automatically provide these students with additional preparation for standardized examinations required for graduate school and board certification.

Requirements:
To graduate with honors in the department, the student must enroll not sooner than the beginning of the sophomore year, with permission of the departmental honors committee, and must meet the following requirements:

1. The student must maintain a minimum 3.4 grade point average in the mathematics and science requirements required for the major and must also complete at least 15 of the these credits at Suffolk University.

2. The student must, at the end of each semester, successfully complete a competency exam administered by the department. The examination covers all technical courses required for the major, taken by the student up to and including that semester. The test consists of problems selected from all of the main topics in each course. A three person honors committee will assist students in preparing for the examination. The examination may be taken as often as necessary and acceptable performance will be judged by the honors committee.

3. In the senior year, the student must complete successfully a one credit honors seminar which will concentrate on selected topics which most often present difficulty in the examinations.

4. At the end of the senior year, the student must pass an oral examination administered by the honors committee.
MEDICAL BIOPHYSICS AND RADIATION BIOLOGY COURSES

**Biology 101 - Principles of Biology I**
An introductory course in basic concepts in cell biology, genetics and evolution. Required as a first course science requirement in Biology. May be used for major credit. 1 term - 3 semester hours. Days or evenings.

**Biology L101 - Principles of Biology Laboratory I**
A series of experiments and investigations to study the principles of diffusion, enzyme function, cell division, genetics and evolution. 3 hours laboratory. 1 term - 1 semester hour. Days or evenings.

**Biology 102 - Principles of Biology II**
Investigations of relationships among organisms in time and space. Diversity, ecology, behavior, and human biology in the context of contemporary society. This is a suggested course for the non-science majors and it may not be used as credit for Biology majors. Prerequisites: Biology 101, L101. 3 hours lecture. 1 term - 3 semester hours. Days or evenings.

**Biology L102 - Principles of Biology Laboratory II**
Exercises and field trips designed to complement and demonstrate the principles developed in the lecture section. 3 hours laboratory. 1 term - 1 semester hours. Days or evenings.

**Biology 114 - General Biology (Zoology)**
Introduction to animal biology emphasizing evolution, classification, morphology, function, development, and ecology. Required of all Biology majors. Prerequisite: Biology 101, L101. 3 hours lecture. 1 term - 3 semester hours.

**Biology L114 - General Biology Laboratory**
A series of laboratory experiences in animal physiology, behavior, and diversity. 3 hours laboratory. 1 term - 1 semester hours.

**Biology 204 - Anatomy and Physiology**

**Biology L204 - Anatomy and Physiology Laboratory**

**Biology 213 - Bioethical Issues**
Major topics include genetic engineering, reproductive technologies, human experimentation, euthanasia, the ethics of scientific research and decision making regarding contemporary bio-social issues. Highly recommended for anyone in the sciences. Prerequisite: Biology 101 or equivalent. 3 hours lecture. 1 term - 3 semester hours. Normally offered every third year: Days or evenings.

**Biology 273 - Biometrics**
Introduction to the application of statistical methods for the evaluation of biological problems. Sampling confidence intervals, regression, testing hypotheses, experimental design and analysis of variance. Prerequisite: Biology 101 or equivalent. 3 hours lecture. 1 term - 3 semester hours. Normally offered every third year: Days or evenings.

**Biology 274 - Genetics**
The principles of genetic variation as revealed in prokaryotes and eukaryotes. Topics include cytological and molecular basis of heredity; non-nuclear genes, determination and differentiation of sex, population gene frequencies, and mating systems. Prerequisites: Biology 101, L101 or equivalent. 3 hours lecture. 1 term - 3 semester hours.

**Biology 304 - Comparative Physiology**
Mechanisms of physiological adaptations to environmental challenges are studied. Examples of gas exchange, osmoregulation, fluid transport, temperature regulation, nervous control, and hormonal control are examined in plant and animal forms. Prerequisites: Biology 114, L114, Chemistry 211, L211. 3 hours lecture. 1 term - 3 semester hours.

**Chemistry 111/112 - General Chemistry**
Fundamental principles of chemistry are discussed. Topics include introduction to atomic structure, periodic table, nature of chemical bonds, stoichiometry, gas laws, solutions, acid-base systems, chemical equilibria, thermodynamics, electrochemistry, kinetics, and chemistry of selected elements. 3 hours lecture. Prerequisite: High school chemistry. 2 terms - 6 semester hours. Normally offered yearly - days only.
Chemistry L111/L112 - General Chemistry Laboratory The basic principles of chemistry illustrated through laboratory investigation. Qualitative and quantitative analysis, particularly volumetric methods, are emphasized. 1 hour lecture, 4 hour laboratory. Concurrent enrollment in Chemistry 111 - 112 required. 2 terms - 2 semester hours. Normally offered yearly, days only.

Chemistry 211 - Organic Chemistry The essential chemistry of functional groups and basic theories as applied to the study of organic compounds. Mechanistic studies, stereo-chemistry, and the relationship of spectroscopy to structure. 3 hour lecture. Prerequisite: Chemistry 112. 2 terms - 6 semester hours. Normally offered yearly, days only.

Chemistry 331/332 - Biochemistry the chemistry of amino acids, proteins, lipids, carbohydrates, and nucleic acids. Emphasis is on structure and function of biomolecules and intermediary metabolism. 3 hours lecture. Prerequisite: Chemistry 212. 2 terms - 6 semester hours. Normally offered yearly, days or evenings.

Physics 111/112 - College Physics An introduction to the fundamental principles of physics. Basic concepts of mechanics, heat, sound, electricity, magnetism, and light. Prerequisite: University Math requirement or instructor's permission. 2 terms - 6 semester hours. Normally offered yearly.

Physics L111/L112 - College Physics Laboratory Fundamental laboratory experimental measurements illustrating the basic concepts of mechanics, heat, sound, electricity, magnetism and light and use of the computer. 2 terms - 2 semester hours. Normally offered yearly.

Physics 151/152 - University Physics The topics of Physics 111-112 will be treated, with calculus. This course is a prerequisite of all advanced physics courses. Physics 111-112 and Physics 151-152 cannot both be used to satisfy degree requirements. Prerequisite: Math 161-162 which may be taken concurrently. 2 terms - 6 semester hours. Normally offered yearly.

Physics L151/L152 - University Physics Laboratory Fundamental laboratory experimental measurements illustrating the basic concepts of mechanics, heat, sound, electricity, magnetism, and light, and use of the computer and calculus. 2 terms - 2 semester hours. Normally offered yearly.

Physics 211/212 - Wave Motion, Sound and Optics Modes of oscillations in systems, traveling waves in homogeneous media, standing waves, superposition of harmonic waves. Emission and absorption of waves, polarization, interference and diffraction phenomena. Prerequisite: Math 262. 2 terms - 6 semester hours. Normally offered alternate years.

Math 151-152 - Calculus for Life Sciences This two-semester sequence is intended for Biology majors who are not prepared to take the standard calculus sequence (MATH 161-162). Topics include: a brief review of essential algebra topics (exponents, radicals, linear equations, factoring, simplifying expressions), functions (evaluation, composition, inverses, graphs), exp(x), ln(x), exponential growth and decay, limits, derivatives, tangent lines, maxima and minima, applications of derivatives, anti-derivatives, definite integrals, techniques of integration, applications of integrals. Prerequisites: Two years of high school algebra. 2 terms - 6 credits. Generally offered each year.

Math 161 - Calculus I Functions, graphs, analytic geometry of lines and circles, limits, continuity, derivatives, differential calculus of algebraic and trigonometric functions; applications to rate problems, maxima and minima and curve sketching. Prerequisite: solid preparation in high school algebra and trigonometry of MATH 143. 1 term - 3 credits. Normally offered each semester.

Math 162 - Calculus II Antiderivatives; the definite integral with applications from geometry and physics; logarithmic, exponential, and inverse trigonometric functions; techniques of integration. Prerequisite: MATH 161. 1 term - 3 credits. Normally offered each semester.

Math 261 - Calculus III Indeterminate forms, l'Hopital's Rule, improper integrals, infinite sequences and series, Taylor series, and polar coordinates. Prerequisite: MATH 162. 1 term - 3 credits. Normally offered each semester.

Math 373 - Ordinary Differential Equations A first course in differential equations. Topics generally include separable, homogeneous, exact, and linear first order differential equations; integrating factors, higher order linear differential equations, variation of parameters, differential operators, the Laplace transform, inverse transforms, systems of differential equations, power series solutions, Fourier series, applications. Prerequisite: MATH 262. 1 term - 3 credits. Normally offered each fall semester.
Computer Science 121 – A First Course in Computers

For students who have little or no previous experience with computers, this course provides an introduction to computers and their uses and to programming in the Pascal language. Students use various popular personal computers and Suffolk’s Prime or Vax system to carry out assignments including programming, word processing, use of spreadsheets, and other applications. This course provides good preparation for CMPSC 131. No prerequisites. 3 credits. Normally offered each semester.

Computer Science 131-132 – Computer Science I and II

This fundamental course sequence is designed to provide the background necessary for an understanding of computers and computer languages. Programming assignments introduce the student to methods of problem solving, development of algorithms, designing, coding, debugging, and documenting programs. Topics include an overview of computer organization, sorting and searching, string processing, simple data structures, and files. Structured programming techniques are emphasized throughout. This course sequence is a prerequisite for all advanced computer science courses. Prerequisite: Prior course work in computer programming (preferably in Pascal or C) or CMPSC 121 or consent of instructor. 2 terms – 3 credits each. Both courses normally offered each semester.

Computer Science 133 – Programming in C for Engineers

This course is an intensive presentation of the C programming language while covering the topics of CMPSC 132 including pointers, data structures and files. Prerequisite: CMPSC 131. 1 term – 3 credits. Normally offered each spring semester.

Engineering 205 – Applied Circuit Theory

Network concepts, resistive circuits, Network theorems, DC circuits with R, L, C elements. Complex numbers, sinusoids, phasors, AC circuit analysis. Transfer functions, frequency response, filters. Laboratory experience included. Prerequisite: PHYS 152. 1 term – 4 semester hours. Offered yearly.

Engineering 303 – Digital Electronics

An introduction to the design of digital logic circuits. Analog to digital conversion, Boolean algebra, Karnaugh maps, combinational circuits, adders, flip-flops, decoders, counters, timers and registers. Laboratory experience included. Prerequisite: PHYS 152. 1 term – 4 semester hours. Normally offered yearly.

Engineering 345 – Scientific Writing / Reporting

Documentation procedures for group projects, documentation for computer programs, circuit documentation, experiment design and documentation, presentation of scientific results. Weekly writing assignments. Fifteen minute oral presentation assignment. 1 term – 1 semester hour. Normally offered in alternate years.

Engineering 351 – Microprocessors

Hardware oriented course with experience in digital electronics included. Number systems and codes, logic gates, address decoding, bus structures, construction of single board microcomputer. Machine language programming. Stack operations, interrupt servicing, memory mapped I/O. Prerequisite: ENGR 303. 1 term – 4 semester hours. Offered yearly.

New Courses

Biophysics, Radiation Physics I, Radiation Physics Laboratory I, Biophysics, Radiobiology Laboratory, Computer Aided Biophysics, Radiographic Imaging, Senior Project – Medical Biophysics, Principles of Radiation Therapy, Radiation Oncology, Clinical Radiation I, Clinical Radiation II, Practicum I, Practicum II, Medical Instrumentation
MILITARY SCIENCE PROGRAM
(Army ROTC)
No major available

Department of Military Science
ARCY ROTC (Reserve Officers Training Corps) has been an integral part of Suffolk's curriculum for more than ten years. Sponsored through Northeastern University, this program includes Boston College, Wentworth, and Simmons students in addition to the Northeastern students. ROTC offers two-year and four-year Army officer training programs complementing Suffolk's educational program. Over 4530 Second Lieutenants have been commissioned into all Army branches through this joint program since 1951.

General Objectives
The Department of Military Science of Northeastern University administers the ROTC program for Suffolk University students. Army ROTC provides leadership training on campus and leadership exercises at local off-campus training sites. The goal of the program is to commission the future officer leadership of the United States Army. It fosters the American tradition of the citizen-soldier, responsive to civilian control.

Courses of Study
The Army ROTC program consists of two phases: the Basic Course (freshman and sophomore years) which imposes no obligation on non-scholarship students; and the Advanced Course is conditional upon satisfactory completion of the Basic Course or its equivalent. Participation in the non-obligatory Basic Course provides students an excellent opportunity to decide whether or not they wish to become Army officers.

ROTC Financial Aid
1. Suffolk students can apply for a ROTC scholarship in January of their freshman year, or during the Fall semester of their sophomore year. Two and three year scholarship winners will receive tuition benefits annually totaling $7,000 or 80% of tuition, whichever is the greater amount, $190.00 each semester for textbooks, all lab fees and $100.00 each month up to $1,000 per year.

2. All advanced course cadets receive a monthly subsistence allowance of $100.00 monthly up to $1,000 a year, whether or not they receive a scholarship.

Army Commission and Service Requirements
1. Basic Course cadets who are not scholarship recipients do not incur any military obligation and may withdraw from the program at any time.

2. Advanced Course cadets agree to accept an Army commission and serve on either Active Duty (FULL-TIME), or Reserve Duty with duty in the Army Reserve or the National Guard (1 weekend each month and 2 weeks each year) if offered.

3. Cadets will be commissioned as Second Lieutenants and fulfill and 8-year service obligation with one; of the following combinations:

   a. Scholarship Recipients: 4 years Active Duty, followed by 4 years Inactive Reserve; or 6 years Active Reserve followed by 2 years Inactive Reserve.

   b. Non-scholarship Cadets: 3 years Active Duty, followed by 3 years Active Reserve, followed by 2 years Inactive Reserve; or 6 years Active Reserve, followed by 2 years Inactive Reserve.
c. The Army's selection of the manner in which a Lieutenant will serve is based on the following list of criteria:

1. Individual Preference
2. Academic Major
3. Academic Performance
4. Military Science Performance
5. Recommendation of the Professor of Military Science
6. Needs of the Army

**Where to Apply**

Interested students should contact:
Professor of Military Science
Northeastern University
430 Parker St.
Boston, MA. 02115
(617) 437-2375
MODERN LANGUAGES

Department of Humanities and Modern Languages

Professors: Chiasson, Hastings, Hourtienne, Mendez-Herrera, Parks, Collins Weitz (Chairperson)
Associate Professors: Kelton, Marchant
Assistant Professors: Kostopoulos-Cooperman, Smythe
Lecturers: Giuliano, Marko, Mayer
Professors Emeriti: Boudreau, Fang, Fehrer, Goodrich, Petherick

The Department of Humanities and Modern Languages offers courses in four foreign languages: French, German, Italian and Spanish. Major and minor programs are available in French and Spanish, but not in German or Italian. In addition, career-oriented programs are offered in International Economics and International Business Studies.

The major in French and Spanish consists of the study of the foreign language, its literature and its civilization. The major requires 30 credit hours beyond the Elementary level and must include French 309-310 or Spanish 207-208 and 303-304, as appropriate. History 101-102 (History of Western Civilization, I, II) are Complementary Major Requirements for both the French and Spanish Majors.

The minor concentration in French or Spanish requires 18 credit hours. Students who wish to minor must consult with a department advisor.

Under joint sponsorship with the Department of Economics, the Department of Humanities and Modern Languages offers a Major program in International Economics that combines courses in French or Spanish language with international economics and area studies. See International Economics in this catalogue.

A similar major program, in International Business Studies is offered jointly with the School of Management. See the School of Management section in this catalog. Tutorial courses in French for Business or Spanish for Business are available to students in both of the above programs.

The Department of Humanities and Modern Languages determines a student’s proficiency level in a foreign language. The Department’s placement policy is as follows: students may continue a foreign language begun in high school or begin a new language. When the student continues a high school language, the Department determines the student’s proficiency level through placement examinations, placement consultations or other measures. In general, students who have recently completed two or three years of high school foreign language with average grades of B or better usually continue their foreign language studies on the Intermediate level. Students with more than three years of high school foreign language as well as native speakers will consult with a foreign language advisor from the Department for appropriate placement.

Honors in Modern Language

Students who have achieved a 3.0 average in general and at least a 3.3 average in French or Spanish are eligible for honors if they are enrolled in a course beyond the Intermediate level.
FRENCH COURSES

French 101-102 – Elementary French: Introduction to French Language and Culture. Practice in both oral and written language skills. Audio-visual and textual materials based on French cultural themes. Two language laboratory sessions per week. 2 terms – 6 semester hours. Offered yearly.

French 201-202 – Intermediate French: The Language and Civilization of France. Study of the French language using cultural materials as a primary vehicle for the development of language skills. Extensive audio-visual materials support the texts read in class. One hour of language laboratory work per week. Prerequisite: French 101-102 or instructor’s permission. 2 terms – 6 semester hours. Offered yearly.

French 209-210 – Contemporary French Civilization I, II. Reading and discussion in French of texts about French society, history, culture, education, politics and economy. Films illustrating aspects of French life relating to the above subjects. Review work in grammar. Prerequisite: French 201-202 or instructor’s permission. 2 terms – 6 semester hours. Offered alternate years.

French 211-212 – The French-Speaking World I, II. A study of France and its institutions with concentration on the influence they have had in countries as diverse as Canada, Haiti and Senegal. Cultural films. Continuing work in Language. Prerequisite: French 201-202 or instructor’s permission. 2 terms – 6 semester hours. Offered alternate years.

French 309 – French Culture and Literature I. A study of French culture of the 16th, 17th, and 18th centuries as seen through the literature, history and art of the times. Prerequisite: French 201-202 or instructor’s permission. 1 term – 3 semester hours. Normally offered in alternate years.

French 310 – French Culture and Literature II. A study of French culture of the 19th and 20th centuries as seen through the literature, history and art of the times. Prerequisite: French 201-202 or instructor’s permission. 1 term – 3 semester hours. Normally offered in alternate years.

French 325 – French Women in Fact and in Fiction. A survey of the rich and varied contribution of French Women to their country and culture. While there are several reading selections from the earlier period, the focus will be on the 19th and 20th century. Madame de La Fayette, George Sand, Colette, Simone de Beauvoir and Marguerite Duras are among the key historical and literary figures studied. 1 term – 3 semester hours. Offered alternate years. Conducted in English.

French 401-402 – Seminar in French Translation. Texts chosen from French literature as well as from the fields of politics, criticism, economics, sociology and journalistic writings. Prerequisite: French 209-210, 211-212, 309-310 or equivalent. 2 terms – 6 semester hours. Offered in alternate years.

French 501-502 – Independent Study. Students meet with a department member to pursue advanced studies in areas of particular interest to them. Instructor’s permission.


GERMAN COURSES

No Major Available

German 101-102 – Elementary German: Introduction to German Language and Culture. Practice in both oral and written language skills using German culture as background for language study. Emphasis on active use of German to master structure, pronunciation and vocabulary. Two language laboratory sessions per week. 2 terms – 6 semester hours. Offered every year.

German 201-202 – Intermediate German: Language, Culture and Literature. Review of grammar and spoken German, cultural and literary readings, composition and translation. Language laboratory sessions assigned. Prerequisite: German 101-102 or instructor’s permission. 2 terms – 6 semester hours. Offered every year.

German 501-502 – Independent Study. Students meet with a department member to pursue advanced studies in areas of particular interest to them. Instructor’s permission. 2 terms – 6 semester hours. Offered every year.
ITALIAN COURSES

No Major Available

Italian 101-102 - Elementary Italian: Introduction to Italian Language and Culture. Practice in both oral and written language skills. Audio-visual and textual materials based on Italian cultural themes. Two language laboratory sessions per week. 2 terms - 6 semester hours. Offered yearly.

Italian 201-202 - Intermediate Italian: Language, Culture, and Literature. Review of grammar, practice in spoken Italian, with cultural and literary readings along with composition and translation. Language laboratory sessions as assigned. Prerequisite: Italian 101-102 or equivalent. 2 terms - 6 semester hours. Normally offered every year.

Related Courses

Although this course is not offered by the Department of Humanities & Modern Languages, it is of related interest.

English 406 - Italian Literature. Major writers of the Middle Ages, Renaissance, Risorgimento, and present day, including Dante, Boccaccio, Machiavelli, Ariosto, and Leopardi, in English translation. Focus on the originality of Italian literature and its contribution to our culture. 1 term - 3 semester hours. Normally offered every third year.

SPANISH COURSES

Spanish 101-102 - Elementary Spanish. Study and practice of oral and written language skills. Class activities are organized around cultural themes that reflect the diversity of the Hispanic world. Two language laboratory sessions per week. No prerequisite. 2 terms - 6 semester hours. Offered yearly.

Spanish 201-202 - Intermediate Spanish. Systematic review of Spanish grammar and study of Spanish through texts of cultural interest. Development of written and oral skills through compositions and audio-visual materials. Two language laboratory sessions per week. Prerequisite: Spanish 101-102 or instructor's permission. 2 terms - 6 semester hours. Offered yearly.

Spanish 207-208 - Hispanic Culture. A survey of Hispanic civilization emphasizing the contributions of Spanish-speaking peoples to the Western tradition in art, thought and letters. Abundant use of audio-visual materials. Recommended for pre-professional needs. Texts in Spanish. Prerequisite: Intermediate Spanish or instructor's permission. 2 terms - 6 semester hours. Offered yearly.

Spanish 303-304 - Advanced Conversation. Vocabulary building, normalization of pronunciation, development of conversational skills through programs and group discussions on subjects of interest to students enrolled. Prerequisite: Intermediate Spanish or instructor's permission. 2 terms - 6 semester hours. Offered yearly.

Spanish 401 - Classical Spanish Literature. A survey of Spanish literature from El Poema del Cid to the Golden Age with emphasis on cultural currents and their relation to the history of the period. Readings include poetry, drama, and prose. Conducted in English. Texts in translation. No prerequisite. 1 term - 3 semester hours. Normally offered every third year.

Spanish 402 - Social Literature of Latin America. Reading and discussion of significant literary works related to social themes or problems of Mexico, the Caribbean nations, and South America. Conducted in English. Texts in translation. No prerequisite. 1 term - 3 semester hours. Normally offered every third year.


Spanish 404 - Modern Hispanic Literature. A survey of literary works of the twentieth century; prose, fiction, drama and poetry of Spain and several Latin American countries. Readings selected to illustrate the main intellectual currents that have emerged in the Hispanic world in the twentieth century. Conducted in English. Texts in translation. No prerequisite. 1 term - 3 semester hours. Normally offered every third year.

Spanish 405 - Women's Voices from the Hispanic World. A study of women writers in Spanish and Latin American twentieth century literature. Readings will include novel, short story, poetry and drama by writers from Spain, the Caribbean, Mexico and Central and South America. Conducted in English. Texts in translation. No prerequisite. 1 term - 3 semester hours. Normally offered every third year.

Spanish 501-502 - Independent Study. Students meet with a department member to pursue advanced studies in areas of particular interest to them. Instructor's permission.


Tutorial Studies

Foreign Language T090 - T091. Tutorial Studies in a foreign language not ordinarily offered by the Department of Humanities and Modern Languages. One to six credits - By special permission of the Department only.
PHILOSOPHY

Department of Philosophy

Professors: Greenberg (Chairperson), Outwater, Zuckerstatter
Instructors: Giancola
Lecturers: Lee, Reiche, Rosenfeld, Pinn, Torres-Gregory

A major in Philosophy provides students with new ways of seeing the world and its possibilities. The Philosophy program at Suffolk teaches analytical and writing skills that provide a solid foundation for law school, graduate training, or professional school. Philosophy students complete their undergraduate training readied, as well, to pursue careers in community and public service, in theology, in college and secondary teaching, in health services and medical ethics, in business and business management, in writing, and in journalism and communications.

Requirements for a major in Philosophy are satisfied by successfully completing 30 semester hours of course work in Philosophy.

All majors in Philosophy are required to take the following core courses: Philosophy 113 (Informal logic) or Philosophy 114 (Formal Logic); 119 (Ethics); 117 (History of Ancient and Medieval Philosophy); 118 (History of Modern Philosophy). A detailed program suited to the needs of the individual student will be developed for each Philosophy major.

Eighteen semester hours (six courses) in Philosophy are required of students who elect a minor in Philosophy. These must include Philosophy 119 (Ethics) and either 117 or 118 (History of Philosophy I, II), plus any four other Philosophy courses.
PHILOSOPHY COURSES

Philosophy 113 Informal Logic. An informal introduction to correct reasoning. This course deals with the general nature of argument; aspects of language which have special bearing on logical thought; definition; types of disagreement and methods for resolving them; fallacies; and the elements of inductive reasoning. 1 term - 3 semester hours. Normally offered every semester.

Philosophy 114 Formal Logic. An introduction to formal (or semi-formal) study of the basic types of deductive arguments (propositional and syllogistic logic). 1 term - 3 semester hours. Normally offered every third year.

Philosophy 115 Introduction to Philosophy. A general introduction to the nature of philosophical analysis. Lectures, readings, and discussions will focus on representative issues and thinkers from the main areas of Philosophy (such as epistemology, metaphysics, ethics, and the Philosophy of religion). 1 term - 3 semester hours. Normally offered every year.

Philosophy 117 History of Ancient and Medieval Philosophy. The study of philosophical thought from the period of the ancient Greek philosophers through the Medieval thinkers, including such philosophers as Socrates, Plato, Aristotle, Epicurus, Zeno, Parmenides, Pythagoras, Protagoras, Augustine, Aquinas, Anselm, and Abelard. An introductory course designed to equip the student with a well grounded understanding and appreciation of Philosophy. 1 term - 3 semester hours. Normally offered every year.

Philosophy 118 History of Modern Philosophy. A study of the major modern philosophical thinkers including Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel and Schopenhauer. 1 term - 3 semester hours. Normally offered every year.

Philosophy 119 Ethics. A systematic introduction to the major thinkers and their positions on the main issues of ethics, i.e. What is morality? What are moral values? How do moral judgments differ from other types of statements? Are there objective, universal, absolute moral standards? If so, what are they, and what is their basis? 1 term - 3 semester hours. Normally offered alternate years.

Philosophy 123 Social Ethics: The Good Life. An examination of contemporary Western society, particularly American economic life, from the standpoint of various philosophical ideas of the "good life." Current books which exhibit a philosophical approach towards important contemporary social issues will be discussed. 1 term - 3 semester hours. Normally offered alternate years.

Philosophy 124 Oriental Philosophy. The exposition and critical evaluation of Hinduism, Buddhism, Confucianism, Taoism, and Islam. Special attention is given to foundation principles as well as to the similarities and differences of each of these philosophies to basic ideas in Western philosophy. 1 term - 3 semester hours. Normally offered alternate years.

Philosophy 125 Business Ethics. An examination of some ethical problems confronting businesses and the individuals who work in them. Topics to be discussed include such issues as: truth in advertising, health and safety risks, "whistle blowing," societal obligations of business, and hostile takeovers. Particular emphasis on entrepreneurship in relation to ethical considerations. 1 term - 3 semester hours. Normally offered alternate years.

Philosophy 127 Contemporary Moral Issues. Systematic examination of some basic contemporary moral problems. Topics will be chosen from the following: abortion, euthanasia, suicide, capital punishment, war, civil disobedience, reverse discrimination, pornography, lying, surrogate motherhood, genetic engineering, environmental protection, nuclear weapons, animal rights, etc. Topics will be introduced through background lectures, followed by extended class discussion. 1 term - 3 semester hours. Normally offered alternate years.

Philosophy 128 Philosophy of Democracy. An examination primarily of two fundamental questions of modern democratic political thought: the relation of the individual to the state and the just distribution of wealth in society. Conservative, liberal, and radical positions are examined. Readings from classical sources (Hobbes, Locke, Rousseau, Burke, Marx, Mill) as well as from contemporary ones (Rawls, Nozick). 1 term - 3 semester hours. Normally offered alternate years.
Philosophy 130 Women in Philosophy. An inquiry into the significance assigned to gender, and of the capacities, powers, and roles attributed to women by many of the most influential philosophers, from ancient Greece to the late twentieth century – in the Western philosophic tradition. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 131 Philosophy of Race and Gender. Prejudice of many kinds, such as racism and sexism, is so embedded in our social institutions, and is so "traditional" and pervasive that we often fail to notice it. In this course, we will deal with the history and nature of racism and sexism, as well as with possible solutions to these problems, including affirmative action and busing. Also to be discussed will be homosexuality, pornography and sex roles. 1 term – 3 semester hours. Normally offered every third year.


Philosophy 215 Philosophy of Religion. Considers such subjects as religious values, concepts of God, arguments for God, ways of knowing God, the problem of good and evil, human purpose, and the immortality of the soul. 1 term – semester hours. Normally offered alternate years.

Philosophy 216 19th-Century Philosophy. A study of some central figures of 19th-century philosophy, such as Hegel, Schopenhauer, Comte, Bradley, Spencer, Mill, Nietzsche, Kierkegaard, and Marx. Prerequisite: Philosophy 118 or consent of instructor. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 217 Philosophy of Life. Aims at the development of each student's personal philosophy of life, based on an examination of philosophical and psychological theories. Readings, lectures, and discussions will focus on the famous Greek ideas of the "good life" (Epicureanism, Stoicism, Aristotelian self-realization) and on the relevant writings of some modern psychologists (such as Fromm, Jung, Maslow, Rogers, and Frankl). 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 219 Aesthetics. A systematic introduction to the major thinkers and positions on the principal issues of aesthetics (including the philosophy of art): What is beauty? What is art? What is the nature of aesthetic value and of aesthetic judgments? Is beauty in the eye of the beholder? How can we distinguish between good and bad art? Are there objective standards of beauty? If so, what is their basis? What is the function and purpose of art? Readings from both classical and contemporary sources. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 222 Buddhism. A historical survey of Buddhist philosophy. We will explore Buddhist origins, central teachings, devotional and meditational practices, rituals and institutions as developed from classical to modern times. Special attention given to the philosophical diversity of the Buddhist world view. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 223 Philosophy in Literature. An inquiry into some philosophical themes in modern literature. Existential reality, immortality, faith and nature, morality and reason will be explored through the creative word of modern authors. Special emphasis will be placed on recurrent themes and their philosophical belief structure and meaning. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 225 Women in Spirituality. An exploration into the various dimensions and ideologies concerning the role of the feminine in relation to the Divine. Belief systems, myths and archetypes from ancient Goddess worship to 20th century feminist theology will be examined in terms of philosophical content and psychological consequences. Special emphasis will be placed on feminist metaphysical structures for understanding consciousness and Reality. Classes will be conducted by means of lectures, primary and secondary texts and class discussions. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 230 The Philosophy of America. A systematic exploration of the philosophical principles underlying the American republic. The founding documents of America – the Declaration of Independence and the Constitution – will be studied with an eye to their philosophical content and their philosophical sources; other works, primary and secondary, that help to illuminate these documents and their philosophical significance will also be read. 1 term – 3 semester hours. Normally offered every third year.
Philosophy 313 Philosophy of Mind. Deals with a cluster of issues related to the concept of consciousness, i.e., the relationship of consciousness to the physical world; the consciousness of machines; personal identity; personal survival; free will vs. determinism, etc. Important historical as well as contemporary analytic views will be discussed. Prerequisite: Philosophy 115, 117, or 118. 1 term – 3 semester hours. Normally offered every third year.

Philosophy 314 20th-Century Philosophy. Examines one or more of the following major philosophical movements of this century: Pragmatism, Phenomenology, Existentialism, Logical Positivism, Analytic (Linguistic) Philosophy, and Critical Theory (Post-Analytic Philosophy). Prerequisite is one of the following: Philosophy 115, 117, 118, 216, or consent of instructor. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 316 Existentialism. An overview of the existentialist tradition. Primary focus on issues and problems arising from the existentialist reaction to classical philosophy. Topics include: individuality and freedom, humans in society, death, morality, immortality, and the rejection of God. Philosophers to be discussed will include Kierkegaard, Nietzsche, Sartre and Heidegger. 1 term – 3 semester hours. Normally offered every third year.

Philosophy 320 Medical Ethics. An examination of the moral problems facing health-care practitioners, their patients, and others involved with the practice of medicine in today's society. Issues include: euthanasia, the ethics of medical experimentation, the use of reproductive technologies, genetic counseling and genetic engineering, truth-telling and confidentiality in doctor-patient relationships, and the cost and availability of medical care. 1 term – 3 semester hours. Normally offered every alternate year.

Philosophy 414 Profiles in Philosophy. A detailed exposition and evaluation of the views of one major philosophical thinker or of one major group of philosophical thinkers. Readings from both primary and secondary sources. Prerequisite: one course in Philosophy (other than Philosophy 113) or consent of instructor. 1 term – 3 semester hours. Normally offered every third year.

Philosophy 420 On "Against Reason". An exploration of recent attacks on the Western philosophical tradition of preferring Reason above all other modes of human conduct. Included will be readings from such thinkers as Thomas Kuhn, Richard Rorty and Michel Foucault. Prerequisite: Philosophy 118 or consent of instructor. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 514 Advanced Topics in Philosophy. Students with sufficient background in philosophy and a special interest in areas of philosophy which cannot be covered in regularly offered courses will be guided by senior members of the Department. Prerequisite: some background in philosophy and the consent of the instructor. 1 term – 3 semester hours. Normally offered every year.

Philosophy 515 Directed Studies in Philosophy. A member of the Department of Philosophy will hold conference hours with advanced students who have a special interest and will direct their reading in areas of philosophical research which may be of interest to them. Instructor's permission required. 1 term – 3 semester hours. Normally offered every year.
PHYSICAL EDUCATION
No Major Available

Department of Physical Education
Assistant Professor: Nelson (Director and Chairperson)

Athletics (Varsity) – S.U. sponsors intercollegiate teams in Baseball, Basketball, Cross-Country, Ice Hockey, and Tennis for men, and Basketball, Cross-Country, Softball and Tennis for women. Open sports are sponsored in Golf and Soccer. The University is a member of the National Collegiate Athletic Association, the Eastern Collegiate Athletic Conference and the Massachusetts Association of Intercollegiate Athletics for Women.

Athletics (Intramurals) – Intramural sports are offered for both men and women at Suffolk University. Included in the program are Basketball, Volleyball, and Softball. The University welcomes the student population to the Fitness Center (Ridgeway 210) for cardiovascular and weight training exercise activities. Aerobics classes are offered throughout the academic year.

PHYSICAL EDUCATION COURSES

Physical Education 133 – Theory and Practice of Athletics. Theory and practice of Football and Soccer, rules and history. Olympic history, ancient and modern. 1 term – 3 semester hours. Normally offered every year:

PHYSICS

Department of Physics
Profs: Johnson (Chairman), Feldman, Marshall
Ass Prof: Demir
Ass Prof: Zatet, McCormack
Lecturers: Du, Green, Harris, Humphrey, Levine, Moodera Mohie-Eldin, Narayana, Radojev, Xie, Yu

The Physics and Engineering Department offers several programs leading to a B.S. or B.A. degree:
- Physics
- Physics/Education
- Computer Engineering
- Electrical Engineering
- Medical Biophysics
- Radiation Biology

Also, there are majors in all fields of engineering available through the "3/2" combined engineering programs between Suffolk University and either Boston University or Case Western Reserve. A choice of a particular program does not have to be made until the sophomore year, but each student should discuss his/her plans with the Chairman of the Physics Department as soon as possible.

Capable students are encouraged to participate in one of several undergraduate research projects during their Junior and Senior years. Students may choose solar energy research involving microprocessor controlled sun-tracking solar panels located at the Boston campus and the university's research station near Cobscook Bay in Maine, or projects in neural networks and Artificial Intelligence using Sun workstations, Intel 80170 based hardware configurations. There are also joint projects with Russian scientists in the Microelectronics Department of the Moscow Institute of Radio Engineering and Electronics of the Russian Academy of Science and a local engineering firm, HNU Systems, Inc. Research areas include ellipsometry, laser physics, X-ray detectors and neural net signal processing.

Majors are encouraged to participate in the students' club, the Society of Physics Students, which has been successful in obtaining research grants to support student research. Physics Majors take part in field trips to the university's research station in Maine and also attend the spring meeting of the New England American Physical Society where students may present papers based on their research work.

Particular courses must be selected in order to fulfill (1) general requirements for all undergraduates in the College of Liberal Arts and Sciences, (2) core requirements of the major, (3) complementary requirements selected by the Physics Department, and (4) free electives.

A transfer student must see the Chairperson of the Department to determine which courses may be accepted for credit toward requirements of the Physics major. A minimum of 16 hours of the core requirements must be taken at Suffolk University.
Requirements for a Major in Physics

Core Requirements: (40 hours)

- University Physics I, II - 6 hrs
- University Physics Lab I, II - 2 hrs
- Classical Mechanics I, II - 6 hrs
- Electricity and Magnetism I, II - 6 hrs
- Modern Physics I, II - 6 hrs
- Math Methods I, II - 6 hrs
- Quantum Mechanics I, II - 6 hrs
- Advanced Lab - 2 hrs

Complimentary Requirements: (48 hours)

- General Chemistry I, II - 6 hrs
- General Chemistry Lab I, II - 2 hrs
- Computer Science I - 3 hrs
- C for Engineers - 3 hrs
- Calculus I, II, III - 9 hrs
- Multivariable Calculus - 3 hrs
- Differential Equations - 3 hrs
- Electronic Engineering elective - 3 hrs
- Microprocessors - 4 hrs
- Math/Basic Science Electives - 12 hrs

Minor in Physics

Students may elect a minor program in Physics by completing a total of 18 hours in the Department. The suggested course sequence is as follows:

- University Physics I, II - 6 hrs
- University Physics Lab I, II - 2 hrs
- Digital Electronics or Applied Circuit Theory - 4 hrs
- Classical Mechanics - 3 hrs
- Modern Physics - 3 hrs

Most of these courses have substantial mathematics prerequisites (Calculus I, II, III, Multivariable Calculus and Differential Equations), so that it would not be possible for a non-science major to minor in Physics.

Bachelor of Science in Physics* (Suggested Course Sequence)

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>University Physics and Lab</td>
<td>...8</td>
</tr>
<tr>
<td>Computer Science I</td>
<td>...3</td>
</tr>
<tr>
<td>C for Engineers</td>
<td>...3</td>
</tr>
<tr>
<td>Freshman English I, II</td>
<td>...6</td>
</tr>
<tr>
<td>Calculus I, II</td>
<td>...6</td>
</tr>
<tr>
<td>Freshman Integrated Studies</td>
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<tbody>
<tr>
<td>Electronics Elective</td>
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<tr>
<td>Social Science Option I, II</td>
<td>...6</td>
</tr>
<tr>
<td>Calculus III</td>
<td>...3</td>
</tr>
<tr>
<td>Multivariable Calculus</td>
<td>...3</td>
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<tr>
<td>Logic</td>
<td>...3</td>
</tr>
<tr>
<td>General Chemistry I, II and Lab</td>
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<tr>
<td>Math/Science elective</td>
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</tr>
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<tbody>
<tr>
<td>Classical Mechanics I, II</td>
<td>...6</td>
</tr>
<tr>
<td>English Sequence III, IV</td>
<td>...6</td>
</tr>
<tr>
<td>Ordinary Differential Equations</td>
<td>...3</td>
</tr>
<tr>
<td>Speech</td>
<td>...3</td>
</tr>
<tr>
<td>Microprocessors</td>
<td>...4</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>...3</td>
</tr>
<tr>
<td>Math Methods I, II</td>
<td>...6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
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<th>Senior</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity and Magnetism I, II</td>
<td>...6</td>
</tr>
<tr>
<td>Social Science Option III</td>
<td>...3</td>
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<tr>
<td>Modern Physics I, II</td>
<td>...6</td>
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<tr>
<td>Humanities Option II, III</td>
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<td>Advanced Lab</td>
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<td>Quantum Mechanics I, II</td>
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<tr>
<td>Math/Science Electives</td>
<td>...3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
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Honors Program

The honors program is designed to challenge the most academically capable students. It will also automatically provide these students with additional preparation for standardized examinations required for graduate school and board certification.
Requirements:
To graduate with honors in the department, the student must enroll not sooner than the beginning of the sophomore year, with permission of the departmental honors committee, and must meet the following requirements:

1. The student must maintain a minimum 3.4 grade point average in the mathematics and science requirements required for the major and must also complete at least 15 of these credits at Suffolk University.

2. The student must, at the end of each semester, successfully complete a competency exam administered by the department. The examination covers all technical courses required for the major, taken by the student up to and including that semester. The test consists of problems selected from all of the main topics in each course. A three person honors committee will assist students in preparing for the examination. The examination may be taken as often as necessary and acceptable performance will be judged by the honors committee.

3. In the senior year, the student must complete successfully a one credit honors seminar which will concentrate on selected topics which most often present difficulty in the examinations.

4. At the end of the senior year, the student must pass an oral examination administered by the honors committee.

Transfer Students
The requirement of Freshman Integrated Studies in all programs is replaced by an additional Social Science Requirement (3 hours) and an additional Humanities Requirement (3 hours).

B.A. in Physics
The B.A. degree in Physics may be obtained by replacing Humanities Requirement I, II with a two-semester Foreign Language sequence and by replacing the Social Science Requirement III with a History Requirement (3 hours).

Grade Point Requirements
To graduate from Suffolk University with a Bachelor's degree in Physics or Physics/Computer Science a student must have a minimum cumulative grade point average of 2.25 in all Physics and related science core requirements.

Engineering Programs
A student may major in Computer Engineering or Electrical Engineering. The core course requirements, suggested course sequences, and course descriptions are shown in the section of the bulletin entitled Engineering.

Medical Sciences
Two majors are available: Medical Biophysics and Radiation Biology. These programs are joint collaborations between the Suffolk University Physics and Engineering Department, the Biology Department, and Massachusetts General Hospital’s Department of Radiation Oncology.

The two degrees offer opportunities to two distinct populations of students: those whose interests are inclined toward biology, health science and radiation therapy, (Radiation Biology degree) and those who are more inclined toward mathematics, radiations physics and biophysics with medical applications (Medical Biophysics degree). Each curriculum satisfied the prerequisites for graduate study in the corresponding field of Radiation Biology or Biophysics. Also each program provides an excellent background for students interested in medical school. Some courses and laboratories will be taught at Massachusetts General Hospital, but most courses and laboratories will be on campus at Suffolk University (a few blocks away from Massachusetts General Hospital).
It is possible for some students, selected by a radiation therapy committee consisting of Massachusetts General Medical personnel and Suffolk University faculty, to take the certification track clinical training. Upon successful completion, these students will be able to take the examination to become licensed radiation therapists. For this group of students, clinical training will be required at Massachusetts General Hospital. This will include the Practicum I and II which are each of 13 weeks, 40 hours per week at Massachusetts General Hospital. This training will be required for all students who wish to become licensed radiation therapists, but will available only to the students selected by the radiation therapy committee. This training is not required to obtain either the Radiation Biology degree or the Medical Biophysics degree. It is simply an optional track available for some of the students in these programs and requires more than the usual 122 hours for graduation.

**Combined Programs in Engineering**

A student may select from the large number of engineering majors offered at Boston University or Case Western Reserve by taking the first three years of course work at Suffolk University as a Physics major and the last two years at one of the cooperating schools. This combination five-year program between the College of Liberal Arts and Sciences at Suffolk University and the College of Engineering at the participating university enables the student to acquire degrees from both colleges. Upon graduation the student receives a Bachelor of Science from Suffolk University and a Bachelor of Science from the cooperating institution in either Computer Engineering or Electronic Engineering.

The course requirement in the first three years at Suffolk University are the same shown for the degree in Physics except that an additional elective must be taken in the Sophomore Year. The student must plan his or her program with the approval of the Department Chairperson so that degree requirements at both universities are satisfied at the end of the five year period. A 3.0 grade point average must be maintained in all Physics and related science core requirements at Suffolk University to participate in this program.

**Physics/Education Program**

A student with interests in both Education and Physics can major in Physics/Education. An individual completing this program in Physics/Education will qualify for certification as a secondary teacher of Physics in the Commonwealth of Massachusetts.

The requirements for a degree program in Physics/Education leading to certification as a teacher of Physics include 32 semester hours of physics and additional courses in computer science, mathematics and education as follows:

**Physics: (32 hours)**

- University Physics and Laboratory – 8 hrs
- Digital Electronics or Electronic Devices – 4 hrs
- Classical Mechanics – 6 hrs
- Modern Physics – 6 hrs
- Advanced Laboratory (Optional) – 2 hrs
- Electricity and Magnetism – 6 hrs

**Complementary Requirements**

**Mathematics: (15 hours)**

- Calculus I, II, III – 9 hrs
- Multivariable Calculus – 3 hrs
- Ordinary Differential Equations – 3 hrs

**Chemistry: (8 hours)**

- General Chemistry I, II and Laboratory – 8 hrs
Computer Science: (10 hours)
Computer Science I – 3 hrs
C for Engineers – 3 hrs
Computer Architecture or Microprocessors – 4 hrs

Education: (30 hours)
*Foundations of Education
Educational Psychology
*Curriculum and Methods of Secondary Education (2 semesters)
Freshman English Composition
Rhetoric and Communication
Reading Communications and Mathematics Skills for Secondary Education
Student Teaching

*Courses preceded by asterisks are labeled pre-practicum, contain substantial amounts of field experiences, and must be taken prior to EHS 500 (Student Teaching). Students interested in this program are urged to see the assigned advisor in the specific academic area as well as the Education coordinator listed below.

Physics: W. Johnson / O. Demir
Education: S. Shatkin

Suggested Course Sequence for Physics/Education

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman English</td>
<td>6</td>
</tr>
<tr>
<td>Freshman Integrated Studies</td>
<td>6</td>
</tr>
<tr>
<td>Calculus I, II</td>
<td>6</td>
</tr>
<tr>
<td>University Physics and Lab</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>C for Engineers</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics Elective</td>
<td>4</td>
</tr>
<tr>
<td>Calculus III</td>
<td>3</td>
</tr>
<tr>
<td>Multivariable Calculus</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry I, II and Lab</td>
<td>8</td>
</tr>
<tr>
<td>Logic, Speech</td>
<td>6</td>
</tr>
<tr>
<td>English Option</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classical Mechanics I, II</td>
<td>6</td>
</tr>
<tr>
<td>Ordinary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>Education – Curriculum/Methods</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Reading Communications &amp; Math Skills for Secondary Education</td>
<td>3</td>
</tr>
<tr>
<td>Foundations of Education (Social Science Requirement)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Requirement or Language (B.A.)</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity and Magnetism</td>
<td>6</td>
</tr>
<tr>
<td>Modern Physics I, II</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Educational Psychology (Social Science Requirement)</td>
<td>3</td>
</tr>
<tr>
<td>Education Practicum</td>
<td>9</td>
</tr>
</tbody>
</table>

Sigma Pi Sigma
The Suffolk University Chapter of the National Society of Physics Students and criteria for Sigma Pi Sigma, were established in 1979. Election to Sigma Pi Sigma membership is conducted by the active Sigma Pi Sigma members. To be eligible, a student does not have to be a physics major but must rank in the upper 20% of his/her class, have a minimum cumulative grade point average of 3.0 and a physics grade point average of 3.3.
PHYSICS COURSES

Physics 111-112 – College Physics
An introduction to the fundamental principles of physics. Basic concepts of mechanics, heat, sound, electricity, magnetism, and light. Prerequisite: University Math requirement or instructor’s permission. 2 terms – 6 semester hours. Normally offered yearly.

Physics L111-L112 – College Physics Laboratory
Fundamental laboratory experimental measurements illustrating the basic concepts of mechanics, heat, sound, electricity, magnetism and light and use of the computer. 2 terms – 2 semester hours. Normally offered yearly.

Physics 151-152 – University Physics
The topics of Physics 111-112 will be treated, with calculus. This course is a prerequisite of all advanced physics courses. Physics 111-112 and Physics 151-152 cannot both be used to satisfy degree requirements. Prerequisite: Math 161-162 which may be taken concurrently. 2 terms – 6 semester hours. Normally offered yearly.

Physics L151-L152 – University Physics Laboratory
Fundamental laboratory experimental measurements illustrating the basic concepts of mechanics, heat, sound, electricity, magnetism, and light, and use of the computer and calculus. 2 terms – 2 semester hours. Normally offered yearly.

Physics 201 – Special Topics in Physics
Subjects of concurrent interest are treated at a mathematical level to be specified by the instructor. Enrollment with consent of instructor. 1 term – 2 semester hours. Normally offered in alternate years.

Physics 211-212 – Wave Motion, Sound and Optics
Modes of oscillations in systems, traveling waves in homogeneous media, standing waves, superposition of harmonic waves. Emission and absorption of waves, polarization, interference and diffraction phenomena. Prerequisite: Math 262. 2 terms – 6 semester hours. Normally offered alternate years.

Physics 221 – Heat and Thermodynamics
Temperature, thermodynamic systems, work and the laws of thermodynamics, reversibility, irreversibility, entropy, thermodynamic state function, and applications to special systems. Prerequisite: Math 262. 1 term – 3 semester hours. Normally offered in alternate years.

Physics 222 – Kinetic Theory of Gases
Elements of gas kinetic theory and the distribution law for molecular velocities, distributive averages, mean free path, collisions and scattering, transport properties, equations of state, fluctuations. Prerequisite: Physics 221. 1 term – 3 semester hours. Normally offered in alternate years.

Physics 321-322 – Solid State Physics
Properties of solids. X-ray diffraction and crystal structure. Magnetic properties and binding energy in solids, elastic waves in discrete lattices, temperature dependence of the physical properties of solids, and the free electron theory of metals. Prerequisites: Physics 361, 362, 211, 212. 2 terms – 6 semester hours. Normally offered in alternate years.

Physics 331-332 Mathematical Methods of Physics
Mathematical methods in the physical sciences. Infinite series, complex numbers, determinants, matrices, partial differentiation and multiple integrals, vector analysis, fourier series, and differential equations. Calculus of variations, functions of complex variable, integral transforms, and probability. Prerequisite: Math 162. 2 terms – 6 semester hours. Normally offered in alternate years.

Physics 361-362 – Classical Mechanics
An introduction to the elements of classical mechanics. Newtonian mechanics, motion and force, frames of reference, momentum and energy, conservation relations, linear oscillations, central forces, orbits, angular momentum, rotating bodies, Hamilton’s principles and Lagrange’s equations. Prerequisite: Math 373 which may be taken concurrently. 2 terms – 6 semester hours. Normally offered in alternate years.

Physics 451-452 – Modern Physics I, II
Atoms and elementary particles, atomic, molecular and nuclear systems. Quantum states and probability amplitude, wave mechanics, and thermal properties of matter. Atomic spectra and structure, and molecular systems. Nuclear reactions, alpha and beta decay, and high energy physics. Prerequisites: Physics 361, 362. 2 terms – 6 semester hours. Normally offered in alternate years.

Physics 455 – Advanced Laboratory
Classical and modern experiments in physics; Millikan Oil Drop, Frank Hertz experiment, Zeeman effect, Mossbauer experiment, nuclear spectroscopy, nuclear magnetic resonance, electron spin resonance, laser diffraction and CAMAC data acquisition experiments. Prerequisites: Physics 451, 452 or equivalent. 1 term – 2 semester hours. Normally offered in alternate years.


Physics 491 - Honors Seminar  Weekly discussions on technical topics covered in the curriculum which have presented difficulty to students in the honors program. Prerequisite: Permission of instructor – 1 semester hour. Offered yearly.

Physics 513 - Advanced Studies in Physics  Directed reading, lectures, seminar and research in selected areas of special interest. Prerequisite: Instructor's permission. 1 term – 3 semester hours. Offered yearly.
PSYCHOLOGICAL SERVICES

No Major Available

Professor: Garni (Chairperson), Korn, MacVicar
Associate Professor: Busse

PSYCHOLOGICAL SERVICES COURSES

Psychological Services 506 – Leadership Skills for a Diverse Society. An opportunity to learn about and practice leadership skills applicable to small groups and organizations which are diverse and complex communities. Primary goal is personal effectiveness regarding: communication skills, motivation, problem-solving, and conflict resolution. Attention is paid to racist, sexist, and discriminatory attitudes and behaviors. Format includes lecture, discussion, role-playing, video-feedback, and program design. Instructor’s consent required. Course taught on Pass-Fail basis. Normally offered every year. 3 semester hours.

Psychological Services 513 – Independent Study. Academically qualified students in collaboration with a department member may design a library and field research project in psychological services. Submission of a written project proposal is required prior to enrolling. Normally offered every term. 3 semester hours.
PSYCHOLOGY

Department of Psychology

Professors: Katz, Webb
Associate Professors: Demick
(Chairperson), Bursik
Assistant Professor: DiBiase, Wells
Lecturers: Barrett, Basseches, Busse,
Carpenter-Smith, Gabriel, Harkins,
Keuthen, Korn, Miliora, Miller, Ricciardi,
Rosseel, Shaughnessy

A major in psychology may be taken under either the B.A or B.S. degree.

The 11 psychology courses required for the major are of three types: (1) core requirements (six courses); (2) concentration requirements (three courses); and (3) psychology electives (two courses).

Three subject area concentrations are offered to provide students with the opportunity to follow their own particular interests within the field of psychology: Developmental; Personality; and Social. Students must complete three prescribed courses in whichever concentration they elect (see specific requirements below).

A number of minor programs are relevant to the study of psychology. Students majoring in psychology may select a minor (six prescribed courses in another field), according to their interests in consultation with their faculty advisor.

The Department sponsors a Psychology Club and a chapter of Psi Chi, the national honor society in psychology, as well as several awards to outstanding majors. More specific information is available in the Department office.

Psychology 114, General Psychology, is a prerequisite for most Psychology courses (see individual course descriptions for this information). Laboratories are designated “L”.

Honors Program in Psychology

Junior psychology majors who demonstrate a high degree of interest in psychology as well as the ability to think creatively and work independently may be invited to participate in the Department’s Honors Program, provided that they meet the following requirements: (1) achievement of at least a 3.4 grade point average in psychology courses taken; and (2) completion of Psychology 201/L201, Psychology 202/L202, and Psychology 203/L203 by the end of the junior year.

Participants in the Psychology Honors Program must enroll in two honors courses during their senior year: Psychology 575 - Honors Thesis I (Fall Semester) and Psychology 576 - Honors Thesis II (Spring Semester). Honors students are required to design, conduct, complete a written report of, and orally present an empirical research project or a scholarly research paper that will be read and either accepted or rejected for “honors” designation by a Departmental Honors Committee. Participants in the Honors Program may take Psychology 575 and Psychology 576 either in addition to or in lieu of Psychology 418, Senior Seminar.

A detailed written description of the Psychology Honors Program is available in the Department Office.
Psi Chi-National Psychology Honor Society
The Suffolk University Chapter of Psi Chi, the national honor society in psychology, was chartered on April 28, 1978. Psi Chi is a member of the American Association of College Honor Societies. Criteria for membership include: (1) junior or senior class status; (2) academic standing in the upper 35th percentile of the class and a minimum 3.0 grade point average; (3) completion of at least five courses in psychology or completion of four courses and current enrollment in a fifth; and (4) attainment of at least a 3.25 grade point average in all courses in psychology.

Minor in Psychology
The requirements for the minor in Psychology can be met by completing 18 hours of courses as follows:

1. Psychology 114 – General Psychology (3 hours)
2. Any five courses (15 hours) with:
   (a) only one of these five having the first two digits of “10” (e.g., Psychology 109); and
   (b) at least one of the five numbered 300 or above

For additional information and/or to register as a minor in Psychology, students should consult the Department Chairperson.

Curricula in Psychology
The requirements for the psychology major for each of the three concentration areas are described below.

Concentration in Developmental Psychology
The concentration in Developmental Psychology is designed for students who are interested in graduate study in psychology or education, or in working with adequately functioning individuals in a particular age group – infants, children, adolescents, adults, or the elderly. Students selecting the concentration in Developmental Psychology must take the courses listed below.

Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 114 – General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 201/L201 – Statistics (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 202/L202 – Psychometric Theory and Application (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 203/L203 – Research Methods and Experimental Design (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 312 – Cognition OR</td>
<td></td>
</tr>
<tr>
<td>PSYCH 313 – Brain and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 418 – Senior Seminar</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

Concentration Courses:
Students must take three of the six courses listed below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 232 – Development in Infancy</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 233 – Child and Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 236 – Psychology of the Modern Family</td>
<td></td>
</tr>
<tr>
<td>PSYCH 333 – Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 433 – Developmental Psychopathology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 501 – Advanced Topics in Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Major Electives:
Students must take two major elective courses. (Note: Majors may count no more than one of the psychology courses whose first two digits are “10” toward the major.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology elective course</td>
<td>3</td>
</tr>
<tr>
<td>Psychology elective course</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td><strong>OVERALL TOTAL</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>
Concentration in Personality Psychology

The concentration in Personality Psychology is designed for students who are considering a human services-oriented career or graduate study in psychology, counseling, school psychology, or psychiatric social work. Students selecting the concentration in Personality Psychology must take the courses listed below.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 114</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 201/L201</td>
<td>Statistics (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 202/L202</td>
<td>Psychometric Theory and Application (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 203/L203</td>
<td>Research Methods and Experimental Design (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 312</td>
<td>Cognition OR</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 418</td>
<td>Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 21

Concentration Courses:

Students must take three of the six courses listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 226</td>
<td>Theories of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 241</td>
<td>Psychology of Motivation</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 251</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 351</td>
<td>Introduction to Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 356</td>
<td>Learning and Changing Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 502</td>
<td>Advanced Topics in Personality Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 9

Major Electives:

Students must take two major elective courses. (Note: Majors may count no more than one of the psychology courses whose first two digits are “10” toward the major.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology elective course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psychology elective course</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 6

OVERALL TOTAL: 36

Concentration in Social Psychology

The concentration in Social Psychology is designed for students who are interested in careers in personnel, management, consumer behavior applications, or in graduate study in psychology or business. Students selecting the concentration in Social Psychology must take the courses listed below.

Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 114</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 201/L201</td>
<td>Statistics (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 202/L202</td>
<td>Psychometric Theory and Application (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 203/L203</td>
<td>Research Methods and Experimental Design (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 312</td>
<td>Cognition OR</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 418</td>
<td>Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 21

Concentration Courses:

Students must take three of the six courses listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 224</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 242</td>
<td>Sociocultural Perspectives on Behavior and Experience</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 245</td>
<td>Consumer Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 363</td>
<td>Environmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 454</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 503</td>
<td>Advanced Topics in Social Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 9

Major Electives:

Students must take two major elective courses. (Note: Majors may count no more than one of the psychology courses whose first two digits are “10” toward the major.)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Psychology elective course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Psychology elective course</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL: 6

OVERALL TOTAL: 36
Note: Students who plan to apply for graduate study in psychology (not social work or counselor education) should arrange their schedules so as to have completed Psychology 201/L201, Psychology 202/L202, and Psychology 203/L203 by the end of the first semester of their senior year in order for their applications to be considered by prospective graduate schools. Students who plan to apply for graduate study in psychology must also usually take the Graduate Record Examination, GRE (Verbal, Quantitative, and Advanced Test in Psychology sections) and the Miller Analogies Test (MAT) by December of their senior year. Students preparing for the GRE will find Psychology 313 and Psychology 418 to be useful. Students who are interested in graduate study (in psychology, social work, counselor education, law, or business) should inform their advisors of this fact as early as possible.

Five Year Combined Bachelor’s and Masters Degree Program

The Department of Psychology has made arrangements for qualified undergraduates – including transfer students – to apply for admission to a fifth year of study leading to the masters degree through Suffolk University’s Department of Education and Human Services (EHS). Students concentrating in Developmental Psychology may wish to consider the M.Ed. program in School Counseling; those concentrating in Personality Psychology may wish to enroll in the M.S. program in Mental Health Counseling; and those concentrating in Social Psychology may wish to consider the M.S. program in Human Resource Development. Advantages of this course of action include completion of a 36 credit masters program in one additional year (30 credits) post B.A. or B.S.

How it works:
The student elects to be in the program by contacting his/her academic advisor. From the beginning of this process, the student is assigned an advisor within the Department of Psychology who monitors his/her progress.

The student maintains a 3.0 cumulative grade point average through his/her senior year when he/she applies for admission to one of the three masters programs.

The student takes either the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) in his/her junior year.

Admission to all three of the masters programs is contingent upon appropriate maturity, academic performance, and commitment.

Students admitted to one of the three masters programs will be assigned an advisor from both the Psychology and EHS departments during their senior year.

Senior year will include appropriate undergraduate and graduate courses which will be “double counted” to fulfill course load obligations. Students may “double count” two of the following three courses offered through the Department of Psychology: Psychology 202/L203, Psychometric Theory and Application, Psychology 203/L203, Research Methods and Experimental Design (with Lab); and Psychology 351, Introduction to Counseling Skills. Students are encouraged to discuss the specific mechanisms for “double counting” courses with their advisors in both departments. In addition, students are encouraged to discuss with their advisors the appropriateness of enrolling in Psychology 574, Practicum in Psychology, during their undergraduate years.

One full year (year 5) of graduate work which includes a Practicum will complete all the requirements for the masters degree.

More specific information about this program is available in the Department office.
PSYCHOLOGY COURSES

Psychology 103 – Psychology of Sports. Applies psychological principles to modern sports. Looks at athletes and sports from various psychological and cultural perspectives – i.e., competition, competence, aggression, conflict, and sex roles. 1 term - 3 semester hours. Normally offered yearly.

Psychology 105 – Psychology and Law. An exploration into the relations between psychology and law and how these fields complement and/or interfere with one another. Topics for discussion will focus on the responsibilities and influence of each field in such areas as: involuntary mental health commitment; the criminal justice system; confidentiality and the duty to warn; child and elder abuse; adoption; and child custody in divorce. 1 term - 3 semester hours. Normally offered alternate years.

Psychology 106 – Introduction to Multicultural Psychology. A beginning level introduction to socio-cultural issues in psychology such as: issues of gender; issues of ethnicity; history of racism in psychology; issues of sexuality; and cultural views of psychology as a field of healing. May also include trips to museums and/or outside lectures dependent on class size. 1 term - 3 semester hours. Normally offered alternate years.

Psychology 109 – Popular Topics in Psychology. Variable content (consult schedule). Explores popular issues in psychology such as psychology and the media, psychology of love and intimacy, parapsychology, psychology of arms negotiation, etc. 1 term - 3 semester hours. Normally offered alternate years.

Psychology 111 – Psychology of Adjustment. Explores psychological issues that are important to students in their everyday lives. Topics include self-concept, values, interpersonal relationships, love, sexuality, and work. Relevant psychological theory and research will be presented. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychology 113, Psychology and Contemporary Living.

Psychology 114 – General Psychology. Introductory-level survey of concepts and representative findings in the major sub-fields of psychology: history and systems; physiology; perception; thinking; emotion; learning; motivation; development; personality; psychopathology; psychotherapy; and social behavior. Required for psychology majors. 1 term - 3 semester hours. Normally offered every semester.

Psychology 201 – Statistics. An introduction to the use of statistics as tools for description and decision-making, including methods of research design and hypothesis testing. Prepares students for the analysis, interpretation, and evaluation of psychological research. Concurrent enrollment in Psychology L201 required. Required for psychology majors; should be taken by junior year. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychology 215.

Psychology L201 – Laboratory: Statistics. Problems assigned in the laboratory are related to the particular statistics being considered in class. The use of computers for conducting statistical analyses will also be presented. Concurrent enrollment in Psychology 201 required. 1 term - 1 semester hour. Normally offered yearly. Formerly Psychology X215.

Psychology 202 – Psychometric Theory and Application. Examines basic issues of test construction such as scaling and response bias and key principles of testing such as reliability and validity. Selected intelligence and personality tests are discussed and demonstrated, including the WAIS-R, Bender-Gestalt, MMPI, T.A.T., and Rorschach. Concurrent enrollment in Psychology L202 required. Required for psychology majors; should be taken by junior year. Prerequisites: Psychology 114 and Psychology 201/L201. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychology 453, Child and Adult Assessment.

Psychology L202 – Laboratory: Psychometric Theory and Application. Demonstrations to illustrate the administration, scoring, and interpretation of the tests and measures introduced in the lecture portion of the course. Concurrent enrollment in Psychology 202 is required. Prerequisites: Psychology 114 and Psychology 201/L201 unless by permission of instructor. 1 term - 1 semester hour. Normally offered yearly.

Psychology 203 – Research Methods and Experimental Design. A presentation of the various research methods employed in psychology, including the case history, clinical, experimental, naturalistic observational, and phenomenological methods. Emphasis will be on the experimental method and principles of experimental design. Concurrent enrollment in Psychology L203 required. Required for psychology majors; should be taken by junior year. Prerequisites: Psychology 114, Psychology 201/L201, and Psychology 202/L202 unless by permission of instructor. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychology 216.
Psychology L203 - Laboratory: Research Methods and Experimental Design. Experiments and demonstrations to illustrate the methods and phenomena introduced in the lecture portion of the course. Concurrent enrollment in Psychology 203 required. Prerequisite: Psychology 114, Psychology 201/L201, and Psychology 202/L202 unless by permission of instructor. 1 term - 1 semester hour. Normally offered yearly. Formerly Psychology L216.

Psychology 214 - Psychology through Fiction. This course will serve as an introduction to the human (vs. natural) science side of psychology and to basic psychological concepts (relevant to individual, group, and family dynamics) through the reading of fiction. Selections will include works of contemporary authors such as David Leavitt, Doris Lessing, Ann Tyler, and Judith Rosner. The course is intended as a writing intensive one in which students will be required to write brief weekly papers. Appropriate for students in any major and may be taken in addition to Psychology 114, General Psychology. 1 term - 3 semester hours. Normally offered yearly.

Psychology 224 - Social Psychology. Studies the social determinants of human behavior and surveys current findings in such major content areas as attribution, prejudice, conformity, obedience, social cognition, interpersonal attraction, altruism, and aggression. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 226 - Theories of Personality. Surveys the major theoretical approaches to personality as seen in the systems of Freud and Jung as well as representative theorists of the cognitive, behavioral, and humanistic viewpoints. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 232 - Development in Infancy. Examines the biological, psychological, and sociocultural determinants of development in infancy. Additional topics include past and present conceptualizations of infancy as well as prenatal development. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 233 - Child and Adolescent Development. Examines physical, cognitive, emotional, and social development in the child and the adolescent. Surveys major theoretical approaches including Freudian, Eriksonian, behavioral, and Piagetian. Major focus is on normal development. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly. Formerly Child Psychology.

Psychology 236 - Psychology of the Modern Family. Focuses on the modern family as a psychological unit, exploring its strengths and weaknesses, roles and relationships, and its effective and ineffective functioning. Special emphasis will be given to parenting and family therapies. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 241 - Psychology of Motivation. Major theories of human motivation (including biological, psychodynamic, and cognitive) are compared and related to the empirical research on motives such as achievement, intimacy, and power. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 242 - Sociocultural Perspectives on Behavior and Experience. Psychology as a field exhibits great controversies over many issues. Many of these controversies have to do with whether certain processes are biologically or environmentally based. Human aggression, intelligence, mental illness, gender roles, the effects of day-care, the nature of the ideal family configuration, and the best ways to educate children are examples of some areas in which these controversies occur. This course will consider several of these controversial topics and will attempt to demonstrate that each culture and subculture has a unique adaptation to a set of economic, ecological, historical and cultural circumstances. 1 term - 3 semester hours. Normally offered yearly.

Psychology 243 - Introduction to Industrial-Organizational Psychology. Explores ways in which the work effectiveness of individuals may be enhanced. Topics include organizational behavior, personnel functions, human engineering in the workplace, and leadership. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychology 242, Industrial Psychology, and Psychology 344, Organizational Psychology.

Psychology 245 - Consumer Psychology. Investigates the perceptual and motivational bases of consumer decision making in relation to advertising, packaging, brand loyalty, and other marketing considerations. Prior familiarity with psychological principles helpful but not essential. 1 term - 3 semester hours. Normally offered yearly.
Psychology 251 – Abnormal Psychology. Surveys a range of abnormal behavior patterns from the anxiety disorders to the psychoses with an emphasis on understanding key symptoms. Development of various disorders is considered from diverse theoretical perspectives and illustrated with case material. Prerequisites: Psychology 114; and Psychology 226 or Psychology 233. 1 term – 3 semester hours. Normally offered yearly.

Psychology 271 – Developmental Psychobiology. The biological foundations and behavioral correlates of behavioral development are discussed with emphasis on the perinatal period. Examples are drawn from the animal literature (rodents, birds, infrahuman primates), treating psychobiological development from ethological and ecological perspectives. Where feasible, neurological and physiological antecedents of human development are discussed, particularly with reference to developmental disorders. Topics include: neural and hormonal development; plasticity of visual and olfactory development; early learning and memory; parental behavior; early stress; and developmental antecedents of sexual and sexually-dimorphic behaviors. 1 term – 3 semester hours. Normally offered yearly.

Psychology 301 – Research on Adaptation to Life Transitions. In collaboration with the instructor(s), students participate in an ongoing research program on adaptation to life transitions. Possible topics include the transition to: kindergarten; college; parenthood; divorce; retirement; old age; etc. Permission of the instructor is required. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 302 – Research on Cognitive Development Across the Life Span. Students participate in an ongoing research program in collaboration with the instructor in the area of cognitive development. Selected areas of interest include: body perception; environmental cognition; field dependence-independence cognitive style; and Stroop Color-Word Test. Individual projects may focus on one or more age groups, ranging from infancy through old age. Permission of the instructor is required. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 303 – Research on Consumer Psychology. Students participate in ongoing research in collaboration with the instructor in problem areas in Consumer Psychology. Selected areas include: subliminal effects, awareness, and classical conditioning as they are applied to advertising techniques. Permission of the instructor is required. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 304 – Research on Multicultural Processes. Students participate in ongoing research in collaboration with the instructor on problem areas concerned with multicultural processes in psychology. Of particular interest is the adaptation of college students (of different ethnicities and of different language backgrounds) to the Suffolk University environment. Students are also encouraged to suggest their own research problems that may be of mutual interest to the instructor. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 305 – Research on Gender Role Development. Students participate in an ongoing research program in collaboration with the instructor. Of particular interest are the personality correlates of gender roles, including self-esteem, locus of control, depression, and anxiety. Individual projects may assess the influence of gender role on social cognition and behavior. Limited to 1-2 students. Permission of the instructor is required. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 306 – Research on Homelessness in Preschoolers. The impact of homelessness on preschool children is the focus of this independent study. Students participate in an ongoing research program by collecting data from local child care centers, Head Start centers, and programs for homeless preschoolers. Individual projects may focus on cognitive, emotional, and social functioning. Permission of the instructor is required. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 307 – Research on Infant Development. Emotional and social development in the infancy period are the focus of this independent study. Students will either be given access to previously collected longitudinal data or collect data as part of an ongoing longitudinal study. Individual projects may focus on temperament, attachment, separation anxiety, and emotional expressiveness. Permission of the instructor is required. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 308 – Research on Sexual Attitudes and Behavior. In collaboration with the instructor, students participate in an ongoing research program on sexual attitudes and behavior. Selected areas of interest include: relations between sexual attitudes and behavior; AIDS awareness and safe sex behavior; cultural differences in sexual attitudes; attitudes toward homosexuality; and sexual violence. 1 term – 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.
Psychology 309 - Research on Media Influences on Behavior and Experience. Students participate in ongoing research in collaboration with the instructor on problem areas relevant to media influences on behavior and experience. Possible topics include: relations between the media and exaggerated eating behaviors; media portrayal of urban youths and appropriate role models; and effects of the media on self-esteem and cultural identity. 1 term - 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 310 - Research on Identity and Self-Concept. The focus of this independent study is the general area of identity and self-concept. In collaboration with the instructor, students participate in research on such topics as: age and gender differences in identity and self-concept; identity development in black, white, and native American children; and relations between identity and personality. 1 term - 3 semester hours. Normally offered every semester. Not to be taken for more than 6 credits.

Psychology 312 - Cognition. Theory and research on the human cognitive processes, including topics from attention, perception, learning, memory, language processing, and problem solving. Psychology 312 or Psychology 313 required for psychology majors. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 313 - Brain and Behavior. Explores the organic basis for human and animal behavior. Topics include nervous system structure and function as well as neurological contributions to motivation, emotion, stress, and abnormal functioning. Psychology 313 or Psychology 312 required for psychology majors. Prerequisite: Psychology 114; not open to freshmen. 1 term - 3 semester hours. Normally offered yearly.

Psychology 333 - Adult Development and Aging. Considers developmental tasks in the bio-psycho-social spheres that confront individuals and groups in the span of life from young adulthood to death. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly. Formerly Adult Psychology and Aging.

Psychology 334 - Psychology of Adolescence. Examines the physical, cognitive, emotional, and social aspects of adolescence. Attention is given to identity, parent-adolescent relationships, values, sexuality, and career development as well as psychopathology, drug use and abuse, delinquency, and alienation. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered alternate years.

Psychology 343 - Personnel Psychology. Focuses on recruiting, screening, placement, performance assessment, training, and career development of personnel in business and industry in order to match abilities and tasks. Prerequisites: Psychology 114 and Psychology 243. 1 term - 3 semester hours. Normally offered yearly.

Psychology 351 - Introduction to Counseling Skills. Explores and examines basic models of helping and provides supervised practice of helping skills. Format includes lecture, discussion, role-play, and video-feedback. Consent of the instructor is required for admission. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychology 571, Helping Relationships.

Psychology 356 - Learning and Changing Behavior. Introduction to the basic concepts of operant and respondent conditioning and observational learning. Behavior modification programs in mental health, education, business, and correctional settings are surveyed. Legal and ethical issues are considered. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly. Formerly Behavior Modification.

Psychology 359 - Psychology of Addictions. An analysis of the dynamics of various addictions from an individual, family, and social perspective. Includes an historical approach, comparative theories, disease concept, personality factors, treatment, and rehabilitation. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychology 108, Psychology of Alcoholism.

Psychology 363 - Environmental Psychology. To date, the field of environmental psychology has examined the relations between the physical (natural or built) environment and human behavior/experience. It has proved valuable for understanding individual (e.g., environmental cognition), social (e.g., coping with environmental stressors such as crowding, lack of privacy), and societal (e.g., human functioning in school, work, home, urban environments) processes. This traditional body of knowledge will be reviewed; however, in addition to conceptualizing the environment as possessing physical aspects, attention will also be paid to the interpersonal (e.g., other people) and sociocultural (e.g., rules, mores) aspects of the environment that likewise impact human behavior and experiences. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.
Psychology 415 - Social Scientific and Clinical Contributions to the Study of Racism. This course will examine the psychogenesis of racism in individual development using different social scientific and clinical models. The role of nurture in fostering aggression/racism on the one hand and empathy/prosocial behavior on the other will be considered. Using this as a basis, the nature of racism in specific historical periods will also be examined from broader psychological and sociocultural contexts. Prerequisites: Psychology 114 and Psychology 233 or Psychology 251. 1 term - 3 semester hours. Normally offered alternate years.

Psychology 418 - Senior Seminar. Surveys the development of important ideas and schools of thought in psychology and/or examines opposing viewpoints on current controversial psychological issues. Students write and present papers on a topic of their choice. Required of all psychology majors. Prerequisite: 5 courses in psychology, including Psychology 201/L201, 202/L202, and 203/L203. 1 term - 3 semester hours. Normally offered yearly.

Psychology 423 - History and Systems of Psychology. Historical treatment of major developments in psychology with a primary focus on various schools and theories of psychology including structuralism, functionalism, behaviorism, associationism, gestalt, field theory, psychoanalysis, phenomenology, and existentialism. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 433 - Developmental Psychopathology. Considers the biological, psychological, and sociocultural determinants of psychopathology in children and adolescents. Adult psychopathology may also be examined from a developmental perspective. Prerequisites: Psychology 114 and Psychology 233. 1 term - 3 semester hours. Normally offered yearly. Formerly Psychological Disorders of Childhood and Adolescence.

Psychology 434 - Contemporary Psychoanalytic Theory. Includes a review of classical Freudian theory as well as in-depth presentation and discussion of contemporary approaches that have developed from this theoretical framework. These include ego psychology, American and British object relations theory, and self psychology. Prerequisites: Psychology 114; and Psychology 226 or Psychology 233. 1 term - 3 semester hours. Normally offered yearly. Formerly Object Relations and Self Psychology.

Psychology 454 - Group Dynamics. Much of our lives is spent in groups: family, classes at school, informal peer groups, work organizations, political and religious groups, parties and informal social events, etc. This course is designed to enrich students' sensitivity to and appreciation of the forces and processes in operation and the issues at stake whenever human beings gather, work, or play in groups. The course will be taught as a laboratory in which interaction among class participants will be the central focus. Students will be assisted in developing the ability to analyze group interaction by readings on group dynamics and comments on the interaction by the instructor. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 455 - Health Psychology. This course will explore the mind-body connection: how psychological and behavioral factors influence health and illness and how illness impacts on the psyche. The class will examine disorders including sexual dysfunction, sleep disturbances, eating disorders, heart disease, cancer, and chronic pain. Other topics will include: Type A personality; stress reduction; use of hypnosis, imagery, and biofeedback; and careers for psychologists in health care settings.

Psychology 501 - Advanced Topics in Developmental Psychology. Recommended for students who have taken an introductory course in human development and are interested in exploring selected topics in greater depth. Course focuses on historical issues and current research in specific areas of psychological development including social (e.g., parent-child attachment), emotional (e.g., gender differences in shame and guilt), and cognitive (e.g., cognitive style and reading readiness). Prerequisites: Psychology 114 and Psychology 232, 233, or 333. 1 term - 3 semester hours. Normally offered yearly.

Psychology 502 - Advanced Topics in Personality Psychology. Seminar course focusing on the current empirical literature in the area of personality and individual differences. Various theoretical positions are discussed in light of their conflicting positions on a range of issues such as altruism, aggression, locus of control, sex differences, and gender role differences. Prerequisites: Psychology 114 and Psychology 226. 1 term - 3 semester hours. Normally offered yearly.
Psychology 503 – Advanced Topics in Social Psychology. An intensive treatment of selected areas in social psychological theory and research including: attitude formation and interpersonal perception; attribution theory in self-perception; and social/situational determinants of normal, everyday behavior and of antisocial behavior such as violence and criminality. Also emphasizes sociocultural issues (e.g., gender, ethnicity, sexual orientation) relevant to the topic areas. Prerequisites: Psychology 114 and Psychology 224. Normally offered yearly.

Psychology 574 – Practicum in Psychology. Field work placement of eight hours per week, under supervision. Includes seminar and individual conferences. Open to advanced students with at least 15 hours of Psychology by consent of instructor. Prerequisite: Psychology 351 recommended. 1 term – 4 semester hours. Normally offered yearly.

Psychology 575 – Honors Thesis I. Student conceives and designs an empirical research project under the guidance of a faculty member. Required of seniors in the Psychology Honors Program by consent of instructor and with approval of department chairperson. Prerequisites: Psychology 201/L201, 202/L202, and 203/L203. 1 term – 3 semester hours. Normally offered in the fall.

Psychology 576 – Honors Thesis II. Student conducts and describes in both written and oral form an empirical research project under the guidance of a faculty member. Required of seniors in the Psychology Honors Program by consent of instructor and with approval of department chairperson. Prerequisites: Psychology 201/L201, 202/L202, and 203/L203. 1 term – 3 semester hours. Normally offered in the spring.

Psychology 578 – Directed Study in Psychology. Substantive reading/research in area of special interest directed by a faculty member. Open to junior and senior majors by consent of instructor and with approval of department chairperson. 1 term – 3 semester hours. Normally offered every semester.
All Science courses must be taken with their respective laboratories unless otherwise noted or waived by written permission of the Biology or Physics Department Chairperson.

**SCIENCE COURSES**

**Science 101-102 – Introduction to Physical Science** Designed to acquaint non-science majors with physical science. Topics drawn from astronomy, physics and chemistry including question relating to the nature of matter, physical laws, and the structure of the universe. *Prerequisite: Introductory Math Sequence.* 2 terms – 6 semester hours. Normally offered yearly.

**Science L101-L102 – Physical Science Laboratory** Basic laboratory measurements illustrating fundamental concepts in the physical sciences. *Prerequisite: Sci 101-102 or taken concurrently.* 2 terms – 2 semester hours. Normally offered yearly.


**Science L104 – Lasers And Holography Lab** Experiments with Lasers. Transmission, reflection and cylindrical hologram preparation and viewing experiments. 1 semester hour. *Prerequisite: Sci 104 or taken concurrently.* *Does not satisfy natural science requirement.*

**Science L105 – Composite Physical Science Laboratory** Combination lecture and laboratory with the same laboratory material as covered in SCI L101 and SCI L102. This is intended for transfer students only who have received course credit in the physical science at another school and who still need to satisfy the laboratory requirement. Permission of instructor required before registration. 1 term – 2 semester hours. *Prerequisite: Coursework in Algebra within the last three years or permission of instructor.* Normally offered yearly. Spring term.
Science 111 - Astronomy I  History of Astronomy from the ancients to Newton; light; telescopes; sun, earth, moon planets, comets, asteroids, meteors; space programs, science and technology in society. Observations and photographic sessions with Celestron 8 inch cassegrain and 2 inch refractors. For non-science majors. Prerequisite: Introductory Math Sequence. 3 semester hours. Normally offered yearly. Fall term.

Science 112 - Astronomy II  Astronomy of the cosmos; Sun, stars, interstellar materials, galaxies, pulsars, quasars, black holes; nature of time relativity cosmology. Observations and photographic sessions with Celestron 8 inch cassegrain and 2 inch refractors. For non-science majors. Prerequisite: Introductory Math Sequence. 3 semester hours. Normally offered yearly. Spring term.

Science L111-L112 - Astronomy Laboratory I, II  Laboratory concentrating on observational astronomical techniques both in the classroom and under the stars using telescopes, astro-photography, and computer simulation. Some labs meet evenings. Lab should be taken in conjunction with Science 111, 112. 2 terms - 2 semester hours. Normally offered yearly.

Science 113 - Introduction to Celestial Navigation  Principles of position-finding by lunar, sun, planet and star sights. Use of the sextant, chronometer, almanac, sight reduction tables, and plotting instruments. Laboratory experience includes taking sights and lines of positions, and pocket calculator navigation. This course cannot be used to satisfy the laboratory science requirement. Prerequisite: Introductory Math Sequence. 1 term - 3 semester hours. Normally offered yearly.

Science 114 - Coastal Navigation  The magnetic compass, its characteristics and corrections. Dead reckoning; course, speed and distance. The depth sounder for course reference and correction. Hand bearing compass and line of sight position fixes. RDF, radio direction finder and radio beacons. LORAN and precise electronic position findings techniques. This course cannot be used to satisfy the laboratory science requirement. Prerequisite: Introductory Math Sequence. Normally offered yearly.

Science L115 - Navigation Laboratory. Practical use of techniques of Coastal Navigation and Celestial Navigation in an at-sea environment. The laboratory experience will include electronic navigation methods, LORAN-C and RDF, as well as DR and celestial navigation at night. This course cannot be used to satisfy the laboratory science requirements. Permission of instructor required. Prerequisite: SCI 113 or SCI 114. 1 term - 2 semester hours. Normally offered in alternate years in the summer term only (which require a summer 2 credit hour registration fee plus lab fee).

Science 121 - Basic Chemical Science. Principles of chemistry with illustrations from everyday life. Topics include an introduction to atoms; radioactivity; chemistry of selected elements; chemical compounds; chemical equations; stoichiometry; solutions; acids, bases, salts and water; gases; air and water pollution. Specifically designed to satisfy the Science requirement when taken with Science 122, L121-L122. May be used as credit by non-science majors only. 3 hours lecture. Laboratory optional. Prerequisite: Math 101-103, or Math 143 or Math 161. 1 term - 3 semester hours. Normally offered yearly, days only.

Science 122 - Applied Chemical Science. Organic chemistry and biochemistry are discussed. Other topics emphasize applications of techniques and may include: chemical instrumentation, industrial chemistry, agricultural chemistry, food chemistry, household chemistry, chemistry of medicines, forensic chemistry, and energy. Specifically designed to satisfy the Science requirement when taken with Science 122, L121-L122. May be used as science credit by non-science majors only. 3 hours lecture. Laboratory optional. Prerequisite: Science 121. 1 term - 3 semester hours. Normally offered yearly, days only.

Science L121-L122 - Basic Chemical Science Laboratory and Applied Chemical Science Laboratory. The principles of chemistry and its applications demonstrated through experimentation. 2-hour laboratory period. Concurrent enrollment in Science 121-122 required. 2 terms - 2 semester hours. Normally offered yearly, days only.

Science L157 - Underwater Techniques. Theory and application of self-contained underwater breathing apparatus as a tool to support operations in an underwater environment. Physician's approval required. 3 hours laboratory. 1 term - 1 semester hour.

**Science L115, Navigation Laboratory, which corresponds to those courses, is only offered in the summer term. This requires that students register for the laboratory in the summer and pay the summer registration fee for 2 credit hours plus the lab fee.
*Science 251 – Introduction to Coastal Geology I. A broad overview of the physical and geological processes occurring within the coastal and marine zones. The fundamentals of geology and oceanography will be introduced. One required field trip. Prerequisite: Introductory Math Sequence. 3 hours lecture. 1 term – 3 semester hours. Normally offered evening.

*Science L251 – Introduction to Coastal Geology I Laboratory. An introduction to laboratory and field techniques used in the geological study of coastal environments. Field trips will be taken to local coastal areas. 3 hours laboratory. 1 term – 1 semester hour.

*Science 252 – Introduction to Coastal Geology II. Coastal environments will be analyzed with an emphasis on the important environmental characteristics of these areas. Management and environmental problems within the coastal and offshore areas such as beach erosion, beach access, and oil spills will be considered. One required field trip. Science L252 must be taken concurrently. Prerequisite: Science 251. 3 hours lecture. 1 term – 3 semester hours.

*Science L252 – Introduction to Coastal Geology II Laboratory. An introduction to laboratory and field techniques used in the geological study of coastal environments. Field trips will be taken to local coastal areas. 3 hours laboratory. 1 term – 1 semester hour.

Note: Science 251-252, L251-L252 serve the combined interest of the Biology and the non-science majors as each may qualify for either Marine Science or all-college requirements.

Science 253 – Introduction to Marine Studies. A multidisciplinary, interinstitutional course with marine related topics from the humanities, social sciences, and natural sciences. Lecture laboratory and field trips. 1 term – 3 semester hours.

Science 303 – Criminalistics. Application of the principles of forensic science in evaluating physical evidence, with emphasis on its role in criminal investigation. Class experiences may include analysis of simulated crime scenes and samples, expert guest lectures, and field trips. 1 term – 3 semester hours. No prerequisites. (Does not satisfy University natural science requirement.) Normally offered yearly and summers, days only.

Science 433 – Environmental Science Technology. A field or laboratory program conducted during a six-month residency at an affiliated agency. Oral and written reports are required. Each program is directed by an agency supervisor. Prerequisite: Junior/Senior Status, approval by Biology Chairperson. 12 semester hours.

Science 533 – Environmental Science Technology – Directed Study Part time involvement with a laboratory or field-oriented project at a local agency. Ten contact hours, a project report and a monthly seminar required. Course may be repeated for up to 12 semester hours. Prerequisites: approval of Biology Department Chairperson. Multiple terms – 4 semester hours each.

NOTE: Science/Biology courses are offered in support of the Environmental Technology Program but are open to other students qualifying within the Biology curriculum.

Science 570 – Medical Technology Internship. The academic program of training experiences within the hospital schools of Medical Technology as defined in the areas of Clinical Chemistry (Science 573), Hematology (Science 576) or equivalent courses. Internship – 1 year. 32 semester hours.

Science 599 – Special Topics. A course with special interest topics in science which are interdisciplinary or multidisciplinary. Primarily for graduate-level students or advanced undergraduates. The course carries a special designation indicating the specific science focus of the offering. Prerequisites: Advanced science standing consistent with the subject matter content of the special topic. 1 term – 1-4 semester hours.
As one of the social sciences, sociology studies society, social systems and the relationships individuals have with these systems and with one another. The major in sociology offers a traditional General Sociology experience as well as two specialized programs which provide student career options and reflect special research interests of the faculty. These programs are: Criminology and Law, and Health and Human Services.

**Required Core Courses**
Three courses are required for all sociology majors:
- Sociology 113 – Introduction to Sociology (must be taken before other sociology courses)
- Sociology 214 – Research Methods
- Sociology 215 – Sociological Theory

**Related Electives**
Students must complete a minimum of two of the following courses:
- Sociology 216 – Social Problems
- Sociology 223 – The Family in Contemporary Society
- Sociology 224 – Sociology of Power
- Sociology 228 – Cultural Diversity and Human Needs
- Sociology 229 – Social Class and Inequality
- Sociology 235 – Sociology of Law
- Sociology 264 – Technology and Society
- Sociology 324 – Historical Sociology
- Sociology 326 – Social Movements

**General Sociology Programs**
The program in General Sociology offers a broad and substantial exposure to the problems and prospects associated with culture, institutions, human relationships and the social process. It provides students with a fundamental behavioral science knowledge base from which to approach careers in business or the professions. It is also an excellent vehicle for transition to graduate study. The requirements for General Sociology may be satisfied by taking 18 hours of sociology beyond the 15 hours in the required core (9) and related electives (6), for a total of 33 hours in sociology. Under the direction of their faculty advisor, students will develop a curriculum plan for electives in sociology and related disciplines consistent with their personal academic and career goals.

**Criminology and Law Program**
The program in Criminology and Law equips the student with the necessary knowledge and skills to enter, and be effective in, the various fields of adult criminal justice and juvenile justice. An emphasis upon the relationship between law and society makes it an equally valuable track for graduate legal studies. In addition to the 15 hours in the required core (9) and related electives (6), students in the Criminology and Law program are required to take the following three courses:
- Sociology 233 – Introduction to Crime and Delinquency
- Sociology 234 – Introduction to Criminal Justice Systems
- Sociology 433 – Seminar in Crime and Delinquency
Students must also select two courses from the following:

- Sociology 235 – Sociology of Law
- Sociology 236 – Sociology of Deviance
- Sociology 275 – Women and Crime
- Sociology 238 – Cops and Robbers: Crime on film
- Sociology 334 – Sociology of Policing
- Sociology 335 – Corrections and Punishment
- Sociology 336 – Probation and Parole
- Sociology 337 – Juvenile Justice and the Law
- Sociology 338 – White Collar Crime
- Sociology 339 – Sociology of Social Control

Completion of a free sociology elective accumulates a minimum major requirement of 33 hours.

A pre-law advisor is available within the department for those students within the Criminology and Law Program interested in seeking admission to law school. SCI 303-Criminalistics, which deals with forensics in criminal investigation, is equally valuable.

**Health and Human Services Program**

The Health and Human Services program provides students with a comprehensive introduction to the goals, organization, and functions of the major health and human services delivery systems. Graduates not only possess the behavioral and communication skills necessary for bachelor degree practitioners, but are equally well prepared for graduate study in their chosen specialties. In addition to the 15 hours in the required core (9) and related electives (6), students in the Health and Human Services program are required to take the following three courses:

- Sociology 243 – Introduction to Health and Human Services
- Sociology 254 – Orientation to Health Professions
- Sociology 443 – Seminar in Health and Human Services

Students must also select two courses from the following:

- Sociology 244 – Social Work with Families
- Sociology 228 – Cultural Diversity and Human Needs
- Sociology 253 – Medical Sociology
- Sociology 273 – Women in Contemporary Society
- Sociology 343 – Child Welfare Services
- Sociology 344 – Community Organization
- Sociology 355 – Women and Health
- Sociology 356 – Sociology of Aging

Completion of a free sociology elective accumulates a minimum major requirement of 33 hours.

Because of the close relationship between health and human services and related social science disciplines, students should consult with their advisors regarding selection of electives in such areas as psychology, psychological services, education, history and economics.

**Honors in Sociology**

Majors who do exceptionally well in sociology courses may be eligible for participation in the Honors Program in Sociology. Interested students should consult the Director of the Sociology Honors Program for further information on requirements and initiation to Alpha Kappa Delta (the Sociology Honor Society) and Phi Alpha Sigma (the Criminal Justice Honor Society). General guidelines for honors include a minimum of 3.4 cumulative average in the major upon graduation and acceptance by designated sociology faculty of a completed honors thesis or project.
Alpha Kappa Delta  Alpha Kappa Delta is the National Honor Society for Sociology majors and Graduate Students who have demonstrated excellence in Sociology. Its purpose is to promote in each of the various chapters an interest in Sociology, research in social problems and activities leading to human welfare. The Suffolk Chapter has been designated Iota of Massachusetts. To be eligible for membership, candidates must have a “B” (3.0) average overall as well as a “B” (3.0) average in sociology courses. Students must have taken at least 10 credit hours of Sociology.

Alpha Phi Sigma  An affiliate organization of the Academy of Criminal Justice Sciences, Alpha Phi Sigma is the National Honor Society for students majoring in fields related to criminal justice sciences. To qualify for membership students must have (1) a cumulative grade point average of 3.0, (2) a 3.2 average in criminal justice courses, (3) complete at least one third of the credit hours required for graduation, and (4) successfully complete at least four courses in the criminal justice field. The Suffolk University Chapter of Alpha Phi Sigma is Pi Sigma.

Associate Degree  The department offers associate degrees in two program areas: Criminology and Law, and Health and Human Services. Students may receive associate degrees in these areas after completing 62 credit hours. The sociology requirements for these degrees include Research Methods, Sociological Theory and at least five additional career-related courses in sociology. Students seeking the associate degree should consult with their advisors on an appropriate pattern of course selection.

Certificates  Students who successfully fulfill the requirements for programs in Criminology and Law, and Health and Human Services may apply for certificates of completion. Students should consult with their advisors on proper procedures for certificate awards.

Minors in Sociology  Minors in sociology may be obtained by completing eighteen hours of coursework (6 courses). The minor requirement is satisfied by successful completion of two core courses (Sociology 113-Introduction to Sociology and one of the following: Sociology 214-Research Methods, or Sociology 215-Sociological Theory). Students must also complete four electives in sociology. Electives may be chosen from any combination of sociology offerings but students interested in concentrating their minor coursework in a specific program area may wish to select all of their electives from that area.
SOCIOLOGY COURSES

Sociology 113 - Introduction to Sociology. An introduction to the sociological understanding of human interaction, group process and social structures. Students are introduced to basic concepts, theories and methods of sociological investigation. 1 term - 3 semester hours. Normally offered every semester. Fulfills the Social Science Option. Required for all sociology majors.

Sociology 214 - Research Methods. How sociologists decide what to study, and how they select a research design, sample and collect data, analyze results, interpret findings, and write up reports. Students are introduced to the techniques most frequently used by sociologists and undertake their own small research project. 1 term - 3 semester hours. Normally offered every semester. Required for all sociology majors.

Sociology 215 - Sociological Theory. An examination and comparison of the origin, development and structure of the major theoretical approaches in contemporary sociology. Contributions of different branches of sociology to theory are explored with special attention to the relevance of sociological explanations for society and the social process. 1 term - 3 semester hours. Normally offered every semester. Required for all sociology majors.

Sociology 216 - Social Problems. An examination of traditional and contemporary problems associated with major social institutions such as the family, economics, government and education. Social forces related to ethnicity, social class, health and welfare, and urbanization are also included. Alternative remedial measures based on behavioral science theories are discussed. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 223 - The Family in Contemporary Society. An exploration of the diversity of contemporary families. Comparisons are made between the cultural myths of the “ideal family” and the lived realities. What are the challenges families confront in the 90’s and the implications for social policy? Emphasis is placed on the family in relation to larger social arrangements and change within the family policy arena. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 224 - Sociology of Power. A consideration of power in many areas of social life, from the family to the political system with special attention to its significance in inequality, social movements and social change. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 225 - Sociology of Romance. The meaning of romance and courtship today and its social consequences in marriage, homogamy, stratification and divorce. The historical origins of romanticism and the sources of romance in socialization, books and magazines, television and movies, popular music and peer group membership are also considered. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 226 - Religion in American Society. An examination of the fundamental purpose and functions of religion in society. Major religious systems in America are analyzed in terms of basic values and structure. The impact of changes in religious organizations upon clergy, laity and society are discussed. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 227 - Race in American Society. An exploration of the historical and contemporary experience of various peoples of color in the U. S. How much difference does race make in contemporary American society? An examination will be made of prejudice, institutional and cultural racism. Current race-based social issues such as affirmative action, multi-cultural education, immigration, interracial families, poverty, and urban “riots”/“uprisings” will be considered. What are current strategies for change? 1 term - 3 semester hours. Normally offered alternate years.

Sociology 228 - Cultural Diversity and Human Needs. Enables students to examine, as well as develop an awareness and appreciation of, diversity within today’s society. Providing an overview of the major racial, ethnic and cultural groups in the U. S., the focus is on the ways in which cultural awareness enhances professional helping relationships and improves the operation of human services systems. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 229 - Social Class and Inequality. This course examines the difference between the life experience of those who are rich, poor and middle class. Topics include: the elite in Boston; theories of inequality; blue collar neighborhoods; the hard living poor; and ethnic and sexual stratification. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 233 - Introduction to Crime and Delinquency. An indepth introduction to theoretical perspectives on criminal and delinquent behavior. The course reviews the social dimensions of crime and delinquency (e.g. categories of offenses and offenders, victimization patterns, regional variations, etc.) and offers a brief analysis of criminal justice issues. 1 term - 3 semester hours. Required for all majors in the Criminology and Law Program. Normally offered every semester.
Sociology 234 - Introduction to Criminal Justice Systems. An overview of issues and social variables involved in the pre-arrest and arrest stages followed by a more in-depth analysis of pre-trial, trial, sentencing, and correctional phases. Sociological and criminal justice models are examined and compared with the actual processes and purported functions of criminal justice agencies. 1 term – 3 semester hours. Prerequisite Sociology 233. Required for all majors in the Criminology and Law Program. Normally offered yearly.

Sociology 235 - Sociology of Law. Law and legal systems are examined in contemporary society. Emphasis is placed upon the manner in which legal structures and processes interact with other social arrangements and are transformed over time. 1 term – 3 semester hours. Fulfills the Social Science Option. Normally offered yearly.

Sociology 236 - Sociology of Deviance. What is deviance? How do we determine what's deviant behavior? Several case studies of what's considered deviant behavior such as racial violence, rape, eating disorders, prostitution, gangs, urban "riots"/"uprisings," police brutality, terrorism, and corporate crime will be explored. Cases will be analyzed from the perspective of a variety of sociological theories with an eye toward social and legal policy. Students will investigate a case of their own choosing. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 238 - Cops and Robbers: Crime on Film. An examination of images of crime and justice portrayed in the American cinema. Special attention is paid to the social and historical forces that have shaped popular representations of good and evil during the modern era. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 243 - Introduction to Health and Human Services. A survey of the fundamental values, organization and methods of practice of the major health and human services delivery systems. Problems associated with resource allocation and client base needs in the context of economic and political priorities are discussed. Alternative role models for professional workers in public and private settings are also evaluated. 1 term – 3 semester hours. Required for all majors in the Health and Human Services Program. Normally offered yearly.

Sociology 244 - Social Work with Families. This course will provide an in-depth analysis of family dynamics as well as some beginning skills in counseling families. Using a systems approach, students will learn about family roles, sibling constellations and different types of families. The importance of ethnicity and culture in shaping family values and organization will be emphasized. Students will be encouraged to study their own families of origin so they might better understand how families change. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 253 - Medical Sociology. The course explores social factors in health, illness, death and healing. Attention is given to the social organization of medical care including the roles the physician and patient, the clinic and hospital, public health and preventive care 1 term – 3 semester hours. Fulfills the Social Science Option. Normally offered yearly.

Sociology 254 - Orientation to Health Professions. The course surveys the role of allied health professions in the delivery of health care. The history and current practice of allied health professions are reviewed and the relationship between caregivers and support staff is explored. 1 term – 3 semester hours. Required for all majors in Health and Human Services. Normally offered yearly.

Sociology 256 - 259 - Special Topics in Applied Sociology. Specialized topics based on clinical training and experience for professionals. These credits can only be applied to general college elective requirements and are only available to sociology majors. Content, prerequisites and hours to be announced.

Sociology 264 - Technology and Society. An examination of the ways in which social structures and processes influence and are affected by modern technology. The transformation of ideas, needs and social practices in technologically advanced societies is considered in conjunction with changes in the way in which we understand the world, the nature of work and leisure, the processing of information and the character of social institutions. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 273 - Women in Contemporary Society. A critical analysis of theory and research related to the socialization, roles and social participation of women in contemporary society. 1 term – 3 semester hours. Fulfills the Social Science Option. Normally offered yearly.
Sociology 275 - Women and Crime. A consideration of women as victims of crime, as criminals, and as crime-fighters. A look at the extent and nature of the relationship between women and crime in America. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 276 - Sex and Society. An examination of human sexuality as experience and institution. Sexuality is considered in relationship to power, love, religion, family, race, gender, sexual orientation, violence and courtship. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 283 - Sociology of Work and Occupations. A discussion of the world of modern work that includes the origins of contemporary industry and job characteristics, the current industrial and occupational picture, and the future of human labor. Attention is given to conditions of work, problems of alienation, occupational and role changes, and worker control of work life. 1 term - 3 semester hours. Fulfills the Social Science Option. Normally offered alternate years.

Sociology 285 - Sociology of Organizations. An exploration of the place and internal characteristics of organizations in modern society. Organizations are studied as the source, solution, and focus of many important problems in social life. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 286 - Women and Work. An exploration of the relationship between gender roles, work environments, and careers in American Society. The problems and prospects faced by women in the world of work are considered with special attention to power and sexism in the workplace, domestic vs. organizational work, role conflicts for working women, and the relationship between changing images of women and changing patterns of female employment. 1 term - 3 semester hours. Normally offered yearly.

Sociology 320 - Ireland: A Social Profile. An examination of the major social forces, events and individuals that contributed to the development of the culture of Ireland. Contemporary issues and social problems will be included. The relationship between Ireland and the United States will be discussed. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 323 - Sociology of Knowledge. This course is an examination of the relationship between ideas and society. Key contributions from classical and contemporary sociologists will be used to understand the maintenance of power relations and the structuring of thought that results from gender, race, and class divisions. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 324 - Historical Sociology. Special topics in historical sociology using the latest sociological and historical methods. Themes include the making of modern society from pre-industrial times to the present; romance and family change; class and social movements; economic and occupational change; and social and political beliefs. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 325 - Popular Culture in America. An investigation of the images of life provided by mass communications, the educational system and official culture. Topics include: the growth of the youth culture since the 1950's; images of working people; women, minorities and advertising; changing ideas of success; consciousness raising and contra-cultures. 1 term - 3 semester hours. Normally offered yearly.

Sociology 326 - Social Movements. An exploration of recent and contemporary social movements. Cases studied may include Civil Rights, Black Power, environmental, anti-busing, women's, "pro-choice" and "pro-life," labor, etc. Heroes or misfits? We'll analyze these movements from a number of theoretical perspectives. Investigation will be made of issues such as movement goals, tactics, organizational forms, and relation to media. Under what conditions do movements succeed or fail in bringing desired social change? 1 term - 3 semester hours. Normally offered alternate years.

Sociology 327 - Special Topics in General Sociology. A course with special interest topics in sociology which changes depending on the professor. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 334 - Sociology of Policing. An investigation of the emergence, organization, and structure of police systems. The course focuses on the conditions surrounding the relationship between the police and policed in different historical, political and economic contexts. 1 term - 3 semester hours. Normally offered alternate years.

Sociology 335 - Corrections and Punishment. A sociological exploration of coercive and incapacitative responses to crime. Attention is given to the origins and patterning of segregative controls, the correctional claims of prison systems, alternatives to incarceration and relationships between types of crime, and criminals, and varieties of punitive response. 1 term - 3 semester hours. Normally offered alternate years.
Sociology 336 – Probation and Parole. Correctional theories are reviewed along with the historical development of probation and parole. Current research and analytical perspectives reflecting on administrative problems, innovative policies and the internal philosophical inconsistencies of these systems are examined. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 337 – Juvenile Justice and the Law. Considers the problems surrounding the legal definition and handling of juveniles who confront the law as offenders, clients and victims. Attention is devoted to the study of the special legal categories and procedures established for juveniles, the problems facing professionals providing juvenile services and the most significant directions of legal and social change affecting youth in our society. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 338 – White Collar Crime. An examination of the relationship between crime, business activity, and technology with special attention to the crimes of the powerful and the changing relationship between economic development and criminal activity. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 339 – Sociology of Social Control. An examination of the sources, nature and consequences of social control in a variety of cultural and historical contexts. Particular attention will be devoted to the relationship between social regulation and the structures of modern social life. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 343 – Child Welfare Services. A survey of the historical development and current composition of services for children, including income maintenance, daycare, foster and institutional care and the adoption process. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 344 – Community Organization. A study of the different types and functions of communities. Through identifying community needs, resources and structures, students learn effective ways to organize for change. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 355 – Women and Health. An exploration of topics that relate particularly to women as providers and consumers in the health care system. The course will consider historical and current information on issues of reproduction, technology, health and illness. 1 term – 3 semester hours. Normally offered yearly.

Sociology 356 – Sociology of Aging. A consideration of the physiological, psychological and social factors associated with the aging process. Contemporary American values toward the elderly are compared and contrasted with historical and cross-cultural studies. Current opportunities and techniques enabling the elderly to enrich and expand their societal roles are explored. 1 term – 3 semester hours. Normally offered alternate years.

Sociology 374 – Women and Diversity. An exploration of the diverse experience of womanhood by women of differing race and ethnicity, class, sexual orientation, age, and physical ability. What do we share? What do our differences suggest about an agenda for change regarding such issues as abortion, violence against women, workplace equality, family policy? How do diverse women build alliances and work together for social transformation? 1 term – 3 semester hours. Normally offered alternate years.

Sociology 423 – Independent Study. Members of the department hold special meetings with students and direct them in investigating topics of interest in sociology. Arrangements for independent study must be approved by the supervising instructor and the Department Chairperson. 1 term – 3 semester hours. Restricted to juniors and seniors.

Sociology 433 – Seminar in Crime and Delinquency. An analysis and interpretation of empirical and theoretical issues in criminology and delinquency studies. Selected topic areas include: classical and modern theory, etiology, criminal justice systems and the sociology of law. 1 term – 3 semester hours. Prerequisites: Sociology 233 and 234. Restricted to juniors and seniors. Required for all majors in the Criminology and Law Program. For majors only. Normally offered yearly.

Sociology 443 – Seminar in Health and Human Services. An overview of the historical development and current concerns in the health and human services. Students select an area of interest and develop individualized study plans. The purpose of this course is to summarize and refine accumulated knowledge in this area. 1 term – 3 semester hours. Restricted to juniors and seniors. Required for all majors in the Health and Human Services Program. For majors only. Normally offered alternate years.
Sociology 483 – Professional Practicum I. Students are provided with the opportunity to apply behavioral science course materials in a supervised field setting consistent with their personal career goals or particular academic interest. The course includes a minimum four hour per week placement, hands-on participant observation experience, a field-note journal, small-group discussion and a final term project report. 1 term – 4 semester hours. For majors only. Normally offered yearly.

Sociology 484 – Professional Practicum II. Additional practicum section for those students who wish to intensify or extend their field experience. May also be used for special off-campus projects or research. Continuing education students may wish to have their current or prior professional activities reviewed for application to practicum courses. Requests for additional practica must be approved by the directing professor and the Department Chairperson. 1 term – each segment 4 semester hours. For majors only. Normally offered yearly.
Coordinator: Dr. Jaggia

The Statistics Program is a cooperative venture undertaken by the Department of Mathematics & Computer Science and the Department of Economics. The program consists of two courses in statistics which will be taught by faculty from the two departments. The several sections of each course offered each semester will use a common textbook and a common syllabus.

Both courses will include training in the use of statistical software packages such as Minitab to solve various types of problems.

STATISTICS COURSES

**STATS 211 – Introduction to Statistics I.** Fundamentals of economic and business statistics: collection and presentation of data; frequency distributions, measures of central tendency, dispersion and skewness. Elementary probability theory: conditional probability, statistical independence, and rules of probability. Random variables and probability distributions including: binomial, Poisson, and normal. Sampling and sampling distributions. Introduction to estimation and hypothesis testing. **Prerequisite:** MATH 103 or equivalent. 1 term – 3 credits. Normally offered each semester.

**STATS 212 – Introduction to Statistics II.** Continuation of STATS 211. Estimation, hypothesis testing, analysis of variance, chi-square tests. Simple regression and correlation analysis, multiple regression and correlation analysis, and introduction to time series analysis. **Prerequisite:** STATS 211. 1 term – 3 credits. Normally offered each semester.
WOMEN’S STUDIES

No major available

Director: Dr. Krisanne Bursik

Minor in Women's Studies

The Women's Studies minor contains interdisciplinary courses as well as courses taught within a number of departments in the College of Liberal Arts and Sciences. The minor is designed to develop and integrate knowledge about women within the academic curriculum, and provide a focus for students wishing to expand their understanding of the problems of and options for women within our own and other sciences.

Courses constituting the minor in Women's Studies are devoted to an exploration of how women have confronted the biological, cultural, economic, political, psychological, religious and sociological conditions of their lives, as well as their changing concerns in historical and contemporary societies.

Required Core Component 6 credits

Women's Studies 111 - Women, History and Culture

Women’s Studies 113 - Women, Science and Society

Designated Course Component 12 credits

Four courses to be chosen from the following list. No more than two from any single department. For course descriptions, refer to the appropriate department of this catalog.

Biology 315 - Women & Science
Economics 131 - Women in the Marketplace
English 387 - Women and Literature
French 325 - French Women in Fact and Fiction

Government 203 – Women in World Politics
Government 204 – Women in American Politics
History 274 – Women in Nineteenth Century Europe
History 275 – Women in 20th-Century Europe
History 371 – Women in American History
History 378 – Feminism Since 1965
History 380 – Gender in America: Theory and Pop Culture
History 397 – Southern Women
History 398 – Women and The Law in U.S. History
Humanities 255 – Women in Judeo-Christian Religion
Humanities 256 – Women, Gods, and Goddesses
Philosophy 130 – Women in Philosophy
Psychology 237 – Psychology of Women
Sociology 273 – Women in Contemporary Society
Sociology 275 – Women and Crime
Sociology 286 – Women and Work
Sociology 355 – Women and Health
Spanish 405 – Women’s Voices from the Hispanic World

Special Topics

Some students may wish to include specialized research in their minor. They may do so by including as part of the 12 designated course credits, 3 credits of “directed study” using the designation, Women’s Studies 511 – Directed Study in Women’s Studies; and/or 3 credits of “field study” using Women’s Studies 503 – Field Studies in Women’s Studies.
Information/Advising
Students wishing to minor in Women’s Studies should see a faculty member who is on the Women’s Studies Committee.

Women’s Studies Committee:
Director: Krisanne Bursik, Psychology; John Berg, Government; Rebecca DiLiddo, Biology; Judith R. Dushku, Government; Deborah Geisler, Communications and Journalism; Kenneth Greenberg, History; Ann Hughes, English; Bette Mandl, English; Geraldine Manning, Sociology; Frederick Marchant, Humanities and Modern Languages; Michele Plott, History; Alexandra Todd, Sociology; Lauri Umansky, History; Margaret Collins Weitz, Humanities and Modern Languages; Yvonne Wells, Psychology.

WOMEN’S STUDIES COURSES

Women’s Studies 111 – Women, History and Culture. Examines the roles and images of women in Western culture as reflected in such areas as: art, literature, religion, myths, philosophy and history. 1 term – 3 semester hours. Normally offered every year.

Women’s Studies 113 – Women, Science and Society. Women’s lives from the perspective of the social and natural sciences: recent biological, sociological and psychological theories about sex and gender roles; women’s action for social change. 1 term – 3 semester hours. Normally offered every year.

Women’s Studies 503 – Field Studies in Women’s Studies. Includes opportunities for creditworthy field experiences such as internships, seminars, practica, etc., relevant to Women’s Studies. Open to all Minors in Women’s Studies by special arrangement with a designated faculty member and the student’s Women’s Studies advisor. 1 term – 1-3 semester hours. Offered as opportunities arise.

Women’s Studies 511 – Directed Study in Women’s Studies. Substantive reading/research in an area of special interest directed by a faculty member in the appropriate academic discipline. Open to junior and senior minors in Women’s Studies by special arrangement with the relevant faculty member and the student’s Women’s Studies advisor. 1 term – 3 semester hours. Offered every semester.
SUFFOLK UNIVERSITY

Graduate Programs
Suffolk University offers the following Graduate Degree Programs: MBA, MBA/H, MPA, MPA/H, MSA, MSF and MST in the School of Management. A Saturdays only Executive Program is offered for the MBA, MPA and MPA/H Degrees. An MA in Communications, MS and M.Ed. in Education and Human Services are offered in the College of Liberal Arts and Sciences. In addition we offer Advanced Professional Certificate (APC) and a Certificate of Advanced Study in Public Administration (CASPA) and a Graduate Diploma Program in Accounting (GDPA) in the School of Management. In the College of Liberal Arts and Sciences we offer a Certificate of Advanced Graduate Study (CAGS).

Admission
Required credentials for admission to any graduate program in Suffolk University include:

- A completed application form and fee (School of Management - $50); (College of Liberal Arts – $20);
- A current resume;
- Two letters of recommendation;
- Official transcripts of all prior academic work;
- Statement of Professional Goals;
- Official score reports of GMAT, (Graduate Management Admissions Test) for all School of Management Programs except MPA and MPA/H; GRE (Graduate Record Examination) or MAT (Millers Analogies Test) for all College of Liberal Arts and Sciences Programs.

International Applicants Suffolk University welcomes qualified international students to its full time graduate programs. The candidate must submit: (1) a completed application form; (2) the appropriate non-refundable application fee; (3) official transcripts from all colleges attended; (4) an explanation of the grading system if education was received in a non-American institution; (5) official TOEFL test score if candidate’s native language is not English (this requirement is waived for any candidate who is a permanent resident of the United States or who holds a baccalaureate degree from a U.S. college or university; (6) official GMAT, GRE or MAT scores; (7) statement of professional goals; (8) detailed resume; (9) a Statement of Financial Resources certifying that sufficient funds exist to cover all academic and living expenses.

Deadlines and Notification With the exception of the Executive Program and the MSF Program, all graduate programs admit students to the Fall, Spring, and Summer
semesters of the academic calendar. The MSF Program admits in the Fall and the Spring only. Submission deadlines for both full-time and part-time graduate applicants are as follows:

**Fall Semester**
- March 15 if applying for financial aid
- June 15
- August 15 (Executive Programs only)

**Spring Semester**
- November 15
- February 15 (Executive Programs only)

**Summer Sessions** April 15

Applications submitted after these dates will be considered on a space-available basis only.

All admission decisions are made by the Graduate Admissions Committee, which relies on a variety of factors to determine a candidate’s potential for success in the program to which he or she is applying. Entry-level, mid-career, and career-change applicants are all regarded as viable candidates.

The Graduate Admission Committee evaluates applications as they become complete and makes an effort to notify candidates of their admissions decisions within four to six weeks of that time. An admitted student who wishes to enroll must reserve his or her place in the class by remitting a $100 ($200 for Executive Programs) non-refundable deposit, which is credited to the tuition bill at the time of registration.

**CLAS Non-degree Graduate Student Status** College of Liberal Arts and Sciences Students intending to pursue a graduate degree may elect to take a maximum of two graduate courses before applying for degree candidacy. Courses must be selected with the advisor’s consent. MPA, MPA/H students also have this option.

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**Tuition and Costs** For information regarding tuition and costs for graduate studies, please refer to the section in this bulletin entitled Financial Information.

**Financial Aid** A variety of financial aid options are available to graduate students. For more information please contact the Graduate Admissions Office, 8 Ashburton Place, Boston, MA 02108-2770, (617) 573-8302.

**Academic Standing** Students are expected to earn a 3.0 or better in all courses attempted (Refer to the Communications & Journalism Graduate section of this catalog for academic standing information for the Masters in Arts Degree. Refer to the School of Management Graduate section of this catalog for academic standing information for the Management degrees). Failure to maintain this average can lead to academic dismissal.

**Grading System**

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<tr>
<th>Letter Grade</th>
<th>Grade Point Average</th>
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<tr>
<td>A</td>
<td>4.0</td>
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<tr>
<td>A–</td>
<td>Satisfactory</td>
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<tr>
<td>B+</td>
<td>Performance</td>
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<tr>
<td>B</td>
<td>3.0</td>
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<td>B–</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>Unsatisfactory</td>
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<tr>
<td>C</td>
<td>Performance</td>
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<td>F</td>
<td>0.0</td>
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Upon the receipt of an “F” grade, a student must petition the respective Dean’s Office before taking any further courses. Failure to petition will result in automatic dismissal. The “F” grade remains in the cumulative grade point average even if the course is retaken.

All degree requirements are to be completed within five years after the start of graduate work.
Course Numbering System

Graduate Level
500-599  CLAS Introductory Level Study
         (faculty permission required)
600-899  Graduate Courses
900-999  Graduate Directed Study Course (faculty permission required).

Re-admission to Suffolk University
Students re-entering after an absence of one semester or more should request a special re-entry form from the Graduate Admissions Office. Students seeking re-admission after 12 months will be re-admitted under the present curriculum. Re-entry is on a space available basis.

For further information on any graduate programs offered at Suffolk University, please contact the Graduate Admissions Office, 8 Ashburton Place, Boston, MA 02108-2770, (617) 573-8302. Fax. Number (617) 573-8752.
SUFFOLK UNIVERSITY

College of Liberal Arts and Sciences
Graduate Programs
Graduate Communication

Department of Communication and Journalism Graduate Faculty

Professor: Harris (Chairperson), Boone
Associate Professors: Geisler (Graduate Program Coordinator), Karns, Rosenthal
Assistant Professor: Kropp

Major Fields of Study The Department of Communication and Journalism offers courses leading to the Master of Arts degree, with concentrations in Communication Studies, Organizational Communication, and Public Relations and Advertising.

Requirements Suffolk University offers graduate programs in Communication fields for students who hold the Bachelor's degree in any area of undergraduate study from the University or from other accredited institutions of higher education.

The purpose of the graduate degree program is to allow students opportunities for advanced study and research in the communication discipline. The focus of the program is to challenge students to understand the breadth of the communication field, to discover the theoretical and practical parameters of different areas within the field, and to enable students to research and create solid, well-grounded work in various communication-related careers.

Candidates for degrees must complete the required coursework for their respective graduate concentrations and either successfully complete written and oral comprehensive examinations or submit an approved master's thesis.

Any grade less than a B+ (3.3) must be offset by the appropriate honor grade in order to maintain graduate degree candidacy. Continuance of degree candidacy status requires a minimum cumulative grade point average of 3.25. Should a student’s cumulative grade point average fall below 3.25, the student is subject to an academic warning (see Academic Standing section of Graduate Programs overview). Should a student's cumulative grade point average fall below 3.25 for two consecutive semesters, the student is subject to dismissal from the program.

Incomplete Grades Number of Incomplete Grades. No graduate student may carry more than two grades of incomplete at any one time [exclusive of Incomplete grades for Thesis work] unless the student has approved excessive incomplete grades with the Department Chairperson and the Graduate Program Coordinator.
Completion of Excessive Incompletes. Students carrying excessive Incomplete grades may, at the discretion of the Department Chairperson or Graduate Program Coordinator, be required to complete the coursework carrying the Incompletes before being permitted to register for additional coursework.

Completion of Coursework Before Graduation. No student with outstanding Incomplete grades will be granted the M.A. degree.

Non-Degree Graduate Student Status
Students intending to pursue a graduate degree may elect to take a maximum of two graduate courses in the Department of Communication and Journalism before applying for degree candidacy in one of the available concentrations.

Students who apply for degree status and who, for any reason, are not granted such status, may, at the discretion of the Department Chairperson and the Graduate Program Coordinator, be placed in the category of probationary student. Such students must take two courses recommended in the concentration to which they have applied, and their application for degree status will be re-evaluated by the department after the successful completion of these two courses with grades of B+ (3.3) or better. These two courses must be completed within one academic year of the time the candidate begins his/her study.

Transfer Credits
In some cases, transfer credits from other graduate degree programs in Communication or related fields may be accepted. Students interested in transferring graduate credits should speak with the director of Graduate Admissions.

Request for acceptance of graduate transfer credits must be made at the time of matriculation into the Master of Arts program. Only courses in which students have received a grade of B or better will be considered for acceptance.

Such transfer credits will be accepted only with approval of the Department of Communication and Journalism. Additional work in a given area or proof of proficiency may be required.

Financial Aid
Graduate fellowships and assistantships are available to full-time graduate students who meet various criteria for receiving financial aid. In order to be considered for these and other forms of assistance, such as grants and loans, candidates must submit their admission application to the Graduate Admissions Office by March 15 and their financial aid application to the Financial Aid Office by April 1.
Objective  The Master of Arts degree program is designed to allow students advanced study beyond the baccalaureate level, with a view to providing students with a comprehensive understanding of theoretical and practical concerns in their chosen area of study.

Courses in the program stress both the theoretical and practical aspects of the Communication discipline.

Degree Requirements
In order to receive the degree of Master of Arts in Communication, a student must have completed a minimum of 36 graduate credit hours, including the requirements for his/her concentration. Two options are available:

• Thesis Option Requirements. Students selecting the thesis option are required to complete 30 semester hours of approved coursework beyond the B.A./B.S., and present an approved research thesis (6 semester hours of thesis credit) to a graduate committee. Students must be enrolled for at least one hour of thesis credit at the time of their thesis defense.

• Non-Thesis Option Requirements. Students selecting the non-thesis option are required to complete 36 semester hours of approved coursework beyond the B.A./B.S., and obtain majority approval of written (6 hours) and oral (1-2 hours) comprehensive examinations to a graduate committee. Comprehensive examinations will test a student’s entire program of study, and must be taken after all coursework is completed.

Completion of Coursework Before Graduation. No student with outstanding Incomplete grades will be granted the M.A. degree.

Course Loads
Students may register for the Master of Arts program on a full-time or part-time basis. A student registered for 12 semester hours, or 4 graduate courses, or more is considered a full-time student for purposes of tuition assessment. No student may register for more than 12 credit hours in one semester without specific approval from the Department Chairperson or Graduate Program Coordinator.

The M.A. program usually requires one and one half years for completion on a full-time basis and three years or more for completion on a part-time basis.

Leaves of Absence. Students who must absent themselves from the M.A. program for one or more semesters should complete a Leave of Absence form and file this form with the Graduate Program Coordinator. Students who are absent from the program for one or more semesters without having filed a Leave of Absence form must apply for re-admission into the program.

Extended Leave. Students who have been absent from the program for an extended period of time may be required to retake courses or do additional work for existing course credit at the discretion of the Department Chairperson and the Graduate Program Coordinator.

Fifteen-hour Review. All M.A. students will be required to undergo a mid-program review near the completion of 15 hours of graduate course credit to assess their progress toward the degree and evaluate their plans for completion of the program.
**Graduate Advisor**

Students should select a graduate advisor by the time they have completed one full-time semester or 6 semester hours of graduate coursework. The student's graduate advisor is responsible for:

- Approving all course selections,
- Overseeing the student's plan of study,
- Conducting a 15-hour review of the student's progress in the degree program,
- Convening and chairing the student's graduate committee for the purposes of:
  - approving the thesis proposal and thesis,
  - writing comprehensive examinations
  - conducting oral examinations on the thesis or comprehensives.

**Graduate Course Requirements**

**General Requirements.** All students in all concentrations are required to complete: C Jin 801 – Seminar in Communication C Jin 800 – Research Methods

Students who hold Bachelor's degrees in non-Communication disciplines may, at the option of the graduate faculty, be required to complete C Jin 605, Communication Theory, in order to provide a conceptual and theoretical framework of the discipline.

**Concentrations**

Three concentrations are available for the Master of Arts degree in Communication:

- **Communication Studies.** The Communication Studies concentration allows students to study several areas of the communication field. This concentration is particularly useful for those students planning to pursue additional graduate work in the field, or who wish to teach in communication disciplines.

- **Organizational Communication.** The Organizational Communication concentration allows students to focus on the study of communication within organizations in the public and private sectors. This concentration is most useful for those students interested in human resources work and communication consulting.

- **Public Relations and Advertising.** The Public Relations and Advertising concentration allows students to focus on the study of corporate image and promotion. This concentration is most useful for those students interested in public relations, promotions, advertising and marketing work.

**Concentration Requirements.**

Several core courses are required for each of the M.A. degree concentrations, with electives in Communication comprising the remainder of the student's course requirements. These concentration requirements include:

**Communication Studies, Concentration 1**

C Jin 635 – Advanced Debate or
C Jin 739 – Small Group & Interpersonal
C Jin 730 – Rhetorical Theory
C Jin 735 – Persuasion
C Jin 745 – Instructional Communication
(And six elective courses* in Communication.)

**Organizational Communication, Concentration 2**

C Jin 750 – Organizational Communication
C Jin 755 – Training and Development
C Jin 757 – Consulting
(And seven elective courses* in Communication.)

**Public Relations & Advertising, Concentration 3**

C Jin 735 – Persuasion
C Jin 770 – Seminar in Advertising
C Jin 777 – Public Relations
(And seven elective courses* in Communication.)

*Note: No more than two elective courses may be at the 600 level, excluding C Jin 605 – Communication Theory. No more than six hours of thesis credit may count toward degree requirements.
GRADUATE COURSE DESCRIPTIONS

The following courses are available for graduate credit in the Department of Communication and Journalism:

**CJN 605 - Communication Theory** An interdisciplinary examination of the development of communication theories from the classical tradition to the modern perspectives of rhetoricians, scientists, psychologists, sociologists, philosophers and others. Cross-listed as CJN 405
3 graduate credits
Normally offered yearly

**CJN 635 - Advanced Debate** Theoretical foundations and development of argumentation in contemporary society. Conceptual and experimental literature relevant to the use of evidence and philosophical problems in debate. Cross-listed as CJN 435
3 graduate credits
Normally offered alternate years

**CJN 637 - Free Speech Law** Focus on the First Amendment and the case law, theories and philosophies relevant to its exercise. Discussion of free speech in journalistic, social, historic and cultural settings. Cross-listed as CJN 437
3 graduate credits
Normally offered alternate years

**CJN 645 - Coaching/Directing Forensics** A detailed discussion of the theories and practice of directing an intercollegiate forensics program, including coaching methods, motivation, tournament management, etc. Cross-listed as CJN 445
3 graduate credits
Normally offered alternate years

**CJN 659 - Advertising Copy** Theoretical and practical applications of communication are considered in terms of advertising strategies, with special emphasis on practical advertising and advertising campaigns for media. Cross-listed as CJN 359
3 graduate credits
Normally offered yearly

**CJN 685 - Rhetoric of Protest & Reform** Students are expected to analyze specific speeches of prominent figures in major reform and protest movements throughout history by employing the methods of rhetorical criticism explored in the course. Cross-listed as CJN 485
3 graduate credits
Normally offered alternate years

**CJN 689 - Political Communication** Examination of the special circumstances created by politics and their impact on attempts at persuasion. Case studies of famous politicians and political speeches are combined with discussion of current political rhetorical trends. Cross-listed as CJN 489
3 graduate credits
Normally offered alternate years

**CJN 730 - Rhetorical Theory** Course provides an extensive examination of theories and practice of rhetoric. Focus on developing comprehensive understanding of classical, medieval, Enlightenment and modern theories of rhetoric and rhetorical criticism. 3 graduate credits
Normally offered alternate years

**CJN 735 - Persuasion** Examines variety of theoretical approaches to persuasion process. Traditional stimulus-response models, mechanistic/rules approaches and suasion/coercion explanations are explored to determine how persuasion functions in society. Focuses on what we can do to messages, versus what messages do to us. 3 graduate credits
Normally offered alternate years

**CJN 739 - Small Group & Interpersonal Communication** Explore a variety of theoretical approaches to the study of interpersonal and group communication phenomena. Areas of concentration include role development; conflict patterns and resolution; relationship development and deterioration; interacting and group dynamics; leadership styles and reflective thinking patterns. 3 graduate credits
Normally offered alternate years

**CJN 740 - Decision Making** Focuses on theory and practice of group, societal and individual decision making. Explores various decision-making models and ethical questions, applying the results to typical organizational and individual situations. Includes the study of economic, social and human factors which influence the decision-making process. 3 graduate credits
Normally offered alternate years

**CJN 745 - Instructional Communication** Provides survey of methods for the instruction of communication in a classroom setting. Includes a focus on the areas of: curriculum development, course objectives, lecture technique, speech evaluation, classroom exercises and teaching methods. Students will be provided with opportunities for practice teaching under a faculty supervisor. 3 graduate credits
Normally offered yearly
CJN 750 – Organizational Communication Explore historical development of the theory of organizations, examine information flow, network analysis, communication over- and under-load, decision making, organizational effectiveness and change processes. Theoretical basis provided for the examination of case studies in organizational communication, including communication audits in organizational settings.

3 graduate credits
Normally offered alternate years

CJN 755 – Training & Development Course examines the development and presentation of training messages in the corporate/organizational classroom. Theory and practice are combined in the study of training objectives, human resource development, the construction and organization of training messages and their implementation. Participants have the opportunity to conduct a training session.

3 graduate credits
Normally offered alternate years

CJN 757 – Consulting Develop skills in consulting practice and in critical assessments of consulting needs specific to the communication consultant. Includes ethical considerations, contract negotiations, behavior with clients, communication instruments used for interventions, and evaluation procedures.

Prerequisite: CJN 750 or 755, or permission of instructor
3 graduate credits
Normally offered alternate years

CJN 770 – Seminar in Advertising Examines theories of advertising, including market segmentation, media selection, message creation, message effects and advertising evaluation and criticism. Trends and controversies in advertising are analyzed, based on theoretical understandings developed in the course.

3 graduate credits
Normally offered alternate years

CJN 777 – Public Relations Examination of theories, case studies and campaigns in public relations. Areas of concentration include research development, design and implementation; agenda setting; professional writing; presentational skills/techniques and crisis management. Practical application of theoretical concepts is stressed.

3 graduate credits
Normally offered alternate years

CJN 800 – Research Methods Study of research methods in communication, including empirical, rhetorical/historical-critical and descriptive methodologies. Students learn how to conduct social science experiments, surveys, rhetorical analyses and historical research. Basic empirical research design, computer-assisted statistical research and the development of rhetorical-critical tools are included.

3 graduate credits
Normally offered yearly

CJN 801 – Seminar in Communication This capstone graduate seminar focuses on current issues in the field of communication. Students will conduct research on selected topics and present their findings in formal research reports.

Prerequisite: 18 hours of graduate coursework or permission of the instructor
3 graduate credits
Normally offered yearly

CJN 805 – Directed Study Directed study allows students to pursue an in-depth research project in an area of their interest, directed by a qualified graduate faculty member.

3 graduate credits May be taken twice for a total of 6 graduate credits Normally offered every semester

CJN 809 – Thesis Research Students electing the thesis option for completion of their course requirements must register for thesis research, under the direction of their faculty advisor. Thesis research allows students to develop, research, and write the master’s thesis.

Prerequisite: 18 hours of graduate coursework

* Must be taken for a total of 6 graduate credits (in any combination of semesters)
* Students must be enrolled in CJN 809 for a minimum of 1 credit at the time of their thesis defense Normally offered every semester
Graduate Education and Human Services

Education and Human Services
Department
Professors: Ash, Eskedal (Chair), Lewandowski, McCarthy
Associate Professors: Mahoney, Shatkin, Thayer, Winters
Assistant Professor: Dahlborg, Sartwell, Smith
Master Lecturer: Shively
Senior Lecturer: Meggison
Lecturers: Aptaker, R. Ash, Bond, Burke, Busse, Drew, Ehrlick, Forrester, Feinman, Hayes, Jeffers, Kelly, Kirschner, Kubacki, Luzier, Maguire, Martin, Milne, Stryker, Traini

Graduate Admission
Graduate Admission Policy and Criteria
Applications to the Department of Graduate Education and Human Services are evaluated by the Graduate Admissions Committee, which relies on a variety of factors to determine a candidate’s potential for success in the program to which he/she is applying.

The Committee devotes extensive and individualized attention to every application, and each candidate is viewed within the context of what he or she has to gain from, and offer to, the program. The graduate programs in Education and Human Services at Suffolk University neither require nor presuppose a background in a specific undergraduate major or field of specialization.

To be considered for admission to the graduate study in Education and Human Services, candidates must submit the following credentials:

- application form and fee
- statement of professional goals
- current resume
- official transcripts of all academic work
- two letters of recommendation
- official score report of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT)

Applicants for the Certificate of Advanced Graduate Study must submit each of the above except for standardized test score.

International Students
The graduate programs in Education and Human Services welcome applications to their full-time programs from fully qualified international students.

In addition to the application materials stated above, foreign students whose native language is not English, must submit an official copy of their scores on the Test of English as a Foreign Language (TOEFL). This requirement is waived for international students who are permanent residents of the United States or who hold a baccalaureate degree from an American college or university.

International applicants must also file a Financial Resources Certification form, certifying sufficient funds to cover all academic and living expenses for full-time graduate study.
Deadlines and Notification

Students may begin their graduate study in Education and Human Services in any Fall, Spring, or Summer semester of the academic calendar. Submission deadlines for both full-time and part-time graduate applications are as follows:

- **Fall Semester**: May 15
- **Spring Semester**: November 15
- **Summer Semesters**: April 15

Applications submitted after these dates will be considered on a space-available basis only.

Candidates are notified of their decisions within four to six weeks of the deadline and are required to confirm their intention to enroll by remitting a $100 non-refundable deposit, which is credited to tuition at the time of registration.

**Non-Degree Graduate Student Status**

Students intending to pursue a graduate degree may elect to take a maximum of two graduate courses in the Education and Human Services Department before applying for degree candidacy in one of the available programs.

Students who apply for degree status and who for any reason are not granted such status may be placed in the category of probationary student. Such students must take two courses recommended in the program to which they have applied, and their application for degree status will be re-evaluated by the Graduate admissions Committee after the successful completion of these two courses with grades of B (3.0) or better. These two courses must be completed within one academic year of the time the candidate begins his/her study.

**Transfer Credits**

At the time of matriculation, or during degree candidacy, students may request transfer of not more than six graduate credits completed at other accredited institutions. Only courses in which a student has received a grade of B or better will be accepted. Courses completed more than five years prior to the student’s acceptance into his/her present program will not be considered for transfer credit.

**Major Fields of Study** – The Education and Human Services Department offers courses leading to the Master of Education, with concentrations in Higher Education Administration, Professional Teacher/Trainer Development and School Counseling; to the Master of Science, with concentrations in Business Education, Secondary Education, Counseling/Human Relations; to Massachusetts certification in secondary school teaching; as well as Certificate of Advanced Graduate Study, with concentrations in Counseling/Human Relations, Leadership, Business and Office Technologies, and Secondary Education.

**Requirements** – Suffolk University offers graduate programs in Education and Human Services for students who have bachelor’s and master’s degrees from the University or from other accredited educational institutions.

A requirement for the status of degree candidate at the master’s graduate level is an undergraduate program of study equivalent to either the B.A. or B.S. degree. Possession of a Master’s degree is required for matriculation in a Certificate of Advanced Graduate Study program.
The purpose of the Graduate Program is to offer facilities for advanced instruction, study, and research so that students may receive a comprehensive view of the field of knowledge in which they are specializing. Students may also acquire the techniques needed for independent investigation in their fields of interest.

Candidates for graduate degrees must complete a program of study approved by their program director and their faculty advisor within five years of commencing graduate course work.

Any grade less than a B (3.0) must be offset by the appropriate honor grade in order to maintain graduate degree candidacy. Continuance of degree candidacy status requires that a maximum of six semester credits less than B (3.0) may be offset in this manner. Should a student earn a third C grade, his or her continuance in a graduate program is contingent upon the review of the Committee on Admission and Retention, with a recommendation from the appropriate Program Director. A minimum grade of B (3.0) is required in all field experiences. The Department reserves the right to require the withdrawal of a student from a graduate program if in its estimation the probability of his/her success is doubtful. Such factors as academic performance, interest, effort and suitability for the field enter in the judgement.

Massachusetts Certification

All Education and Human Services programs at Suffolk University that train personnel for public schools are registered with the Massachusetts State Department of Education, thus graduates are eligible for certification in Massachusetts upon completion of various programs.

The Business Education and School Counseling Programs are approved by the Massachusetts Department of Education both for certification in Massachusetts and in states which hold membership in the Interstate Certification Compact.

Application for certification must be made to the State Department of Education by the graduate directly. Accompanying the application should be: official transcripts from colleges attended, the practicum report, the application fee, proof of citizenship, proof of good health and sound moral character.

Regulations for the certification of educational personnel in the State of Massachusetts have been revised, and all new guidelines will be in effect by September 30, 1994. Current and entering students must apply and have submitted all completed documentation before September 30, 1994 in order to qualify for certification through the programs presently in place. All students should keep abreast of changes through contact with their academic advisors.
Master of Education Degree

Concentration in Administration of Higher Education

Program Advisor:
Dr. Joseph McCarthy

Objectives: Designed to provide competencies for those employed or seeking employment in posts in admissions, alumni, development, financial aid, housing, placement, registrar, and student activities offices from the junior/community college level to the university, and in higher education – related agencies and organizations.

Courses in the program have been designed to stress the basic Management functions of planning, organizing, staffing, supervising and evaluating as those activities are carried on in higher education.

Description: Candidates can generally expect to complete degree requirements in two years of part-time study, although shorter or longer durations are possible. The minimum program requirement is 36 semester hours of credit. Individuals are responsible for planning their programs in consultation with Professor Joseph M. McCarthy.

Required Core Courses: 6 Sem. Hrs
EHS 711 – Critical Issues in Education
or
EHS 712 – Lifespan Development
EHS 715 – Methods of Research

Concentration Requirements: 6 Sem. Hrs.
EHS 625 – Organization and Administration of Higher Education
EHS 626 – Legal Problems of Higher Education

Electives: 15 Sem. Hrs.
EHS 524 – Meeting and Conference Planning
EHS 600 – Management in Education and Human Services
EHS 603 – Leadership
EHS 614 – Supervision
EHS 616 – Advanced Supervision
EHS 617 – Management of Human Resources
EHS 619 – Proposal Writing and Grant Development
EHS 623 – The Manager and the Organization
EHS 627 – Jr/Community College: Processes and Problems
EHS 633 – Women in Higher Education
EHS 634 – Student Development/Services in Higher Education

Field Experience: 9 Sem. Hrs.
EHS 638 – Field Project: Higher Education or
EHS 646 – Self-Assessment and Career Development
EHS 645 – Practicum in Administration

Professional Teacher/Trainer Development Concentration

Program Advisor:
Dr. Joseph McCarthy

Objectives: This concentration provides teachers and trainers and other educators in all sectors of society with insights, skills and field experiences necessary to improve knowledge and competencies in all aspects of their professional performance. Persons who are concerned with human development and/or the generation of educational/training programs will likewise find this a useful option.
**Description:** Candidates can complete their degree requirements in one calendar year of full-time study or on a part-time basis. A minimum program is 30 semester hours. Degree candidates initiating studies must meet with Professor Joseph M. McCarthy, Program Director, to plan and record a suitable program of studies, and must consult with him at all stages of their progress.

**Program of Studies:**

**Required Core Courses:** 6 Sem. Hrs.
- EHS 711 - Critical Issues in Education or
- EHS 712 - Lifespan Development
- EHS 715 - Methods of Research

**Concentration Requirements:** 6 Sem. Hrs.
- EHS 646 - Self-Assessment and Career Development
- EHS 721 - Training & Development in Human Relations
  or
- EHS 629 - College Teaching or
- EHS 796 - Improving Instruction

**Electives:** 18 Sem. Hrs.
- EHS 600 - Management in Education and Human Services
- EHS 609 - Legal Aspects of Teaching
- EHS 617 - Management of Human Resources
- EHS 619 - Proposal Writing and Grant Development
- EHS 627 - Jr/Community College: Processes and Problems
- EHS 628 - Crucial Issues in Higher Education
- EHS 629 - College Teaching
- EHS 633 - Women in Higher Education
- EHS 634 - Student Development/Services in Higher Education
- EHS 635 - Field Project: Organizational Analysis
- EHS 636 - Field Project: Organizational Development
- EHS 638 - Field Project: Higher Education
- EHS 640 - Readings and Research
- EHS 721 - Training and Development in Human Resources
- EHS 776 - Independent Research, Early Childhood
- EHS 800 - Curriculum Development and Evaluation
- EHS 810 - Field Project: Philosophy of Education
- EHS 813 - Field Project: Sociology of Education

**School Counseling Concentration**

**Program Advisor:**
Dr. R. Arthur Winters

**Objective:** The concentration in School Counseling prepares students to function effectively as counselors in public and private secondary schools.

**Description:** A minimum program involves 36 semester hours of course work, depending on undergraduate preparation. All students wishing to apply for degree status are encouraged to interview with Dr. Arthur Winters, Program Director, prior to acceptance. Degree candidates are advised to consult with members of the faculty at all stages of their program.

Completion of the Master's degree leads to **provisional certification** under Massachusetts Department of Education regulations.

**Permanent certification** may be obtained through the completion of EHS 741 and 742 - Internship I & II.

Competence in counseling skills is acquired during Human Relations Laboratory and the Practicum classes, EHS 737, EHS 738 and EHS 739 and field experiences. It is during this time that a student, fully admitted into the program, demonstrates the ability to translate training into professional judgments and techniques.

**Practicum:** Students are required to apply formally for the Practicum and to consult with Dr. Winters, Advisor, regarding their field placement.

Prior to eligibility for Practicum a cumulative average of B or above is required. Any grade less than B (3.0) must be offset by an A grade, and all incomplete grades must be successfully completed prior to eligibility for Practicum.
During the Practicum aspect of training, the provision of earning a C grade that may be offset by an A grade does not apply. Practicum must be completed with a grade of no less than B. Unsatisfactory performance during Practicum results in repeating the course.

Effective October 1, 1994, students will be certified under the new “two-step” state certification requirements. Completion of the Master's degree will lead to provisional certification. Permanent certification may be obtained following paid experience as a school counselor and completion of an additional 600-hour clinical experience.

**Waiver of Requirements:** The Suffolk University School Counseling program has been approved by the Massachusetts State Department of Education to waive components of the programs for those individuals who can document life and work experiences and/or course work relating to the standards and criteria for secondary school counselor certification. No more than one half of the practicum may be waived.

**Required Core Courses:** 9 Sem. Hrs.

- EHS 711 – Critical Issues in Education or
- EHS 712 – Lifespan Development
- EHS 715 – Methods of Research

**Concentration Requirements:** 21 Sem. Hrs.

- EHS 710 – Introduction to School Counseling
- EHS 713 – Counseling: Theory and Practice
- EHS 714 – Psychology of Vocational Development
- EHS 717 – Psychological Tests in Human Relations
- EHS 733 – Multicultural Counseling
- EHS 737 – Human Relations Laboratory
- EHS 738 – Practicum I
- EHS 739 – Practicum II

**Electives:** 6 Sem. Hrs.

- EHS 603 – Leadership
- EHS 635 – Field Project: Organizational Analysis
- EHS 636 – Field Project: Organizational Development
- EHS 716 – Psychological Diagnosis
- EHS 721 – Training and Development in Human Relations
- EHS 724 – Human Relations in Organizations
- EHS 726 – Family Therapy
- EHS 727 – Substance Abuse

**EHS 728 – Professional, Ethical, Legal Aspects of Human Services**

**EHS 729 – Human Sexuality**

**EHS 734 – Seminar in Counseling and Human Relations**

**EHS 735 – Group Counseling: Theory and Process**

**EHS 736 – Consultation**

**EHS 750 – Independent Study: Human Relations**

**EHS 753 – Independent Study: Human Relations**

**EHS 755 – Counseling and Human Relations Workshop**

(Course work in related disciplines may be selected subject to approval of faculty advisor.)

**Pre-practicum:** Students in School Counseling must successfully complete a minimum of seventy-five hours of field-based pre-practicum experience. These experiences are incorporated within the following courses:

- EHS 710 – Introduction to School Counseling
- EHS 711 – Critical Issues
- EHS 712 – Lifespan Development
- EHS 714 – Psychology of Vocational Development
- EHS 715 – Methods of Research
- EHS 717 – Psychological Tests in Human Relations
- EHS 733 – Multicultural Counseling
- EHS 737 – Human Relations Laboratory
Master of Science Degree

Concentrations in Business Education

Program Advisor: Dr. Barbara Ash

General Description: Concentrations in Business Education offer advanced preparation for business professionals in curriculum design, information systems, teaching methodology, and research. Each program is open to individuals who have earned a bachelor’s degree and who are currently employed or wish to pursue careers in business education at secondary and post-secondary institutions, community-based programs, adult education settings, and staff development and training positions in business and industry.

Candidates in Business Education select one of the following concentrations:

- Business Education – Practitioner Program
- Business Education – Office Systems Training Development Program
- Business Education – Adult/Continuing Education Program
- Business Education – Information Management Program
- Business Education – Teacher Certification Programs

General Requirements
The minimum requirement for candidates who hold a teaching certificate and/or a bachelor’s degree in business education is 30 semester hours.

Candidates seeking teacher certification in business education and individuals with a bachelor’s degree in another discipline may require additional courses which include: subject matter (when appropriate), field-based pre-practica, and student teaching.

A detailed description of the requirements is outlined under each concentration.

Degree candidates are advised to consult with their program advisor.

Business Education – Practitioner Program

Description: This option provides advanced preparation for business educators in curriculum design, research, and teaching methodologies. The curriculum in this option is also tailored to meet the needs of individuals re-entering the business education profession.

Required Courses: 6 Sem. Hrs.

- EHS 711 – Critical Issues in Education or
- EHS 712 – Lifespan Development
- EHS 715 – Methods of Research

Concentration Requirements: 9 Sem. Hrs.

- EHS 650 – Curriculum
- EHS ___ – Business Education Methods/Instruction Course
- EHS ___ – Business Education Methods/Instruction Course

Electives Courses (All Programs) 15 Sem. Hrs.

Note: All elective courses are selected in consultation with the faculty adviser. Six (6) graduate credits applicable to the program may be transferred prior to matriculation at the discretion of the adviser.

- EHS 510 – Administrative Management Seminar
- EHS 514 – Economic Education: Content and Methods
- EHS 515 – Office Administration Internship for Business Educators
- EHS 517 – Business Communications and Report Writing
- EHS 519 – Information Resource Management
- EHS 520 – Business Education Subject Competencies
- EHS 521 – Individualized Instruction for Business Education
- EHS 522 – Continuing Education for Business
- EHS 523 – Methods of Teaching Adult Learners
- EHS 524 – Meeting and Conference Planning
- EHS 525 – Business Education Teaching Competencies
- EHS 536 – Methods of Teaching Information Processing
- EHS 539 – Methods of Teaching Keyboarding
- EHS 541 – Introduction to Office Technologies
- EHS 542 – The Human Resources Functions
EHS 545 – Telecommunications and Integrated Office Systems
EHS 546 – Office Facilities Planning
EHS 547 – Microcomputer Applications I
EHS 548 – Microcomputer Applications II
EHS 549 – Microcomputer Applications III
EHS 550 – Training and Development in Office Systems
EHS 551 – Administrative Communication
EHS 660 – Administration and Supervision of Business Education Programs
EHS 663 – Business Education for Teachers of Students With Specials Needs
EHS 700 – Business Education: Independent Projects

**Business Education – Adult/Continuing Education Program**

**Description:** This option is designed for those business education professionals seeking competencies and skills for teaching the adult learner. This program is particularly well suited for teachers and administrators employed in community and junior colleges, community-based agencies, and staff development and training programs in industry.

**Required Core Courses:** 6 Sem. Hrs.
EHS 711 – Critical Issues in Education or
EHS 712 – Lifespan Development
EHS 715 – Methods of Research

**Concentration Requirements:** 12 Sem. Hrs.
EHS 523 – Methods of Teaching Adult Learners
EHS 524 – Meeting and Conference Planning
EHS 650 – Curriculum
EHS 655 – Research Seminar in Business and Office Education

**Electives:** 12 Sem. Hrs.
See specifications and list under “Business Education – Practitioner Program.”

**Business Education – Office Systems Training and Development Program**

**Description:** This option is designed for those business education professionals who wish to transfer their teaching competencies to a training and development setting in business and industry.

**Required Core Courses:** 6 Sem. Hrs.
EHS 711 – Critical Issues in Education or
EHS 712 – Lifespan Development
EHS 715 – Methods of Research

**Concentration Requirements:** 12 Sem. Hrs.
EHS 515 Internship
EHS 550 Training and Development in Office Systems
EHS 524 Meeting and Conference Planning

**Electives:** 12 Sem. Hrs.
See specifications and list under “Business Education – Practitioner Program.”

**Business Education – Information Management Program**

**Description:** This option provides advanced preparation for business educators and those in training-related positions in business and industry. A core of courses focus on competencies in systems technology related to the changing office environment.

**Required Core Courses:** 6 Sem. Hrs.
EHS 711 – Critical Issues in Education or
EHS 712 – Lifespan Development
EHS 715 – Methods of Research

**Concentration Requirements:** 12 Sem. Hrs.
EHS 519 – Information Resource Management
EHS 545 – Telecommunications and Integrated Office Systems
EHS 650 – Curriculum
EHS __ – Microcomputer Application Elective

**Electives:** 12 Sem. Hrs.
See specifications and list under “Business Education – Practitioner Program.”

**Business Education – Teacher Certification Programs**

*The Business Education Teacher Certification Program is under revision to meet the new guidelines for business teacher certification, effective October 1994. Contact the Director of Business Education for information."
Concentrations in Counseling & Human Relations

Program Advisors:
Dr. Glen A. Eskedal
Dr. Stephen D. Shatkin
Dr. R. Arthur Winters

Objectives: The concentration in Mental Health Counseling trains students to function in a variety of community mental health settings (e.g., clinics, hospitals, prisons, college counseling centers, day treatment programs, rehabilitation facilities, outreach programs, after care centers, etc.). The concentration in Human Resource Development trains students to function effectively as human resource specialists in a variety of organizational settings (e.g., training and development, benefits and compensation, consultation, employee assistance programs, career development, etc.).

In each degree program the ability to work with people in a variety of settings and roles will be cultivated. During the course of training students will engage in a period of self-examination in order to become keenly aware of their own needs and personality structures and how they relate these features to the helping professions. Through systematic completion of the curriculum, students will develop a competency base from which to perform effectively in their area of specialization.

Description: A minimum program involves 36 semester hours of work, depending on undergraduate preparation. All special non-degree students wishing to apply for degree status are encouraged to interview with a member of the Counseling and Human Relations faculty prior to acceptance. Degree candidates are advised to consult with members of the faculty at all stages of their programs.

Practicum: It is during the Practicum that a student, fully admitted into the program, demonstrates ability to translate training into professional judgments and techniques. Continuing students are required to apply formally for Practicum and to consult with their Faculty Advisors regarding their field placements.

All part-time students must successfully complete twelve semester hours prior to the Practicum experience.

Prior to eligibility for Practicum a cumulative average of B (3.0) or above is required. Any grade less than B (3.0) must be offset by an A grade, and all incomplete grades must be successfully completed prior to eligibility for Practicum.

During the Practicum aspect of training the provision of earning a C grade that may be offset by an A grade does not apply. Practicum must be completed with a grade of no less than B (3.0). Unsatisfactory performance during Practicum results in repeating the course.
# Mental Health Counseling

**Required Core Courses:** 6 Sem. Hrs.
- EHS 711 – Critical Issues in Education or
- EHS 712 – Lifespan Development
- EHS 715 – Methods of Research

**Concentration Requirements:** 18 Sem. Hrs.
- EHS 713 – Counseling: Theory and Practice
- EHS 716 – Psychological Diagnosis
- EHS 717 – Psychological Tests in Human Relations
- EHS 737 – Human Relations Laboratory
- EHS 738 – Practicum I
- EHS 739 – Practicum II

**Electives:** 12 Sem. Hrs.
- EHS 603 – Leadership
- EHS 617 – Management of Human Resources
- EHS 635 – Field Project: Organizational Analysis
- EHS 636 – Field Project: Organizational Development
- EHS 710 – Introduction to School Counseling
- EHS 714 – Psychology of Vocational Development
- EHS 716 – Psychological Diagnosis
- EHS 717 – Psychological Tests in Human Relations
- EHS 721 – Training and Development in Human Resources
- EHS 724 – Human Resources in Organizations
- EHS 726 – Family Therapy
- EHS 727 – Substance Abuse
- EHS 728 – Professional, Ethical, Legal Aspects of Human Services
- EHS 729 – Human Sexuality
- EHS 733 – Multicultural Counseling
- EHS 734 – Seminar in Counseling and Human Relations
- EHS 735 – Group Counseling: Theory and Process
- EHS 736 – Consultation
- EHS 737 – Human Relations Laboratory
- EHS 750 – Independent Study: Human Relations
- EHS 753 – Independent Study: Human Relations
- EHS 755 – Counseling and Human Relations Institute

(Course work in related disciplines may be elected subject to approval of faculty advisor.)

# Human Resource Development

**Required Core Courses:** 6 Sem. Hrs.
- EHS 711 – Critical Issues in Education or
- EHS 712 – Lifespan Development
- EHS 715 – Methods of Research

**Concentration Requirements:** 18 Sem. Hrs.
- EHS 714 – Psychology of Vocational Development
- EHS 724 – Human Relations in Organizations
- EHS 736 – Consultation
- EHS 737 – Human Relations Laboratory
- EHS 738 – Practicum I
- EHS 739 – Practicum II

**Electives:** 12 Sem. Hrs.
(See list under “Mental Health Counseling”) and
- EHS 713 – Counseling: Theory and Practice
Concentration in Secondary School Teaching (Certification Program)

Program Advisor:
Dr. Stephen D. Shatkin

Individuals who have attained bachelors degrees in various academic disciplines may become certified through Suffolk University to teach in the public secondary schools of Massachusetts.

Each individual's undergraduate transcript must be reviewed and evaluated, and a program planned and monitored through periodic meetings of the student with an advisor from the Education and Human Services Department of the University and an advisor from the relevant academic discipline. Students must meet the State competency requirements both for the discipline chosen which generally involves the equivalent of an undergraduate major in the particular area, and for the Education component which involves a certain set of Education and related field courses or their equivalents.

• For students becoming certified prior to September 30, 1994:

In light of new regulations in Massachusetts for the certification of secondary school teachers, to be fully implemented by September 30, 1994, students are strongly urged to pursue a graduate degree along with certification. The 36 semester hour masters degree program includes 24 hours of Education and Human Services courses (listed below) and 12 additional hours of graduate elective courses chosen from the field of knowledge, English, Speech, Communications, or Education and Human Services, depending upon the individual needs of the student.

The Graduate Education and Human Services Sequence is comprised of the following 24 semester hours of courses:

- EHS 505* – 506 Curriculum and Methods of Secondary Education
- EHS 711* Critical Issues in Education
- EHS 712 Lifespan Development
- EHS 715* Research Methods
- EHS 500 Practicum (9 semester hours)

*These courses are labelled "pre-practicum," and contain substantial amounts of field experiences.

The Practicum in Secondary Education

Nine (9) Semester Credit Hours of Practicum are required. These are normally the culmination of the Education Sequence and are accomplished under either a conventional Student Teaching format comprised of 300 clock hours of supervised teaching, or an Internship comprised of supervised teaching combined with a part-time paid teaching position.

It is during the Practicum that a student, fully admitted into the program, demonstrates ability to translate training into professional judgments and techniques.

Eligibility of a graduate student for Practicum: [successful completion of twelve semester hours prior to the Practicum experience;] a cumulative average of B (3.0) or above is required. Any grade less than B (3.0) must be offset by an A grade, and all incomplete grades must be successfully completed prior to eligibility for Practicum.
For Business Education students all pre-practicum courses must be completed with no less than a B- grade prior to commencing student teaching. Those courses include: EHS 503, 504, 507, 536, 537, 538, 539, 540.

During the Practicum aspect of training the provision of earning a C grade that may be offset by an A grade does not apply. Practicum must be completed with a grade of no less than B (3.0). Unsatisfactory performance during Practicum results in repeating the course.

Application: Students wishing to elect the practicum experience must submit a written application along with a current transcript to the Director of Student Teaching in the semester preceding the practicum semester (by September 15 during the fall semester; by February 1 during the spring semester).

Application: Student teachers are required by Massachusetts law to have a tuberculin test (Mantoux) prior to the initiation of student teaching. The printed results of the Mantoux test must be submitted with the student teaching application. The tuberculin test certificate should be submitted to the school system when requested.

A student who has submitted an application for the practicum must notify in writing the Director of Student Teaching by December 1st for the Spring semester and June 1st for the Fall semester should it become necessary to cancel plans to student teach. Failure to do so before the registration period may result in dismissal from the teacher education program.

Availability: All secondary student teachers will be required to participate in seminars, including a media workshop, prior to and during the student teaching practicum. Dates of the seminars will be announced.

Placement: Student teaching practicum placements are made in schools approved by the Education and Human Services Department of Suffolk University. Students should select schools in communities other than their hometown/residence. Placements will be made by the Director of Student Teaching.

Students may not be placed in any practicum setting in which prior acquaintance among any of the school’s constituency groups presents potential problems for the student teacher’s appropriate functioning as a professional.

**Apprenticeship**

The Education Sequence in Secondary Education and Practicum are also available for an individual who qualifies for this individually developed plan agreed to by a school system, the University, and the State Department of Education, and is comprised of a paid position in a school system for a specified time period while the individual is engaged at the University in taking any necessary courses.

**Graduate students seeking certification as secondary school teachers must complete all requirements prior to September 30, 1994 in order to qualify for full certification under the present regulations and currently described program at Suffolk University. Prospective secondary teachers are strongly urged to consult regularly with the certification advisor at the University in order to verify that their programs are still timely.**

**STUDENTS SEEKING TO BECOME CERTIFIED AS SECONDARY SCHOOL TEACHERS AFTER SEPTEMBER 30, 1994:**

A revised program for certification of graduate students as teachers of academic subjects in Massachusetts is being developed at the present time at Suffolk University in light of the certification process to be implemented under the new regulations which require:
1) Provisional Certification in the Field of Knowledge (attainable with the undergraduate degree and certain education courses including a practicum).

2) Secondary School Teaching experience in the public schools under field supervision, and

3) Attainment of a Masters degree within 5 years of beginning teaching in the schools. This Masters degree program is currently under careful study at the University.

In view of the stage of development of this program, the NEW Masters degree program has not been established as of the time of this writing. Candidates are advised to consult with Dr. Shatkin for updates.

Certificate of Advanced Graduate Study

The Certificate of Advanced Graduate Study in the Counseling and Human Relations, Leadership, Teacher Mentoring, Office Technologies and Administrative Services or Secondary Education concentrations, is designed to provide preparation for those candidates who have a master's degree.

Goal: The CAGS is designed for the practitioner as an individually oriented program to meet the needs of advanced students in their field of specialization. The completion of thirty semester hours of graduate study is required. Additional hours may be required at the discretion of the faculty advisor.

Description of the Program:

Advanced students, with an assigned advisor in their field of specialization, will carefully plan and maintain a program of study. Course selection and progress will be reviewed regularly by the student and their advisor.

Individual programs must meet the following criteria:

1. Each student will choose an area of specialization from the following options:
   - Business and Office Technologies (Advisor: Dr. Ash)
   - Counseling and Human Relations (Advisor: Dr. Eskedal)
   - Leadership (Advisor: Dr. McCarthy)
   - Secondary Education (Advisor: Dr. Shatkin)

   A minimum of six of the ten courses required in the program must be concentrated in the specialization area.

2. Each program must include field-based component and an appropriate practicum or internship.

3. During the course of the program, each student must demonstrate ability to generate or locate current research findings, models or paradigms and apply them in the professional field setting.

In accumulating the minimum program of thirty semester hours the student may be engaged in either full-time or part-time study. Full-time study is designed to result in completion of the program in one academic year.

Candidates must complete all courses with a minimum grade of B (3.0). The faculty reserves the right to withdraw a student from the program if there is evidence that the possibility of success is doubtful. Deficiencies in the internship experience and academic performance enter into the CAGS faculty committee judgment.

A candidate may transfer a maximum of six semester hours of graduate study beyond the master's degree from other institutions of higher learning at the discretion of their faculty advisor. Courses completed more than 5 years prior to the student's acceptance into his/her program will not be considered for transfer credit.
GRADUATE COURSE DESCRIPTIONS

Education and Human Services 500 - Practicum (Secondary Student Teaching). The practicum experience must be full-time for one semester and include at least 300 clock hours in a secondary public school setting. The course may be taken by undergraduate senior and graduate students. See regulations regarding student teaching. 1 term - 9 semester hours. Normally offered yearly.

Education and Human Services 503 - Foundations of Education. Introduction to the organization, role and purposes of education in American society. Considers the philosophical, historical, social foundations of education. Develops an awareness of teaching the culturally diverse and special needs student. Five observations required. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 504 - Educational Psychology. Examines the nature and development of human abilities and the teaching-learning process. Considers child and adolescent growth and development, working with multiple cultures and special needs children in the classroom. Field observations required. 1 term - 3 semester hours. Normally offered yearly.


Education and Human Services 507 - Reading, Communication, and Mathematics Skills for Secondary Teachers. Teaches purposeful individualization of instruction and evaluation of achievement in reading, communication and mathematics skills as they relate to secondary teaching. Pre-practicum field experiences required. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 514 - Economic Education: Content and Methods. Review of economic theory and major issues. Demonstrations, development of classroom materials and media. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 515 - Internship. Designed for business educators in all options who need to update or obtain practical full-time business experience. The field site must be approved by the Internship Supervisor. 1 term - 3 to 9 semester hours. Normally offered yearly.


Education and Human Services 519 - Information Resource Management. A study of paper and non-paper records from creation to destruction. Examines the growth of computer-assisted retrieval of records and information and the use of micrographics for both active records systems and information storage systems. An examination of the integration of electronic technologies for records processing and control. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 520 - Business Education Subject Competencies. Documentation and/or demonstration of specific competencies in the field of knowledge (subject matter) for teacher certification. Skills assessment. Students work independently to meet competencies. 1 term - 3 semester hours. Normally offered summers.

Education and Human Services 521 - Individualized Instruction. Multi-media resources for individualized and independent instruction. Preparation of audio-tutorial projects, learning contracts, and LAPS. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 522 - Continuing Education. Continuing Education for business related professions. Introduction to needs analysis. Design, implementation, and marketing of adult business education programs. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 523 - Methods of Teaching Adult Learners. Methods of teaching business subjects to the adult learner. Special characteristics of the adult learner and appropriate instructional materials and techniques. 1 term - 3 semester hours. Normally offered alternate years.
Education and Human Services 524 – Meeting and Conference Planning. Introduction to organizing conferences, workshops, seminars, and training programs for business and industry. Promoting and marketing educational programs. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 525 – Business Education Teaching Competencies. Documentation and/or demonstration of pre-practicum courses and competencies required for teacher certification. 1 term – 3-6 semester hours. Normally offered summers.


Education and Human Services 541 – Introduction to Office Technologies. Developments in electronic technology and its impact on management and employees. Survey of technological advances in word processing, micrographics, reprographics, data processing, and telecommunications. Impact of technology on interpersonal relationships and communications. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 542 – The Human Resource Functions. The study of the personnel function in organizations, including staffing and development, organization and individual appraisal, employee compensation and benefits, safety and health, and approaches to employee problems. The course addresses these subjects in the context of future implications for the human resource function. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 545 – Telecommunications and Integrated Office Systems. The student will gain exposure to the communication and linkages of the computer in the office environment. Special attention to the integration of word, data, image, and voice processing. Telecommunications for interactive multi-function work stations. 1 term – 3 semester hours. Normally offered in alternate years.

Education and Human Services 546 – Office Facilities Planning. Designing and remodeling facilities and layouts for offices. Ergonomics, space management, and evaluation of facilities. 1 term – 3 semester hours. Normally offered in alternate years.

Education and Human Services 547 – Microcomputer Applications for Business Education I. Introductory course in the application of microcomputers to business education and office systems. Hands-on experiences in the use of DOS (disk operating system). Skill developed in the use of electronic spreadsheets (e.g. LOTUS) for business applications. Examines methods of building, modifying, storing, and formatting spreadsheets and the use of graphics. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 548 – Microcomputer Applications for Business Education II. Examines the use of word processing software (e.g. word perfect) used in conjunction with microcomputers in business education and office systems. Development of skill using word processing software to create and edit business documents. Introduction to the fundamentals of desktop publishing. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 549 – Microcomputer Applications for Business Education III. Development of skill in the use of popular data base software (e.g. d-Base III plus) used in business education and office systems. Examines how data can be logically organized and retrieved for effective information management. Development of skill in creating, sorting, and retrieving data and modifying existing data bases using simulated business applications. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 550 – Training and Development in Office Systems. This course provides application of theories of learning and instructional development to the education and training of employees in the business environment. Topics include instructional design; strategy; technology; and the implementation, evaluation, and management of training in an organizational environment. 1 term – 3 semester hours. Normally offered yearly.
Graduate Education

Education and Human Services 551 – Administrative Communication. Application of communication theory, human relations concepts, research methods, and information technology to the internal communication of professionals who work in environments with automated information and communication systems. Topics include: brainstorming, team building, problem solving, presentation skills, communication styles, and interpersonal relations. Emphasis on the human factors of communication in a technological environment. Prerequisites: CJN 103 and EHS 517. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 600 – Management in Education and Human Services. This course provides students with basic skills in analyzing organizational structures and behaviors in Education and Human Services, engaging in self-analysis of administrative skills, fostering organizational change, and program planning and management. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 603 – Leadership. Trait-factor, group and situational theories of leadership are explored in the context of team-building, participatory decision-making, staff development, resource allocation, and future planning. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 609 – Legal Aspects of Teaching. Examines legal problems facing administrators including tort liability, rights of teachers and students, contracts, tenure, confidentiality of records and legal aspects of hiring and discrimination. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 613 – Legal Aspects of Educational Administration. Examines legal problems facing school administrators, including tort liability, rights of teachers and students, contracts, tenure, confidentiality of records, and legal aspects of expenditure, hiring, and discrimination. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 614 – Supervision. A field-based introduction to the theory and technique of improving the professional performance of Education and Human Services personnel through use of humanistic supervision methods emphasizing supportive communication and use of recent research in supervision. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 616 – Advanced Supervision. Explores cross-cultural dimensions of supervision, special problems and techniques in employee motivation, strategies for dealing with problem personnel, modes of coping with job actions/strikes, and other difficult supervision situations. 1 term – 3 semester hours. Normally offered every third year.

Education and Human Services 617 – Management of Human Resources. Problems of recruiting, selecting, developing and evaluating personnel are treated, with emphasis on supportive supervision and effective communication. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 619 – Proposal Writing and Grant Development. Surveys public and private sources of contracted funding for research and development and provides experience in project planning and proposal writing. Management of contractual funds is covered. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 623 – The Manager and the Organization. Group activities and simulations directed at analysis and solution of case studies of common problems confronting managers. 1 term – 3 semester hours. Normally offered every third year.

Education and Human Services 625 – Organization and Administration of Higher Education. The interplay of organizational characteristics, structures and modes of financing will be explored in this course as a means of elucidating the application of administrative theories in higher education. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 626 – Legal Problems of Higher Education. Examines legal problems facing higher education professionals, including tort liability, student rights, contracts, tenure, confidentiality of records and legal aspects of hiring and discrimination. 1 term – 3 semester hours. Normally offered in alternate years.

Education and Human Services 627 – Junior/Community College: Processes and Problems. Examines the rationale, role, structure and function of public and private two-year institutions, with attention to the sociology of student populations, curricular and instructional trends, administrative problems, and future planning. 1 term – 3 semester hours. Normally offered every third year.
Education and Human Services 629 — College Teaching. Introduction to basic competencies of college teaching, including field observations and experience in guiding student learning activities, location and development of appropriate materials. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 633 — Women in Higher Education. Examines the changing role of women faculty, administrators, and students in colleges and universities, with historical and current material on socialization, career, and educational patterns, and legal issues. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 634 — Student Development/Services in Higher Education. This course will explore theories, rationales, and methods of student development in higher education, as well as the organization and administration of student personnel services. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 635 — Field Project: Organizational Analysis. Intensive study of the structure and functioning of an institution or organization, with special reference to finance, leadership, communication, and diagnosis of organizational problems. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 636 — Field Project: Organizational Development. Advanced individual study of a problem in higher education, including provision for application in a specific institution or higher education agency. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 638 — Field Project: Higher Education. Advanced individual directed study of a topic of particular interest in administration. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 639 — Writing for Professional Publication. Individualized study of research or development dissemination media and preparation of a publishable report or article. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 640 — Readings and Research. Advanced individual directed study of a topic of particular interest in administration. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 644 — Professional Development Field Experience. Intensive study of alternative ways of carrying out educational roles, including observations and thorough analysis of a given organization, institution, or program. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 645 — Practicum in Administration. Application of administrative skills in an appropriate field placement under guidance of a cooperating administrator and a university supervisor. 1 term - 6 semester hours. Normally offered yearly.

Education and Human Services 646 — Self-Assessment and Career Development. Explores techniques for clarifying personal strengths, skills and interests, and developing a career enhancement plan based on them. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 650 — Curriculum Construction and Current Issues and Trends in Business Education. Identification and evaluation of technological developments and current issues and trends affecting the business education curriculum. Development of instructional programs at various levels (5-12 and post-secondary) and for public and private institutions. 1 term - 3 semester hours. Normally offered summers.


Education and Human Services 660 — Administration and Supervision of Business Education Programs. Administration and supervision of business education department and programs. Staffing, public relations, advisory committees, inventories, equipment selection, and supervisory problems. Case studies and field experience. Sources of funding and grant preparation. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 663 — Business Education for Teachers of Students with Special Needs. This course will assist business education teachers in examining their attitudes toward special needs students and prepare them to meet the challenge of providing these students with appropriate vocational programs. Development of instructional materials. 1 term - 3 semester hours. Normally offered alternate years.
Education and Human Services 700 - Business Education: Independent Projects. Advanced individual, intensive study of a problem in business education. Requires written approval by the Director of Business Education. 1 term - 1-3 semester hours. Normally offered summers.

Education and Human Services 710 - Introduction to School Counseling. The foundation course for those enrolled in the school counseling program. The philosophical and theoretical foundations for school counseling are investigated, as well as the roles and functions of the school counselor. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 711 - Critical Issues in Education. A case/problem approach to major procedural and social policy issues affecting the delivery of educational services. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 712 - Lifespan Development. Explores the intrapsychic, interpersonal and intracultural developmental tasks and accompanying stresses throughout the life cycle. Integration of developmental psychology theory, research and implications for management, teaching, learning and remediation will be addressed. 1 term - 3 semester hours. Normally offered in the fall semester.

Education and Human Services 713 - Counseling: Theory and Practice. Analysis of selected counseling theories representative of the field of counseling psychology. Theories will be selected from the following areas: Psychoanalytic, Psychosocial, Rational, Behavioral/Learning, Person Centered, and Existential Theory. Treatment goals and techniques will be explored. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 714 - Psychology of Vocational Development. A survey of the various theories of vocational choice and development, and strategies for the implementation of vocational counseling in the school, agency, or business/industrial setting. Historical intervention and current concepts of work and vocational concerns of women and minorities are also investigated. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 715 - Methods of Research. Principles, methods and statistics associated with research. Applications to practical situations in the individual areas of student involvement. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 716 - Psychological Diagnosis. The study of the nature of mental disorders; central concepts and processes. Psychogenesis, psychodynamics, role of anxiety, and clinical assessment using the DSM-III-R. Prerequisite: EHS 713. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 717 - Psychological Testing in Human Relations. Evaluating, administering, scoring, interpreting, and reporting results of standardized tests of personality, aptitude and achievement. Self-study, development and assessment of testing programs, appropriate use of computers, and critical issues in testing. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 721 - Training and Development in Human Relations. An overview of the training and development function within organizations. A systems approach to training and development will be emphasized. Such topics as needs assessment, staffing, training techniques and evaluation will be explored. 1 term - 3 semester hours. Normally offered in alternate years.

Education and Human Services 724 - Human Relations in Organizations. A study of communication styles and patterns within organizations and potential roles for human resource specialists. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 726 - Family Therapy. Selected models of family therapy will be explored. Special emphasis will be placed on assessment and the acquisition of treatment strategies proven to be effective for counselors in helping families cope with developmental stresses. 1 term - 3 semester hours. Normally offered in alternate years.

Education and Human Services 727 - Substance Abuse. A study of the origin, contributing factors, and implications of drug and alcohol abuse. Various stages and manifestations of abuse/dependence will be considered and current treatment modalities will be explored. 1 term - 3 semester hours. Normally offered in alternate years.

Education and Human Services 728 - Professional, Ethical, Legal Aspects of Human Services. An overview of the legal issues confronting counselors, human services providers and administrators. Study of regulatory and licensing matters, standards of care, confidentiality laws, mental health and disability laws, family law, constitutional issues, malpractice and legal/ethical dilemmas in human services. 1 term - 3 semester hours. Normally offered alternate years.
Education and Human Services 729 - Human Sexuality. The anatomy, physiology and psychology of human sexual functioning are reviewed. Etiology, interpersonal dynamics, and treatment of sexual dysfunctions are reviewed. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 733 - Multicultural Counseling. A survey of problems and issues confronting cultural variability and the relativity of our own value system. The study of ethnicity as a powerful influence in determining identity and the implications for individual, couple, family and group counseling relationships will be explored. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 734 - Seminar in Counseling and Human Relations. The study of selected advanced topics in counseling and human relations, with the emphasis on problem identification, intervention and remediation. 1 term - 3 semester hours. Normally offered in alternate years.

Education and Human Services 735 - Group Counseling: Theory and Process. A study of the practical and theoretical aspects of counseling small groups. There will be provision for a laboratory experience in which students participate in a group and study the dynamics of behavior as this group develops. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 736 - Consultation. Study of the human service professional as consultant. Particular emphasis is placed on the skills and procedures involved in consultation. The issues faced by the consultant are also investigated. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 737 - Human Relations Laboratory. An introduction to the fundamental techniques and methods of interpersonal relationships, self-examination, and field visits in relation to the role of professional helper. The course will involve skill building through role playing, video and audio taping. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 738 - Practicum I. Application of skills in an assigned field placement (school, agency or industry). Students will spend fifteen hours per week in field work and participate in weekly group sessions at the University for the evaluation of progress. Open only to degree candidates in Counseling and Human Relations. Prerequisite: EHS 713 and EHS 737. 1 term - 3 semester hours. Normally offered in the Fall semester.

Education and Human Services 739 - Practicum II. Continuation of 738 with an opportunity to assume increased responsibility for clients under supervision. Prerequisite: EHS 738. 1 term - 3 semester hours. Normally offered in the Spring semester.

Education and Human Services 740 - Internship I. Application of skills in an approved field placement (school, clinic, hospital, agency, industry) totaling 300 clock hours. The opportunity to develop advanced skills and to integrate professional knowledge appropriate to the field experience. Prerequisite: EHS 738 & 739. 1 term - 3 semester hours. Normally offered in the Fall semester.

Education and Human Services 741 - Internship II. Continuation of Internship I with advanced responsibilities totaling 300 clock hours. Exploration of an area of individual specialization. Prerequisite: EHS 740. 1 term - 3 semester hours. Normally offered in the Spring semester.

Education and Human Services 742 - Professional Development Seminar. Intensive study of career enhancement strategies in consultation with a faculty advisor. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 744 - Supervision Techniques I. Examination of theories and techniques of clinical supervision. Direct responsibility for assisting in the supervision of Master's Degree students. Prerequisite - CAGS candidacy. 1 term - 3 semester hours. Normally offered in the Fall semester.

Education and Human Services 745 - Supervision Techniques II. Continuation of Clinical Supervision I. Increased responsibility for supervision. Prerequisite: EHS 744. 1 term - 3 semester hours. Normally offered in the Spring semester.

Education and Human Services 746 - Advanced Assessment. Principles and techniques of selected individual intelligence, personality, and projective tests. Administration, interpretation, computer applications, and psychological report writing. Prerequisite: CAGS candidacy. 1 term - 3 semester hours. Normally offered in alternate years.

Education and Human Services 750 - Independent Study - Human Relations. Intensive study of an aspect of counseling and human relations in consultation with a faculty coordinator. 1 term - 3 semester hours. Normally offered in the Fall semester.
Education and Human Services 753 - Independent Study - Human Relations. Intensive study of an aspect of counseling and human relations in consultation with a faculty coordinator. Prerequisite: EHS 750. 1 term - 3 semester hours. Normally offered in the Spring semester.

Education and Human Services 755 - Counseling and Human Relations Workshop. Off-Campus institutes related to current issues in the human services. 1-3 semester hours. Normally offered in the spring semester.

Education and Human Services 776 - Independent Research, Early Childhood. Conference hours will be held with students and readings will be directed in specific areas of research in early childhood education. Projects of this sort will be authorized only in unusual circumstances and upon the approval of the Department Chairman. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 796 - Improving Instruction. Examines contemporary theories of learning to suggest instructional strategies based on recent research in teaching and learning. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 800 - Curriculum Development and Evaluation. A study of the principles and techniques of curriculum management analyzing both empirical/behavioral and reconceptualist approaches, with field-based applications of theory. 1 term - 3 semester hours. Normally offered yearly.

Education and Human Services 803 - Teacher Mentoring. Theory and practice of the mentoring relationship with emphasis on skills and procedures involved and issues faced by participants. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 804 - Teaching Gifted and Talented Students. Examines strategies and programs for assessing and addressing the needs of students with superior ability. 1 term - 3 semester hours. Normally offered every third year.

Education and Human Services 805 - Educational Futures. Explores the methodology of futures research to specify the means of forecasting social change and identify possible future scenarios for education. 1 term - 3 semester hours. Normally offered every third year.

Education and Human Services 806 - Effective Schools. Examines the growing research literature on educational effectiveness, with particular reference to strategies for school improvement. 1 term - 3 semester hours. Normally offered every third year.

Education and Human Services 807 - The School and Community. Participants will examine the community and the role of the school within the community. Students will develop a case study of aspects of the school-community in which they teach or reside. 1 term - 3 semester hours. Normally offered every third year.

Education and Human Services 808 - School Reform and Teacher Empowerment. Examines Carnegie Council for the advancement of teaching materials on school reform strategies with particular attention to methods and problems of teacher empowerment. 1 term - 3 semester hours. Normally offered every third year.

Education and Human Services 810 - Field Project: Philosophy of Education. Intensive study of the philosophical assumptions governing goal statements and program structure in an educational endeavor resulting in recommendations for fruitful organizational change. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 813 - Field Project: Sociology of Education. Intensive study of the sociology of disparate educational organizations, with attention to intergroup conflicts and recommendations for appropriate change strategies. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 900 - Directed Studies. Members of the Department will meet with students to direct their research in areas of special interest to them. Projects will be authorized upon the recommendations of the Department Chairperson and with the approval of the Dean. 1 term - 3 semester hours. Normally offered yearly.
Suffolk University
School of Management
Graduate Programs
Master in Business Administration (MBA) Program

The MBA program is accredited by the American Assembly of Collegiate Schools of Business (AACSB).

The MBA program provides a pragmatic and theoretical framework within its curriculum based upon a strong common body of knowledge as a foundation. Students who have completed the business/management curriculum as part of their prior undergraduate/graduate program(s) may be eligible to receive advanced standing based on course waiver(s) for many of the MBA Required Courses.

Additional breadth and depth is provided in the MBA curriculum through advanced elective courses in selected functional areas of business and management. The opportunity to explore areas of special interest may be accomplished through careful selection from a broad range of elective course offerings.

The required number of courses for completion of the MBA program by students with strong prior academic preparation in business/management typically ranges between eleven and fifteen courses. A student with no prior academic preparation in business/management would enroll in all MBA Required Courses.

MBA Advising  Full-time MBA students are assigned individual faculty advisors upon entry into the MBA program. Both full and part-time students are encouraged to discuss their academic interests, goals and concerns with School of Management faculty advisors, chairpersons of departments, School of Management administrators, and staff of the Graduate Admissions Office. An Officer of the Day and Evening is available in the School of Management Dean’s Office when classes are in session to handle student concerns. The Dean’s Office is open Monday through Thursday from 8:45 a.m. to 7:15 p.m. and Friday from 8:45 a.m. to 4:45 p.m.

Office hours for School of Management faculty are posted on individual faculty office doors, and in departmental offices.

Degree Requirements  The faculty will recommend to the President and Trustees of the University the award of Master in Business Administration degree if the following conditions are satisfied.

1. All graduate courses are satisfactorily completed.
2. An overall average of 3.0 or higher is achieved for the entire graduate program.
3. All degree requirements are completed within five years after the start of graduate work.
Academic Standing  A 3.0 or better grade point average is required to complete a graduate degree. Students are expected to earn a 3.0 in all courses attempted. It is the student’s responsibility to monitor his/her academic progress. Formal guidelines for academic performance in graduate courses are as follows:

Recommended Action for any of the following circumstances:

Warning
• Upon completion of a semester in which the grade point average falls below 3.0 for the first time;
• Failure to complete “I” grade(s) within one year.

Dismissal
• Upon completion of a semester in which the cumulative grade point average falls below 3.0, two or more semesters have been completed, and a warning has previously been given;
• Cumulative total of two “C” grades;
• Receipt of an “F” grade: The student must petition the Dean’s Office before taking any further courses. Failure to petition will result in dismissal;
• Cumulative total of two “F” grades

The “F” grade remains in the cumulative grade point average even if the course is retaken.

MBA Curriculum
Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title/</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>ACCT 750</td>
<td>Introductory Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FIN 750</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>FNEC 750</td>
<td>Managerial Economics</td>
<td>3</td>
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<tr>
<td>MGOB755</td>
<td>Human Behavior and Organization Theory</td>
<td>3</td>
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<tr>
<td>MGOM750</td>
<td>Operations Management</td>
<td>3</td>
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<tr>
<td>MKT 750</td>
<td>Marketing Management</td>
<td>3</td>
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</tbody>
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Other Required Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title/</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>CIS 750</td>
<td>Computers in Management</td>
<td>3</td>
</tr>
<tr>
<td>LS 750</td>
<td>Legal and Social Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MGOB750</td>
<td>Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>MGQM750</td>
<td>Statistics and Quantitative Methods Capstone</td>
<td>3</td>
</tr>
<tr>
<td>MGSM775</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>8 Elective Courses</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

TOTAL 57

Waivers  Core and required courses (except for the capstone course) can be waived with credit either on the basis of a waiver examination administered by the department or by previous course work. Two undergraduate courses in a functional area are required for the waiver of one graduate course in that same functional area; the courses must have been completed within the previous five years at an accredited institution with a grade of “B” or better. If a course is waived; credit is given, which in turn reduces the total number of courses that needs to be taken. The student will also be required to take a higher level course in the same functional area (if offered by the School).

Transfer credits  Transfer credit for courses completed at the graduate level, in a college of business administration of an AACSB accredited college or university, may be granted for core courses. Courses must have been taken within the last five years with a grade of “B” or better. Courses may not have been used for another degree.
CORE AND REQUIRED COURSE DESCRIPTIONS

ACCT 750 – Introductory Accounting
This course introduces the accounting model of the firm, and the accounting data processing and procedures used to produce accounting statements. Students learn how to interpret and use financial information to appraise the condition and performance of a firm, set financial goals, allocate resources, and monitor performance within the firm. The effects of an international environment on accounting information are considered. (MBA Students choosing an accounting concentration are advised to substitute ACCT 801 for this course and take ACCT 804 as an elective. The description for these courses can be found under the Graduate Programs in Accounting).

CIS 750 – Computers in Management
Computer hardware and software fundamentals business applications, and concepts in management information systems. End user computing skills are introduced through applications of spreadsheets, database management systems and expert systems. Also includes the strategic role of computer technology and the management of information resources. Presumes some familiarity with personal computers, and Lotus 1-2-3 software which can be acquired through extra tutorial reasons.

FIN 750 – Managerial Finance
Prerequisite: ACCT 750 Introductory Accounting.
The objective of this course is to examine the basic principles of corporate finance, including valuation of securities, risk return, cost of capital, capital budgeting, capital structure, working capital, financial statement analysis and forecasting.

FNEC 750 – Managerial Economics
Managerial Economics develops the basic tools of microeconomic and macroeconomic analysis with emphasis on business decision-making with respect to domestic and international business. Topics covered include the price system, demand theory, supply, cost analysis and supply, market structures, factor pricing, national accounts, fiscal and monetary policy, and international economics.

LS 750 – Legal and Social Environment of Business
Examines the interactions between business and other sectors of modern society in areas such as environmental protection, labor relations, consumer welfare, financial practices and community social issues with emphasis on the legal, political, economic, ethical and international dimensions using contemporary case studies. The focus is on law and government in a market economy as key linkages between the demands of society for greater corporate social responsibility and the strategic responses of business to those demands.

MGOB 750 – Management Communications
This course focuses on the content and process of communication within organizations. Includes communication theory, impediments to communications within organizations, and interpersonal communication styles. Focuses on written, verbal and visual media appropriate for communication messages within organizational settings. Included are writing exercises, presentations, role plays, and peer review to provide feedback and develop skills in constructive criticism.

MGOB 755 – Human Behavior and Organization Theory
The course intends explores both human behavior and the overall functioning of organizational structures on three levels: the individual, group and the organization. The course examines the theoretical bases of behavior, and exposes students to practical issues influencing the management of complex systems. Representative topics include group dynamics and process, organization structure, conflict management, job design, and organizational change and development.

MGOM 750 – Operations Management
Prerequisite: CIS 750 Computers in Management and MGQM 750 Statistics and Quantitative Methods.
Introduction to major managerial problems and decision processes of operations management: design of operations, planning, scheduling, quality control, systems analysis and evaluation, resource allocation, materials management, materials requirements planning, integration of operations management with other functional areas.
**MGQM 750 – Statistics and Quantitative Methods**
Rigorous treatment of statistical analysis: what it is, how it is used, when it should be used, what it tells you. Concepts include graphics display, data description, all phases of probability, statistical inference, hypothesis testing, regression analysis, statistical quality control, and time series analysis. In addition, the use of statistical information in decision making is introduced.

**MKT 750 – Marketing Management**
This course covers the conceptual and practical aspects of the decisions which are faced by marketing executives. It provides a framework for analyzing markets and opportunities for products and services in both consumer and organizational contexts.

**MGSM 775 – Strategic Management**
Prerequisite: It is assumed that either students have completed all course work prior to enrollment in MGSM 775, or upon approved petition they are taking their remaining course(s) concurrently with this course. Note that MGSM 775 is not offered in the summer sessions.
This course focuses on corporate-level and business-unit level strategy formulation and implementation. It encourages a multifunctional, "general management" perspective that requires the integration and application of knowledge and techniques learned in earlier courses. The topics covered include the relationship of organizations to their domestic and international environments, strategic leadership, formal and informal approaches to strategy formulation in uncertain environments, competitive analysis, the role of organizational structure and managerial systems in strategy implementation, and mechanisms for monitoring and evaluating the effectiveness of strategic decisions. The course also addresses ethical and legal issues associated with the strategic management process. Conceptual and analytical skills are developed through readings, cases, lectures, and a strategic management simulation exercise.

**Electives**
Each student must select a total of eight electives from the below listing. A student may choose an area of concentration by taking up to four courses (including required courses) in any functional area of interest. Beyond the area of concentration, a student may not select more than two electives in any one functional area and at least one elective must be a course offered in the International Business functional area. Students are required to complete a minimum of ten courses within the School of Management.

MBA students are provided the opportunity to take MPA Electives to fulfill elective requirements, in addition to the MBA Electives listed below. A petition is not required.

**Accounting (AC) Functional Area:**
Note: Students intending to pursue an MBA concentration in this area should see the Accounting Department Chairperson for assignment of a faculty advisor.

MBA students are encouraged to choose additional electives from the course offerings listed under the Graduate Accounting Preparation, the Master of Science in Accounting, and the Master of Science in Taxation. By including some of these courses in their MBA selection, students who subsequently decide to obtain further qualification in accounting or taxation can shorten their overall course of study. MSA and MST course descriptions can be found under the MSA and MST Program section.

**ACCT 824 – Corporate Financial Analysis and Reporting**
Prerequisite: ACCT 750 Introductory Accounting, or ACCT 801 Graduate Accounting I, FIN 750 Managerial Finance, and MGQM 750 Statistical Analysis.
Develops skills in financial analysis. Students become familiar with research that is relevant to financial reporting and analysis, and gain experience in using financial information in a variety of policy and decision making situations. Topics include financial management by corporations, lending decisions and risk analysis by lending officers, and equity valuation for mergers and divestitures.

**ACCT 900 – Special Topics in Accounting.**
An in-depth analysis of timely special issues in the field of accounting. Specific topics are announced when the course is scheduled.

**ACCT 910 – Directed Individual Study**
Prerequisite: Instructor’s Approval.
Legal and Social Environment (LS) Functional Area:

**BLLS 800 – Business Law for Accounting**
The philosophy and practice of substantive law affecting the formation, operations and discharge of commercial transactions and contracts, and business associations, including agency, partnership, corporation and trust forms of association. Aspects of property law are considered.

**BLLS 810 – Legal Aspects of Commercial Transactions**
Prerequisite: LS 750 Legal and Social Environment of Business.

**MGLS 818 – Managing In the External Environment**
Prerequisite: LS 750 Legal and Social Environment of Business.
The relationship between internal business strategic processes and external influences from consumers, government and society. Case studies of direct and indirect business/government/societal relations are used to identify and solve problems facing business administrators in highly complex and changing environments, with a focus on formulating long-term strategic processes.

**BLLS 820 Law of Enterprise Organization**
Prerequisite: LS 750 Legal and Social Environment of Business.
Legal aspects of organizing, financing and operating a business enterprise, with emphasis on agency, partnerships, corporations, trusts, multinational enterprise and securities regulation.

**BLLS 830 – Managing In the International Legal Environment**
Prerequisite: LS 750 Legal and Social Environment of Business.
Legal aspects of doing business internationally and of managing in a multinational enterprise with emphasis on the complex web of interactions and legal, political, economic and cultural forces. Case studies are used as the focal points for discussion of contemporary international conflicts in the areas of trade, expropriation, political risk analysis, foreign direct investment, anti-dumping and countervailing duty laws, export control laws, extraterritoriality and taxation of income.

BLLS 840 – Legal Protection of Product Innovation
Prerequisite: LS 750 Legal and Social Environment of Business.
Study of the legal framework for the protection and marketing of goods and services with emphasis on patents, trademarks, copyrights, unfair competition, misappropriation of trade secrets, and related forms of intellectual property protection.

Computer Information Systems (CS) Functional Area:

**CIS 810 – Management of Information Technologies**
Prerequisite: CIS 750 Computers in Management.
Covers the concepts, applications and recent research findings about the planning, implementation and support of computer technologies in today's competitive, global business environment. Special emphasis is placed on the strategic role of information technologies, the concept of computer-integrated operations, and the relationship between information systems professional and end-users in the modern computing environment. A group term project focusing on a current management issue is required.

**CIS 813 – Information System Analysis and Design**
Prerequisite: CIS 750 Computers in Management.
Concepts, techniques and tools for the analysis, design and implementation of computer-based business information systems. Included are feasibility and requirements analysis, file design, systems flow charting, implementation strategies, and hardware and software acquisition. The course includes an extensive field project addressing practical issues of systems implementation and evaluation.

**CIS 815 – Database Management**
Prerequisite: CIS 750 Computers in Management.
This course provides an understanding of the importance and role of data in an information system. Topics include database management systems, database planning and design, and implementation of DBMS-based applications. Also included is hands-on experience with PC-based relational DBMS (dBASE) and a SQL mainframe DBMS (ORACLE). Realistic business applications are also developed.
CIS 819 – Decision Support Systems and Expert Systems
Prerequisite: CIS 750 Computers in Management.
Surveys recent applications of computer based modeling systems to support management decision-making. Examines characteristics of available software packages and criteria for evaluation and selection. A major project involves developing a prototype Artificial Intelligence/Expert System using a personal computer package.

CIS 820 – Special Topics In CIS
Prerequisite: CIS 750 Computers in Management.
Covers unique and timely special material, as announced when the course is scheduled. Such topics may include, for example, artificial intelligence applications, distributed data processing, comparative computer languages and behavioral factors of MIS. Specific content and additional prerequisites will be announced when the course is scheduled.

CIS 824 – Microcomputer Technology and Applications
Prerequisite: CIS 750 Computers in Management.
Covers microcomputer hardware and software, tradeoffs and trends relevant to management applications, and the interface between microcomputers, mainframe equipment and telecommunications networks. Applications include spreadsheet models, database packages and telecommunications. Emphasizes the management of end-user computing.

CIS 825 – Telecommunications
Prerequisite: CIS 750 Computers in Management.
Covers concepts, terminology, management issues and trends in data and telecommunications. Included are micro-to-mainframe interfaces, local area networks (LANs), evolving standards, integration of voice and data services, and evaluation of relevant products and services. Includes applications of technology to business problems through cases and projects.

CIS 900 – Special Topics in Computer Information Systems.
An in-depth analysis of timely special issues in the field of computer information systems. Specific topics are announced when the course is scheduled.

CIS 910 – Directed Individual Study
Prerequisite: CIS 750 Computers in Management and Instructor’s Approval.
Involves a student initiated proposal to a willing and appropriate faculty member for a directed study project. Normally this is for three credit hours, and completed during one semester. The faculty member and student must concur on a written proposal with several steps leading to a final report. Approval of the Office of the Dean is necessary prior to registration.

Economics (EC) Functional Area:
Courses to be announced at a later date

Entrepreneurship/Small Business (ES) Functional Area:

MGES 826 – New Venture Creation
Prerequisites: ACCT 750 Introductory Accounting, MKT 750 Marketing Management.
The core objective of this course is the development of team business plans by students. The course covers all aspects of new venture creation. Included are idea generation, opportunity recognition, entrepreneurial definitions, ownership, entry/exit strategies and financing.

Finance (FI) Functional Area:

FIN 805 – Capital Management
Prerequisite: FIN 750 Managerial Finance.
The objective of this course is to extend the body of knowledge acquired in FIN 750. Topics include dividend theory, capital structure theory, capital budgeting, long term financing decisions, cash management, and corporate restructuring, market efficiency, risk and liability management.

FIN 810 – Investment Analysis
Prerequisite: FIN 750 Managerial Finance.
Investment Analysis is an introduction to markets for investment procedures, valuation models, basic analytical techniques and factors influencing risk return tradeoffs. The course is not designed as a “how-to-make-money” class, but rather emphasizes the professional approach to managing investment assets.

FIN 813 – Advanced Financial Management
Prerequisite: FIN 805 Capital Management.
The objective of this course is to enhance the student’s understanding of key finance issues including the cost of capital, capital budgeting, risk analysis, leasing, market efficiency, marketable securities, dividend policy, mergers and acquisitions, and restructuring through relevant case studies and readings.
FIN 817 - Portfolio Management  
**Prerequisites:** FIN 810 Investment Analysis.  
The objective of this course is to explain the theory and techniques of scientific portfolio management, establish portfolio objectives, evaluate portfolio performance, and examine the behavior of stock prices.

FIN 819 - Seminar In Finance  
**Prerequisite:** FIN 750 Managerial Finance.  
This course includes theory of decision-making and current readings in business finance and investments, supplemented by special problems and a research project. The course is designed to encourage students in finance to develop a solid understanding of the important contributions to the literature.

FIN 823 - Financial and Economic Forecasting  
**Prerequisites:** FIN 750 Managerial Finance.  
The nature, techniques, and problems of business forecasting. The course covers indicators of business activity, short-run econometric forecasting models, and the construction of aggregate forecasts as well as forecasts of major economic sectors. Also included are long-term predictions and the application of aggregate and sector forecasts to particular industries and firms.

FIN 825 - Multinational Financial Management  
**Prerequisite:** FIN 750 Managerial Finance.  
In this course you will study corporate financial decisions in an international setting. The focus will be placed on foreign exchange management and capital budgeting.

FIN 900 - Special Topics in Finance.  
An in-depth analysis of timely special issues in the field of finance. Specific topics are announced when the course is scheduled.

FIN 910 - Directed Individual Study  
**Prerequisite:** Instructors approval.  
A student proposes a directed study project, generally for three credit hours and completed during one semester. The student and faculty advisor must concur on a written proposal and final report, and the project must be approved by the Office of the Dean prior of registration.

**International Business (IB) Functional Area:**

ACIB 872 - International Accounting  
**Prerequisite:** ACCT 750, Introductory Accounting or ACCT 801, Graduate Accounting I.  

TXIB 872 - Taxation of Transnational Transactions  
**Prerequisite:** TAX 862, Taxation of Corporations.  
A framework for understanding the U.S. taxation of foreign sources of income. Topics include analysis of tax treaties, source-of-income rules, foreign tax credit, controlled foreign corporations, Foreign Sales Corporations, transfer pricing in multinational companies, and translation of foreign currencies.

FNIB 825 - International Finance  
**Prerequisite:** FIN 750 Managerial Finance.  
In this course, the student will study corporate financial decisions in an international setting. The focus will be placed on foreign exchange management and capital budgeting.

MGIB 810 - International Business  
**Prerequisite:** none.  
Principles of international business and the characteristics distinguishing it from domestic business. Included are problems of international law, monetary matters, finance, cultural and political issues, and the complexities of multinational corporation formation and operation.

MKIB 817 - International Marketing  
**Prerequisite:** All MBA Core Courses and MKT 814 Strategic Marketing.  
The application of marketing principles and practices to competition in global markets. The course emphasizes the skills necessary for cross-cultural marketing.

MGIB 835 - Special Topics: International Strategy  
**Prerequisite:** All MBA Core Courses.  
International business strategy in an increasingly interdependent, competitive world must take advantage of globalization and at the same time respond to national autonomy. The forces of risk, control and change impact strategic decisions at all levels. This course examines current issues in global strategy.
Operations Management (OM)
Functional Area:
Courses to be announced at a later date.

Organizational Behavior (OB)
Functional Area:

MGOB 820 – Career Management
Prerequisite: MGOB 755, Human Behavior and Organization Theory.
Focusing on the nature of careers and career development at individual, organizational and societal levels of analysis. Students will be encouraged to consider the material from both personal and managerial perspectives. The linkage among strategy, structure and career systems will be explored, as well as the functioning of careers in modern, dynamic, network-driven economies.

MGOB 825 – Human Resource Management
Prerequisite: MGOB 755, Human Behavior and Organization Theory.
For practitioners and students interested in understanding the roles and skills involved in human resources management. The course brings students up-to-date on the role and focus of human resources as well as provides an understanding of the relation between human resources and other management functions. The course builds appreciation for the strategic management of human resources.

MGOB 835 – Organizational Design
The effect of organizational structural characteristics on efficiency, effectiveness and adaptability. The course views organization design management as a continual process of structural assessment, innovation, implementation and reassessment. Included are organization design problems, recent methodological improvements, implementation problems resulting from changes in organization design, and a critical assessment of the field.

MGOB 837 – Organization Intervention and Problem Solving
Prerequisite: MGOB 755 Human Behavior and Organization Theory.
Solving organizational, human resources and general management problems using intervention techniques. Each student selects and appropriate organizational problem, develops a change action intervention, and conducts the necessary field research.

MGOB 839 – Participative Management
Prerequisite: MGOB 755 Human Behavior and Organization Theory.
Alternative approaches to worker participation and their relationship to quality of work-life and organizational effectiveness. Topics will include job enrichment, autonomous work group, quality circles, industrial democracy, worker cooperatives, comparative European and Japanese experiences, and legislative issues.

MGOB 840 – Power and Influence In Organizations
Prerequisite: MGOB 755 Human Behavior and Organization Theory.
How to identify, understand and manage the behavioral aspects of power and its political manifestations. The course focuses on sources of power and influence at the macro level, organization as a political entity, power and influence dynamics, political behavior in relation to organizational structure, and intensity and manifestations of political behavior.

MGOB 841 – Seminar in Cultural Diversity
The purpose of this course is to teach specific skills and behaviors needed to manage in the multicultural workforce of the 1990’s and beyond. The topics covered will include: (1) the definition and importance of valuing diversity; (2) the changing composition of the workforce; (3) differences between equal employment opportunity, affirmative action, and managing diversity; (4) cultural awareness sensitivity; (5) management strategies for dealing with workforce changes; and (6) international as well as domestic cultural differences. The issues are demonstrated through a series of exercises, videos, and cases.

MGOB 843 – Women and Work
Prerequisite: MGOB 755 Human Behavior and Organization Theory.
Current issues associated with sex roles in management, including work/family problems. The course focuses primarily on current managers with discussion of issues for managerial candidates. Lecture, discussion, case analysis and guest speakers are included.
MGB 850 – Management Consulting
Prerequisite: MGB 755 Human Behavior and Organization Theory.
In many organizations, managers and executives are supported in the tasks of planning, advising and evaluating by consulting. Whether internal or external the consultant serves a valuable role in organization development and renewal. This course focuses on how clients can optimize the use of management consultants. Emphasis will also be given to how the prospective consultant can develop the skills which will promote successful client relationship and interventions.

Quantitative Methods (QM)
Functional Area
MGQM 815 – Decision Science
Prerequisites: MGQM 750 Statistics and Quantitative Methods or equivalent.
This course provides rigorous coverage of the decision making process, and of the principal methods of using hard evidence – qualitative information – in decision making. Topics range from computer-generated techniques to intuitive methods of creating the right strategy for any situation. Decision trees, linear programming, mathematical optimization, information and its value, forecasting, left-brain and, right-brain research are included.

MGQM 830 – Applied Forecasting Techniques
Prerequisites: MGQM 750 Statistics and Quantitative Methods.
An examination of the latest forecasting techniques, from simple smoothing to autoregressive, integrative time series models, and from naive to casual models. Emphasis will be placed on the ability to match model to application. At the end of the semester the student will be able to create and evaluate a forecast for accuracy and usefulness to specific situations.

MGQM 850 – Advanced Statistical Analysis
Prerequisite: MGQM 750 Statistics and Quantitative Methods.
An advanced course in statistical methods, with applications in business, particularly marketing, finance, accounting, and the social sciences. It covers the theoretical foundations and then applies them in depth and analysis. Topics covered include regression analysis, experimental design and analysis of variance, and multivariate data analysis. The course is particularly valuable for those students concerned with research methodology.

Strategic Management (SM)
Functional Area
MGSM 833 – Strategic Management of Technology and Innovation
This course focuses on the role of technology and innovation as a competitive tool. Topics include integrating business and technology strategies, evaluating substitute technologies, product development, R&D resource allocation, licensing and patents, corporate venturing and venture capital, corporate entrepreneurship and corporate spinoffs. The course assumes no prior background in either business or strategy of technology/science but students with such backgrounds are welcome.

MGSM 834 – Strategic Management of Mergers, Acquisitions, and Divestitures
The Mergers, Acquisitions, and Divestiture course is designed to examine the underlying theoretical foundations and practice of decisions which are central to corporate strategy development. Since this subject is important to scholars and practitioners in strategic management, financial economics, and public policy, it is approached from an integrative, interdisciplinary perspective. The topics in the course include: the history of merger waves in America and comparative global trends; types of mergers; merger financial and economic motives; strategic and managerial motives; acquisition processes; synergy of the diversified corporate portfolio; empirical evidence of merger success; post-merger integration; divestment; takeover defense strategies, leveraged buyouts; and public policy issues. Students will develop conceptual and analytical skills required for effective merger and divestment analysis through class lectures, selected readings, case discussions, and selected guest speakers.

Management (MGT):
MGT 900 – Special Topics in Management
An in-depth analysis of timely special issues in the field of management. Specific topics are announced when the course is scheduled.

MGT 910 – Directed Individual Study
A student proposes a directed study project, generally for three credit hours and completed during one semester. The student and faculty advisor must concur on a written proposal and final report, and the project must be approved by the Office of the Dean prior of registration.
MGT 910A - Management Internship
Prerequisite: Instructor's permission.
An opportunity to undertake an internship with a local business or institution in an area of the student's interest, generally for three credit hours and completed in one semester.

Marketing (MK) Functional Area:

MKT 810 - Marketing Research for Managers
Prerequisite: MKT 750 Marketing Management.
The role of research in marketing decision-making, including the cost and value of information. The course uses cases and problems to explore problem definition, research design, sampling, questionnaire design, field methods, data analysis and reporting.

MKT 813 - Advertising and Promotion Management
Prerequisite: MKT 750 Marketing Management.
The role, scope and tools of promotion, including the communication process and the limits of persuasion. The course covers promotional campaign management, including the formulation of objectives, resource allocation, message and media strategy measurement and evaluation.

MKT 814 - Strategic Marketing
Prerequisite: MKT 750 Marketing Management.
The tools of analysis, planning and control used to manage the marketing process, firm needs assessment through formulation of the offering, pricing, promotion and distribution. Employs case analysis and projects.

MKT 815 - Consumer Behavior
Prerequisite: MKT 750 Marketing Management.
The application of behavioral science to human behavior in the marketplace. The course explores individual and social influences on consumer decision processes, attitudes, persuasion, motivation and related marketing concerns.

MKT 820 - Sales Management
Prerequisite: MKT 750 Marketing Management.
The roles of sales force and sales manager in implementing marketing programs, with emphasis on the functions and problems of the sales manager. Included are organization, selection, training, compensation, motivation and supervision of the sales force; measurement of performance; and planning control of the field sales function.

MKT 821 - Industrial Marketing
Prerequisite: MKT 750 Marketing Management.
Marketing strategies and activities in industrial organization. Covered are factors that affect marketing in the industrial firm, including differences in buying behavior and demand forces that distinguish industrial from consumer marketing.

MKT 840 - Direct Marketing
Prerequisite: MGQM 750, Statistics and Quantitative Methods and MKT 750, Marketing Management.
The many aspects of direct marketing, including solo mail, catalogs, direct response TV and radio, and telemarketing in consumer and business-to-business contexts. Includes prospecting techniques, mailing list development, list testing, database management, positioning and creative strategies, and statistically based list segmentation models. Knowledge of hypothesis testing and some familiarity with regression analysis, decision trees and ANOVA are assumed.

MKT 900 - Special Topics in Marketing.
An in-depth analysis of timely special issues in the field of marketing. Specific topics are announced when the course is scheduled.

MKT 910 - Directed Individual Study
A student proposes a directed study project, generally for three credit hours and completed during one semester. The student and faculty advisor must concur on a written proposal and final report, and the project must be approved by the Office of the Dean prior of registration.
Executive MBA Program

The Master in Business Administration is available at the Suffolk University School of Management in a unique Saturday only offering.

The Executive MBA Program is a rigorous, challenging, and practical educational opportunity for men and women who have clear career objectives. Admission is granted on the basis of previous education and work experience. A minimum of five years managerial or professional experience is required.

This program provides currently employed men and women the opportunity to achieve senior managerial responsibility in business, government and non-profit organizations.

The Executive MBA Program is designed to accommodate men and women who have had no prior academic training in business related subjects, as well as those who already possess an undergraduate degree in business.

The Executive MBA program meets year-round and is composed of four ten-week terms per year: fall, winter, spring and summer, and one four-week term in June. Students take two classes per term, one Saturday morning from 8:45 a.m. to 12:30 p.m. and one Saturday afternoon from 1:15 p.m. to 5:00 p.m. The program takes two years to complete.

In addition to courses in Boston, the Executive MBA Program provides courses in Washington, D.C., London, and Barcelona. By taking the Washington D.C. and European courses, participants can complete their MBA in 21 months.

New students are admitted to the Executive MBA Program in the fall and spring.

Additional information about the program can be obtained by contacting Peter J. Nowak, Director of Executive Programs at (617) 573-8660.

Advanced Professional Certificate in Business Administration (APC) Program

The Advanced Professional Certificate (APC) in business administration is a pragmatic non-degree program designed for those professionals possessing an MBA who wish to contemporize or broaden their knowledge of modern business practices, and to assist them in developing a competitive edge in the rapidly changing economic, social and political environment.

The Advanced Professional Certificate program consists of five (5) 3-credit hour MBA elective courses. Students design their program specifically to satisfy their needs and objectives, with faculty approval and consultation if needed. The APC program may focus on a particular functional area, or may draw from several areas.

Courses for the APC program are offered during the day, and in the evening from 4:30-7:10 p.m. and 7:15-9:55 p.m., Monday through Friday, and on Saturday afternoons from 1:15-5:00 p.m.

All courses will not be offered each semester. For the most up-to-date listing of courses being offered during any given semester, please refer to the course schedules available in the School of Management Dean’s Office, Sawyer Building, 5th Floor and Registrar’s Office. Saturday course schedules are available through the Executive Programs Office, 5th floor, Sawyer Building.

For information regarding application of admission to the APC Program, you should contact the Graduate Admissions Office, 20 Ashburton Place, Boston, MA 02108-2770, (617) 573-8302.
Master of Public Administration (MPA) Program

The MPA Program consists of a pragmatic approach to education in public management and administration. It is offered by the Department of Public Management.

The program emphasizes and allows for the development of knowledge and expertise enabling students to perform managerial and administrative work at all levels of government or in a public service institution.

MPA Advising Students in the MPA program are assigned an individual public management faculty member as an advisor. All students are encouraged to discuss their interests, goals, and concerns with faculty advisors and should make appointments or drop in during posted faculty office hours.

Objectives
The major objective is to foster each student’s potential as a public service manager. The curriculum has been designed to meet the needs of students:

- who have no previous training for a career in the public service;
- who work in public service and are interested in further study and advancement; and
- who work in not-for-profit agencies.

The program accommodates both full and part-time students. All courses are offered in the late afternoon and evening from 4:30-7:10 p.m. and 7:15-9:50 p.m., Monday through Thursday. There is also an Executive MPA Program which meets on Saturdays.

The MPA curriculum is a 48-credit program (16 courses) and is accredited by the National Association of Schools of Public Affairs and Administration. The program also offers concentrations in health administration, disability studies, finance and human resources, and state and local government.

There are ten (10) required courses and six (6) electives in the general MPA curriculum including an internship experience for pre-career students. Foundation courses PAD 711, 712, and 713 should be taken prior to the other required courses, if possible. It is suggested that the other required courses be taken in numerical sequence, if possible. PAD 759 should be taken in the last semester.

Degree Requirements The Faculty will recommend to the President and Trustees of the University the award of Master of Public Administration degree if the following conditions are satisfied.

1. All graduate courses are satisfactorily completed.
2. An overall average of 3.0 or higher is achieved for the entire graduate program.
3. All degree requirements are completed within seven years after the start of graduate work.

Academic Standing A 3.0 or better grade point average is required to complete a graduate degree. It is the student’s responsibility to monitor his/her academic progress.

Formal guidelines for academic performance in graduate courses are as follows.

Warning: upon completion of a semester in which the grade point average falls below 3.0 for the first time; or failure to complete "I" grade(s) within one year.
**Dismissal** upon completion of a semester in which the cumulative grade point average falls below 3.0 when two or more semesters are completed and a warning was previously been given; or cumulative total of two "C" grades; or receipt of an "F" grade.

An "F" grade remains in the cumulative grade point average even if the student is readmitted and the course is retaken.

**Pi Alpha Alpha** Pi Alpha Alpha is the national honor society for public affairs and administration. Suffolk University has the distinction of being one of the ten chapters specifically authorized to admit graduate students. Students in the MPA program who have a minimum of 3.6, with at least 27 hours of graduate work completed at the time of application are eligible for membership. Only the top 20% of a specific graduating class may be admitted to Pi Alpha Alpha.

**Core Courses** (required of all MPA students)

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<td>PAD 714</td>
<td>Legal Basis of Public Management</td>
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<td>PAD 715</td>
<td>Quantitative Analysis</td>
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<td>PAD 716</td>
<td>Public Personnel Management</td>
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<td>PAD 717</td>
<td>Organizational Effectiveness in Government</td>
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<td>PAD 718</td>
<td>Financial Decision Making</td>
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<tr>
<td>PAD 758</td>
<td>Internship in Public Management (pre-career only)*</td>
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<tr>
<td>PAD 759</td>
<td>Practicum Seminar in Public Management</td>
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*In-service students may have PAD 758 waived, in which case a seventh elective course will be selected.

**Elective Course**

(Choose 6 elective courses unless PAD 758 is waived and then 7 elective courses are to taken.)

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<td>PAD 828</td>
<td>Change in Disability Policy</td>
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<td>Environmental Policy and Administration</td>
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<td>PAD 830</td>
<td>Public Liaison Strategies</td>
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<td>PAD 831</td>
<td>Disability Rights</td>
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<td>Disability Issues</td>
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<td>Ethics in Management</td>
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<tr>
<td>PAD 839</td>
<td>Leadership and Decision Making</td>
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<tr>
<td>PAD 900</td>
<td>Special Topics in Public Administration</td>
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<tr>
<td>PAD 910</td>
<td>Directed Individual Study</td>
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Students not taking PAD 758 will enroll in a seventh elective.
MPA with Concentration in Health Administration

The MPA/Health Administration concentration is designed to meet the present and expanding needs of managers in the area of hospital administration, public health, research, health planning, medical education, insurance and health care.

The curriculum integrates the disciplines of public management and health administration providing those skills necessary to deal with the challenges of the political, social and economic environment and the ever-increasing responsibilities of managers employed in or relating to the health field. The program is ideal for those seeking advancement or preparing for careers in public or private health care organizations.

The concentration in health administration requires the completion of the ten (10) required core courses, five (5) required health administration courses, and three (3) elective health administration courses. All students are expected to complete the Internship in Public Management (PAD 758), unless waived on the basis of experience in health administration, and the Practicum in Public Management (PAD 759).

In addition to the core courses which are required of all MPA students, the following courses must be successfully completed.

Required health administration courses:

- PAD 823  The U.S. Health System
- PAD 824  Health Financial Management
- PAD 825  Health Politics and Law
- PAD 826  Health Systems Analysis and Planning
- PAD 836  Health Economics

Plus three (3) of the following health administration elective courses:

- PAD 821  Human Services Integration
- PAD 829  Environmental Policy and Administration
- PAD 832  Disability Issues
- PAD 834  Disability and Public Policy
- PAD 835  Marketing Health Services
- PAD 900  Special Topics (if related to health administration)
- PAD 910  Directed Individual Study: Comparative Public Policy – University of Bristol
MPA with Concentration in Disability Studies

The MPA/Disability Studies concentration is designed to meet the present and expanding needs of managers and policy analysts in the area of disability. Suffolk University offers the first MPA disability studies concentration in the country. With the passage of the Americans with Disabilities Act the need for persons trained on the graduate level in disability studies and management is even more underscored.

The curriculum integrates the fields of public management and disability studies. The concentration in disability studies requires the completion of the ten (10) required core courses, five (5) required disability studies courses, and three (3) elective disability studies courses. All students are expected to complete the Internship in Public Management (PAD 758), unless waived on the basis of experience, and the Practicum in Public Management (PAD 759).

In addition to the Core Courses which are required of all MPA students, the following courses must be successfully completed.

The required disability studies courses include:

- PAD 823 The U.S. Health System
- PAD 828 Change in Disability Policy
- PAD 831 Disability Rights
- PAD 832 Disability Issues
- PAD 834 Disability and Public Policy

Plus three (3) of the following disability studies elective courses:

- PAD 809 Governmental Financial Administration
- PAD 815 Client and Community Relations
- PAD 816 Public Policy Analysis
- PAD 819 Grants-in-Aid and Grants Management
- PAD 821 Human Services Integration
- PAD 824 Health Financial Management
- PAD 900 Special Topics (if related to disability studies)
- PAD 910 Directed Individual Study: Comparative Public Policy – University of Bristol
MPA with Concentration in Finance and Human Resources

The MPA/Finance and Human Resources concentration is designed to meet the present and expanding needs of managers in the area of finance and human resources. The curriculum covers the field of public and not-for-profit administration with an emphasis on finance and human resources. The concentration requires the completion of the ten (10) required Core Courses, five (5) required finance and human resources courses, and three (3) elective finance and human resources courses. All students are expected to complete the Internship in Public Management (PAD 758), unless waived on the basis of experience, and the Practicum in Public Management (PAD 759).

In addition to the Core Courses which are required of all MPA students, the following courses must be successfully completed.

Required finance and human resources courses include:

- PAD 809 Governmental Financial Administration
- PAD 818 Public Sector Labor/Management Relations
- PAD 819 Grants-in-Aid and Grants Management
- PAD 827 Financing State and Local Government
- PAD 838 Ethics in Management

Plus three (3) of the following finance and human resources elective courses:

- PAD 811 Politics of the Federal Bureaucracy
- PAD 812 Managing State Government
- PAD 813 Administrative Strategies of Local Government
- PAD 814 Intergovernmental Relations
- PAD 816 Public Policy Analysis
- PAD 820 Governmental Decision Making
- PAD 822 Management Information Systems
- PAD 824 Health Financial Management
- PAD 900 Special Topics (if related to finance or human resources)
- PAD 910 Directed Individual Study: Comparative Public Policy – University of Bristol
MPA with Concentration in State and Local Government

The MPA/State and Local Government concentration is designed to meet the present and expanding needs of managers in the areas of state and local government. Persons seeking advancement or preparing for a career in the field of state and local government as an appointed or elected official, may wish to customize the MPA Program in a way which recognizes an interest in these fields.

The curriculum covers the field of public administration with special attention given to state and local government. The eighteen (18) course program consists of the ten (10) required MPA core courses plus five (5) required and three (3) elective courses from the concentration. All students are expected to complete the Internship in Public Management (PAD 758), unless waived on the basis of experience, and the Practicum in Public Management (PAD 759).

In addition to the core courses which are required of all MPA students, the following courses must be successfully completed.

The required state and local government courses

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Plus three (3) of the following state and local government elective courses:

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</table>
Master of Health Administration

The Department of Public Management offers a Master of Health Administration, a ten (10) course masters program designed for students who have work experience and already hold another graduate degree such as a MPA, MBA, JD, MSW, MEd, MPH, MA, or MS and wish to study the field of health administration.

The MHA curriculum consists of eight (8) required courses and two (2) electives. The program curriculum is flexible in that electives, with the approval of the department chairperson, may be substituted for required courses based on a student’s knowledge, expertise, and experience.

**Required courses:**

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Plus two (2) electives consisting of any other Public Management courses depending upon the student’s background and training.
REQUIRED COURSE DESCRIPTIONS

Frequency and scheduling of courses subject to change.

Units of Credit: unless otherwise stated, a course is equivalent to 3 units of credit (3 semester hour course, 1 term.)

PAD 711 Foundations of Public Organizational Administration
The structure, functions, and processes of government organizations at various levels - federal, state, regional and local - are examined. Students explore the historical trends and political rationale for the present operations of the public sector. A review of research methods, techniques, and tools will be done, including identification of information sources and communication formats.

PAD 712 Foundations of Public Policy Analysis
This course covers the process of policy formation and techniques of policy analysis in order to prepare the student for future work in policy analysis.

PAD 713 Foundations of Public Financial Administration
An overview of political economics and its interrelationship within the family of governments. This course covers three interrelated modules: political economy concepts and impacts; taxation-theory and reality; and cost/benefit analysis. A foundation of the basic precepts of fiscal management of government and not-for-profit organizations is provided.

PAD 714 Legal Basis of Public Management
Review and development of basis for administrative practice. Legal interpretation of statutes, regulations, and proposed legislation which impact public administration and public policy are covered.

PAD 715 Quantitative Analysis
Prerequisite: PAD 712 - Foundations of Public Policy Analysis or consent of instructor. Quantitative techniques used in public management (descriptive and inferential statistics) are presented with the computer as the primary tool.

PAD 716 Public Personnel Management
Analysis of such emerging policy areas as equal employment opportunity, workforce planning and flextime as well as the traditional functions of recruitment, selection, appraisal, classification, compensation and retention. Teaching method includes theory, issue discussion, and "hands on" class exercises.

PAD 717 Organizational Effectiveness in Government
Prerequisite: PAD 711 - Foundations of Public Organizational Administration.
Examines small groups and organizational operations and practices as well as behaviors and structure. Techniques for maximizing efficiency and/or effectiveness, evaluation analysis; concepts and applications of the Classicists, leadership, organizational development, and management by objectives; as well as elements of reorganization, innovation and change are studied.

PAD 718 Financial Decision Making
Prerequisite: PAD 713 - Foundations of Public Financial Administration (may be taken concurrently).
Designed for those who do not have a extensive background in accounting as well as a refresher course for those who do. This course is concerned with the accounting procedures and cost determination techniques for governments and not-for-profits. There are three interrelated modules: basic accounting-concepts, precepts, terminology and exercises, plus an introduction to fund accounting; financial statement analysis; and cost allocation-direct and indirect costs.

PAD 758 Internship
A one-semester internship for those students without professional experience in government service or in private organizations working with government. It is recommended that this course be taken toward the end of your course work.

PAD 759 Practicum Seminar
Using the student's professional experience in government service or in private organizations working with the government, an analysis and interpretation of the problems in public management will be carried out. The relationship of that experience to widely accepted concepts in public administration and management, the behavioral tradition in social science, and normative concepts will be reviewed.
Electives

PAD 809 Governmental Financial Administration  
**Prerequisite:** PAD 713, Foundations of Public Financial Administration, and PAD 718, Financial Decision Making. PAD 718 may be taken concurrently with PAD 809.
An overview of federal, state, and local governmental budgetary principles and practices. The budgetary process, cycle, and system of each will be examined.

PAD 811 Politics of the Federal Bureaucracy  
Evaluation of the interrelations between the federal executive, Congressional committees, constituency groups, and federal administrative agencies in the formulation and implementation of federal policies. Also discussed are managerial functions, e.g., personnel regulations, program evaluation, and intergovernmental design.

PAD 812 Managing State Government  
Theoretical and empirical review of the history and role of state government and its operational practices as well as administrative, financial, and policy-making functions. There will be particular emphasis on the major functions of state government such as education, transportation, health and human services, criminal justice, housing and economic development. This course is designed for people who wish to work in state government as well as those who do business with state government.

PAD 813 Administrative Strategies of Local Government  
Variations of administrative practice in local government will be described and analyzed. Impact on population growth and shifts on service delivery, and introduction of new demands and technologies on local management structures will be explored. Particular emphasis is on one or more of the major areas of local government policy making and service delivery such as public safety, public education, land use, or property tax administration.

PAD 814 Intergovernmental Relations  
Examination of patterns of intergovernmental operations and administration. Special emphasis on changing techniques of intergovernmental management and emerging patterns of intergovernmental relations. Issues such as regionalism, program mandates, and resource management will be explored.

PAD 815 Client and Community Relations in Public Administration  
Covers the relationship between client service agencies, their clients, and the community. The historical background of the current situation will be reviewed. Cases of successful and unsuccessful relationships and intervention by governmental and not-for-profit agencies will be examined.

PAD 816 Analysis of Public Policy  
**Prerequisite:** PAD 715, Quantitative Analysis.  
An interdisciplinary conceptual/analytical inquiry into the content and techniques associated with ongoing public policy decision-making. Includes applied field research and computer/statistical processing of survey data.

PAD 818 Public Sector Labor/Management Relations  
Detailed study of the public sector labor/management relations at the federal, state, and local levels. Provides developmental analysis, trend data, conceptual frameworks and management techniques regarding collective bargaining, strike management, and contract management from a public management perspective.

PAD 819 Grants-in-Aid and Grants Management  
The United States grant labyrinth will be explored, governmental as well as non-governmental. This course will stress the understanding and skills needed in locating a grant fund, grant preparation, grant programming and grant management.

PAD 820 Governmental Decision Making  
Institutional and behavioral analysis of decision tools, techniques, and approaches with public sector applications at the local, state, federal, and multinational level. Case study method incorporated.

PAD 821 Human Services Integration  
An overview of the major characteristics of and trends in the planning, delivery and management of human services explored in the context of the public and private sectors. Particular attention is given to the service integration movement and to selected policy issues and practices such as the use of specialists versus generalists, centralized versus decentralized systems, and other organizational delivery options.
PAD 822 Public Management Information Systems
A decision-making course focusing on applying high speed information to administrative and managerial functions. A survey course, PMIS incorporates purchasing computer hardware and software, office automation, and diverse communications including electronic mail, Internet, telecommunications, and networking. Current events, professional journals and the technology presently used in government will highlight the review.

PAD 823 The U.S. Health System
An introduction to the health system, its origins, its components, and how they are organized and interrelated; determinants of health and disease; the role of professions, institutions, consumers, and government; landmark legislation, and social responses to the system.

PAD 824 Health Financial Management
An investigation and analysis of the financing of health care delivery and the related problems in the financial management of health care institutions. Topics include cost funding concepts; reimbursement alternatives; budgeting principles; financial consideration in certificate of need determination, planning, and governmental rate-setting; cost-containment strategies; and health insurance trends.

PAD 825 Health Politics and Law
An analytical investigation of the structural and functional aspects of the legal, institutional, and political factors which condition the character of the American health care industry, the role of the health care manager, the legislative process, administrative policy making, and national trends related to political parties and interest groups. Topics in health care law include medical malpractice, informed consent, confidentiality of patient information, health care liability, and administrative law.

PAD 826 Health Systems Analysis and Planning
Prerequisite: PAD 712, Foundations of Public Policy Analysis.
This course deals with the application of analytical concepts, information systems, and planning processes to representative aspects of health services management. Readings, cases, and projects will examine how relevant quantitative and judgmental models can effectively aid in the analysis, planning, control, and evaluation of various health institutions and agencies.

PAD 827 Financing State and Local Government
Prerequisites: PAD 713, Foundations of Public Financial Administration, PAD 718, Financial Decision Making, PAD 719, Governmental Financial Administration (may be taken concurrently).
The management of state and local financial administration will be examined with emphasis on revenue, taxation, borrowing, and bonding methods as well as innovative financing concepts and practices.

PAD 828 Change in Disability Policy
This course examines theories of policy change and evaluates them within the context of the Disability Movement.

PAD 829 Environmental Policy and Administration
Analysis of the formulation and implementation of environmental protection and energy policies. Discussion of the economic, political, and health-related consequences stemming from attempts to achieve a workable balance between energy sufficiency and environmental protection.

PAD 830 Public Liaison Strategies
This course covers techniques and directives related to communication processing. Both interpersonal communication and electronic information flow will be examined. Communication skills, styles, and strategies will be stressed through the use of all forms of media. The role of information officers in the public sector and public affairs managers in the private sector will be examined and contrasted. Also covered are the management of public documents and the issues involved in Sunshine Laws and Privacy Acts.

PAD 831 Disability Rights
The purpose of this course is to investigate the rights of disabled persons from the perspective of public policy. In the American system the understanding of civil rights is necessary to comprehend existing public policies and the service delivery problems connected with them. Only in such a context can the policies which affect persons with disabilities be understood.

PAD 832 Disability Issues
This course reviews the present state of public policy of concern to persons with disabilities. The review will be done from the viewpoint of the policy analyst, the agency responsible for carrying out the program, and the person with a disability.

PAD 834 Disability and Public Policy
An examination of the administration and impact of public policy on persons with disabilities. The course will provide a knowledge of the disability community and the policies which impact it.
Master of Public Administration

**PAD 835 Marketing Health Services**
This course analyzes the theory and practice of marketing as they apply to health administration. Topics explored included market economics, the market for health services, third-party payers, competition products differentiation, market research, and marketing new health services and products.

**PAD 836 Health Economics**
This course explores the economic basis of the U.S. medical service system necessary to understand its operation and to formulate health policy. Topics covered include markets, demand for health services, physician and hospital economics, health care financing, and cost containment.

**PAD 838 Ethics in Management**
Ethical, moral, and legal dilemmas in public and private managerial operations is the focus of this course. The “gray areas” of decision-making provide case studies for exploration of effective ethical practices. Management approaches to deter fraud, waste, abuse, and corrupt practices are identified as are the tools and strategies to strengthen the organizational ethic and culture in business and government. Ethical management strategies designed to improve productivity within organizations are explored.

**PAD 839 Leadership and Decision Making**
Effective approaches to leadership will be gained through examination of leadership models, styles and strategies. Decision-forcing cases, role-playing, and the critiques of current decision making in public and private organizations will be used. Emphasis is placed on the values and ethics of successful managerial leadership in public, private and not-for-profit sectors.

**PAD 900 Special Topics in Public Administration**
When offered this course focuses upon a special topic in the field of public administration. The course may be retaken for credit when the topics differ.

**PAD 910 Directed Individual Study**
This elective course option involves a student initiated proposal to a willing and appropriate faculty member for a directed study project. Normally this is for three credit hours and completed during one semester. The faculty member and student must concur on a written proposal and final report. Approval by the Office of the Dean is necessary prior to registration.

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**Executive MPA Program**

Suffolk University’s Executive MPA Program is open to women and men with five or more years of professional experience in the public or private sector. Classes meet on Saturdays only. The program is designed:

- to accommodate men and women who are pursuing a career in public service;
- for those preparing for increased responsibility in public management;
- for those who find attending day or evening classes inconvenient during the week.

The Executive MPA Program meets year-round and is composed of four ten-week terms per year: fall, winter, spring and summer. Students take two classes per term, one every Saturday morning and another every Saturday afternoon. The program can be completed in two years.

New students are admitted to the Executive MPA program in the fall and spring.

Admission to the Executive MPA Program is open to qualified men and women holding a bachelor’s degree from a regionally accredited United States college or university or from a recognized foreign institution of higher education.

Additional information about the program can be obtained by contacting Peter J. Nowak, Director of Executive Programs at (617) 573-8660.
Certificate of Advanced Study in Public Administration (CASPA)

The CASPA is suited for those professionals who wish to broaden their knowledge of public administration in areas with which they are unfamiliar or to update their present base of knowledge. It is designed to provide a better understanding of concepts and tools for those persons entering new areas of public administration, or for those individuals seeking advancement in their current functional or professional areas.

The program consists of five courses at the 800 (elective) level, to be completed within five years with a grade point average of 3.0 or better.

Admission to the CASPA program requires an MPA or its equivalent. Graduates of other programs may need to take prerequisite courses.

Students applying for admission to the CASPA program should contact the Graduate Admissions Office, 20 Ashburton Place, Boston, MA, (617) 573-8302 for more information.

In addition to the present five course CASPA the Public Management Department offers a CASPA with an area of concentration in health administration, disability studies, finance and human resources, or state and local government. The curriculum consists of the five required concentration courses plus one elective in the area. With the approval of the Department chairperson, another course may be substituted for a required course based on the student's knowledge, expertise, and experience.

International Study

The Department of Public Management makes available two weeks of comparative study of public policy in the United States and in the United Kingdom. Students are housed and taught at the University of Bristol, one of England's oldest and most prestigious universities. Time is spent on the Bristol University campus, in the agencies and industries of Bristol (a city famous for its sherry, aerospace, and tobacco industries), and in other settings such as Devon, Bath, and Oxford which are selected for their particular mix of academic relevance and picturesque charm.

Each student pursues his or her own special topic such as urban policy, gerontology, health, human services, labor relations, women's issues, or the environment. The time is spent in a combination of seminars, library research, and field visits. The individual program is customized so that he or she meets the professionals who can best supply information and insight to complete the research project. The study at Bristol University is incorporated into two MPA elective courses taken during the summer sessions for a total of six credits.
Master of Business Administration/Health Administration

There is a great need for well trained managers and administrators in the health care industry. This need is recognized widely in the health care industry and in the public sector. Businesses, both large and small, are facing continually increasing health care costs for their employees. There is a continuing need for well trained managers in public sector agencies doing health planning and oversight. Managers who know the field are in demand. In order to help meet this demand Suffolk University offers a Master in Business Administration with a Health Administration concentration (MBA/H).

To receive an MBA/H students would complete the eleven (11) MBA common body of knowledge core and required courses. In addition, they would complete the following public policy curriculum and the health administration curriculum. All students would take four (4) public policy courses and four (4) health administration courses.

**Public Policy (four of the following):**
- PAD 816 Public Policy Analysis
- PAD 825 Health Politics and Law
- PAD 829 Environmental Policy and Administration
- PAD 834 Disability and Public Policy
- PAD 838 Ethics in Management
- PAD 910 Directed Individual Study: Comparative Public Policy – University of Bristol

**Health Administration (four of the following):**
- PAD 818 Public Sector Labor/Management Relations
- PAD 821 Human Services Integration
- PAD 823 The U.S. Health System
- PAD 824 Health Financial Management
- PAD 826 Health Systems Analysis and Planning
- PAD 835 Marketing Health Services
- PAD 836 Health Economics
The JD/MBA and JD/MPA Programs

Suffolk University’s School of Management and Law School offer joint graduate degree program options in business and law, and public administration and law. Qualified candidates may enroll in programs leading to a Juris Doctor and Master of Business Administration degrees (JD/MBA) or Juris Doctor and Master of Public Administration degrees (JD/MPA). Both the JD/MBA and JD/MPA programs can be completed in four calendar years.

Juris Doctor/Master of Business Administration - JD/MBA
Designed to fill the growing demand for business-trained lawyers and law-trained executives, the JD/MBA program serves persons interested in long-term careers in business law or management. The JD/MBA degree will be granted upon completion of 117 credit hours: a minimum of 45 credit hours in business or related curricula and 12 credit hours of legal studies are required for the 57 credit hour MBA program; 84 credit hours, 12 of which may be transferred from MBA studies are required for the JD degree.

Juris Doctor/Master of Public Administration - JD/MPA
Designed to integrate professional education in law and public administration for those seeking to obtain the skills and concepts necessary for public and non-profit sector management. The JD/MPA degree will be granted upon completion of 120 credit semester hours of work: a minimum of 80 credit hours must be completed in the Law School; a minimum of 33 credit hours must be completed in the School of Management’s MPA curriculum, and: the remaining credit hours may be completed within the MPA or Law School curriculum.

Admission Requirements: Admission to the JD/MBA and JD/MPA programs is restricted to full-time students. Students must be admitted both to the Law School and the School of Management. Candidates for the JD/MBA or JD/MPA must satisfy the admission criteria for the JD degree, as determined by the Law School. The School of Management will subsequently determine whether the candidate meets the admission criteria for the MBA or MPA degrees. An exception to this procedural requirement exists for the student who is enrolled in the first year of the MBA or MPA programs and who desires to submit an application to the Joint Degree Programs.

Applicants must complete the following entrance examinations:
  JD/MBA, LSAT and GMAT
  JD/MPA, LSAT only.

Accreditation
Suffolk University is accredited by the New England Association of Schools and Colleges. The School of Management’s master in business administration programs are nationally accredited by the American Assembly of Collegiate Schools of Business; the master in public administration programs are accredited by the National Association of Schools of Public Affairs and Administration. The Law School is an accredited member of the Association of American Law Schools and is accredited by the American Bar Association.
For information on the JD/MBA or JD/PA programs, contact either:

Graduate Admissions Office, Suffolk University, 20 Ashburton Place Boston, Massachusetts 02108-2770, 573-8302
or Suffolk University Law School Admissions Office, 41 Temple Street Boston, Massachusetts 02114-4280, 573-8144

Programs of Study
Specific information on the JD/MBA or JD/MPA programs, including current practices and procedures, will be provided during the admissions process. Curricula requirements are arranged by year according to the following schedule:

**JD/MBA Program**

<table>
<thead>
<tr>
<th>TRACK #1</th>
<th>TRACK #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 MBA courses</td>
<td>Law courses</td>
</tr>
<tr>
<td>Year 2 Law courses</td>
<td>Law/MBA</td>
</tr>
<tr>
<td>Year 3 Law/MBA</td>
<td>Law/MBA</td>
</tr>
<tr>
<td>Year 4 Law/MBA</td>
<td>Law/MBA</td>
</tr>
</tbody>
</table>

**JD/MPA Program**

- Year 1 MPA courses
- Year 2 Law courses
- Year 3 Law/MPA
- Year 4 Law/MPA

A joint degree candidate is subject to Law School Regulation 5 and a joint degree candidate, who is academically deficient (as defined in the Law School regulations) within the Law School curriculum, shall be disqualified from the joint Degree Program.
Juris Doctor/Master of Business Administration

**JD/MBA Curricula — Track #1**

### Year 1

**Fall**
- MGOB 750  3 Management Communications
- CIS 750  3 Computers in Management
- ACCT 750  3 Introductory Accounting
- FNEC 750  3 Managerial Economics
- MGQM 750  3 Statistics & Quantitative Methods

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Spring**
- MGOM 750  3 Operations Management
- FIN 750  3 Managerial Finance
- MGOB 755  3 Human Behavior & Organization Theory
- MKT 750  3 Marketing Management
- LS 750  3 Legal & Social Environment of Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

### Year 2

**Fall**
- 3 Contracts
- 3 Torts
- 2 Property
- 2 Civil Procedure
- 3 Criminal Law
- 2 Legal Practice Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Spring**
- 3 Contracts
- 2 Torts
- 3 Property
- 2 Civil Procedure
- 4 Constitutional Law
- 1 Legal Practice Skills

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

### Year 3*

**Fall**
- 3 Business Associations
- 3 Commercial Law
- 2 Wills and Trusts
- 2 Evidence
- 3 Equitable Remedies
- 2 Professional Responsibility**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

### Year 4

**Fall**
- LAW/MPA  3 Internship***
- LAW/MPA  3 Practicum Seminar in Public Management
- LAW/MPA  5 Electives***

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
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**Spring**
- LAW/MPA  14 Electives***

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td><strong>Total</strong></td>
<td>117</td>
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</table>

### Summary of Total Program

**Credit Hours:**
- Required Law School Courses  56 Credit Hours
- Law School Electives  16 Credit Hours
- Required School of Management Courses  33 Credit Hours
- School of Management Electives  12 Credit Hours
- Total Program Hours  117 Credit Hours

* A student enrolled in Year 3 must enroll in at least 10 credit hours of those Law School courses required beyond Year 2 of the JD/MBA program. The remaining required Law School courses must be completed during Year 4. When selected, all required Law School Courses must be completed in their entirety and within the same student section.

** A student must enroll in the Professional Responsibility course in either the fall or spring semesters of Year 3 or Year 4.

*** All SOM electives are three credit courses while a Law School elective can be two or three credits. In any event, students must take enough credits of electives to meet the minimum requirements of at least 72 hours in the Law School and 45 hours in the School of Management.

**Track #2 —** The course requirements of Track #2 of the JD/MBA Program are the same as Track #1, however, in Track #2, years 1 and 2 are reversed.
## JD/MPA Curricula

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>PAD 711</td>
<td>Foundations of Public Organizational Administration</td>
<td>3</td>
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<tr>
<td></td>
<td>PAD 712</td>
<td>Foundations of Public Policy Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PAD 713</td>
<td>Foundations of Public Financial Administration</td>
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<tr>
<td></td>
<td>PAD 715</td>
<td>Quantitative Analysis</td>
<td>3</td>
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<tr>
<td></td>
<td>PAD 716</td>
<td>Public Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>Spring</td>
<td>PAD 717</td>
<td>Organizational Effectiveness in Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PAD 718</td>
<td>Financial Decision Making</td>
<td>3</td>
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<tr>
<td></td>
<td>PAD 719</td>
<td>Governmental Financial Administration</td>
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<td></td>
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### Year 2

<table>
<thead>
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<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>Fall</td>
<td></td>
<td>Contracts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Torts</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Property</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Civil Procedure</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Legal Practice Skills</td>
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<tr>
<td></td>
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<td>Electives</td>
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<tr>
<td>Spring</td>
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<td>Contracts</td>
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<tr>
<td></td>
<td></td>
<td>Torts</td>
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<td></td>
<td></td>
<td>Property</td>
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<td>Civil Procedure</td>
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<td>Constitutional Law</td>
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### Year 3

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td>3 Commercial Law</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Equitable Remedies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Wills and Trusts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Business Association</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>2 Professional Responsibility*</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electives**</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td>3 Commercial Law</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Wills and Trusts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 Business Association</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electrodes**</td>
<td></td>
</tr>
</tbody>
</table>

### Year 4

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>LAW/MPA</td>
<td>Internship***</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LAW/MPA</td>
<td>Practicum Seminar in Public Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>LAW/MPA</td>
<td>Electives**</td>
<td>9</td>
</tr>
<tr>
<td>Spring</td>
<td>LAW/MPA</td>
<td>Electives**</td>
<td>14</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>120 Credit Hours</td>
<td></td>
</tr>
</tbody>
</table>

* A student must enroll in the Professional Responsibility course in either the fall or spring semester of Year 3 or Year 4.

**All SOM electives are three credit courses while a Law School elective can be two or three credits. In any event, students must take enough credits of electives to meet the minimum requirements of at least 80 hours in the Law School and 33 hours in the School of Management.

***Internship (pre-career) – May be waived in some cases.
More than ever, accounting leadership, whether in public practice or in positions in corporate or government financial management, requires an excellent educational foundation and an ability to communicate well. Accounting and financial management today are conducted in a dynamic competitive environment of rapidly changing technologies, complex global challenges, and ever more exacting standards of disclosure and accountability. The MSA has been designed to prepare students for successful professional careers, providing concepts, technical knowledge, and skills for immediate effectiveness, at the same time establishing a foundation for continual lifetime learning and development to meet future challenges as careers evolve.

**Curriculum** The curriculum for the MSA degree is designed to build on an accounting baccalaureate degree. The curriculum includes eight required and two elective courses. At least one of the electives must be in an international area.

Candidates who have a bachelor's degree with other than an accounting major can still be admitted to the MSA program, but additional course work is then required. A five course graduate preparation in accounting is designed for candidates with a management degree not in accounting; and a five course graduate preparation in management is designed for candidates whose degree is not in management. The number of courses required to complete the MSA can therefore be between 10 and 20, depending on the number of courses waived (see below).

Courses can be taken in any sequence, depending only on specified course prerequisites. However, students must have their proposed programs of study approved by their faculty advisor and by the Director of Graduate Programs in Accounting.

**Waivers** The graduate preparation courses can be waived by equivalent courses taken at an accredited school within the past five years with a grade of “B” or better or by passing proficiency exams.

**Transfer Credits** Transfer credit for a maximum of 9 credit hours completed at the graduate level, at an AACSB accredited college or university, may be granted. Courses must have been taken within the last five years with a grade of “B” or better, and may not have been used for another degree.

**Advising** When students are admitted to the program they are assigned an advisor from the accounting faculty.
### MSA Curriculum

#### Required Courses (24 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 861</td>
<td>Accounting Theory &amp; Practice I</td>
</tr>
<tr>
<td>ACCT 862</td>
<td>Accounting Theory &amp; Practice II</td>
</tr>
<tr>
<td>ACCT 825</td>
<td>Planning and Control Systems</td>
</tr>
<tr>
<td>ACCT 865</td>
<td>Information Technology &amp; Accounting</td>
</tr>
<tr>
<td>ACCT 803</td>
<td>Graduate Accounting III</td>
</tr>
<tr>
<td>BLLS 800</td>
<td>Business Law for Accounting</td>
</tr>
<tr>
<td>MGQM 850</td>
<td>Advanced Statistical Analysis OR</td>
</tr>
<tr>
<td>FIN 818</td>
<td>Econometrics</td>
</tr>
<tr>
<td>MGSM 775</td>
<td>Strategic Management</td>
</tr>
</tbody>
</table>

#### Electives (6 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 871</td>
<td>Not-for-profit Accounting</td>
</tr>
<tr>
<td>ACIB 872</td>
<td>International Accounting</td>
</tr>
<tr>
<td>ACCT 880</td>
<td>Special Topics in Accounting</td>
</tr>
<tr>
<td>ACCT 870</td>
<td>Field Research in Accounting</td>
</tr>
</tbody>
</table>

Or any upper level graduate course from any other program at Suffolk University School of Management.

#### Graduate Accounting Preparation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 801</td>
<td>Graduate Accounting I</td>
</tr>
<tr>
<td>ACCT 802</td>
<td>Graduate Accounting II</td>
</tr>
<tr>
<td>ACCT 804</td>
<td>Cost and Managerial Accounting</td>
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<tr>
<td>ACCT 805</td>
<td>Graduate Auditing</td>
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<tr>
<td>TAX 801</td>
<td>Issues in Federal Taxation</td>
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</table>

#### Graduate Management Preparation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNEC 750</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGM 750</td>
<td>Statistics &amp; Quantitative Methods</td>
</tr>
<tr>
<td>MKT 750</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>MGOM 750</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MGOB 755</td>
<td>Human Behavior &amp; Organizational Theory</td>
</tr>
</tbody>
</table>
The Graduate Diploma in Professional Accounting (GDPA)

The accounting profession has increasingly been recruiting non-accounting graduates to meet its staffing needs. Moreover, many people who have already progressed some way in their careers want to switch to accounting. The Graduate Diploma in Professional Accounting is designed expressly to meet the needs of both sets of people. It is an accelerated, focussed, and economical program of nine courses.

The program allows for concentration by pursuing one of three options, public accounting, controllership including government and not-for-profit, or international. Students pursuing the public accounting option attain the educational requirements in Massachusetts to sit for, and the expertise necessary to pass the examinations to qualify as a Certified Public Accountant (CPA).

Curriculum
The curriculum for the Graduate Diploma in Professional Accounting includes seven required courses, and two electives.

Courses can be taken in any sequence, depending only on specified course prerequisites. However, students must have their proposed programs of study approved by their faculty advisor, and by the Director of Graduate Programs in Accounting.

Waivers A maximum of three courses can be waived by courses taken at an accredited college or university, within the last five years, with a grade of “B” or better.

Advising When students are admitted to the program they are assigned an advisor from the accounting faculty.

Graduate Diploma in Professional Accounting Curriculum

Required Courses (24 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACCT 801</td>
<td>Graduate Accounting I</td>
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<tr>
<td>ACCT 802</td>
<td>Graduate Accounting II</td>
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<tr>
<td>ACCT 804</td>
<td>Cost and Managerial Accounting</td>
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<tr>
<td>ACCT 865</td>
<td>Information Technology and Accounting</td>
</tr>
<tr>
<td>ACIB 872</td>
<td>International Accounting</td>
</tr>
<tr>
<td>BLLS 800</td>
<td>Business Law for Accounting</td>
</tr>
<tr>
<td>TAX 801</td>
<td>Issues in Federal Taxation</td>
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</tbody>
</table>

Electives (6 credit hours)

For a public accounting preparation, two of the following electives are recommended:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACCT 803</td>
<td>Graduate Accounting III</td>
</tr>
<tr>
<td>ACCT 805</td>
<td>Graduate Auditing</td>
</tr>
<tr>
<td>ACCT 861</td>
<td>Accounting Theory &amp; Practice I</td>
</tr>
</tbody>
</table>
For a controllership preparation, two of the following electives are recommended:

ACCT 824  Financial Analysis & Reporting
ACCT 825  Planning & Control Systems
ACCT 862  Taxation of Corporations (for corporate controllership), or
ACCT 871  Not-for-profit Accounting (for government controllership)

For an international focus, two of the following electives are recommended:

ACCT 825  Planning and Control Systems
FNIB 825  International Finance
ACCT 810  Taxation and Corporate Decisions

**GDPA Add-on to the MBA** MBA students who choose to follow the prescribed sets of courses for a professional career focus in accounting can take an additional three courses beyond the MBA to obtain the GDPA. The award of the GDPA to these students acknowledges their additional effort and concentration of studies in the accounting area. Students interested in this option should seek advice from the Director of Graduate Programs in Accounting.
The Master of Science in Taxation (MST)

This program offers students the opportunity to prepare themselves for a rewarding career in taxation. The course sequence is designed to build a foundation of basic tax expertise in the initial semesters. As one progresses through the program specialized courses are selected to reflect the current demands of the marketplace. A rich source of electives is provided so that one can choose an area that can best complement job enrichment and career objectives. The specialized courses are taught by experts from the profession.

This program differentiates itself from other tax programs because of its proximity to Boston’s financial district. The school has a full tax library that includes a dedicated CD-ROM system linked to LEXIS, a tax retrieval system. Finally, the program has a specialty in international tax which reflects Boston’s posture in global markets.

Admission Requirements
Candidates must hold a bachelor’s degree from an accredited college or university, and must submit an application for admission, statement of professional goals, current resume, two letters of recommendation, transcripts of previous academic work, and GMAT scores. Candidates are encouraged to have an interview with the Director of the MST Program. The GMAT is waived if the applicant has a professional certificate in a related field or holds a JD or has significant related work experience.

Transfer Credits
Credit for appropriate graduate courses, provided they were taken at an accredited college or university and passed with a grade of B or better, and provided they have not been applied toward another degree, certificate, or diploma, can be transferred and applied to earning the MST; however, at least 21 of the required 30 graduate credit hours must be earned at Suffolk University.

Waivers
The accounting prerequisite (see curriculum) may be waived for students with a bachelor’s degree with an accounting concentration or major (normally from an accredited U.S. college or university); it will also be waived for students with a recognized professional qualification in accounting.

TAX 801 – Issues in Federal Taxation (see curriculum) may be waived for students who have passed two appropriate undergraduate tax courses with a grade of B or better at an accredited U.S. college or university. Another graduate course must be substituted, chosen from the electives, if this course is waived.

Advising
When students are admitted to the program they are assigned an advisor from the accounting faculty.
**MST Curriculum**

**Required Courses (24 credit hours)**

- TAX 801 Issues in Federal Taxation
- TAX 861 Tax Research
- TAX 862 Taxation of Corporations
- TAX 863 Taxation of Pass-through Entities
- TAX 864 Tax Practice and Procedure
- TAX 865 Taxation of Transnational Transactions
- TAX 866 State and Local Taxation
- TAX 867 Advanced Topics in Corporate Taxation

**Electives (6 credit hours)**

- TAX 871 Taxation of Estates, Trusts and Gifts
- TAX 872 Tax Exempt Organizations
- TAX 873 Tax Planning and Compensation
- TAX 874 U.S. Taxation of Foreign Entities
- TAX 875 Tax Accounting Periods and Methods
- TAX 876 Tax Policy
- TAX 877 Taxation of Transactions in Property
- TAX 880 Special Topics in Taxation
- TAX 890 Individual Study in Taxation
- Any other 800 level offered in SOM (with appropriate faculty approval)

**COURSE DESCRIPTIONS**

**ACCT 801 Graduate Accounting I**

*Prerequisite: none*

The theory and practice of financial reporting, concentrating on the measurement and reporting of various asset, liability, and equity accounts, measurement and reporting of revenue, expense and net income, and the presentation and interpretation of financial statements. Pronouncements of authoritative sources such as the AICPA and FASB are considered.

**ACCT 802 Graduate Accounting II**

*Prerequisite: ACCT 801, Graduate Accounting I*

Continues the treatment of financial reporting from ACT 801, Graduate Accounting I. The accounting treatment of such things as corporate securities, treasury stock, post-retirement benefits, leases, the allocation of corporate tax expense, and changing prices are dealt with.

**ACCT 803 Graduate Accounting III**

*Prerequisite: ACCT 802, Graduate Accounting II*

Continues the treatment of financial reporting from ACCT 802. The accounting treatment of partnership and branch forms of organization, consolidations and business combinations is covered. Governmental and not-for-profit accounting is introduced.

**ACCT 804 Cost & Managerial Accounting**

*Prerequisite: ACCT 750, Introductory Accounting or ACCT 801, Graduate Accounting I*

The concept and practice of cost measurement, standard costing and variance analysis, budgetary control systems, and the use of accounting information to support goal setting, planning and decision making. Current research and topics affecting the supply and use of accounting information, such as total quality management, just-in-time inventory methods, and a multinational operating environment, are covered.

**ACCT 805 Graduate Auditing**

*Prerequisite: ACCT 802, Graduate Accounting II*

The theory, philosophy and practice of auditing. AICPA pronouncements and generally accepted auditing standards are studied. Internal audit procedures, programs and working papers, evaluation of internal controls, including consideration of the effect of an electronic data processing environment, and statistical sampling methods are examined in relation to the auditor's opinion. The legal and ethical responsibilities of the auditor are considered.

**ACCT 810 Taxation and Corporate Decisions**

*Prerequisite: ACCT 750, Introductory Accounting or ACCT 801, Graduate Accounting I and ACCT 804, Cost & Managerial Accounting*

U.S. and foreign taxation of businesses and their impact on planning and control of business operations.
BLLS 800 Business Law for Accounting  
The philosophy and practice of substantive law affecting the formation, operation and discharge of commercial transactions and contracts, and business associations, including agency, partnership, corporation and trust forms of association. Aspects of property law are considered.

ACCT 825 Planning and Control Systems  
**Prerequisite:** ACCT 804, Cost and Managerial Accounting.

Focuses on the issues relating to controls in an organization. Explores in-depth the distinctions between control processes that are found in profit and non-profit organizations. Deals with the use of management accounting tools and techniques in organizational controls. Relates control to strategic planning.

ACCT 861 Accounting Theory & Practice I  
**Prerequisite:** ACCT 750 Introductory Accounting, or ACCT 802, Graduate Accounting II.

Accounting theory and its application to corporate reporting. Topics include income measurement; valuation of assets, liabilities and owners' equity; form and content of financial statements; aspects of the accounting environment, such as professional regulation, government agencies, professional liability, user perceptions, professional ethics and the need for effective communication.

ACCT 862 Accounting Theory & Practice II  
**Prerequisite:** ACCT 750, Introductory Accounting or ACCT 802, Graduate Accounting II; FIN 750, Managerial Finance or FIN 808 or FIN 818 MGQM 750, or MGQM 850

Accounting research and its methodologies. Topics include behavior of accounting information, tests of market efficiency and security pricing mechanisms, security trading patterns and prices and their association with accounting information; political and economic theories of financial reporting regulation and the setting of accounting standards.

ACCT 865 Information Technology & Accounting  
**Prerequisite:** ACCT 804 Cost and Managerial Accounting.

Applicable concepts and skills in the design and use of accounting information systems (AIS). The technologies of data processing, communications and artificial intelligence, and their affects on AIS, are examined. Organizational issues, including the implementation of adequate internal controls, and the provision of accounting information to managers for purposes of strategic planning, resource allocation and performance monitoring, are covered.

ACCT 870 Field Research in Accounting  
**Prerequisite:** Faculty approval.

This course is structured around a student research project, usually involving an internship in public accounting or in a controllership position in industry, commerce or government. It requires a research report. Typically it is a three-credit course, but it can be expanded to a six-credit course if a sufficiently substantial research project is undertaken.

ACCT 871 Not-for-Profit Accounting  
**Prerequisite:** ACCT 750, Introductory Accounting or ACCT 801, Graduate Accounting I.

Planning, budgeting and reporting of resources segregated for conducting the missions of government and its agencies, and medical, educational, religious, and other not-for-profit enterprises.

ACCT 880 Special Topics in Accounting  

From time to time special courses are offered to address topical accounting issues and particular interests of members of the accounting faculty. Topics and prerequisites are announced at the time of offering such courses.

ACIB 872 International Accounting  
**Prerequisite:** ACCT 750, Introductory Accounting or ACCT 801, Graduate Accounting I


TAX 801 Issues in Federal Taxation  
No prerequisites.

Introduces tax issues as they affect the sole proprietor. Emphasis is given to business questions that are reflected on the individual tax return.

TAX 861 Tax Research  
No prerequisites.

Tax research methods, including identifying and defining tax questions, locating appropriate authority, and interpreting statutes, cases and rulings. Effective communication of research findings and recommendations, and proper administration, ethics and responsibilities of tax practice are emphasized in the course.

TAX 862 Taxation of Corporations  
**Prerequisites:** TAX 801 and TAX 861. Waive for non-MST courses.

Concepts, principles and practices of taxation of corporations and their shareholders. The effects of taxation on corporate formation, capital structure, distribution and liquidation are covered.
TAX 863 Taxation of Pass-Through Entities  
**Prerequisites:** TAX 801 and TAX 861.  
Concepts, principles and practices of taxation of partnerships, including the use of pass-through entities and S-corporations for tax planning.

TAX 864 Tax Practice and Procedures  
**Prerequisites:** TAX 801 and TAX 861.  
Strategies of tax practice before the Internal Revenue Service. Topics covered include tax deficiencies, assessments, claims for refunds, rulings, statutes of limitation, and penalties.

TAX 865 Taxation of Transnational Transactions  
**Prerequisites:** TAX 801 and TAX 861.  
U.S. taxation of foreign sources of income. Topics covered include analysis of tax treaties, source-of-income rules, foreign tax credit, controlled foreign corporations, Foreign Sales Corporations, transfer pricing in multinational corporations, and translation of foreign currencies.

TAX 866 State and Local Taxation  
**Prerequisites:** TAX 801 and TAX 861.  
The interrelationships between the federal and state taxation systems are covered. Problems such as revenue generation and residency issues are examined. Using federal adjusted gross income as a focal point, and its effect on state revenues, excise taxes, general sales taxes and inheritance taxes are studied.

TAX 867 Advanced Topics in Corporate Taxation  
**Prerequisite:** TAX 862.  
Tax-free reorganizations in relation to statutory mergers and acquisitions are examined. Other topics covered include continuity of interest issues in conjunction with carryover provisions, and consolidated returns for controlled groups.

TAX 871 Taxation of Estates, Trusts and Gifts  
**Prerequisites:** TAX 801 and TAX 861.  
Concepts, principles and practices of taxation of decedents’ estates, trusts and lifetime gifts. Topics covered include valuation of property subject to estate and gift taxes, and the use of trusts for tax planning.

TAX 872 Tax Exempt Organizations  
**Prerequisites:** TAX 801 and TAX 861.  
Tax and non-tax issues are studied in the formation of tax exempt organizations. Feeder organizations and unrelated business taxable income are covered in depth. Other topics covered include loss of tax exempt status and ceiling limitations on gift giving.

TAX 873 Tax Planning and Compensation  
**Prerequisites:** TAX 862.  
Concepts, principles and practices of taxation of employers and employees from compensation, including pensions, profit sharing, stock options and ownership rights, and deferred compensation.

TAX 875 Tax Accounting Periods and Methods  
**Prerequisites:** TAX 862.  
Topics covered include methods of accounting, changes in accounting methods, prepaid income, installment sales, inventory analysis, and timing of income and deduction items. Reconciliation of differences between financial income and taxable income are presented.

TAX 876 Tax Policy  
**Prerequisite:** TAX 862.  
Policy considerations in the development of proposed tax legislation are covered. Tax policy issues are examined in relation to empirical, political and legal studies. Throughout the course the tax legislative process is explored.

TAX 877 Taxation of Transactions in Property  
**Prerequisite:** TAX 861, Tax Research.  
The concepts, principles and practice of taxation of gains and losses from sales, exchanges and other transactions involving property, with particular attention given to real estate.

TAX 880 Special Topics in Taxation  
In-depth analysis of timely issues in taxation. Topics and prerequisites are announced when the course is offered.

TAX 890 Individual Study in Taxation  
Independent study in taxation. Student must have the agreement of a member of faculty to supervise the study, and the approval of the program director.

TXIB 872 Taxation of Transnational Transactions  
**Prerequisite:** TAX 862, Taxation of Corporations.  
Advanced Certificate in Taxation

The ACT Program extends and complements the MST Program. The MST Program, through the selection of two electives, permits students a modest amount of specialization. However, given the dynamic and complex nature of tax policy and practice, tax practitioners need to devote much more effort and study to developing an area of special expertise. Moreover, they need to be continually active in studying tax matters as they evolve. The ACT is offered to encourage continued study and development of specialized competence in selected areas of tax practice.

Candidates to be admitted to this program much hold a graduate degree.

Fifteen credit hours of graduate course work are required to earn the ACT. The curriculum comprises five elective graduate courses, at least four of which must be in taxation.
The Masters of Science in Finance (MSF) Program is designed to prepare students for a specialized career in finance. To excel in finance a person must be able to act and react to a rapidly changing business environment. Through the MSF Program at Suffolk, students are supplied with the tools that will enable them to confront and manage the financial variables crucial to achieving success. During the past decade, financial tasks have become increasingly more complex. A traditional MBA degree may not be adequate enough for students wishing to succeed in the highly specialized financial environment of today's business world. The MSF Program at Suffolk, is ideal for students who are seeking employment in the finance industry; students possessing an MBA degree who wish to specialize in the finance industry; and students working towards professional designations such as a CFA (Certified Financial Analyst) or CFP (Certified Financial Planner).

Admission Requirements To be admitted you must hold a bachelor's degree from an accredited college or university, and must submit an application for admission, statement of professional goals, current resume, two letters of recommendation, official transcripts of prior academic work and official GMAT scores. International students must also submit TOEFL scores and a statement of financial resources. An interview with the Director of the MSF Program is the final step of the Admissions Requirements. Applicants must contact the MSF office at 617-573-8641 to arrange for an interview.

Students presently enrolled in the MBA program at Suffolk University, who have completed the Core Course requirements, and at most two electives of the MBA Program, are able to apply to the Department of Finance for admission to the MSF program. Upon admission to the program and completion of the MSF requirements, these students will be awarded an MSF degree and not a MBA degree. Students switching from the MBA to the MSF program will have to satisfy all the MSF prerequisite courses and admission standards.

For more information about the Masters of Science in Finance Program, please contact Suffolk University, MSF Office, 8 Ashburton Place, Boston, MA 02108-2770, (617) 573-8641.

MSF Curriculum:
Each student must satisfactorily complete the prerequisite courses listed below.

Statistics and Quantitative Methods (MGQM 750)
Introductory Accounting (ACT 750)
Marketing Management (MKT 750)
Human Behavior and Organizational Theory (MGOB 755) OR Operations Management
Managerial Economics (FNEC 750)
Managerial Finance (FIN 750)
Legal and Social Environment of Business (LS 750)
Computers in Management Information (CIS 750)

Students who have not completed the required prerequisites can be accepted into the program. HOWEVER, the prerequisite deficiencies must be made up before graduation. Prerequisite courses are not inclusive in the MSF program’s GPA.
**Required Courses (21 credit hours):**

- FIN 808 General Theory in Corporate Finance
- FIN 810 Investment Analysis
- FIN 812 Capital Budgeting
- FIN 814 Options and Futures
- FIN 816 Financial Institution Management
- FIN 818 Econometrics
- FIN 820 Financial Policy

**Elective Courses (6 credit hours):**

- FIN 831 Portfolio Theory
- FIN 861 Multinational Financial Management
- FIN 841 Financial Forecasting
- FIN 851 Working Capital
- FIN 881 Real Estate
- FIN 885 Insurance
- FIN 863 International Financial Markets and Banking
- FIN 871 Advanced Banking Theory
- FIN 891 Seminar in Finance
- FIN 893 Independent Study
- FIN 895 or 897 MSF Thesis

Students can, upon approval from the Finance Department, take courses in related School of Management disciplines; such courses will enhance the student’s overall understanding of Finance. These courses include the following:

- ACCT 824 Financial Analysis and Reporting
- BLLS 830 Managing in the International Environment
- CIS 810 Management of Information Technologies
- MKT 810 Marketing Research for Managers
- PAD 838 Ethics in Management

**Advising**

Upon entering the MSF Program at Suffolk, students will be assigned an academic advisor by the Finance Department. Students are invited to discuss academic and career interests with their advisor. Advisors office hours are posted in the Finance Department, 6th floor of the Sawyer Building.

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**COURSE DESCRIPTIONS**

**FIN 808 General Theory In Corporate Finance.**

*Prerequisite: FIN 750 Managerial Finance.*

An in-depth analysis in major theoretical issues in finance. Included are time value of money, valuation of capital assets, capital budgeting, capital structure and dividend policy, with an emphasis on the “financial economics” approach to the firm’s problems.

**FIN 810 Investment Analysis.**

*Prerequisite: FIN 750 Managerial Finance.*

An introduction to markets for investment procedures, valuation model, basic analytical techniques and factors influencing risk/return tradeoffs. This course emphasizes the professional approach to managing investments assets.

**FIN 812 Capital Budgeting.**

*Prerequisite: FIN 750 Managerial Finance.*

Techniques and decision rules for the evaluation and selection of long-term investment projects by corporations. The interaction of investment and financing are also examined. Includes case assignments and discussion of readings.

**FIN 814 Options and Futures.**

*Prerequisite: FIN 750 Managerial Finance.*

An introduction to the pricing of options and future contracts, the characteristics of the markets in which these contracts are traded, options and futures strategies, and the application of these contracts in the hedging of financial positions.

**FIN 816 Financial Institutions Management.**

*Prerequisite: FIN 750 Managerial Finance.*

Major issues in the financial management of financial institutions, with emphasis on the concepts and techniques required for successful management. Includes analysis of the interplay between regulation and innovation, and their joint effect on the organizational structure of financial institutions.

**FIN 818 Econometrics.**

*Prerequisite: FIN 750 Managerial Finance.*

An introduction to basic econometrics. Provides students with fundamental econometric tools as well as hypothesis testing, analysis of variance, linear regressions, simultaneous equations, and models of qualitative choice and nonparametric testing. There is significant reliance on the computer in this course.
FIN 820 Financial Policy.
Prerequisite: FIN 808 General Theory in Corporate Finance, FIN 810 Investment Analysis, FIN 812 Capital Budgeting and FIN 814 Options and Futures.
This course applies to financial theories, techniques and models to the study of corporate financial decisions. Aspects of corporate strategy, industry structure and the functioning of capital markets are also addressed. The course methodology involves lectures and class discussion based on case studies and assigned readings. Students will individually prepare five written case analyses.

Electives

FIN 831 Portfolio Theory.
Prerequisite: FIN 810 Investment Analysis.
Theory and techniques of scientific portfolio management, including the establishment of portfolio objectives, evaluation of portfolio performance, asset allocation strategies, and the use of derivative securities in portfolio insurance.

FIN 841 Financial Forecasting.
Prerequisite: FIN 818 Econometrics.
The nature, techniques, and problems of business forecasting. Included are indicators of business activity, short-run econometric forecasting models, and the construction of aggregate forecasts as well as forecasts of major economics sectors. Also: long-run predictions and the application of aggregate asset allocation strategies, and the use of derivative securities in portfolio insurance.

FIN 851 Working Capital.
Prerequisite: FIN 750 Managerial Finance.
This course concentrates on the theoretical and practical issues involved in the management of current assets and liabilities. Emphasis is placed on the formulation and financial aspects of a working capital policy. Teaching is oriented towards lectures and case assignments.

FIN 861 Multinational Financial Management.
Prerequisite: FIN 750 Managerial Finance.
Corporate financial decisions in an international setting, with an emphasis on foreign exchange management and capital budgeting.

FIN 863 International Financial Markets and Banking.
Prerequisite: FIN 750 Managerial Finance.
To acquire a basic and fundamental understanding of internationally competitive financial markets in which business managers and investors have to make decisions by recognizing various national and international constraints and possibilities. This course also explores the techniques, concepts and institutional settings which are useful in analyzing different national regulations, dealing practices, taxes, currencies, and various types of securities.

FIN 871 Advanced Banking Theory
Prerequisite: FIN 816 Financial Institution Management.
A direct extension of Financial Institution Management, this course will deepen the student's understanding of the institutions area through case studies and a reexamination of key theories.

FIN 881 Real Estate.
Prerequisite: FIN 750 Managerial Finance.
The major objective of this course is to provide the student with an introduction to the language and principles of real estate. It includes an overview of decision-making in the field with particular emphasis on investment and asset management.

FIN 885 Insurance.
Prerequisite: FIN 750 Managerial Finance.
Stresses theory, practice, and problems of risk-bearing in business; including life, property, and casualty insurance, and corporate risk management.

FIN 891 Seminar in Finance.
Prerequisite: FIN 750 Managerial Finance and FIN 805 Capital Management.
Theory of decision-making and current endings in business, finance and investments, supplemented by special problems and a research project.

FIN 893 Independent Study.
Written proposal to be approved by the professor, chariperson, and the dean.

FIN 895 or 897 MSF Thesis.
Two courses/6 credit hours.
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T.B.A., Assistant Director

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Neal Stone, Adjunct Professor: B.S., Lowell Technical Institute; M.B.A., Babson College. Vice President/Treasurer, Boston Bicycle Couriers, Inc.

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David R. Wheeler, Chairperson and Associate Professor of Marketing. B.A., M.B.A., Ph.D., Texas Tech University.

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Michael Greenwood, Adjunct Professor: A.S.G.A., A.S.B.S., Mount Wachussett Community College; B.S., Northeastern University; M.B.A., Suffolk University. Account Manager, A.C. Nielsen.

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Full Time Faculty

Public Management Department

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Donald Levitan, Professor of Public Management. S.B., Boston College; M.A., Syracuse University; D.P.A., New York University.

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Kathleen Herr-Zaya, Adjunct Professor: B.S.N. Boston University; M.A., University of Chicago; Ph.D., Brandeis University. Manager for Research and Evaluation, Division of Substance Abuse, Department of Public Health, Commonwealth of Massachusetts.

Susan E. Herz, Adjunct Professor: B.A., New York University; J.D., Suffolk University Law School. Executive Director, Disability Law Center.


Marie A. Matava, Coordinator of the MPA Program and Master Lecturer B.A., University of Connecticut; M.P.A., Suffolk University; Senior Fellow, McCormack Institute, University of Massachusetts at Boston.

John A. Nucci, Adjunct Professor: A.B., Boston College; M.P.A., Suffolk University. Boston City Councillor-at-large.

Sara Watson, Adjunct Professor: B.A., Carleton College; M.P.P., Ph.D., Harvard University. Principal Analyst, Berkeley Plan Associates.

Harriett Stanley, Adjunct Professor: A.B., College of William and Mary; M.S., Boston University; M.B.A., Harvard University.

* On Sabbatical Leave Spring & Fall 1993.
** Leave of Absence.
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Lee Sutherland

Pre-Law Advisor
Anthony Eonas

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Ms. Judith Robbins, Mayor, Town of Attleboro, Attleboro, MA
Mr. James Roosevelt, Jr., Partner, Choate, Hall and Stewart, Boston, MA
Ms. Barbara Salisbury, Administrative Dean, Kennedy School of Government, Harvard University, Cambridge, MA
Mr. Leon S. White, Vice President, Blue Cross/Blue Shield, Boston, MA
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<th>1993</th>
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<td><strong>AUGUST</strong></td>
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<td><strong>AUGUST</strong></td>
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<td><strong>SEPTEMBER</strong></td>
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<td><strong>OCTOBER</strong></td>
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<td><strong>NOVEMBER</strong></td>
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<td><strong>DECEMBER</strong></td>
<td><strong>JUNE</strong></td>
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## University Calendar 1993-1994

### Fall Semester 1993

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 14-17</td>
<td>Mon – Thurs. SOM and CLAS Freshmen Orientation and Registration</td>
</tr>
<tr>
<td>July 17</td>
<td>Saturday Executive MBA and MPA Summer term convenes</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Sunday Last day to apply for Fall quarter admission to Executive MBA/MPA graduate programs</td>
</tr>
<tr>
<td>20 Friday</td>
<td>Last day for non-degree (CAPS) students to mail register for Fall</td>
</tr>
<tr>
<td>30-Sept 1</td>
<td>Mon.-Wed. Orientation and Registration for new students</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Thursday Late registration for continuing students</td>
</tr>
<tr>
<td>6 Monday</td>
<td>Labor Day Holiday Evening Classes (4:30 p.m. and later) convene</td>
</tr>
<tr>
<td>7 Tuesday</td>
<td>Day classes convene</td>
</tr>
<tr>
<td>8 Wednesday</td>
<td>First day of part-time, weekend classes</td>
</tr>
<tr>
<td>11 Saturday</td>
<td>Last day for late registration</td>
</tr>
<tr>
<td>17 Friday</td>
<td>Last day for course changes</td>
</tr>
<tr>
<td>20 Friday</td>
<td>Last day of classes for Executive MBA and MPA Summer term</td>
</tr>
<tr>
<td>29 Wednesday</td>
<td>Last day for filing application for Spring and Summer final make-up exams</td>
</tr>
<tr>
<td>Oct. 6-7</td>
<td>Wed.-Thurs. Spring and Summer final examination make-up</td>
</tr>
<tr>
<td>9 Saturday</td>
<td>Executive MBA and MPA Fall classes convene</td>
</tr>
<tr>
<td>11 Monday</td>
<td>Columbus Day Holiday</td>
</tr>
<tr>
<td>12 Tuesday</td>
<td>Tuesday evening classes canceled. Monday classes (evening only) meet to make up for holiday</td>
</tr>
<tr>
<td>15 Friday</td>
<td>MBA Monday day classes meet to make up for Columbus Day Holiday</td>
</tr>
<tr>
<td></td>
<td>Faculty evaluation of undergraduate student performance given to each student in each course by this date</td>
</tr>
<tr>
<td>22 Friday</td>
<td>Last day for withdrawal without penalty of “F” grade.</td>
</tr>
<tr>
<td>29 Friday</td>
<td>Last day to complete financial aid application for spring 1994. Last day to apply for February graduation.</td>
</tr>
<tr>
<td>Nov. 1-17</td>
<td>Mon.-Wed. Veterans’ Day Holiday Deadline for Spring 1994 graduate applications</td>
</tr>
<tr>
<td>11 Thursday</td>
<td>Thanksgiving Recess begins 1:00 p.m. Wednesday, November 24 through Sunday, November 28</td>
</tr>
<tr>
<td>15 Friday</td>
<td>Last day of Fall Semester full-time classes</td>
</tr>
<tr>
<td>17 Friday</td>
<td>Last day of Fall Semester part-time classes</td>
</tr>
<tr>
<td>24-28 Wed.-Sun.</td>
<td>Reading Day Last day for non-priority registration</td>
</tr>
<tr>
<td>Dec. 9 Thursday</td>
<td>Final exams (No final exams permitted before Dec. 13)</td>
</tr>
<tr>
<td>11 Saturday</td>
<td>Last day for non-degree (CAPS) students to mail register for Spring 1994</td>
</tr>
<tr>
<td>17 Friday</td>
<td>Last day of class, Executive MBA and MPA</td>
</tr>
<tr>
<td>18 Saturday</td>
<td>Winter vacation Deadline for submission of undergraduate Fall grades to Registrar.</td>
</tr>
<tr>
<td>18-Jan. 9 Sat.-Sun.</td>
<td>Spring Semester 1994 CNAS Assessment (Freshmen and Seniors)</td>
</tr>
<tr>
<td>27 Monday</td>
<td>Orientation and Registration for New Students</td>
</tr>
<tr>
<td>13 Thursday</td>
<td>Registration for returning students who have not already registered</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>17 Monday</td>
<td>Martin Luther King Holiday</td>
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<tr>
<td>18 Tuesday</td>
<td>Day and Evening classes convene</td>
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<tr>
<td>22 Saturday</td>
<td>CLAS Saturday classes convene</td>
</tr>
<tr>
<td>28 Friday</td>
<td>Last day for late registration</td>
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<tr>
<td></td>
<td>Last day for course changes</td>
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<tr>
<td></td>
<td>Last day for filing application for Fall final make-up examinations</td>
</tr>
<tr>
<td>Feb. 9-10</td>
<td>Wed.-Thurs. Fall final examination make-up</td>
</tr>
<tr>
<td>15 Tuesday</td>
<td>Last day to apply for Spring quarter admission to Executive MBA/MPA Programs.</td>
</tr>
<tr>
<td></td>
<td>Application deadline for MSF program for Spring.</td>
</tr>
<tr>
<td>18 Friday</td>
<td>MBA Monday day classes meet to make up for Presidents' Day Holiday.</td>
</tr>
<tr>
<td>21 Monday</td>
<td>President's Day Holiday</td>
</tr>
<tr>
<td>22 Tuesday</td>
<td>Tuesday evening classes canceled. Monday classes (Evening only) meet to make up for holiday</td>
</tr>
<tr>
<td>25 Friday</td>
<td>Faculty evaluation of undergraduate student performance given to each student in each course by this date.</td>
</tr>
<tr>
<td>28 Monday</td>
<td>Last day for undergraduates to complete financial aid application for 1994-95 school year. Last day to complete Summer Session financial aid application. Last day to apply for June graduation.</td>
</tr>
<tr>
<td>Mar. 11</td>
<td>Last date for withdrawal without penalty of &quot;F&quot; grade</td>
</tr>
<tr>
<td>12 Saturday</td>
<td>Last day of classes, Executive MBA and MPA</td>
</tr>
<tr>
<td>14-19 Mon.-Sat. Spring Vacation</td>
<td></td>
</tr>
<tr>
<td>15 Tuesday</td>
<td>Graduate admission application deadline for those seeking Financial Aid for Fall 1994</td>
</tr>
<tr>
<td>17 Thursday</td>
<td>Evacuation Day Holiday</td>
</tr>
<tr>
<td>21 Monday</td>
<td>Faculty advising for current students for Fall 1994 and for Summer Sessions I and II. Pre-registration for the Fall 1994 for all current students. Mail registration for Summer Sessions I and II for current and new CAPS students.</td>
</tr>
<tr>
<td>26 Saturday</td>
<td>Executive MBA and MPA classes convene</td>
</tr>
<tr>
<td>April 1</td>
<td>Last day for graduate students to complete financial aid for 1994-95</td>
</tr>
<tr>
<td>15 Friday</td>
<td>Deadline for Summer 1994 graduate applications.</td>
</tr>
<tr>
<td>18 Monday</td>
<td>Patriot's Day Holiday</td>
</tr>
<tr>
<td>21 Thursday</td>
<td>Thursday classes canceled. Monday evening classes meet to make up for holiday.</td>
</tr>
<tr>
<td>27 Wednesday</td>
<td>Last classes for Day and Evening Spring Semester.</td>
</tr>
<tr>
<td>28-29 Thurs.-Fri. Final Examinations (No final exams permitted before May 2)</td>
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<tr>
<td>May 2-6 Mon.-Fri. Final Examinations (No final exams permitted before May 2)</td>
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<tr>
<td>9 Monday</td>
<td>Deadline for submission of Spring grades to Registrar.</td>
</tr>
<tr>
<td>10 Tuesday</td>
<td>Summer Session I Day Classes convene</td>
</tr>
<tr>
<td>15 Sunday</td>
<td>Last day to apply for Fall Admission to part-time and full-time evening graduate programs</td>
</tr>
<tr>
<td>16 Monday</td>
<td>Summer Session I Day Classes convene</td>
</tr>
<tr>
<td>28 Saturday</td>
<td>Last Day of classes, Executive MBA and MPA</td>
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<tr>
<td>29 Sunday</td>
<td>Commencement Day</td>
</tr>
<tr>
<td>30 Monday</td>
<td>Memorial Day Holiday</td>
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<tr>
<td>June 24</td>
<td>Last day of classes, Day &amp; Evening Summer Session I</td>
</tr>
<tr>
<td>July 5</td>
<td>Registration for Summer Session II</td>
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<tr>
<td>6 Wednesday</td>
<td>Summer Session II (Day and Evening) classes commence</td>
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</table>

**Summer Session 1994**

- First Seven-Week Evening Session: May 10 - June 24
- First Six-Week Day Session: May 16 - June 24
- Executive MBA June Seminar: June 4 - June 25
- Second Six-Week Day Session: July 5 - August 12
- Second Seven-Week Evening Session: July 5 - August 19
- Executive MBA/MPA: July 16 - September 24
TO BOSTON AND SUFFOLK UNIVERSITY

As a commuter institution, Suffolk University urges students to use public transportation whenever possible. The University is located adjacent to the Massachusetts State House and near the "New Boston" Government Center, only a short walk from MBTA subway stations at Park Street, Government Center, Bowdoin, State Street, Haymarket, Charles Street and North Station. It is also readily accessible by major bus lines and railroads.

Students who must commute by automobile may park at the Charles River Plaza Garage and Boston Common Garage.

Persons traveling by car to Suffolk University from outside of Boston should use the following directions:

From the South — Southeast Expressway to the North Station exit; Causeway Street to Staniford Street; right onto Cambridge Street to a public parking garage adjacent to Holiday Inn.

From the North — Expressway south to Haymarket Square exit; Government Center Garage at exit, or take New Chardon Street to Cambridge Street; right on Cambridge to public parking garage.

From the West — Massachusetts Turnpike and Turnpike Extension to Expressway; Expressway north to North Station exit; Causeway to Staniford Street; right onto Cambridge Street to public parking garage.

To Friedman Lab — Maine Turnpike to Augusta; Rt. 3 to Belfast; from Rt. 3 Belfast to Rt. 1 North to R.S. Friedman Cobscook Bay Lab, Edmunds, Maine.

Public Garages — Government Center, Longfellow Towers — Staniford Street, Charles River Plaza — Cambridge Street.

Suffolk University

1. Frank Sawyer Building at 8 Ashburton Place — School of Management, Financial Aid Office, Undergraduate Admissions Office, Library, Registrar, Student Accounts Office, Cafeteria.
2. Gleason L. and Hiram J. Archer Building at 20 Derne Street — Dean of College of Liberal Arts and Sciences, Science Laboratories
3. C. Walsh Theatre at 55 Temple Street
4. Frank J. Donahue Building at 41 Temple Street — Law School
5. Law School Offices at 56 Temple Street
6. John E. Fenton Building at 32 Derne Street — College of Liberal Arts and Sciences
7. 28 Derne Street — Student Activities Center
8. Ridgeway Building at 148 Cambridge Street — Dean of Students Office, International Student Office, Department of Communication and Journalism, Department of Athletics, University Counseling Center, The Geno A. Ballotti Learning Center, University Bookstore, University Gym
9. 20 Ashburton Place — Career Services and Cooperative Education, Graduate Admissions
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