SUFFOLK UNIVERSITY

COURSE BULLETIN
1994-1995

School of Management
College of Liberal Arts and Sciences
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
1994-1995

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 sex in violation of Title IX of the Educational Amendments of 1973, or any of the regulations specified in these Amendments, in the academic or non-academic programs which it offers. Suffolk University does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973, or any of the regulations specified in these Amendments, in the academic or non-academic programs which it offers. The 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.
Americans with Disabilities Act

The Americans With Disabilities Act (ADA) prohibits discrimination against persons with disabilities. This law assures that persons with disabilities have access to employment, public accommodation, public service, transportation, and telecommunication programs and services. The ADA is comprised of five titles, two of which are most pertinent in the University setting:

Title I makes it illegal to discriminate on the basis of disability in employment. Title I provides comprehensive job bias protection to "qualified individuals with disabilities." Employers are required to provide "reasonable accommodation" to individuals with disabilities who are capable of performing the "essential functions" of jobs, unless the employer can demonstrate that the accommodation would impose an "undue hardship" on the operation of the business.

Title III makes it illegal for places of public accommodation to discriminate against individuals with disabilities in the provision of goods, benefits, services, facilities, privileges, advantages or accommodations.
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**Degrees**

**College of Liberal Arts and Sciences**
Graduate: M.A., M.Ed., M.S., M.S.I.E., 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.
Postgraduate: Advanced Professional Certificate of Advanced Study in Public Administration.
Advanced Professional Certificate of Advanced Study in Business Administration.
Graduate Diploma in Professional Accounting.

**Graduation Rates**
For the classes beginning 1985 through 1987, 54% of full-time freshmen graduated in six years. The 6 year graduation rates were as follows:
1985 – 57%
1986 – 53%
1987 – 52%

**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 Association; National Association of Schools of Public Affairs and Administration and the Association of American Law Schools. Specified programs in Education have been approved by the State Department of Education for inclusion in the reciprocity privileges 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 Scholarship Service, Inc.; Cooperative Education Association; 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 Administration; 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**

<table>
<thead>
<tr>
<th>Library</th>
<th>Total Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sawyer Library</td>
<td>107,000</td>
</tr>
<tr>
<td>Microtexts</td>
<td>171,000</td>
</tr>
<tr>
<td>Periodical Subscriptions</td>
<td>1,350</td>
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<tr>
<td>CD-ROM Titles</td>
<td>15</td>
</tr>
<tr>
<td>Law Library</td>
<td>173,620</td>
</tr>
<tr>
<td>Microtexts</td>
<td>44,923</td>
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<tr>
<td>CD-ROM Titles</td>
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<td>Collection of Afro-American Literature</td>
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<td>Fenway Library Consortium</td>
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**Faculty**

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<thead>
<tr>
<th>College</th>
<th>Full Time</th>
<th>Part Time</th>
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</thead>
<tbody>
<tr>
<td>College of Liberal Arts &amp; Sciences</td>
<td>116</td>
<td>113</td>
</tr>
<tr>
<td>School of Management</td>
<td>63</td>
<td>33</td>
</tr>
<tr>
<td>Law School</td>
<td>64</td>
<td>64</td>
</tr>
</tbody>
</table>

**Finance**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<td>Endowment</td>
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<td>Plant Assets</td>
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<tr>
<td>Operating Budget</td>
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### Tuition

**College of Liberal Arts & Sciences**

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>$10,584</th>
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</thead>
<tbody>
<tr>
<td>Graduate</td>
<td></td>
</tr>
<tr>
<td>MA/MS</td>
<td>$10,962</td>
</tr>
<tr>
<td>MED</td>
<td>$10,962</td>
</tr>
<tr>
<td>MSPS</td>
<td>$12,000</td>
</tr>
<tr>
<td>MSIE</td>
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**School of Management**

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>$10,584</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>$14,124</td>
</tr>
<tr>
<td>MSF</td>
<td>$15,730</td>
</tr>
<tr>
<td>MSA</td>
<td>$15,730</td>
</tr>
<tr>
<td>MST</td>
<td>$15,730</td>
</tr>
<tr>
<td>MPA</td>
<td>$14,124</td>
</tr>
<tr>
<td>MHA</td>
<td>$14,124</td>
</tr>
<tr>
<td>GDPA</td>
<td>$14,124</td>
</tr>
<tr>
<td>JD/MBA</td>
<td>$15,490</td>
</tr>
<tr>
<td>JD/MPA</td>
<td>$15,490</td>
</tr>
<tr>
<td>Executive MBA</td>
<td>$1,737 per 3 credit course</td>
</tr>
<tr>
<td>Executive MPA</td>
<td>$1,737 per 3 credit course</td>
</tr>
<tr>
<td>APC</td>
<td>$1,260 per 3 credit course</td>
</tr>
<tr>
<td>CASPA</td>
<td>$1,209 per 3 credit course</td>
</tr>
</tbody>
</table>

### 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 are offered.

### Financial Aid

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Federal</td>
<td>$2,823,361</td>
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<tr>
<td>State</td>
<td>$1,433,219</td>
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<tr>
<td>University</td>
<td>$5,433,750</td>
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<tr>
<td>Other</td>
<td>$697,101</td>
</tr>
<tr>
<td>Student Loans</td>
<td>$20,088,090</td>
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</table>

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.
Suffolk University

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.
Diversity Policy Statement  Suffolk University has given a high priority to creating a truly multicultural, multiracial, gender-balanced community receptive to cultural diversity. The future vitality of Suffolk and other urban universities depends on their ability to be responsive to and provide a welcoming climate for people of many cultures.

As part of Suffolk's efforts to reach this goal, the University strives to create and actively promote a welcoming and supportive environment in order to recruit, hire, retain and support a culturally diverse faculty and staff. University policies and procedures concerning faculty and employees' development and structured to encourage such diversity. Likewise, the University strives to actively recruit and retain a widely diverse student body. Faculty and employees are encouraged to actively promote such diversity and such welcoming environment for all. Efforts to achieve those goals will be favorably considered in evaluations.

The University is also committed to creating and maintaining educational curricula in each of its schools that incorporate the values of a multicultural and diverse community and that reflect the pluralism of the United States and the world society. This commitment is congruent with the University's stated mission to prepare and educate men and women to be future leaders and citizens who can function effectively in an evolving, pluralistic and increasing diverse society.

The University further seeks to ensure that student support services, academic support services and co-curricular programs at Suffolk University are sufficiently diverse to meet the needs of a multicultural student body. Alumni activities and community networks will also be utilized to promote the goals of diversity.

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 and analysis on public policy issues using economic models and data bases that incorporate state-of-the-art statistical, mathematical and computer methods. Its programs and publications are available to interested citizens, policy makers and opinion leaders. The institute welcomes expressions of interest from students wishing to conduct research on public policy issues. The institute's offices are located at 20 Ashburton Place, 2nd floor, Boston, MA 02108. Telephone, 617-573-8750.

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 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.

Successful training and development programs improve human performance in the workplace. This can be measured as increased productivity, more effective managerial skills leading to higher employee retention rates, and cost saving practices experienced either in product or performance improvement. All of these translate to an increased bottom line.
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 five intensive business management certificate programs for business executives from other countries.

**C. Walsh Theatre**

*Artistic Director:* Marilyn Plotkins  
*General Manager:* Celeste Wilson

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 Suffolk University (617) 573-8395.
GIFTS AND BEQUESTS

As a private university, Suffolk relies upon 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 the maintenance of buildings and facilities.

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

Named, endowed funds can be created to honor or memorialize an esteemed person, family member or the donor.

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 Diane Y. Spence, Director of Special Gifts, Suffolk University, 8 Ashburton Place, Boston, MA 02108-2770; (617) 573-8444.
Tuition and Fees

Financial Information
Tuition-1994-1995

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.

| Semester | Undergraduate | $5,292 | $10,584 |
| BSBA/JD  | 5,292         |         |         |
| MBA      | 7,062         | 14,124  |         |
| MPA      | 7,062         | 14,124  |         |
| MSF      | 7,865         | 15,730  |         |
| MSA      | 7,865         | 15,730  |         |
| MST      | 7,865         | 15,730  |         |
| MHA      | 7,062         | 14,124  |         |
| JD/MBA   | 7,062         | 15,490  |         |
| JD/MPA   | 7,062         | 15,490  |         |
| GDPA     | 7,062         | 14,124  |         |
| MA       | 5,481         | 10,962  |         |
| MED      | 5,481         | 10,962  |         |
| MS       | 5,481         | 10,962  |         |
| MSPS     | 6,000         | 12,000  |         |
| MSIE     | 6,000         | 12,000  |         |
| MBA      | 471           | 1,413   |         |
| MPA      | 471           | 1,413   |         |
| MA       | 365           | 1,095   |         |
| MSA      | 365           | 1,095   |         |
| MSF      | 524           | 1,572   |         |
| MSA      | 524           | 1,572   |         |
| MST      | 524           | 1,572   |         |
| MHA      | 471           | 1,413   |         |
| GDPA     | 471           | 1,413   |         |
| MA       | 365           | 1,095   |         |
| MED      | 365           | 1,095   |         |
| MS       | 365           | 1,095   |         |
| Executive MBA | $1,737 per 3 credit course |
| Executive MPA  | $1,737 per 3 credit course |
| Executive MHA  | $1,737 per 3 credit course |
**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 – When applicable**

Lab Fee, course designate “L” or “F” in course number ........................................ $30
“T” Theater Fee .................................. $50
Make-Up examination (per exam) – must petition Dean of Students $10
Transcripts ........................................ $2
Petition for readmission (students dropped for academic or other reasons) ........ $20

**Graduation**

June 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
Returned Check Fee .............................. $20

**Financial Aid**

Financial assistance is available to part-time as well as full-time students enrolled in a degree program or a certificate program. Although financial aid is not typically available to non-degree/certificate 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.

<table>
<thead>
<tr>
<th>Withdrawal Notice or Drop Form</th>
<th>Student is liable for</th>
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</thead>
<tbody>
<tr>
<td>Filed and approved within:</td>
<td></td>
</tr>
<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>
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<tr>
<td>Fourth week of classes</td>
<td>75%</td>
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<tr>
<td>After fourth week of classes</td>
<td>100%</td>
</tr>
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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 Master Card 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 1994**

Pre-registration for the Fall Semester occurs during the Spring. No payment for Fall 1994 is due at that time. A tuition invoice will be sent in July 1994 which is due on August 5, 1994.

**Spring 1995**

Registration occurs in mid November through mid December 1994. 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 1994 – August 5, 1994 balance due November 4, 1994.** An invoice will be generated in October, and a $10 deferred payment fee will be assessed.
   - **Spring 1995 – at the time of registration.** No invoice will be generated. Balance due March 10, 1995. 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.

   The University accepts Mastercard and VISA for payments of $50 or more.

**Summer Session Tuition 1994**

The 1994 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 (formerly called the Guaranteed Student Loan) applications must be on file in the Office of Financial Aid by June 30, 1994 for the Fall Semester, and November 30, 1994 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. – 6:00 PM. through 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** Freshmen applicants are accepted based on a successful high school college preparatory program. Consideration is also 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 considered for admission based on successful work at regionally 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, including all major and general education requirements. CLEP credit will not be awarded in the senior year (the last 30 hours of the degree program). Students admitted to the School of Management are required to complete at least 50 percent of the business credit hours earned toward the degree at Suffolk University.

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 complete a Petition Validation Form obtained from the Registrar’s Office, 7th floor, Sawyer Building.

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.

GED  An Equivalency Certificate issued by any State Department of Education may be used in lieu of a high school diploma.

College Level Examination Placement Tests (CLEP)  Up to 30 semester hours of credit may be awarded for the successful completion of the CLEP examinations. A maximum of 15 semester hours may be awarded for the five tests in the General Examination. The other 15 hours may be awarded for subject tests. CLEP credit will not be awarded in the senior year (the last 30 hours of the degree program). 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 some special 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.

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 University is authorized under Federal Law to enroll non-immigrant alien students. The Center for International Education is located at One Beacon Street.

A special information brochure is available for undergraduate international students. For the Fall Semester an application and all required credentials must be received in time to complete processing; the suggested date is June 15th. International students applying for the Spring Semester are encouraged to submit their applications and all required credentials by November 15th.
English Requirements  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. and evening and Saturday by appointment only. Evening and Saturday 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 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 Department'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 maintains residence hall space in buildings owned and operated by Newbury College in Boston. Located in Boston's Back Bay, Suffolk's residence hall provides economical living accommodations in an atmosphere that complements and enhances the academic experience. The residence halls are a short walk to the Suffolk campus and are conveniently located on a residential street minutes from the Boston Public Garden, Copley Square and subway lines connecting to all parts of the city. For those students who would like assistance 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 Dean of Students Office (Ridgeway Building, 3rd Floor) has listings of apartments and rooms for rent as well as information about private dormitories and other housing options. New students seeking housing assistance should call the Admissions office at (617) 573-8460. Continuing students should contact the Housing office at 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. 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 or certificate 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, and not have defaulted on previous education loans. Undergraduate aid applicants are required to apply for PELL Grant and state scholarship consideration. International students are ineligible for all forms of federal and state financial aid. However, international students may apply for all university funded employment programs.

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 usually 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 (although the composition may change) providing:

- 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 grades 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.

**NOTE** – PROGRAMS DESIGNATED WITH A * REQUIRE FULL-TIME ENROLLMENT

**Loans**

**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>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Year</td>
<td>$2,625</td>
<td></td>
</tr>
<tr>
<td>2nd Year</td>
<td>$3,500</td>
<td>$23,000</td>
</tr>
<tr>
<td>3rd and 4th year</td>
<td>$5,500</td>
<td>$65,500</td>
</tr>
<tr>
<td>Graduate</td>
<td>$8,500</td>
<td></td>
</tr>
</tbody>
</table>
The aggregate amount for graduate students includes loans obtained at the undergraduate level. The Stafford Program offered loans with an interest rate of 6.22% for new borrowers during 1993-94. New rates are set each June. Contact the aid office for updated interest information.

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 students 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.

As of July 1, 1994 the SLS Program will no longer exist. Rather, independent students have increased limits through the Stafford Program. New limits for independent students are:

<table>
<thead>
<tr>
<th>Status</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$6,625 (at least $4000 of this must be in unsubsidized loans)</td>
</tr>
<tr>
<td>Sophomores &amp; Juniors</td>
<td>$7,500 (at least $4,000 of this must be in unsubsidized loans)</td>
</tr>
<tr>
<td>Seniors</td>
<td>$10,500 (at least $5,000 of this amount must be in unsubsidized loans)</td>
</tr>
<tr>
<td>Graduate</td>
<td>$18,500 (at least $10,000 of this amount must be Students unsubsidized loans)</td>
</tr>
</tbody>
</table>

Federal PLUS Loans enable parents with good credit histories to borrow for each child who is dependent and enrolled at least half-time. Yearly loans are limited to the cost of education minus financial aid. The interest rate is variable and is set each June. The 1993-94 interest rate was 6.64%

Students and parents interested in a fixed interest rate should consider the MEFA (Massachusetts Education Financing Authority) Program. The Education Resources Institute (TERI) also offers loans to students and their families. Information on these programs can be obtained from the aid office.

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%. 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 This federal grant 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 with substantial need. 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

Trustees' Scholarship* This institutionally funded scholarship program is available to full or part-time undergraduate 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 A. Fulham Merit-Based 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.

*requires full-time enrollment
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.

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

The Baker & Gordon, P.C., Scholarship is funded by Baker and Gordon, P. C., of Lynnfield, Massachusetts. A $1,000 award is given to an Accounting major completing his/her junior year. The scholarship is based on high academic achievement.

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 a $2,000 award offered to an outstanding junior accounting student.

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. is required for renewal.

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

The E. William Dandes Scholarship was established in memory of E. William Dandes BSBA '53, MBA '54 to provide scholarship assistance to an accounting major.

The P. Leo and Helen 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.

The Ella M. Murphy Memorial Scholarship is awarded to a senior in good standing majoring in psychology.

The Stanley M. Vogel Scholarship is a scholarship annually available to an outstanding junior 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.

The 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.

*requires full-time enrollment
The 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.

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

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

The Richard A. Voke Scholarship is available to an incoming freshman who is a graduate of Chelsea High School with demonstrated need.

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

The Frederick Spaziani Prize is offered yearly to one full-time ($4,000) and one part-time ($1,000) student in the engineering program. Recipients are selected on the basis of merit. This fund was established by HNU Systems, Inc. in memory of Mr. Spaziani, one of that company's founding partners.

The James E. & Rose E. Doherty Journalism Scholarship was established by bequest for the purpose of providing support to journalism majors.

The Thomas J. Geraghty Prize is awarded to students participating in the Irish Exchange Program. Preference given to students from Ireland enrolled at Suffolk University.

The Francis A. & Edith V. Sagan Scholarship provides financial assistance to needy and academically qualified undergraduates enrolled in the College of Liberal Arts & Sciences.

The Grandfathered Tuition Plan for Meritorious Students An undergraduate student enrolled full-time in CLAS or SOM for 1994-1995 with a cumulative G.P.A. of 3.6 or higher will be charged the 1993-1994 tuition rate, thereby absorbing no tuition increase. Applicants must have been enrolled full time at Suffolk University for at least one full academic year, have no “D”, “F”, or Incomplete grades, and plan to enroll full-time during the 1994-1995 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* offers Ten (10) students 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.

The International Student Employment Program offers Fifteen (15) international students 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* offers a $3,300 scholarship 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.

The Fellowship Program offers a number of fellowship opportunities to 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. These awards are based on merit.

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.

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. At all other times office hours 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 parents' 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. Free Application for Federal Student Aid (FAFSA) – recommended mailing date February 15.

4. Official statements form all sources of non-taxable income detailing yearly benefits – due April 15.

5. Financial Aid Transcripts form all post secondary 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.

Please note Suffolk University reserves the right to revise or revoke an award offer at any time.
Academic

Library Services

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:

- Monday through Thursday 8:00 a.m. to 11:00 p.m.
- Friday 8:00 a.m. to 5:00 p.m.
- Saturday 10:00 a.m. to 5:00 p.m.
- Sunday 1:00 p.m. to 9:00 p.m.

The library is closed on most holidays and on Sunday during the summer sessions.

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 F. Sawyer Library.

**Computer Facilities**
Suffolk University houses a PRIME 6350 supermini computing system, dedicated solely to academic computing. The PRIME can be accessed seven days a week from a large collection of computer stations on-campus or by dial-up. The PRIME is part of a growing campus network and all students have accounts for access. Services on the PRIME include university e-mail, and access to the world-wide Internet system for electronic mail and other services. Extended Internet services include capabilities for file transfer from the PRIME and other Internet host computers, and remote login to Internet hosts such as Mead Data Central's computer which provides the Lexis/Nexis on-line subscription service. Access from the PRIME to MISTY - a Suffolk University Internet retrieval service is also provided. Software operating on the PRIME includes programming languages BASIC, C, and FORTRAN; and a variety of applications packages including Minitab, SAS, SPSSx, and TSP.

Users connecting to the university network from specially configured computers on-campus have direct file transfer and remote login capabilities between their microcomputer and Internet host computers including the PRIME. Additionally, these users have access to computers and file servers on the university network — including a computer called MILDRED.

MILDRED supplies on-line library services including ABI/INFORM.

The Office of Academic Computing of the College of Liberal Arts and Sciences (CLAS) and of the School of Management (SOM) both provide regularly scheduled student consultants to answer questions about the use of their facilities and software.

The School of Management houses over 190 IBM PC and compatible (PCs) and Macintosh (MACs) on several floors of the Frank Sawyer Building. Over 75 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 networked Computerized Classroom, and a wordprocessing lab. PCs are also available in the graduate lounge.

The SOM Student Computing Laboratory in S544 has extensive open hours and is fully staffed and monitored. Consultants offer one-on-one assistance on the use of pre-stored courseware, software, and hardware required for course related assignments and projects. Hardware available includes draft and laser quality printers, a cluster of MACs, and PCs which include (10) 25MHz/386DX and (30) 33MHz/486DX systems. PCs operate in the Microsoft (MS) Windows and the MS-DOS environment. Software products include MS Excel, Lotus 1-2-3, dBASE IV, Harvard Graphics, and limited versions of SPSS and dBASE III. One-of-a-kind software products available for course projects include Paradox and Quattro Pro. Other resources available in S544 include access to services on the university network, access to the PRIME, and access to a tax research CD-ROM product with a link to Lexis/Nexis.

The SOM Computerized Classroom located in S522 is used extensively for course instruction and houses 20 networked IBM PC compatible computers using Ethernet.
the Novell Netware operating system. An instructor station on the network is capable of broadcasting to students stations, and displaying IBM PC & MAC output and VHS video signals on a ceiling mounted color projection system. Software is accessed from a dedicated file server operating in MS-DOS and Windows. Windows products include MS Excel, MS Word and MS Access. MS-DOS products include WordPerfect, Harvard Graphics, Lotus 1-2-3 and student versions of other software such as dBASE III. A connection to the university network and a TCP/IP connection allows students access to the PRIME, other Internet hosts, and all other university network services from this location.

The SOM wordprocessing lab located on the 25th floor of 1 Beacon St is equipped with (10) 386 IBM PC compatible computers. Computers are configured with Windows, and run MS Word for Windows and the MS-DOS version of WordPerfect 5.1. Two(2) printers are available.

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 COMPUTESTAT which is stored on CD-ROM.

The College of Liberal Arts and Sciences (CLAS) has two Computing Resource Centers (CRS) 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.

New computerized classroom facilities in the Fenton building will become available late in the Summer of 1994.

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, COMPUTESTAT, on CD-ROM.

**University Media Services**

University Media Services provides media equipment, services and instruction to the
faculty and administration for classroom use and campus activities. There are three media centers which are located in Sawyer 908, Donahue 215 and Fenton 404. There are two services available for direct student use, the Walk-in Production Center, and the Instructional Television 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 x8484 for hours and additional information. The Instructional Television Viewing Room is located in Donahue, 215. Students can view 3/4" or 1/2" videotapes. There is no charge for this service. Please call x8168 for hours and additional information.

The Gene A. Ballotti Learning Center

The Ballotti Learning Center is a multifaceted 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, 148 Cambridge Street, 3rd floor, Room 300. The Center is open 8:45 a.m. to 4:45 p.m. Monday through Friday. Evening hours are posted each semester. All services are free. For further information stop by the Center or call (617) 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, etc. applied to current course work. Particularly appropriate for students preparing for graduate school or for students who are having academic problems in more than one course.

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.
**High Profile Program:** Outreach program to provide support to high risk students identified by faculty and/or academic standing committees.

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

**CLEP:** College Level Exam Placement Test (CLEP) allowing students to receive college credit by demonstrating content achievement. CLEP credit will not be awarded in the senior year (the last 30 hours of the degree program).

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

**High Profile Program:** Outreach program to provide support to high risk students identified by faculty and/or academic standing committees.

**Math Support Center** The Math Support Center, located in Fenton 230, offers math assistance to students during both day and evening throughout the fall, spring and summer sessions.

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

The Math Support Center also offers different 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. The Basic Math workshops run repeatedly during the semester for students who need to briefly review their basic math skills.

MATHSHOP is a full semester workshop for students who need extensive basic math help before taking college math.

The Center also helps students deal with math related fears and anxieties. A small library includes alternative texts and workbooks for additional self-help. The Math Support Center is run by the Department of Mathematics and Computer Science.

**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, for example,

- 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: (617) 573-8270.

**Student Life**

**Dean of Student’s Office**

**Student Activities Office** 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 more information, contact the Student Activities Office, 28 Derne Street, located in the Student Activities Center on the second floor. 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 Office is a place where people can drop by 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 physical. A sports trainer is available through the Athletics Office 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.

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 members of the Suffolk University community 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, and, within the confines of available resources, to faculty, administration, and alumni. Services include the following: (1) individual and group counseling related to personal concerns, academic adjustment and career exploration, (2) administration of personality and vocational tests to assist students in the process of exploring and defining personal and career goals, (3) maintenance of a career/education library, (4) experiential courses in Interpersonal Relations, Helping Skills, and Leadership Skills in a Diverse Society, and (5) individual and group consultations designed to help improve the living and learning environment at the University.

Strict confidentiality of records and counseling relationships is maintained at all times. No information concerning any client’s counseling relationship shall be shared unless prior written approval is obtained and the request for release is consistent with established legal statutes and ethical guidelines.
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. Psychologists are also available for emergency walk-in sessions during office hours. Appointments can be made in Ridgeway 305 or by telephone (617) 573-8226.

The Counseling Center is accredited by the International Association of Counseling Services (IACS). Its doctoral training program is approved by the Association of Psychology Post-Doctoral and Internship Centers (APPIC).

**Specific Services**

**Adult and Evening Studies** The Office of Adult and Evening Studies is an integral part of the Office of Undergraduate Admission providing enrollment services and other support and advisement to adults and part-time students. To schedule an appointment or request information call (617) 573-8070.

**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 are placed in a year 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 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 ESL students typically include:

- ESL Reading Skills
- ESL Writing Skills
- Integrated Studies
- American History
- Math Course

All ESL courses receive academic credit. (3 credits per course) Eng. 020, Eng. 021, Eng. 022, Eng. 023, Hst 081, Hst 082, IS 013, and IS 014. Once these courses are completed, students acquire 24 credits, 18 of which count toward free electives, 3 credits go toward the American History requirement (Hst 081 + Hst 082 = Hst 181) and 3 credits go toward the Integrated Studies requirement (IS 013 + IS 014 = IS 112). Students who remain in CLAS must take IS 111 in order to complete the IS requirement.

The ESL office is located on the 1st floor of 20 Ashburton Place. It is open Monday-Friday from 9:00 a.m. to 5:00 p.m. Students may drop in or make an appointment by calling (617) 573-8677.

There are two ESL Master tutors available to assist students with organizing and editing papers. Content area tutoring is also provided to students who need help in other university level courses. Students may drop in or make an appointment by calling 573-8632.

**International Student Advisor** The Center for International Education located at One Beacon Street, 25th Floor, 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 a 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 office of the Assistant to the President is open Monday through Friday from 8:45 a.m. to 5:00 p.m. with evening appointments available on request. Students 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.

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The General Alumni Association represents graduates of all undergraduate programs and College of Liberal Arts and Sciences graduate programs. The Law School Alumni Association represents graduates of the day and evening divisions of the Law School. The Graduate School of Management Alumni Association represents alumni of the School of Management 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 at 148 Cambridge Street. 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 Sunday 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 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 $60 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. 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. A $10 fee is charged for each course change after the first two weeks of a term.

Class Hours Classes 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 participate in the University’s Continuing Orientation Program. Through the Ballotti Learning Center (BLC), new students in the College of Liberal Arts and Sciences are contacted by upper-class mentors from the BLC and in the School of Management (SOM) they are contacted by the Dean’s office. Both BLC and the SOM Dean’s office welcome freshman and transfer students to the University by telephone and provide 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 89 total credit hours towards graduation.

Approved course work at the New England College of Art and Design or the Center for International Studies is exempt from this policy and does not require special authorization.
INTERNATIONAL STUDY (STUDY ABROAD)

The international study (study abroad) program in the College of Liberal Arts and Sciences proceeds from the assumption that cross-cultural experience embodies and concentrates the approaches and benefits of liberal arts study. The College therefore encourages international study as one of the best ways for students not only to gain a greatly enhanced understanding of the cultures and peoples visited, and their ways of seeing the world, but also to achieve a much fuller perspective on and to come to terms with their own culture and, ultimately, themselves. Internationalization of the College’s student body, programs, and curriculum also constitutes one very important means by which cultural diversity concerns and honors programming aspirations can be reconciled and made mutually supportive. The internationalization of education involves revising the curriculum to allow careful investigation of other cultures, providing study abroad opportunities for U.S. students and faculty, and offering similar opportunities for people from other cultures to visit the University in order to gain greater understanding of the United States and to provide the Suffolk 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, and to help demonstrate to all participants that what once appeared alien, obscure, and sinister, when examined at first hand and with human sympathy, frequently yields important and interesting comparisons with, insights on, and suggestions for our own culture. To challenge ethnocentric assumptions by providing a better appreciation of the diversity and mutual worth of cultures, the College complements 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 U.S. 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. Available study locales include: Belgium, the Czech Republic, Germany, Ghana, Hungary, Ireland, Ivory Coast, Jamaica, Mexico, Nepal, the Netherlands, Nigeria, Poland, the Russian Republic, Spain, the United Kingdom, and Zimbabwe.
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 in the CLAS Dean’s Office.

**Academic Exchange Program with the Charles University, Prague:** During each academic year, Suffolk University welcomes two undergraduate students from the Charles University in Prague, capital of the Czech Republic. 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. Arrangements can also be made for Suffolk University students to study at Charles University for a semester or an academic year. Details concerning participation in the Czech study-tour or the longer-term academic exchange program with Charles University may be obtained from Dr. Agnes Bain in the Government Department.

**New England/Quebec Student Exchange Program:** Under the New England/Quebec Exchange Program, Suffolk University students may spend one or two semesters during their junior or senior year of study at any of 18 participating institutions in the province of Quebec, Canada, including Concordia University, Montreal; McGill University, Montreal; and the Université du Québec. These students remain registered as full-time students at Suffolk University, and thus retain full eligibility for University, state, and federal financial aid. Details concerning the New England/Quebec Student Exchange Program are available from Dr. David Robbins in the CLAS Dean’s Office.

**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 stu-
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. At the CIS, these students will be enrolled for 15 credits in regularly scheduled classes over which Suffolk University has sole and direct academic control. These students remain registered as full-time students at Suffolk University, and thus retain full eligibility for University, state, and federal financial aid.

Suffolk University maintains a resident director at CIS, and regularly sends members of the Suffolk University faculty to CIS as visiting professors. A comprehensive orientation program of two days duration focusing on Spanish culture and on the city of Madrid is conducted by CIS for Suffolk students upon their arrival in Madrid. In addition to the initial orientation, CIS sponsors two educational excursions per semester to other parts of Spain. CIS is also responsible for assigning Suffolk students to satisfactory living situations in Madrid.

Details concerning study at the Center for International Studies may be obtained from Joseph Walsh in the Undergraduate Admissions Office and from Dr. David Robbins, CLAS Dean's Office.

**International Internships:** The International Internship Program offers full-time one-semester, two-semester, and summer internships in a number of countries, including Australia, Ecuador, France, Germany, India, Ireland, Jamaica, Mexico, the Philippines, the United Kingdom, and various African locales. Internship placements and housing are provided by affiliate agencies, but students remain registered at Suffolk University, and their work is supervised by a Suffolk faculty member. The program is administered through the Government Department, but is open to undergraduate students of any major. Details concerning the International Internship program may be obtained from Dr. John Berg, Government Department.

**Field Studies Abroad:** Field courses abroad or study-tours are offered periodically, by members of the English, History, Government, and other academic departments, in locales such as Central America, Eastern Europe, and Southern Africa. Recently, participants in field courses or occasional study-tours have travelled to England, Ireland, Nicaragua, and the Russian Republic. Details concerning field study abroad opportunities currently available or in the planning stages may be obtained from Dr. David Robbins, CLAS Dean's Office.

**Other Off-Campus Study Opportunities**

**British Universities Summer Schools**

This program offers a 9-semester-hour program of themed summer study at one of three British universities designated each summer for participation by the Institute for International Education.

**Regent's College, London**

One- or two-semester academic year, or summer, study programs in England are available at Regent's College, a U.S.-accredited university-level institution centrally located in London.

Details concerning both of these programs may be obtained from Dr. David Robbins, CLAS Dean’s Office.

**Project S.A.F.A.R.I. (Study at Foreign Academically Recognized Institutions)**

**International Study Loans:** Any full-time Suffolk University student who is interested in studying abroad and is in good academic standing at the University is eligible to apply for an interest-free loan from the Project for Study at Foreign Academically Recognized Institutions (S.A.F.A.R.I.). The purpose of these loans is to assist in meeting the costs of international study. Details concerning SAFARI Loans may be obtained...
from Dr. Arthur Chiasson, Department of Humanities and Modern Languages.

**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, CLAS Dean’s Office.

**Certificate in United States Studies for International Students:** This is a one-year program open only to visiting international non-degree students. Coursework in U.S. study includes history, literature, government, and other social sciences. Course selection is individually tailored to the needs and interests of individual students. Each program must be approved by the Certificate program director prior to registration. Details concerning the Certificate in U.S. Studies may be obtained from Joseph Walsh, International Programs Office.
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>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>1.7</td>
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<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 that the student has not completed all course requirements in a satisfactory manner. Students who stop attending a course without having complied with the official withdrawal procedure can anticipate receiving a grade of "F". The "F" grade becomes a permanent part of a student's record and cannot be expunged even if the course is successfully retaken.

"I" (Incomplete) indicates a failure to complete all the course requirements. The "I" is awarded at the instructor's discretion, only if the student has completed at least half of the course requirements satisfactorily 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" is formally re-evaluated by the instructor within one academic year, it automatically converts to an "F". In those rare cases where a course or laboratory is not offered annually, the work outstanding must be completed not later than the end of the semester in which the course or lab is next scheduled. In such circumstances, the student should notify the Registrar immediately in writing to prevent the "I" grade from prematurely converting to an "F".

"I" (Lost) is awarded when a student's name appears on a roster, but the student never appears 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 midpoint 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.

"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.

“P” (Pass) A Pass-Fail option is available to students in lieu of a traditional letter grade 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.

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

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 “F” 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. The Academic Standing Committee forwards the names of majors at risk to the Academic Departments.
**Attendance** Requirements for attendance and class participation are established by the instructors in all courses. Instructors are responsible for informing students of these requirements at the beginning of each course. The student, when absent from class, has the responsibility of obtaining knowledge of materials covered in classes missed, including information about announced tests, papers, or other assignments.

**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 Dean of Students Services, whose recommendation shall be considered by the respective academic Dean who shall make the final decision.

**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 requested. 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. In some courses students may, however, take the CLEP test in lieu of repeating a failed course. CLEP credit will not be awarded in the senior year (the last 30 hours of the degree program).
Course Information

Course Numbering System

- 000-099 Developmental Programs
- 100-199 Introductory Level
- 200-299 Intermediate Level
  (prerequisite may be required)
- 300-499 Intermediate and Upper Level
  (prerequisite may be required)
- 500-599 Advanced Undergraduate Study
  (faculty permission required)

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, (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 Registrar’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. A financial hold will also be placed on a student record for who is either delinquent or has defaulted on loans.

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. A student must seek special permission to register for a sixth course 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 term.
Directed 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 & Registrar).

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.
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 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 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 typewritten 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.

4) A minimum of 30 semester hours done in residency

5) at least 60 semester hours of credit course work.

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.
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 Friedman 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 responsibility of the students changing advisors to register that information in the Academic Dean's office at their 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 Law
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 in pre-medical preparation. 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 students 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.

Health Careers Committee  The Health Careers Committee of Suffolk University was formed in 1972 at the request of the Dean of the College of Liberal Arts and Sciences. The committee’s primary responsibility is to write recommendations for qualified Suffolk University students seeking admission to professional schools in preparation for careers in medicine, veterinary medicine, and dentistry. As far as recommendations to such professional schools are concerned, only the Health Careers Committee represents Suffolk University. For further information, contact Dr. Henry Mulcahy.

Chairperson: Dr. Henry Mulcahy. Members: Dr. Kenneth Greenberg, Dr. Martha Richmond and Dr. Alexandra Todd.
Assessment

**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 College of Liberal Arts and Sciences 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 be a full-time undergraduate enrolled in the day division and have accrued the following minimum credit hours while in attendance at Suffolk University: Freshman 15, Sophomore 42, Junior 70, and Senior 106.

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.

**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 Emerson College through cross-registration in affiliated programs with Emerson College 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 criterion 1, 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 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 criterion 1,
must have a cumulative grade point average of at least 3.3, and must have no more than one grade of 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 All-College 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 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 instruc-
tor, 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.
Degrees

Degree Programs
The College of Liberal Arts and Sciences offers the following undergraduate degrees:
Bachelor of Arts (B.A.)
Bachelor of Fine Arts (B.FA.)
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 B.A., B.S.
*Business Education B.S.
*Office Systems
*Secondary Teacher Certification B.A., B.S.
Engineering B.S.
  Computer Engineering
  Electronic Engineering
*English B.A.
Fine Arts, B.FA.
French B.A.

*The departments of History/Philosophy, Physics/Engineering, Humanities/Modern Languages, Mathematics/Computer Science are joint departments and should, for purposes of interpreting this requirement, be considered to be two separate departments.
Government B.A., B.S.
   Political Science
   *Public Policy and Administration
Graphic Design, B.F.A.
+History B.A., B.S.
   American History
   European History
   African and African-American History
   History and Law
   History of Women
Humanities B.A.
Interior Design, B.F.A.
International Economics B.A., B.S.
   Specialization in Spanish or French
Mathematics B.A., B.S.
   Mathematics
   Mathematics/Secondary Education
   Mathematics/Computer Science/
**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
   *Aviation Sciences
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 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 Humanities/Modern Languages and of Computer Science/Mathematics 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, and Communications/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.

General Business Studies Minor

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.

Some of these courses carry prerequisites.

300-level SOM courses are available only to Juniors and Seniors.
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, and completing all departmental requirements for the new major, a student could earn a second baccalaureate in as little as one academic year.

All applications would be initiated in the undergraduate admissions office. A candidate would be referred to the appropriate department chairperson for advice. The admissions office will then accept and evaluate all college requirements outstanding.

If accepted, a candidate would be required to successfully complete a minimum of 30 credit hours of new work in the major and satisfy any general 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.
REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

All B.S. degree programs require the successful completion of the following courses.

I. CORE REQUIREMENTS ................................................................................................... 30 HRS.

INTEGRATED STUDIES .......................................................................................... 6 HRS.
IS 111 AND IS 112 (Students with 15 to 29 hrs. of transfer credit take either IS 111 or IS 112)

ENGLISH ............................................................................................................. 12 HRS.
FIRST-YEAR ENGLISH
ENG 101 AND ENG 102
(A student may be assigned to other English courses or may be invited to take ENG 103.)
SECOND-YEAR ENGLISH
A. ENG 213 AND
B. EITHER ENG 214 OR ENG 215 OR ENG 216
(For more information refer to the English Department listing in this catalog.)

MATH AND COMPUTER SCIENCE ........................................................................ 6 HRS.
CHOOSE ONE COURSE FROM GROUP A AND ONE COURSE FROM GROUP B.
GROUP A- MATH 130, MATH 134, MATH 146, MATH 161
GROUP B- CMPSC 110, CMPSC 120, CMPSC 121, CMPSC 131
(For more information refer to the Math and Computer Science Department listing in this catalog.)

ETHICS ..................................................................................................................... 3 HRS.
PHIL 119, PHIL 123, OR PHIL 127

RHETORICAL COMMUNICATION .................................................................. 3 HRS.
CJN 103

CULTURAL DIVERSITY REQUIREMENT ....................................................... 6 HRS.
Choose one course from Group A and one course from Group B.
CULTURAL DIVERSITY GROUP A ................................................................. 3 HRS.
CULTURAL DIVERSITY GROUP B ................................................................. 3 HRS.

The Cultural Diversity Requirement is fulfilled by taking courses bearing the Cultural Diversity Designation. Courses that satisfy the Cultural Diversity Requirement are identified in the course bulletin after the course description and are listed in the Cultural Diversity Course Listings (see Index). Cultural Diversity Courses may simultaneously fulfill Divisional Requirements. Major Requirements, Complementary Major Requirements, Minor Requirements (see Department Listings) or may be used as electives.
II. DIVISIONAL REQUIREMENTS................................................................................. 29 HRS.

One course from a student’s major can fulfill one Divisional Requirement as approved by the student’s major department (see Department Listings).

HUMANITIES DIVISION ........................................................................................... 9 HRS.

No more than two courses may be taken from any one department within the Division.

A. CHOOSE ONE COURSE FROM THOSE LISTED BELOW:
   HUMANITIES
   HUM 101, HUM 102, HUM 103, HUM 105,
   HUM 106, HUM 111, HUM 112

B. CHOOSE TWO ADDITIONAL COURSES FROM THOSE LISTED BELOW:
   COMMUNICATION AND JOURNALISM
   CJN 225, CJN 226, CJN 114
   ENGLISH
   ENG 113, ENG 114, ENG 123, ENG 124
   HUMANITIES (Not more than one)
   HUM 101, HUM 102, HUM 103, HUM 105,
   HUM 106, HUM 111, HUM 112
   MODERN LANGUAGES
   FR 209, FR 210, FR 211, FR 212, FR 309,
   FR 310, SP 207, SP 208, SP 403, SP 404
   PHILOSOPHY
   PHIL 113, PHIL 115, PHIL 117, PHIL 118,
   PHIL 124, PHIL 215
   WOMEN’S STUDIES
   WS 111

SOCIAL SCIENCES DIVISION.................................................................................... 9 HRS.

A. CHOOSE ONE COURSE LISTED BELOW:
   HISTORY
   HST 101, HST 102, HST 121, HST 122,
   HST 181, HST 182, HST 261, HST 262,
   HST 271, HST 272, HST 277, HST 278,
   HST 371, HST 414

B. CHOOSE ONE COURSE LISTED BELOW:
   EDUCATION AND HUMAN SERVICES
   EHS 101, EHS 102, EHS 503, EHS 504
   PSYCHOLOGY
   PSYCH 111, PSYCH 114, PSYCH 214,
   PSYCH 236, PSYCH 237, PSYCH 245
   SOCIOLOGY
   SOC 113, SOC 216, SOC 223, SOC 236, SOC 264
   WOMEN’S STUDIES
   WS 113
C. CHOOSE ONE COURSE LISTED BELOW:

**ECONOMICS**
EC 121, EC 131, EC 141, EC 211, EC 212

**GOVERNMENT**
GVT 103, GVT 111, GVT 112, GVT 261, GVT 274

**NOTE:** Some Social Sciences Division courses may have math or computer science prerequisites. See course descriptions in this catalog.

**NATURAL SCIENCES DIVISION** ................................................................. **11 HRS.**
A student must take a two-semester sequence within a single discipline (with laboratories) **AND** an interdisciplinary science course without laboratory.

A. **TWO-SEMESTER SEQUENCE WITH LABORATORIES** ...................... **8 HRS.**

**BIOLOGY**
BIO 101/L101 AND BIO 102/L102
BIO 101/L101 AND BIO 104/L104
BIO 101/L101 AND BIO 114/L114

**CHEMISTRY**
CHEM 111/L111 AND CHEM 112/L112

**PHYSICS**
PHYS 111/L111 AND PHYS 112/L112
PHYS 151/L151 AND PHYS 152/L152

**SCIENCE**
SCI 101/L101 AND SCI 102/L102
SCI 111/L111 AND SCI 112/L112
SCI 121/L121 AND SCI 122/L122
SCI 251/L251 AND SCI 252/L252

B. **INTERDISCIPLINARY SCIENCE COURSE** .......................................... **3 HRS.**
SCI 301 (Prerequisite: completion of the two-semester sequence in a single science with laboratories)

**NOTE:**
1. Some Science Division courses may have math or computer science prerequisites. See course descriptions in this catalog.
2. Science courses most appropriate for non-science majors are:
   SCI 101/L101, SCI 102/L102, SCI 111/L111, SCI 112/L112, SCI 121/L121,
   SCI 122/L122, SCI 251/L251, SCI 252/L252, BIO 101/L101, BIO 102/L102,
   AND BIO 104/L104.

**MAJOR REQUIREMENTS** ................................................................. **MINIMUM 30 HRS.†**

**COMPLEMENTARY MAJOR REQUIREMENTS, MINOR REQUIREMENTS,**
**AND FREE ELECTIVES** ................................................................. **TO A TOTAL 122 HRS.‡**

† Some majors include more than 30 HRS. of required courses.
‡ Some degree programs exceed 122 hrs.

**CAREFULLY REVIEW THE REQUIREMENTS FOR A DEGREE IN YOUR MAJOR**
**WITH YOUR ADVISOR BEFORE SELECTING COURSES.**

Students seeking a Bachelor of Science in Journalism (BSJ) must complete the requirements for the BS degree and the requirements for a major in Journalism. See catalog listing for Department of Communication and Journalism for details.
REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE
All B.A. degree programs require the successful completion of the following courses.

I. CORE REQUIREMENTS ........................................................................................................ 30 HRS.
INTEGRATED STUDIES ............................................................................................................. 6 HRS.
   IS 111 AND IS 112 (Students with 15 to 29 hrs. of transfer credit take either IS 111 or IS 112.)
ENGLISH ................................................................................................................................. 12 HRS.
   FIRST-YEAR ENGLISH
      ENG 101 AND ENG 102
      (A student may be assigned to other English courses or invited to take ENG 103.)
   SECOND-YEAR ENGLISH
      A. ENG 213 AND
      B. EITHER ENG 214 OR ENG 215 OR ENG 216
      (For more information refer to the English Department listing in this catalog.)
MATH AND COMPUTER SCIENCE .................................................................................. 6 HRS.
   CHOOSE ONE COURSE FROM GROUP A AND ONE COURSE FROM GROUP B.
   GROUP A- MATH 130, MATH 134, MATH 146, MATH 161
   GROUP B- CMPSC 110, CMPSC 120, CMPSC 121, CMPSC 131
   (For more information refer to the Math and Computer Science Department listing in this catalog.)
ETHICS ........................................................................................................................................... 3 HRS.
   PHIL 119, PHIL 123, OR PHIL 127
RHETORICAL COMMUNICATION ......................................................................................... 3 HRS.
   CJN 103

CULTURAL DIVERSITY REQUIREMENT ............................................................................. 6 HRS.
   Choose one course from Group A and one course from Group B.
   CULTURAL DIVERSITY GROUP A .................................................................................. 3 HRS.
   CULTURAL DIVERSITY GROUP B ................................................................................ 3 HRS.

The Cultural Diversity Requirement is fulfilled by taking courses bearing the Cultural Diversity Designation. Courses that satisfy the Cultural Diversity Requirement are identified in the course bulletin after the course description and are listed in the Cultural Diversity Course Listings (see Index). Cultural Diversity Courses may simultaneously fulfill Divisional Requirements, Major Requirements, Complementary Major Requirements, Minor Requirements (see Department Listings) or may be used as electives.
II. DIVISIONAL REQUIREMENTS ................................................................................. 32 HRS.

One course from a student’s major can fulfill one Divisional Requirement as approved by the student’s major department (see Department Listings).

HUMANITIES DIVISION ......................................................................................... 12 HRS.

FOREIGN LANGUAGE REQUIREMENT .................................................................... 6 HRS.

ANY ONE-YEAR SEQUENCE IN ONE FOREIGN LANGUAGE.
(Students satisfying the language requirement at Suffolk University must take courses at the appropriate level of proficiency as determined by the Modern Languages faculty. See Modern Languages Dept. Listings for details.)

DIVISIONAL COURSE REQUIREMENTS .................................................................. 6 HRS.

A. ONE COURSE FROM THOSE LISTED BELOW:

HUMANITIES
HUM 101, HUM 102, HUM 103, HUM 105,
HUM 106, HUM 111, HUM 112

B. ONE ADDITIONAL COURSE FROM THOSE LISTED BELOW:

COMMUNICATION AND JOURNALISM
CJN 114, CJN 225, CJN 226

ENGLISH
ENG 113, ENG 114, ENG 123, ENG 124

HUMANITIES
HUM 101, HUM 102, HUM 103, HUM 105,
HUM 106, HUM 111, HUM 112

PHILOSOPHY
PHIL 113, PHIL 115, PHIL 117, PHIL 118,
PHIL 124, PHIL 215

WOMEN’S STUDIES
WS 111

SOCIAL SCIENCES DIVISION ................................................................................. 9 HRS.

A. CHOOSE ONE COURSE FROM THOSE LISTED BELOW

HISTORY
HST 101, HST 102, HST 121, HST 122,
HST 181, HST 182, HST 261, HST 262, HST 271,
HST 272, HST 277, HST 278, HST 371, HST 414

B. CHOOSE ONE COURSE FROM THOSE LISTED BELOW

EDUCATION AND HUMAN SERVICES
EHS 101, EHS 102, EHS 503, EHS 504

PSYCHOLOGY
PSYCH 111, PSYCH 114, PSYCH 214,
PSYCH 236, PSYCH 237, PSYCH 245

SOCIOLOGY
SOC 113, SOC 216, SOC 223, SOC 236, SOC 264

WOMEN’S STUDIES
WS 113

C. CHOOSE ONE COURSE FROM THOSE LISTED BELOW

ECONOMICS
EC 121, EC 131, EC 141, EC 211, EC 212

GOVERNMENT
GVT 103, GVT 111, GVT 112, GVT 261, GVT 274
NOTE: Some Social Sciences Division courses may have math or computer science prerequisites. See course descriptions in this catalog.

NATURAL SCIENCES DIVISION ................................................................. 11 HRS.
A student must take one two-semester sequence within a single discipline (with laboratories) AND an interdisciplinary science course (without laboratory).

A. TWO-SEMESTER SEQUENCE WITH LABORATORY ....................... 8 HRS.

BIOLOGY
BIO 101/L101 AND BIO 102/L102
BIO 101/L101 AND BIO 104/L104
BIO 101/L101 AND BIO 114/L114

CHEMISTRY
CHEM 111/L111 AND CHEM 112/L112

PHYSICS
PHYS 111/L111 AND PHYS 112/L112
PHYS 151/L151 AND PHYS 152/L152

SCIENCE
SCI 101/L101 AND SCI 102/L102
SCI 111/L111 AND SCI 112/L112
SCI 121/L121 AND SCI 122/L122
SCI 251/L251 AND SCI 252/L252

B. INTERDISCIPLINARY SCIENCE COURSE ...................................... 3 HRS.
SCI 301 (Prerequisite: Completion of the a two-semester sequence in a single science with laboratories.)

NOTE: 1. Some Science Division courses may have math or computer science prerequisites. See course descriptions in this catalog.
2. Science courses most appropriate for non-science majors are:
   SCI 101/L101, SCI 102/L102, SCI 111/L111, SCI 112/L112,
   SCI 121/L121, SCI 122/L122, SCI 251/L251, SCI 252/L252,
   BIO 101/L101, BIO 102/L102, AND BIO 104/L104.

MAJOR REQUIREMENTS ................................................................. MINIMUM 30 HRS.†

COMPLEMENTARY MAJOR REQUIREMENTS, MINOR REQUIREMENTS,
AND FREE ELECTIVES ................................................................. TO A TOTAL 122 HRS.‡

† Some majors include more than 30 HRS. of required courses.
‡ Some degree programs exceed 122 hrs.

CAREFULLY REVIEW THE REQUIREMENTS FOR A DEGREE IN YOUR MAJOR
WITH YOUR ADVISOR BEFORE SELECTING COURSES.
REQUIREMENTS FOR BACHELOR DEGREES FOR STUDENTS WITH 30 OR MORE HRS. OF TRANSFER CREDIT

TRANSFER STUDENTS ARE STRONGLY ADVISED TO TAKE COURSES IN THE BS/BA DEGREE LISTINGS IN THIS CATALOG TO MEET CORE AND DIVISIONAL REQUIREMENTS.

I. CORE REQUIREMENTS .......................................................................................................... 21 HRS.
   ENGLISH.......................................................................................................................... 12 HRS.
      A. A TWO-SEMESTER FIRST-YEAR ENGLISH SEQUENCE
      B. A SECOND-YEAR ENGLISH SEQUENCE
   MATH OR COMPUTER SCIENCE ................................................................................... 3 HRS.
      MATH 130, MATH 134, MATH 146, MATH 161, CMPSC 110, CMPSC 120,
      CMPSC 121 OR CMPSC 131
   ETHICS (PHIL 119, PHIL 123, OR PHIL 127) ................................................................. 3 HRS.
   SPEECH COURSE (CJN 103) ......................................................................................... 3 HRS.

CULTURAL DIVERSITY REQUIREMENT ............................................................................. 3 HRS.
   CHOOSE ANY COURSE LISTED IN THE CULTURAL DIVERSITY COURSE LISTS

The Cultural Diversity Requirement is fulfilled by taking one course bearing the Cultural Diversity Designation. Courses that satisfy the Cultural Diversity Requirement are identified in the course bulletin after the course description and are listed in the Cultural Diversity Course Listings (see Index). A Cultural Diversity Course may simultaneously fulfill a Divisional Requirement, Major Requirement, Complementary Major Requirement, Minor Requirement (see Department Listings), or may be used as an elective.

II. DIVISIONAL REQUIREMENTS ......................................................................................... 29 (B.S.)/32 (B.A.) HRS.
   BACHELOR OF ARTS DEGREE ONLY
   HUMANITIES DIVISION................................................................................................... 12 HRS.

FOREIGN LANGUAGE REQUIREMENT ............................................................................. 6 HRS.
Any one-year sequence in one foreign language. Students satisfying the language requirement at Suffolk University must take courses at the appropriate level of proficiency as determined by the Modern Languages faculty. (See Modern Languages Dept. listings for details.)

DIVISIONAL COURSE REQUIREMENTS .............................................................................. 6 HRS.
   A. ONE COURSE FROM THE HUMANITIES DEPARTMENT
   B. ONE ADDITIONAL COURSE FROM THE DEPARTMENTS
      COMMUNICATION AND JOURNALISM (humanities emphasis)
      ENGLISH (literature only)
      HUMANITIES
      MODERN LANGUAGES (advanced level)
      PHILOSOPHY
      WOMEN'S STUDIES (humanities emphasis)
BACHELOR OF SCIENCE DEGREE ONLY
HUMANITIES DIVISION ................................................................. 9 HRS.
A. CHOOSE ONE COURSE FROM THE HUMANITIES DEPARTMENT
B. CHOOSE TWO COURSES FROM THE DEPARTMENTS LISTED BELOW:
   Not more than two courses may be chosen from any one department.
COMMUNICATIONS AND JOURNALISM (humanities emphasis)
ENGLISH (literature only)
HUMANITIES
MODERN LANGUAGES (advanced level)
PHILOSOPHY
WOMEN'S STUDIES (humanities emphasis)

SOCIAL SCIENCES DIVISION (B.S. AND B.A.) ........................................ 9 HRS.
A. CHOOSE ONE COURSE FROM:
   HISTORY
B. CHOOSE ONE COURSE FROM DEPARTMENTS LISTED BELOW:
   EDUCATION AND HUMAN SERVICES
   PSYCHOLOGY
   SOCIOLOGY
   WOMEN'S STUDIES (social sciences emphasis)
C. CHOOSE ONE COURSE FROM DEPARTMENTS LISTED BELOW:
   ECONOMICS
   GOVERNMENT

NOTE: Some Social Sciences Division courses may have math or computer science prerequisites.

NATURAL SCIENCES DIVISION (B.S. AND B.A.) .................................. 11 HRS.
A student must take one two-semester sequence within a single discipline (with laboratories) AND an interdisciplinary science course without laboratory.
A. TWO-SEMESTER SEQUENCE WITH LABORATORIES ..................... 8 HRS.
   BIOLOGY
   BIO 101/L101 AND BIO 102/L102
   BIO 101/L101 AND BIO 104/L104
   BIO 101/L101 AND BIO 114/L114
   CHEMISTRY
   CHEM 111/L111 AND CHEM 112/L112
   PHYSICS
   PHYS 111/L111 AND PHYS 112/L112
   PHYS 151/L151 AND PHYS 152/L152
   SCIENCE
   SCI 101/L101 AND SCI 102/L102
   SCI 111/L111 AND SCI 112/L112
   SCI 121/L121 AND SCI 122/L122
   SCI 251/L251 AND SCI 252/L252
NOTE: 1. Some Science Division courses may have math or computer science prerequisites. See course descriptions in this catalog.

2. Science courses most appropriate for non-science majors are:
   SCI 101/L101, SCI 102/L102, SCI 111/L111, SCI 112/L112,
   SCI 121/L121, SCI 122/L122, SCI 251/L251, SCI 252/L252,
   BIO 101/L101, BIO 102/L102, AND BIO 104/L104.

B. INTERDISCIPLINARY SCIENCE COURSE ............................................... 3 HRS.

SCI 301 (Prerequisite: completion of a two-semester sequence in a single science.)

MAJOR REQUIREMENTS............................................................................ MINIMUM 30 HRS.†

COMPLEMENTARY MAJOR REQUIREMENTS, MINOR REQUIREMENTS
AND FREE ELECTIVES‡ ................................................................. TO A TOTAL 122 HRS.#

† Some majors may include more than 30 hrs. of required courses.
‡ Transfer students may receive credit for courses taken at another institution as electives above
   those available in a major degree program. The total credits for that degree is more than 122 hrs.
# Some degree programs may exceed 122 hrs.

CAREFULLY REVIEW THE REQUIREMENTS FOR A DEGREE IN YOUR MAJOR
WITH YOUR ADVISOR BEFORE SELECTING COURSES.
REQUIREMENTS FOR THE BACHELOR OF FINE ARTS DEGREE

This program is offered only to students already matriculating at The New England School of Art & Design. Any student from Suffolk University wishing to enroll in the Bachelor of Fine Arts program must meet the admission standards of The New England School of Art & Design.

I. STUDIO COURSE REQUIREMENTS ............................................................. 69 HRS.
Foundation studio courses and Major Department studio courses are taught at The New England School of Art & Design. See NESAD course bulletin for details.

II. ART HISTORY REQUIREMENTS ................................................................... 15 HRS.
A. All BFA candidates are required to take six credit hours in the history of the art of Western civilization. This requirement may be fulfilled in one of the following ways:
   Ideas of Western Art I and II (A two course sequence taught at NESAD)
   or HUM 101, 102, 103 (Introduction to the Humanities; choose any two of the three, taught at Suffolk University)
   or HUM 105-106 (Introduction to Western Art; a two course sequence taught at Suffolk University)
B. Interior Design Majors only are required to take a six-credit hour sequence on the History of Architecture and Interior Design.
C. Art History Electives. The art history electives requirement varies according to the student's major, as follows:
   Interior Design majors ................................................................. 3 HRS.
   Fine Arts and Graphic Design majors .................................................... 9 HRS.
   Art History Electives are taught at Suffolk University. The student must choose among the following: HUM 230, HUM 245, HUM 305, HUM 306, HUM 307, HUM 308, HUM 309, HUM 310, HUM 311.

III. LIBERAL ARTS/GENERAL STUDIES .............................................................. 38 HRS.
All BFA candidates must complete 38 hours of study in the Liberal Arts at Suffolk University as follows:
A. INTEGRATED STUDIES (IS 111, AND IS 112) .................................................. 6 HRS.
B. ENGLISH (ENG 101, AND ENG 102) ............................................................. 6 HRS.
C. RHETORICAL COMMUNICATION (CJN 103) OR ETHICS (PHIL 119, PHIL 123, PHIL 127) ................................................................. 3 HRS.
D. MATH AND COMPUTER SCIENCE ............................................................ 3 HRS.
   (MATH 130, MATH 134, MATH 146, MATH 161, COMPSC 110, COMPSC 120,
   COMPSC 121, or COMPSC 131, as determined by the Mathematics Department.)
E. HUMANITIES .................................................................................................. 6 HRS.
   CHOOSE TWO COURSES FROM THE FOLLOWING:
   HUM 111, HUM 112, HUM 230, HUM 245, HUM 305, HUM 306, HUM 307, HUM 308, HUM 309, HUM 310, HUM 311
   ENG 113, ENG 114, ENG 123, ENG 124
   PHIL 113, PHIL 115, PHIL 117, PHIL 118, PHIL 124, PHIL 215
   CJN 114, CJN 225, CJN 226,
   WS 111
A HUM course used to satisfy the Art History Elective may not be used simultaneously to satisfy the Humanities divisional requirement.
F. SOCIAL SCIENCE............................................................................................. 6 HRS.
CHOOSE TWO COURSES FROM THE FOLLOWING:
EHS 101, EHS 102, EHS 503, EHS 504
PSYCH 111, PSYCH 114, PSYCH 214, PSYCH 236, PSYCH 237, PSYCH 245
SOC 113, SOC 216, SOC 223, SOC 236, SOC 264
WS 113
EC 211, EC 212
GVT 111, GVT 112, GVT 103, GVT 261, GVT 274
HST 101, HST 102, HST 121, HST 122, HST 181, HST 182, HST 261,
HST 262, HST 271, HST 272, HST 277, HST 278, HST 371, HST 414

G. NATURAL SCIENCE....................................................................................... 8 HRS.
Choose one of the following two-semester sequences (including the required labs)
intended primarily for non-science majors.

BIOLOGY
BIO 101/L101 AND BIO 102/L102
BIO 101/L101 AND BIO 104/L104

SCIENCE (SCI courses listed below have either a math or computer science
prerequisite. See Department listing in this catalogue for details.)
SCI 101/L101 AND SCI 102/L102
SCI 111/L111 AND SCI 112/L112
SCI 121/L121 AND SCI 122/L122
SCI 251/L251 AND SCI 252/L252

Other science sequences, intended primarily for science majors, may
satisfy this requirement. Consult with your advisor for details.

CULTURAL DIVERSITY REQUIREMENT .................................................... 3 HRS.
CHOOSE ANY COURSE LISTED IN THE CULTURAL DIVERSITY COURSE LISTS

All BFA candidates are required to take at least one course which bears the Cultural
Diversity Designation. This course may also simultaneously fulfill a Divisional
Requirement, Art History Requirement, or Art History Elective Requirement. Courses
that can satisfy the Cultural Diversity Requirement are identified in the course bulletin
after the course description and are listed in the Cultural Diversity Course Listings fol­
lowing the degree requirements.

NESAD TOTAL ................................................................. 75 HRS.
SUFFOLK TOTAL............................................................ 47 HRS.
PROGRAM TOTAL ................................................... 122 HRS.
BACHELOR OF SCIENCE IN GENERAL STUDIES (B.S.G.S)

The Bachelor of Science in General Studies Degree is an alternative to the traditional department-centered baccalaureate program. A student takes 42 hours within one of four interdepartmental clusters: Humanities (Communications and Journalism, Dramatic Arts, English, Humanities and Modern Languages, Philosophy, and Women’s Studies); Social Sciences (Economics, Education and Human Services, Government, History, Psychology, Sociology, and Women’s Studies); Life Sciences (Biology and Chemistry); or Physical Sciences (Chemistry, Computer Science, Engineering, Mathematics, and Physics) in place of a single departmental concentration.

The degree is designed to meet the needs of part-time transfer students and adult learners returning to college after an absence of several years. The degree allows the student with an eclectic set of transfer credits to earn a bachelor’s degree. The B.S.G.S Degree is not appropriate for most students planning to go on to graduate or professional study. A student seeking a B.S.G.S. Degree should consult with the admissions office, a department chairperson in the proposed Division of Concentration, and the student’s designated faculty advisor prior to enrolling.

I. CORE REQUIREMENTS .................................................................................................... 30 HRS.

INTEGRATED STUDIES ....................................................................................................... 6 HRS.
IS 111 AND IS 112 (Students with 15 to 29 hrs. of transfer credit take IS 111 OR IS 112.)

ENGLISH ................................................................................................................................12 HRS.
FIRST-YEAR ENGLISH
ENG 101 AND ENG 102
(A student may be assigned to other English courses or invited to take ENG 103)
SECOND-YEAR ENGLISH
A. ENG 213, AND
B. EITHER ENG 214 OR ENG 215 OR ENG 216
(For more information refer to the English Department Listings in this catalog)

MATH AND COMPUTER SCIENCE ............................................................................... 6 HRS.
CHOOSE ONE COURSE FROM GROUP A AND ONE COURSE FROM GROUP B.
GROUP A- MATH 130, MATH 134, MATH 146 OR MATH 161
GROUP B- CMPSC 110, CMPSC 120, CMPSC 121 OR CMPSC 131
(For more information refer to the Math and Computer Science Dept. listing in this catalog.)

ETHICS .................................................................................................................................. 3 HRS.
PHIL 119, PHIL 123, OR PHIL 127

RHETORICAL COMMUNICATION .................................................................................... 3 HRS.
CJN 103
CULTURAL DIVERSITY REQUIREMENT ...................................................... 6 HRS.
Choose one course from Group A and one course from Group B.

CULTURAL DIVERSITY GROUP A............................................................. 3 HRS.
CULTURAL DIVERSITY GROUP B............................................................. 3 HRS.

The Cultural Diversity Requirement is fulfilled by taking courses bearing the Cultural Diversity Designation. Courses that satisfy the Cultural Diversity Requirement are identified in the course bulletin after the course description and are listed in the Cultural Diversity Course Listings (see Index). Cultural Diversity Courses may simultaneously fulfill Divisional Requirements, Major Requirements, Complementary Major Requirements, Minor Requirements (see Department Listings), or may be used as electives.

II. DIVISIONAL REQUIREMENTS ............................................................. 29 HRS.

HUMANITIES DIVISION ........................................................................... 9 HRS.

No more than two courses may be taken from any one department within the Division.

A. ONE COURSE FROM THOSE LISTED BELOW:

HUMANITIES
HUM 101, HUM 102, HUM 103, HUM 105, HUM 106,
HUM 111, HUM 112

B. TWO ADDITIONAL COURSES FROM THOSE LISTED BELOW:

COMMUNICATION AND JOURNALISM
CJN 225, CJN 226, CJN 114

ENGLISH
ENG 113, ENG 114, ENG 123, OR ENG 124

HUMANITIES (Not more than one.)
HUM 101, HUM 102, HUM 103, HUM 105,
HUM 106, HUM 111, HUM 112

MODERN LANGUAGES
FR 209, FR 210, FR 211, FR 212, FR 309,
FR 310, SP 207, SP 208, SP 403 OR SP 404

PHILOSOPHY
PHIL 113, PHIL 115, PHIL 117, PHIL 118, PHIL 124, PHIL 215

WOMEN’S STUDIES
WS 111

SOCIAL SCIENCES DIVISION ..................................................................... 9 HRS.

A. CHOOSE ONE COURSE FROM THOSE LISTED BELOW:

HISTORY
HST 101, HST 102, HST 103, HST 121, HST 122,
HST 181, HST 182, HST 261, HST 262, HST 271,
HST 272, HST 277, HST 278, HST 371, HST 414

B. CHOOSE ONE COURSE FROM THOSE LISTED BELOW:

EDUCATION AND HUMAN SERVICES
EHS 101, EHS 102, EHS 503, EHS 504

PSYCHOLOGY
PSYCH 111, PSYCH 114, PSYCH 214,
PSYCH 236, PSYCH 237, PSYCH 245
SOCIOLOGY
SOC 113, SOC 216, SOC 223, SOC 236, SOC 264

WOMENS' STUDIES
WS 113

C. CHOOSE ONE COURSE FROM THOSE LISTED BELOW:

ECONOMICS
EC 121, EC 131, EC 141, EC 211, EC 212

GOVERNMENT
GVT 111, GVT 112, GVT 103, GVT 261, GVT 274

NOTE: Some Social Sciences Division courses may have math or computer science prerequisites. See course descriptions in this catalog.

NATURAL SCIENCES DIVISION ................................................................. 11 HRS.
A student must take one two-semester sequence within a single discipline (with laboratories) AND an interdisciplinary science course (without laboratory).

A. TWO-SEMESTER SEQUENCE WITH LABORATORY

BIOLOGY
BIO 101/L101 AND BIO 102/L102
BIO 101/L101 AND BIO 104/L104
BIO 101/L101 AND BIO 114/L114

CHEMISTRY
CHEM 111/L111 AND CHEM 112/L112

PHYSICS
PHYS 111/L111 AND PHYS 112/L112
PHYS 151/L151 AND PHYS 152/L152

SCIENCE
SCI 101/L101 AND SCI 102/102
SCI 111/L111 AND SCI 112/L112
SCI 121/L121 AND SCI 122/L122
SCI 251/L251 AND SCI 252/L252

NOTE: 1. Some Science Division courses may have math or computer science prerequisites. See course descriptions in this catalog.
2. Science Division courses most appropriate for non-science majors are:
   BIO 101/L101, BIO 102/L102, BIO 104/L104, SCI 101/L101,
   SCI 102/L102, SCI 111/L111, SCI 112/L112, SCI121/L121, SCI 122/L122,
   SCI 251/L251, AND SCI 252/252.

B. INTERDISCIPLINARY SCIENCE COURSE (SCI 301) ......................... 3 HRS

III. INTERDEPARTMENTAL REQUIREMENTS ............................................. 42 HRS.
SELECT 42 HRS OF COURSES FROM ONE OF THE DIVISIONS LISTED BELOW:

A. HUMANITIES DIVISION
Select courses from any combination of departments in the Division as listed below:
Communications and Journalism, Dramatic Arts, English, Humanities and Modern Languages, Philosophy.

B. SOCIAL SCIENCES DIVISION
Select courses from any combination of departments in the Division as listed below:
Economics, Education and Human Services, Government, History, Psychology, Sociology, Women’s Studies.
C. LIFE SCIENCES DIVISION
Select courses from any combination of departments in the Division as listed below:
Biology or Chemistry

D. PHYSICAL SCIENCES DIVISION
Select courses from any combination of departments in the Division as listed below:
Chemistry, Computer Science, Engineering, Mathematics and Physics.

MINOR REQUIREMENTS AND/OR FREE ELECTIVES......... TO A TOTAL 122 HRS.

CAREFULLY REVIEW THE REQUIREMENTS FOR THIS DEGREE WITH YOUR
FACULTY ADVISOR BEFORE CHOOSING YOUR COURSES.
ASSOCIATE DEGREES
ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE

An Associate Degree is designed as a two-year program. Credits earned toward the Associate Degree may be transferred to a four-year program at another institution; may be used to allow the student to re-enter college after an absence; or may be converted into a four-year degree program at Suffolk University if the student's educational objectives change. To receive the Associate Degree a student must complete 62 hours of course work as indicated below.

ASSOCIATE IN ARTS (A.A)

INTEGRATED STUDIES ........................................................................................................ 6 HRS.
   IS 111 AND IS 112

FIRST-YEAR ENGLISH .................................................................................................. 6 HRS.
   ENG 101 AND ENG 102
   (A student may be assigned to other English courses or invited to take ENG 103. For more information refer to the English Department listing in this catalog.)

SECOND YEAR ENGLISH ......................................................................................... 3 HRS.
   ENG 213

MATH OR COMPUTER SCIENCE ............................................................................. 3 HRS.
   TAKE ONE COURSE FROM THOSE COURSES LISTED BELOW:
   MATH 130, MATH 134, MATH 146, MATH 161, CMPSC 110, CMPSC 120,
   CMPSC 121, OR CMPSC 131
   (For more information refer to the Math and Computer Science Dept. listing in this catalog.)

NATURAL SCIENCES ...................................................................................................... 8 HRS.
   SEE COURSE LISTINGS UNDER B.A. DEGREE PROGRAM FOR A TWO-SEMESTER SCIENCE SEQUENCE. A STUDENT MUST TAKE A TWO-SEMESTER SEQUENCE IN A SINGLE SCIENCE WITH LABORATORY.
   (Some Science courses have Math or Computer Science prerequisites. See catalog descriptions.)

FOREIGN LANGUAGE REQUIREMENT ...................................................................... 6 HRS.
   ANY TWO-SEMESTER SEQUENCE IN A SINGLE FOREIGN LANGUAGE
   (Students satisfying the foreign language requirement at Suffolk University must take courses at the appropriate level of proficiency, as determined by the Modern Languages Faculty. See Modern Languages Dept. Listings for details.)

SOCIAL SCIENCES/HUMANITIES ............................................................................ 6 HRS.
   CHOOSE ONE COURSE IN THE SOCIAL SCIENCES AND ONE COURSE IN THE HUMANITIES. SEE LISTINGS UNDER THE REQUIREMENTS FOR THE B.A. DEGREE FOR APPROPRIATE COURSES.

RHETORICAL COMM. (CJN 103) OR ETHICS ......................................................... 3 HRS.
   (Phil 119, Phil 123 or Phil 127)

*30 hours of major courses and related electives required to complete the Associates in Science degree in Paralegal Studies.
CULTURAL DIVERSITY ................................................................. 3 HRS.
CHOOSE ANY COURSE LISTED IN THE CULTURAL DIVERSITY COURSE LISTS.

The Cultural Diversity Requirement is fulfilled by taking courses bearing the Cultural Diversity Designation. Courses that satisfy the Cultural Diversity Requirements are identified in the course bulletin after the course description and are listed in the Cultural Diversity Course Listings (see Index). Cultural Diversity Courses may simultaneously fulfill Division Requirements, Major Requirements, Minor Requirements (see Department Listings), or may be used as electives.

MAJOR COURSES AND/OR FREE ELECTIVES ............TO A TOTAL OF 62 HRS.*

ASSOCIATE IN SCIENCE (A.S.)

INTEGRATED STUDIES ........................................................................................................ 6 HRS.
IS 111 AND IS 112

FIRST YEAR ENGLISH ........................................................................................................ 6 HRS.
ENG 101 AND 102
(A student may be assigned to other English courses or invited to take ENG 103. For more information see English Department listings in this catalog.)

SECOND YEAR ENGLISH ................................................................................................. 3 HRS.
ENG 213

MATH AND COMPUTER SCIENCE .................................................................................. 3 HRS.
CHOOSE ONE COURSE FROM THOSE COURSES LISTED BELOW:
MATH 110, MATH 130, MATH 134, MATH 146, MATH 161 GROUP B: CMPSC 110,
CMPSC 120, CMPSC 121, OR CMPSC 131 (For more information see the Math and
Computer Science Dept. Listings in this catalog.)

NATURAL SCIENCES ........................................................................................................ 8 HRS.
SEE COURSE LISTINGS UNDER THE B.S. DEGREE PROGRAMS FOR A TWO-
SEMESTER SCIENCE SEQUENCE. A STUDENT MUST TAKE A TWO-SEMESTER
SEQUENCE IN A SINGLE SCIENCE WITH LABORATORY. (Some Science courses
have Math or Computer Science prerequisites. See catalog descriptions.)

SOCIAL SCIENCES/HUMANITIES .................................................................................. 12 HRS.
CHOOSE TWO COURSES IN THE SOCIAL SCIENCES AND TWO COURSES IN THE
HUMANITIES. SEE LISTINGS UNDER B.S. DEGREE REQUIREMENTS FOR
APPROPRIATE COURSES.

RHETORICAL COMM. (CJN 103) OR ETHICS (PHIL 119,
PHIL 123 OR PHIL 127) ........................................................................................................ 3 HRS.
MAJOR COURSES AND/OR FREE ELECTIVES.............. TO A TOTAL OF 62 HRS.†

† Transfer students with 30 or more hours of transfer credit must complete or have transfer credit for the above listed courses (with the exception of IS 111 or IS 112) for an Associate in Arts or Associate in Science Degree. Transfer students with 30 or more hours of transfer credit are not required to take IS 111 or IS 112.

**CULTURAL DIVERSITY** ................................................................. 3 HRS.

CHOOSE ANY COURSE LISTED IN THE CULTURAL DIVERSITY COURSE LISTS.

The Cultural Diversity Requirement is fulfilled by taking courses bearing the Cultural Diversity Designation. Courses that satisfy the Cultural Diversity Requirements are identified in the course bulletin after the course description and are listed in the Cultural Diversity Course Listings (see Index). Cultural Diversity Courses may simultaneously fulfill Division Requirements, Major Requirements, Minor Requirements (see Department Listings), or may be used as electives.
CULTURAL DIVERSITY COURSE LISTS

The Cultural Diversity Requirement, as specified by each degree, is fulfilled by taking courses bearing the Cultural Diversity Designation. Courses that satisfy the Cultural Diversity Requirement are identified in the course bulletin after the course description and are listed in the Cultural Diversity Course Listings (see Index). Cultural Diversity Courses may simultaneously fulfill Divisional Requirements, Major Requirements, Complementary Major Requirements, Minor Requirements (see Department Listings), or may be used as electives. ONLY courses listed below can be used to meet the Cultural Diversity Requirement.

**GROUP A:** Courses which examine in-depth one or more non-dominant cultures (e.g. women, racial minorities, etc.) **within the United States** and which have been traditionally underrepresented in the curriculum.

- BIO 315-Women and Science
- CJN 485-Rhetoric of Protest and Reform
- EC 131-Women in the Marketplace
- EHS 509-Schooling and Social Inequality: Race, Gender and Class
- ENG 357-African-American Literature I
- ENG 358-African-American Literature II
- ENG 387-Women in Literature
- GOVT 204-Women in American Politics
- GOVT 348-Blacks and the US Constitution
- GOVT 435-Race and Public Policy
- HIST 270-Historical and Religious Themes in African-American Literature
- HIST 271-African-American History, from 1629-1860
- HIST 272-African American History, Since 1860
- HIST 323-African-American Religious History
- HIST 360-Native American: Prehistory-Trail of Tears
- HIST 361-Native American: 1832 to Present
- HIST 371-Women in American History
- HIST 378-Feminism Since 1965
- HIST 394-Slavery
- HIST 395-Race and Ethnicity in American History
- HIST 396-The African Diaspora
- HIST 397-Southern Women
- HIST 398-Women & the Law in US History
- HUM 245-Women, Art and Society
- HUM 227-Jazz
- PHIL 131-Philosophy of Race and Gender
- PHIL 340-Native American Religion
- PSYCH 237-Psychology of Women
- PSYCH 242-Sociocultural Perspectives on Behavior & Experience
- PSYCH 415-Social Scientific & Clinical Contributions in the Study of Racism
- PS 506-Leadership Skills, Diverse Society
- SOC 227-Race in American Society
- SOC 228-Cultural Diversity & Human Need
- WS 111-Women, History, and Culture
- WS 113-Women, Science, and Society

**CULTURAL DIVERSITY GROUP B:** Courses which examine in depth one or more non-Western and/or non-dominant cultures **outside the United States.**

- CJN 216-Intercultural Communication
- GOVT 203-Women in World Politics
- GOVT 383-African Politics
- GOVT 467-Politics of Pan-Africanism
- GOVT 485-Politics of the Middle East
- HIST 121-World History I
- HIST 122-World History II
- HIST 160-Culture Conflict in World History
- HIST 245-Middle East Since 1248
- HIST 261-African History To 1800
- HIST 262-Modern African History Since 1800
- HIST 263-Race and Politics in South Africa
HIST 274-Women in 19th Century Europe
HIST 275-Women in 20th Century Europe
HIST 276-History of Modern Latin America
HIST 277-Early Mesoamerican Life and Culture
HIST 278-Mexico Since the Spanish Conquest
HIST 325-Exploration, Colonization & Imperialism
HIST 360-Native Amer: Prehistory-Trail of Tears

HIST 396-African Diaspora
HUM 221-History of Women in Music
HUM 223-World Music
HUM 245-Women, Art and Society
HUM 320-Images of Women in 19th Century German Literature
PHIL 124-Oriental Philosophy
PHIL 130-Women and Philosophy
PHIL 222-Buddhism
PHIL 225-Women in Spirituality
SPN 207-Hispanic Culture
SPN 405-Women’s Voices from Latin America
ART

No major available.*

Department of Humanities and Modern Languages
Professors: Chiasson, Hastings, Hourtienne, Marchant (Chairperson), Mendez-Herrera, Parks, Collins Weitz
Associate Professors: Kelton
Assistant Professors: Kostopoulos-Cooperman, Smythe
Lecturers: Giuliano, Marko, Mayer
Professors Emeriti: Boudreau, Fang, Fehr, Petherick

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

Six Studio Art Courses
(except Art 115-116)

*While Suffolk University offers no major or degree in Art, the university does offer a Bachelor of Fine Arts Degree Program in Interior Design, Graphic Design, and Fine Arts, in conjunction with The New England School of Art & Design. Please see program descriptions for Fine Arts, Graphic Design, and Interior Design in this section of the catalog.

Suffolk University students not enrolled in the BFA Program may also cross-register at NESAD if the art course in which they are interested is not offered by Suffolk or is not available due to a scheduling conflict.

ART COURSES

Art 105 – Art Studio Workshop. A course that provides a place where students can work in various media in response to their needs and interests, under the supervision of Art Studio faculty. Includes discussion of the use of materials, techniques (painting, drawing, sculpting), and the exchange of ideas with other students. 1 term – 3 semester hours. Offered every third year. 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 and sculpting in wood, paper or other materials. 1 term – 3 semester hours. Offered every third year. 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. Normally offered yearly. 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. Normally offered yearly. 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 third 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 every third year. 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 Material 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. An introductory course 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. This course is 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.
BIOLOGY

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, 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 five programs (Medical Technology, 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.

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, 409 (or H419 by invitation only).
- Physics 111-112, L111-L112 or 151-152, L151-L152.
- Mathematics 146 or **161.

*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 (Principles of Biology I and II or General Biology [Zoology]). Biology 101, L101 is a prerequisite for Biology 102, L102, 104, L104, 114, L114.

**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 Honor 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. Regular 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 lavatory 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 two 16' "Boston Whalers". 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:
- Massachusetts Bay Marine Studies Consortium, Inc.
- New England Aquarium
- Newton-Wellesley Hospital School of Medical Technology
- United States Fish and Wildlife Service
- 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>Math 146 or 161 and Computer Science</td>
<td>6</td>
</tr>
<tr>
<td>English 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Integrated Studies 111-112</td>
<td>6</td>
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**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; 224, L224</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>Rhetorical Communications CJN 103</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy 119/123/127</td>
<td>3</td>
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**Junior**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 274, L274; 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>
<td>6</td>
</tr>
<tr>
<td>Cult Div Groups A &amp; B</td>
<td>6</td>
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</table>

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**Senior**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology 333, L333</td>
<td>4</td>
</tr>
<tr>
<td>Major and/or Program Electives (3)</td>
<td>12</td>
</tr>
<tr>
<td>Biology 409</td>
<td>1</td>
</tr>
<tr>
<td>Humanities (BS - Group A or B) (BA - Language)</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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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 five such programs currently certified within the major and their special requirements are identified below.

**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 409 with electives to be chosen from the following: Biology 403 (L403); 273 (L273); 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.
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, in the summer program offerings at the Friedman Field Station at Edmunds, Maine.

**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)

The Environmental Technology Program consists primarily of internships offering training opportunities with course credit. The internships are negotiated with various state, federal and private organizations or businesses in the environmental field.

Students have an option to select one of two academic tracks within the Environmental Technology Program. One track permits the student to spend a semester with an agency on a full-time basis while under the guidance of a faculty member from the University. In some 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, over three semesters, 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.

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.

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.

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.

Biology 104 – Environmental Biology. An introduction to basic evolutionary, behavioral and 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. It is intended for non-science majors as a follow up to Biology 101 but it may be taken before Biology 101. 3 hours lecture. 1 term – 3 semester hours.

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.

*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 203 – Human Anatomy. A survey of structural and functional inter-relations of the organs comprising the organ systems of the human body including the integumentary, respiratory, digestive, nervous, male and female reproductive, cardiovascular, lymphatic, skeletal, hematopoietic, and urinary systems. Medical terminology will be used. Prerequisites: Biology 114, L114 or equivalent. 3 semester hours.

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.

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.

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.

Biology 202 – Principles of Biology III. 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.
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 significance of each group are examined. A required option for Biology majors. Prerequisites: Biology 114, L114. 3 hours lecture. 1 term - 3 semester hours. Offered alternate years, Fall 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 114, L114. 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 field trips to Boston area museums and gardens may be required. 3 hours laboratory. 1 term - 1 semester hour.

Biology 225 - Marine Biology. Introduction to the marine environment, its organisms and their specific adaptations. Emphasis on marine and estuarine ecology, intertidal habitats, trophic relationships, and reproduction. Human impacts on the sea; fisheries, mariculture, pollution, law of the sea. 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 L225 - 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 114 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 non-random 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 114, L114 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. 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 114, L114. 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 lives 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. 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 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. Immunochemistry, immunoelcctrophoresis, gel precipitation assay, student analysis of animal serum preparation. 3 hours laboratory. 1 term – 1 semester hour.

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 Advanced 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. Prerequisites: Bio 114, L114, and Chem 211, L211. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years, Full 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. 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; recombinant DNA; PCR; transposable elements, genetic engineering of plants, oncogenes; AIDS; and The Human Genome Project. Prerequisites: Biology 274, L274, 304, L304 and Chemistry 212, L212. 3 hours lecture. 1 term – 3 semester hours. Normally offered every third year.

Biology 474 – 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 110
- Mathematics 161-162, 261-262
- Physics 151-152, L151-L152

The recommended course sequence leading to the B.S. degree is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Chemistry ..............................8</td>
</tr>
<tr>
<td></td>
<td>Computer Science 110 ................ 3</td>
</tr>
<tr>
<td></td>
<td>Mathematics 161-162 .................. 6</td>
</tr>
<tr>
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<td>Freshman Integrated Studies ............6</td>
</tr>
<tr>
<td></td>
<td>Total ................................. 29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Chemistry 211-212, L211-L212 ..........8</td>
</tr>
<tr>
<td></td>
<td>Physics 151-152, L151-L152 ............8</td>
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<td>Second Year English ................... 6</td>
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<td></td>
<td>Free Elective ........................... 3</td>
</tr>
<tr>
<td></td>
<td>Total ................................. 31</td>
</tr>
<tr>
<td>Junior</td>
<td>Chemistry 313 .......................... 1</td>
</tr>
<tr>
<td></td>
<td>Chemistry 314 .......................... 4</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Senior</td>
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<tr>
<td></td>
<td>Chemistry 425 or 426 .................. 3</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Chemistry Elective ..................... 4</td>
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<td>Social Science Requirement .......... 6</td>
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<td>Free Electives ........................ 6</td>
</tr>
<tr>
<td></td>
<td>Total ................................. 31</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>
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</thead>
<tbody>
<tr>
<td>Chemistry 111-112, L111-L112</td>
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</tr>
<tr>
<td>Computer Science 131</td>
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</tr>
<tr>
<td>Mathematics 161-162</td>
<td>6</td>
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<tr>
<td>English 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Freshman Integrated Studies</td>
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<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>
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<tr>
<td>Physics 151-152, L151-L152</td>
<td>8</td>
</tr>
<tr>
<td>Second Year English</td>
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</tr>
<tr>
<td>Speech/Ethics</td>
<td>6</td>
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<td>Total</td>
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<table>
<thead>
<tr>
<th>Junior</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Chemistry 313</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry 314</td>
<td>4</td>
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<tr>
<td>Chemistry 411-412, L411-L412</td>
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<tr>
<td>Computer Science 253</td>
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<td>Computer Science Elective</td>
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<td>Mathematics 261-262</td>
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<tr>
<td>Humanities Requirement</td>
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</tr>
<tr>
<td>Social Science Requirement</td>
<td>3</td>
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<tr>
<td>Total</td>
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<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>
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<td>Chemistry 429</td>
<td>1</td>
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<tr>
<td>Computer Science 265</td>
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</tr>
<tr>
<td>Computer Science Elective</td>
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<tr>
<td>Humanities Requirement</td>
<td>6</td>
</tr>
<tr>
<td>Social Science Requirement</td>
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<tr>
<td>Free Electives</td>
<td>6</td>
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<tr>
<td>Total</td>
<td>31</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 110</td>
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<tr>
<td>Mathematics 161-162</td>
<td>6</td>
</tr>
<tr>
<td>English 101-102</td>
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<tr>
<td>Freshman Integrated Studies</td>
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<table>
<thead>
<tr>
<th>Sophomore</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Chemistry 211-212, L211-L212</td>
<td>8</td>
</tr>
<tr>
<td>Statistics 241</td>
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<tr>
<td>Physics 151-152, L151-L152</td>
<td>8</td>
</tr>
<tr>
<td>Second Year English</td>
<td>6</td>
</tr>
<tr>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Management 201</td>
<td>3</td>
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<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>
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<tr>
<td>Chemistry 411-412, L411-L412</td>
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</tr>
<tr>
<td>Mathematics 261</td>
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<tr>
<td>Accounting 201-202</td>
<td>6</td>
</tr>
<tr>
<td>Economics 211-212*</td>
<td>6</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>31</td>
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</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>
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</tr>
<tr>
<td>Business Law 214</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>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>6</td>
</tr>
<tr>
<td></td>
<td>31</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 110
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>Sem. Hrs.</th>
<th>Subject</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Chemistry 111-112, L111-L112</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Biology 101, L101</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Mathematics 161-162</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>English 101-102</td>
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</tr>
<tr>
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<td>Freshman Integrated Studies</td>
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</tr>
<tr>
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<td>80</td>
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<tr>
<td>Sophomore</td>
<td>Chemistry 211, 212, L211-L212</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Biology 114, L114</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physics 151-152, L151-L152</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Second Year English</td>
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</tr>
<tr>
<td></td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Ethics</td>
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</tr>
<tr>
<td></td>
<td>32</td>
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</tr>
<tr>
<td>Junior</td>
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<tr>
<td></td>
<td>Chemistry 314</td>
<td>4</td>
</tr>
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<td>Chemistry 313</td>
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</tr>
<tr>
<td></td>
<td>Humanities Requirement or Language (B.A.)</td>
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<tr>
<td></td>
<td>Computer Science 131</td>
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<td></td>
<td>EHS 507</td>
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<td></td>
<td>EHS 503 (Soc. Sci. Requirement)</td>
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<td>EHS 505-506 (Curriculum/Methods)</td>
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</tr>
<tr>
<td>Senior</td>
<td>Chemistry 411-412, L411-L412</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Social Science Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Requirement</td>
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<td>EHS 504 (Soc. Sci. Requirement)</td>
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<td>EHS 500 (Practicum)</td>
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<td></td>
<td>Free Electives</td>
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<tr>
<td></td>
<td>30</td>
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</tr>
</tbody>
</table>

Grand Total 122
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; 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>Freshman</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry 111-112, L111-L112</td>
<td>8</td>
</tr>
<tr>
<td>Biology 101, L101</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>
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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>
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</tr>
<tr>
<td>Computer Science 110</td>
<td>3</td>
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<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/Ethics</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>31</td>
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</table>

<table>
<thead>
<tr>
<th>Junior</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Chemistry 313</td>
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<tr>
<td>Chemistry 314</td>
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</tr>
<tr>
<td>Chemistry 331-332, L331-L332</td>
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<tr>
<td>Biology Electives*</td>
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<td>Humanities Requirement</td>
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<tr>
<td>Social Science Requirement</td>
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</tr>
<tr>
<td>Free Elective</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
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<th>Sem. Hrs.</th>
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<tbody>
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<td>Chemistry 429</td>
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</tr>
<tr>
<td>Free electives</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

*Must be chosen from the following: Biology 274, L274; 285, L285; 374; 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 spectrosocpy; 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.
Department of Communication and Journalism

Professors: Harris (Chairperson), Boone
Associate Professors: Geisler, Kams, Peary, Plotkins, Preiss, Rosenthal
Assistant Professor: Kropp
Instructor: Carroll
Lecturers: Bacigalupo, Elliott, Greeley, Greenberg, Martin, Tucci, 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 four courses from one of the tracks listed below and two electives.

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 479 – Decision Making

Electives: Select 2 Courses from Departmental Offerings 200 Level and Above.

Mass Communication

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 319 – Sports Journalism
- CJN 355 – Media Production
- CJN 357 – Advertising
- CJN 363 – TV Classics
- CJN 413 – Great Works In Journalism
- CJN 414 – Investigative Reporting
- CJN 455 – Advanced Media Production

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 nations 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 news coverage 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 yearly.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
<th>Offered Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJN 256</td>
<td>Studio Operations</td>
<td>Technical introduction to the operation and functioning of equipment for production in a television/cable studio.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 257</td>
<td>Broadcasting</td>
<td>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.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 259</td>
<td>Sports Public Relations</td>
<td>Instruction in the methods utilized by sports information professionals. Practice in preparing materials for press releases, media kits, media guides, brochures and game programs.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 265</td>
<td>Communication &amp; Leadership</td>
<td>Practical instruction in various aspects of organizational leadership including budgeting, parliamentary procedure, agenda setting etc. Recommended for student organization leaders.</td>
<td>1 term</td>
<td>3 credits. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 275</td>
<td>Advanced Public Speaking</td>
<td>Intensive training in public speaking techniques employing a variety of speaking situations.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 284</td>
<td>Rhetoric of Science Fiction</td>
<td>An examination of persuasive appeals in science fiction literature through critical analysis. Various methodologies are applied to this literary genre in extensive written assignments.</td>
<td>1 term</td>
<td>3 credits. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 285</td>
<td>Media and Popular Culture</td>
<td>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.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 287</td>
<td>Media Analysis</td>
<td>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.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 289</td>
<td>Film Analysis</td>
<td>Critical examination of various film techniques across a wide variety of genres.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 313</td>
<td>Reporting</td>
<td>The principles and techniques of basic news reporting are studied and applied. Also an introduction to and analysis of interpretive reporting, &quot;alternative&quot; and &quot;new&quot; journalism. Prerequisite: CJN 113.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 314</td>
<td>Professional Writing</td>
<td>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.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 317</td>
<td>Copy Editing</td>
<td>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.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 319</td>
<td>Sportscasting</td>
<td>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.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 327</td>
<td>Theater Workshop</td>
<td>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.</td>
<td>1 term</td>
<td>1-6 credits. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 329</td>
<td>Acting II</td>
<td>A continuation of Acting I with special emphasis on scene work and character development.</td>
<td>3 Credits.</td>
<td>Normally offered every other year. Prerequisites: Consent of the instructor.</td>
</tr>
<tr>
<td>CJN 335</td>
<td>Persuasion</td>
<td>Analysis of persuasive techniques particularly those used by communicators in their attempt to gain public acceptance.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 355</td>
<td>Media Production</td>
<td>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.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
<tr>
<td>CJN 357</td>
<td>Advertising</td>
<td>Theoretical and practical applications of communication are considered in terms of advertising strategies and campaigns for media.</td>
<td>1 term</td>
<td>3 semester hours. Normally offered yearly.</td>
</tr>
</tbody>
</table>
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 Communication & 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.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Term &amp; Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJN 465</td>
<td>European Films and Fiction.</td>
<td>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.</td>
<td>1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 473</td>
<td>Consulting.</td>
<td>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.</td>
<td>Prerequisites: CJN 275 or 375. 1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 475</td>
<td>Organizational Development.</td>
<td>Focuses on the theories of organizational evolution from a communication perspective.</td>
<td>1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 477</td>
<td>Public Relations II.</td>
<td>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.</td>
<td>1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 479</td>
<td>Decision Making.</td>
<td>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.</td>
<td>Prerequisites: CJN 275 or CJN 375. 1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 485</td>
<td>Rhetoric of Protest &amp; Reform.</td>
<td>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.</td>
<td>1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 489</td>
<td>Political Rhetoric.</td>
<td>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.</td>
<td>1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 495</td>
<td>Advanced Legal Communication.</td>
<td>Detailed study of communication in the courtroom. Emphasis on presentation of opening statements and final summations through mock trial exercises.</td>
<td>Prerequisite: CJN 439 or equivalent. 1 term - 3 semester hours. Normally offered alternate years.</td>
</tr>
<tr>
<td>CJN 503</td>
<td>Experiential Learning in Communication.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>CJN 506</td>
<td>Honors Seminar.</td>
<td>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.</td>
<td>1 term - 3 semester hours. Normally offered every year.</td>
</tr>
</tbody>
</table>
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: (8 credits)
PHYS 151-152, L151-L152
University Physics and Lab

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)*

### Freshman

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</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>MATH 161-162</td>
<td>6</td>
</tr>
<tr>
<td>PHYS 151-152 &amp; L151-L152</td>
<td>8</td>
</tr>
<tr>
<td>CMPSC 131-132</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Credits:** 32

### Sophomore

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second-Year English</td>
<td>6</td>
</tr>
<tr>
<td>Ethics / Rhetorical Communication</td>
<td>6</td>
</tr>
<tr>
<td>Language (B.A.) or Humanities (B.S.)</td>
<td>6</td>
</tr>
<tr>
<td>MATH 261</td>
<td>3</td>
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<tr>
<td>CMPSC 253</td>
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<tr>
<td>CMPSC 265</td>
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<tr>
<td>Free Elective</td>
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**Total Credits:** 30

### Junior

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Social Sciences</td>
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</tr>
<tr>
<td>MATH 281-282</td>
<td>6</td>
</tr>
<tr>
<td>CMPSC 333</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 355</td>
<td>3</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>6</td>
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<tr>
<td>Free Electives</td>
<td>6</td>
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</tbody>
</table>

**Total Credits:** 30

### Senior

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (B.A.) or Free Elective (B.S.)</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 353</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 363</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science Electives</td>
<td>6</td>
</tr>
<tr>
<td>SCI 301</td>
<td>3</td>
</tr>
<tr>
<td>Free Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Credits:** 30

## 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
- CMPSC 265 Data Structures and Algorithms

*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 110 – Computer Analysis of Numerical Data.** The purpose of this course is to establish the personal computer as a tool that students can use to store, analyze, and display various kinds of numerical data. After some introductory basics about dealing with computers, students will be introduced to various kinds of software, such as spreadsheets and statistical packages, which they will apply to realistic problems. Discussions will focus on the production, interpretation (and misinterpretation), relevance, and suitability of various kinds of graphs and statistics. In addition, software will be employed to facilitate understanding of other important topics such as interest, depreciation, and linear programming. **No prerequisites.** 1 term - 3 credits. Normally offered each semester.

**CMPSC 120 – The Computer as a Tool.** For students who have little or no previous experience with computers, this course provides a challenging, intensive, hands-on survey of computers and their uses, exploring such topics as the history of computers and computation, common computer applications, computer networks (especially Internet), system design, an introduction to programming, computer hardware and architecture, artificial intelligence, and future trends. **No prerequisites.** 1 term - 3 credits. Normally offered each semester.

**CMPSC 121 – Introduction to Computer Programming.** For students with little previous experience with computers, this course provides an introduction to computers and their uses and to programming in a popular language such as Pascal or C. Students use various popular personal computers and Suffolk’s time-sharing systems to carry out assignments. This course provides good preparation for CMPSC 131. **No prerequisites.** 1 term - 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 in C, 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 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 311 – 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.
DRAMATIC ARTS

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, Theatre Workshop, 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 the C. Walsh Theatre 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
15 semester hours
**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

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 major or 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 MIDSUMMER NIGHT'S DREAM, and THE THREEPENNY 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, Baek, O’Brien, Glegles

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.

General Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</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 250 (Applied Statistics)</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>
<tr>
<td>Economics 383 (Money and Banking)</td>
<td>3</td>
</tr>
<tr>
<td>Economics 384 (Research Methods in Economics)</td>
<td>3</td>
</tr>
<tr>
<td>Economics 385 (Econometrics)</td>
<td>3</td>
</tr>
<tr>
<td>Economics 394 (Seminar in Economics)</td>
<td>3</td>
</tr>
<tr>
<td>Any three 400-level economics courses</td>
<td>9</td>
</tr>
<tr>
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Minor in Economics
Course requirements for the minor in Economics are as follows:

<table>
<thead>
<tr>
<th>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 250 Applied Statistics</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>
<tr>
<td>Any other 300 or any 400-level economics course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
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</tbody>
</table>

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 third year.

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 Public 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 other 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. Prerequisite: Math 130, 134, 146, or 161. 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. 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. 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 250. Required of all majors in Economics. 1 term – 3 semester hours. Normally offered every year.

Economics 385 – 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 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: EC 211-212. 1 term – 3 semester hours. Normally offered every 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 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 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 – Independent Study 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.
EDUCATION AND HUMAN SERVICES

Education and Human Services Department
Professors: Ash, Eskedal (Chair), Lewandowski, McCarthy
Associate Professors: Mahoney, Shatkin, Thayer, Winters
Assistant Professors: Dahlborg, Sartwell
Senior Lecturer: Meggison
Lecturers: R. Ash, Belmonte, Bond, Bruinooge, Burke, Busse, Caron, Donegan, Drew, Ehrlich, Feinman, Forrester, Hayes, Kaplan, Keck, Kelly, Kirschner, Maguire, Martin, Stryker, Samaraweera, Smith, Tow, Traini.

Major Fields of Study – Education and Human Services Department
The Education and Human Services Department offers the following concentrations and major fields of study.

Degree Programs
- Office Administration/Training
- Paralegal Studies

Certificate Programs
- Human Resource Assistant
- Office Administration/Training
- Paralegal Studies

Minor Concentrations
- Elementary Education (Provisional Teacher Certification)*
- Human Resources
- Office Administration/Training
- Paralegal Studies
- Secondary Education (Provisional Teacher Certification)*

*Students will pursue a bachelor’s degree through the College of Liberal Arts and Sciences in a related major.

Requirements for Teacher Preparation: Minor in Elementary or Secondary Education

The course of study recommended by the Education & Human Services Department for elementary or secondary school teacher preparation leads to Massachusetts certification. * Students major in a liberal arts discipline and minor in elementary or secondary education. They complete all required education courses as well as pre-practicum and practicum field based experiences appropriate to their specific program.

Undergraduate students planning to enroll in teacher education programs submit a formal application for admission to the Department. Application forms are available in the Education and Human Services Department Office (Fenton 244).

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 and many other states that are members of the Interstate Certification Compact.

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 programs must be approved in writing by the advisor in the Education & Human Services Department.
The Department faculty reserves 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, 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.

Curriculum Materials Center. The Curriculum Materials Center, located in the Fenton Building, (Fenton 303), 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. The practicum experience is the final professional experience for undergraduate students seeking provisional certification through teacher education programs. Prospective teachers experience all the varied roles of the classroom teacher. The elementary and secondary practicum are full-time for 7 weeks and include at least 175 clock hours at the practicum site. The candidate engages 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 apprenticeships 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 Education 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 grades of C+ or better 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 substantial number of Education 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 submit a written application along with a current transcript to the Director of Student Teaching (by October 1 for student teaching in the Spring semester and by February 1 for student teaching in the Fall semester).

6. 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.

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 in the community of residence.

Other Student Requirements
All students of Education and Human Services programs seeking Massachusetts Department of Education provisional 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:

<table>
<thead>
<tr>
<th>Term Papers</th>
<th>Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation Reports</td>
<td>Projects</td>
</tr>
<tr>
<td>Placement Reports</td>
<td>Examinations</td>
</tr>
<tr>
<td>Audio/Video Tapes</td>
<td>Sample Lesson</td>
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<tr>
<td>Supervision Evaluations</td>
<td>Plans</td>
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<td>Publications</td>
<td>Papers/Essays</td>
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<tr>
<td>Learning Activity Packages</td>
<td>Units of Instruction</td>
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<tr>
<td>Learning Activity Packages</td>
<td>Resume</td>
</tr>
</tbody>
</table>

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 determined person.
Advisors for Students in Education & Human Services

Students are encouraged to meet often with their advisors in Education. The advisors listed below have been designated for the following programs.

Business Education/Office Administration/Human Resource Assistant 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.

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 Method Courses in Reading and Elementary Method 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 their 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>
</tr>
<tr>
<td>(pre-practicum field based component 10 hours)</td>
<td></td>
</tr>
</tbody>
</table>

<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>
<td></td>
</tr>
<tr>
<td>[Spring Semester]</td>
<td></td>
</tr>
<tr>
<td>- EHS 333 Elementary Methods: Science, Physical Ed and Health</td>
<td>3 hours</td>
</tr>
</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>
<td></td>
</tr>
</tbody>
</table>
Secondary Education Program
Minor Leading to Provisional Secondary School Teacher Certification

Program Advisor:
Dr. Stephen Shatkin

Students who are earning or who have attained bachelors degrees in various academic disciplines may become certified through Suffolk University to teach in the public secondary schools of Massachusetts. These academic disciplines are: English, social studies, mathematics, physics, biology, chemistry, history, earth science, French, German, Spanish, Italian, and art.

Each student'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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Freshman English</td>
</tr>
<tr>
<td>-102</td>
<td></td>
</tr>
<tr>
<td>CJN 103</td>
<td>Rhetoric and Communication</td>
</tr>
<tr>
<td>EHS 509</td>
<td>Schooling and Social Inequality</td>
</tr>
<tr>
<td></td>
<td>(or other approved Cultural Diversity course)</td>
</tr>
<tr>
<td>EHS 503*</td>
<td>Foundations of Education</td>
</tr>
<tr>
<td>EHS 504</td>
<td>Educational Psychology</td>
</tr>
<tr>
<td>EHS 505*</td>
<td>Curriculum and Methods</td>
</tr>
<tr>
<td>-506</td>
<td>of Secondary Education</td>
</tr>
<tr>
<td>EHS 507*</td>
<td>Reading, Communication, and Mathematics Skills for Secondary Teachers</td>
</tr>
<tr>
<td>EHS 500</td>
<td>Practicum (6 semester hours): Student Teaching</td>
</tr>
</tbody>
</table>

In EHS 505 and 506: Curriculum and Methods of Secondary Education, EHS 505 is a general introductory teaching methods course. In EHS 506, the secondary certification program advisor coordinates the three components of the course.

1) There will be limited regular class meetings, held every other week, dealing with generic topics, relevant to all teaching fields.

2) Each student will work closely with a professor from the relevant academic area of the teacher. This involvement would be similar to a mentor relationship and might include some tutoring under supervision, conducting support groups, assisting the professor in teaching other undergraduates, studying specific subject matter secondary methods with this professor, etc.

3) Students would also be assigned for a significant period of time to a pre-practicum program in the relevant subject matter area at a Massachusetts high school.

Business Education Programs

Program Advisor:
Dr. Barbara F. Ash

Major Fields of Study

The following concentration and certificates are offered through the Business Education Program:

* B.S. Degree – Office Administration/Training
* Certificate Program – Human Resource Assistant
* Certificate Program – Office Administration
* Minor – Human Resources
* Minor – Office Administration
Bachelor of Science Degree – Office Administration/Training

Graduates of this program are trained for careers as office supervisors and administrative office managers. Students may select courses in office administration/systems or in training/instructional technology. Candidates may enroll in the four-year program or the transfer program, depending upon the number of credits at the time of matriculation.

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 30 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.

Office Administration/Training Transfer Program
(122 Semester Hours)

For candidates with more than 30 semester hours of transfer credit.

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sem. Hrs.</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></td>
<td>Business Administration or Office ................3</td>
</tr>
<tr>
<td></td>
<td>Technology Elective</td>
</tr>
<tr>
<td></td>
<td>Business Administration or Office Technology....3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td>SOM 101</td>
<td>Business Organization and Leadership..............3</td>
</tr>
<tr>
<td>PHIL ___</td>
<td>Ethics................................................................3</td>
</tr>
<tr>
<td>EHS 517</td>
<td>Business Communications and Report Writing.......3</td>
</tr>
<tr>
<td>EHS 547</td>
<td>Microcomputer Applications I........................3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLAW 214</td>
<td>Law of Contracts and Commercial Transactions......3</td>
</tr>
<tr>
<td>CJN 103</td>
<td>Rhetorical Communication..........................3</td>
</tr>
<tr>
<td>ACT 201</td>
<td>Accounting and Decision Making I................3</td>
</tr>
<tr>
<td>EHS 548</td>
<td>Microcomputer Applications II....................3</td>
</tr>
<tr>
<td>EHS 549</td>
<td>Microcomputer Applications III...................3</td>
</tr>
<tr>
<td>EHS 551</td>
<td>Administrative Communication.....................3</td>
</tr>
<tr>
<td>EHS 519</td>
<td>Information Resource Management*................3</td>
</tr>
<tr>
<td>EHS 451</td>
<td>Training and Development in Office Systems......3</td>
</tr>
<tr>
<td>EHS 213</td>
<td>English Literature I..................................3</td>
</tr>
<tr>
<td>ENG ___</td>
<td>Literature II........................................3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior Year</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS 450</td>
<td>Math/Computer Science Requirement................3</td>
</tr>
<tr>
<td>EHS 524</td>
<td>The Human Resources Functions....................3</td>
</tr>
<tr>
<td>EHS 545</td>
<td>Meeting and Conference Planning..................3</td>
</tr>
<tr>
<td>EHS 546</td>
<td>Telecommunications &amp; Integrated Office Systems*</td>
</tr>
<tr>
<td>EHS 546</td>
<td>Office Facilities Planning*......................3</td>
</tr>
<tr>
<td></td>
<td>Humanities Requirement................................3</td>
</tr>
<tr>
<td></td>
<td>Cultural Diversity Requirement....................3</td>
</tr>
<tr>
<td></td>
<td>Social Science Requirement........................3</td>
</tr>
<tr>
<td></td>
<td>Social Science Requirement........................3</td>
</tr>
<tr>
<td>EC 211</td>
<td>Principles of Economics Micro (1)................3</td>
</tr>
<tr>
<td>Senior Year</td>
<td>Sem. Hrs.</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>EHS 515 Internship (2)</td>
<td>9</td>
</tr>
<tr>
<td>EHS 510 Administrative Management Seminar*</td>
<td>3</td>
</tr>
<tr>
<td>___ Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>___ Humanities Requirement</td>
<td>3</td>
</tr>
<tr>
<td>___ Natural Science Requirement</td>
<td>4</td>
</tr>
<tr>
<td>___ Natural Science Requirement</td>
<td>4</td>
</tr>
<tr>
<td>___ Integrated Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>___ Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**Training Option* | Sem. Hrs.**

*Courses may be replaced with the following:

| EHS 455 Employee Relations | 3 |
| EHS 536 Information Processing: Methods and Techniques | 3 |

Or

| EHS 539 Keyboarding: Methods and Techniques | 3 |
| EHS_ _ _ Human Resource Elective | 3 |
| EHS_ _ _ Elective | 3 |

---

**Office Administration/Training 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/office technology courses will not be applied to a degree in a new major.

Students should see the College of Liberal Arts and Sciences Catalog and consult with your academic advisor for Core Requirement Options.

1. Course EC 211 will satisfy the Social Science requirements. See the College of Liberal Arts and Sciences Catalog and your academic advisor for additional Social Science course selections.

2. An elective may satisfy three credits of the internship requirement with documentation of full-time office experience or its part-time equivalent. Advisor approval required.

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**Office Administration/Training Four-Year Program**

*(122 Semester Hours)*

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**Freshman Year**

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 111 Sciences and Humanities I</td>
</tr>
<tr>
<td>IS 112 Sciences and Humanities II</td>
</tr>
<tr>
<td>ENG 101 Freshman English I</td>
</tr>
<tr>
<td>ENG 102 Freshman English II</td>
</tr>
<tr>
<td>CMPSC Computer Science Requirement</td>
</tr>
<tr>
<td>SOM 101 Business Org. and Leadership</td>
</tr>
<tr>
<td>MATH 130 Finite Mathematics</td>
</tr>
<tr>
<td>CJN 103 Rhetorical Communication</td>
</tr>
</tbody>
</table>

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**Sophomore Year**

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 213 English Literature I</td>
</tr>
<tr>
<td>ENG ___ Literature II</td>
</tr>
<tr>
<td>EC 211 Principles of Economics (Micro) (1)</td>
</tr>
<tr>
<td>___ Social Science Requirement</td>
</tr>
<tr>
<td>___ Social Science Requirement</td>
</tr>
<tr>
<td>___ Humanities Requirement</td>
</tr>
<tr>
<td>___ Humanities Requirement</td>
</tr>
<tr>
<td>STATS 211 Intro to Statistics</td>
</tr>
<tr>
<td>ACT 201 Accounting and Decision Making I</td>
</tr>
</tbody>
</table>

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**Junior Year**

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLAW 214 Law of Contracts and Commercial Trans</td>
</tr>
<tr>
<td>PHIL ___ Ethics</td>
</tr>
<tr>
<td>___ Natural Science Requirement</td>
</tr>
<tr>
<td>___ Natural Science Requirement</td>
</tr>
<tr>
<td>___ Integrated Natural Science Course</td>
</tr>
<tr>
<td>EHS 451 Training and Development in Office Sys</td>
</tr>
<tr>
<td>EHS 547 Microcomputer Applications I</td>
</tr>
<tr>
<td>EHS 548 Microcomputer Applications II</td>
</tr>
<tr>
<td>EHS 549 Microcomputer Applications III</td>
</tr>
<tr>
<td>EHS 519 Information Resource Management*</td>
</tr>
</tbody>
</table>

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**Senior Year**

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHS 517 Business Communications and Report Writing</td>
</tr>
<tr>
<td>EHS 524 Meeting and Conference Planning</td>
</tr>
<tr>
<td>EHS 545 Telecommunications &amp; Integrated Office Sys.</td>
</tr>
<tr>
<td>EHS 546 Office Facilities Planning*</td>
</tr>
<tr>
<td>EHS 510 Administrative Management Seminar*</td>
</tr>
<tr>
<td>___ Elective</td>
</tr>
<tr>
<td>EHS 450 The Human Resources Functions</td>
</tr>
<tr>
<td>EHS 551 Administrative Communication</td>
</tr>
<tr>
<td>EHS 515 Internship (2)</td>
</tr>
</tbody>
</table>

---
Training Option*  |  Sem. Hrs.
---|---
*Courses may be replaced with the following:
EHS 455  |  Employee Relations ......................... 3
EHS 536  |  Information Processing: Methods and Technical OR ......................... 3
EHS 539  |  Keyboarding: Methods and Techniques ........ 3
EHS ___  |  Human Resources Elective ......................... 3
EHS ___  |  Elective

**Office Administration/Training Four-Year Program**

For candidates with less than 30 semester hours of transfer credit

Note: Should a student change their Business Education major, the credits awarded for the skills/office technology courses will not be applied to a degree in a new major.

Students should see the College of Liberal Arts and Sciences Catalog and consult with academic advisor for Core Requirement Options.

1. Course EC 211 will satisfy the Social Science requirements. See the College of Liberal Arts and Sciences Catalog and your academic advisor for additional Social Science course selections.

2. An elective may satisfy three credits of the internship requirement with documentation of full-time office experience or its part-time office experience or its part-time requirement. Advisor approval required.

**Certificate Program – Human Resource Assistant**

**Program Advisor:**
Dr. Barbara F. Ash

**Description of the Program:**
This program is designed for the secretary or administrative assistant who may wish to seek a career path in human resources and/or the individual seeking employment in a variety of human resource functional areas. The Human Resource Assistant Certificate Program consists of ten three-credit courses for a total of 30 credit hours.

Graduates with a certificate in Human Resources are qualified to seek positions as human resource/personnel assistants in any number of functional areas including but not limited to the following: recruiting and selection; compensation and benefits administration; employee relations; personnel records; and personnel policies.

**Admissions Requirements**
All candidates desiring to be considered for admission to the Human Resource Assistant 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. Holds a bachelor’s or advanced degree from an accredited institution.

**Required Courses:**
(30 Semester Hours)
SOM 101  Business Organization and Leadership
EHS 450  The Human Resources Functions
EHS 451  Training and Development in Office Systems
EHS 452  Human Resources and the Law
EHS 453  Recruitment and Selection
EHS 454  Human Resources Information Systems
EHS 455  Employee Relations
EHS 456  Compensation Systems
EHS 457  Employee Benefits
EHS 458  Contemporary Issues: The Future Role of Human Resources
Certificate Program in Office Administration

Program Advisor:
Dr. Barbara F. Ash

Admissions Requirements
All candidates desiring to be considered for admission to the Office Administration 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 Administration 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 Administration 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 201 Accounting and Decision Making I
EHS 450 The Human Resources Functions
EHS 517 Business Communications and Report Writing
EHS 545 Telecommunications and Integrated Office Systems
EHS 547 Microcomputer Applications I

Elective Courses:
(15 Semester Hours)
EHS 451 Training and Development in Office Systems
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 551 Administrative Communication

Human Resource Minor

Education and Human Services Department

Business Education Program

Minor Concentration in Human Resources

The Human Resource minor is designed for the individual who may wish to seek a career path in human resources or employment in a variety of human resource functional areas including but not limited to the following: recruiting and selection; compensation and benefits administration; employee relations, personnel records, and personnel policies.

Students who are majoring in other departmental concentrations at Suffolk University may obtain a minor in Human Resources by completing 18 credit hours of required and elective courses. This sequence of courses provides a logical background for students in any discipline who wish to become employed in business settings which require basic competencies in human resources.
The Program
(18 Semester Hours)

Required Courses
(12 Semester Hours)*
SOM 101 Business Organization and Leadership*
EHS 450 The Human Resources Functions*
EHS 452 Human Resources and the Law
EHS 456 Compensation Systems

Elective Courses
(6 Semester Hours)
EHS 451 Training and Development in Office Systems
EHS 453 Recruitment and Selection
EHS 454 Human Resources Information Systems
EHS 455 Employee Relations
EHS 457 Employee Benefits
EHS 458 Contemporary Issues: The Future Role of Human Resources

*In consultation with the Human Resource Minor advisor, SOM students select additional electives to replace required courses as appropriate.

Office Administration Minor
Education and Human Services Department
Business Education Program
Minor Concentration in Office Administration

The Office Administration minor is designed for the individual who may wish to seek a career path in administrative office systems.

Students who are majoring in other departmental concentrations at Suffolk University may obtain a minor in Office Administration by completing 18 credit hours or required and elective courses. This sequence of courses provides a logical background for students in any discipline who wish to become employed in business settings which require a basic competency in administrative office management and office systems.

The Program
(18 Semester Hours)

Required Courses:
(12 Semester Hours)*
ACT 201 Accounting and Decision Making I*
EHS 510 Administrative Management Seminar
EHS 547 Microcomputer Applications I*
EHS 548 Microcomputer Applications II*

Elective Courses:
(6 Semester Hours)
EHS 450 The Human Resources Functions
EHS 451 Training and Development in Office Systems
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 551 Administration Communication

*In consultation with the Office Administration minor advisor, SOM students select additional electives to replace required courses as appropriate.

Paralegal Studies Programs

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. Advanced Paralegal courses are also available to those graduated and practicing paralegals who wish to further their education.
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, insurance agency, legal assistance agency or other facility under the supervision of an attorney and are laypersons not licensed to practice law independently.

Suffolk University’s Paralegal Studies programs are approved by the American Bar Association.

**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 an internship working as a paralegal in their senior year, and may choose six of the seventeen 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.

Transfer students working toward a Bachelor's degree in Paralegal Studies must take at least seven Paralegal courses including two required Paralegal courses while in residence at Suffolk University.

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### Bachelor of Science Degree

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>IS 101</td>
<td>Social Sciences and Humanities I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IS 102</td>
<td>Social Sciences and Humanities II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>Freshman English I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 102</td>
<td>Freshman English II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 104</td>
<td>Precalculus for Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CMPSC 120</td>
<td>The Computer as a Tool</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CJN 103</td>
<td>Rhetorical Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Free Elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ethics (PHIL 119 or 123 or 127)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>ENG 213</td>
<td>Literary Masters of England I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 214/215</td>
<td>Literary Masters of England II/216</td>
<td>3</td>
</tr>
<tr>
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<td>American Literature/World Lit</td>
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<td>EHS 360</td>
<td>Fundamentals of Legal Assisting</td>
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<td>EHS 364</td>
<td>Introduction to Law and the Legal System</td>
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<td>Cultural Diversity Req</td>
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<td>Humanities Requirement</td>
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<tr>
<td>Junior</td>
<td>EHS 361</td>
<td>Legal Research &amp; Writing</td>
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<td>EHS 362</td>
<td>Civil Litigation &amp; Procedure</td>
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<td>EHS 363</td>
<td>Law of Contracts</td>
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<td>Senior</td>
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<td>Experiential Learning for Paralegals</td>
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<td>EHS L381</td>
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# Bachelor of Arts Degree

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<th>Freshman</th>
<th>Sem. Hrs.</th>
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<tr>
<td>IS 101</td>
<td>Social Sciences and Humanities I ................................. 3</td>
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<tr>
<td>IS 102</td>
<td>Social Sciences and Humanities II .................................. 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>
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<tr>
<td>MATH 104</td>
<td>Precalculus for Social Sciences .................................... 3</td>
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<tr>
<td>CMPSC 120</td>
<td>The Computer as a Tool ........................................... 3</td>
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<tr>
<td>CJN 103</td>
<td>Rhetorical Communication ....................................... 3</td>
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<td>____</td>
<td>Free Electives .................................................. 6</td>
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<tr>
<td>____</td>
<td>Ethics (PHIL 119, 123 or 127) .................................. 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 eighteen paralegal electives offered. One of those electives may be an internship working as a paralegal (EHS 381) accompanied by the Issues in the Workplace seminar (EHS L381) after the student has completed at least fifteen hours of Paralegal Studies coursework.

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. Mathematics or Computer Science ................. 3 hours  
   a. MATH 110 or MATH 130, MATH 134, MATH 146, MATH 161 or CMPSC 120, CMPSC 121, CMPSC 131 or 110.

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 .......................................................... 3 hours

5. Speech (CJN 103) or Ethics  
   (PHIL 119, 127 or 123) ...................................... 3 hours

6. Social Science/Humanities Requirement ........ 12 hours  
   Two courses each in the social sciences and the humanities. For course choices, see Humanities Requirement section, or Social Science Requirement section, under B.S. Degree.

7. Major Courses (5 Required & 5 Elective)  .......... 30 hours

8. Cultural Diversity (5 Required & 5 Elective) .... 30 hours

TOTAL............................................................. 65 hours

Major courses do not begin until the Sophomore year.
Certificate in Paralegal Studies

Program Advisor:
Lynne D. Dahlborg, 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.

If a candidate lacks the preceding education qualification, then option number 3 may be satisfied:

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 of 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. Students are encouraged to take the required courses as early in their studies as possible, with the two* courses below especially recommended for beginning students.

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
*Strongly encouraged for beginning students

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
EHS 376 – Health Care Law & Terminology
EHS 377 – Advanced Tort Litigation
EHS 378 – Alternative Dispute Resolution
EHS 379 – Advanced Environmental Law
EHS 380 – Administrative Advocacy & Procedure
EHS 381 – Paralegal Internship
EHS L381 – Issues in the Legal Workplace
EHS 382 – Advanced Legal Research & Writing
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 35 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 law and the responsibilities of paralegals. Topics include the development of paralegalism as a profession, unauthorized practice of law, ethical considerations, interviewing techniques, legal research, law office management 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 court decisions, statutes, administrative regulations and to Shepardize. 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 judgment and to the duties of paralegals in a litigation office. 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 and will draft contract provisions as a paralegal might in a law office. 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, and both state and federal laws tax estates. Paralegals can be valuable in information gathering for estates and trusts, and can 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. The role of paralegals in corporate and other business law will be studied. 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 litigation and the progression of a case through the courts will be studied. 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 and drafted. 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 and the role of paralegals in a family law office will be studied. 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 and other areas where a paralegal may work. 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 and the role of paralegals in consumer law. 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, its enforcement, and the role of paralegals 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 for the paralegal student. 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.

Education and Human Services 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 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 361 and 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 Advocacy and 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 hands-on exercises will focus especially on environmental law agencies and public benefits such as SSI, SSDI, Medicare, Medicaid and also the American with Disabilities Act. 1 Term – 3 semester hours. Normally offered alternate years.

EHS 381 – Paralegal Internships. Internship projects in the paralegal area are offered, and are required for seniors enrolled in the Bachelor’s degree in Paralegal Studies. A one-semester internship in either a law office, a governmental agency, insurance company, or a for-profit or non-profit corporation, depending on the positions available during each semester. For specific placements/information, students must contact the Director of Paralegal Studies prior to the start of each semester. Must be taken concurrently with EHS 382. Prerequisite: Senior status and 15 hours in Paralegal Studies or permission of instructor. 1 term – 3 semester hours. Normally offered yearly.

EHS 381 – Issues in the Legal Workplace. Seminar for exploration of workplace issues for paralegals students who are enrolled in EHS 381 – Paralegal internships. Once a week seminars will discuss such topics as ethical considerations in a law office, experiences gained as paralegal interns, and seeking paralegal employment in the workplace. Prerequisite: Concurrent enrollment in EHS 381. Normally offered yearly. Required of all Paralegal majors entering Fall 1994 or later.

EHS 382 – Advanced Legal Research & Writing. Building on the library and writing skills learned in EHS 361, students will broaden their ability to locate cases, statutes and regulations in the law library and to prepare legal writing such as memoranda and briefs. Special focus on further development of legal analysis skills. Prerequisite: EHS 361 or permission of the instructor. 1 Term – 3 semester hours. Normally offered every other year. 3 semester hours.

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 (55 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 full-time for seven weeks and include at least 175 clock hours in a public school setting. Required of all students minoring in Elementary Education. (See Special Regulations concerning the Elementary Education Minor and Special Regulations concerning the Practicum). 1 term – 6 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 450 – The Human Resources Functions. The study of the human resources 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 yearly.

Education and Human Services 451 – 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.

Education and Human Services 452 – 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. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 453 – Recruitment and Selection. An in-depth examination of the recruitment process from workforce planning though 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.” 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 454 – Human Resource 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. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 455 – 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. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 456 – 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. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 457 – 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. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 458 – 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 workplace; 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. Normally offered summers.

Education and Human Services 500 – Practicum (Secondary Student Teaching). The practicum experience is 175 clock hours of experience as a teacher in a secondary school setting. The course may be taken by undergraduate senior and graduate students. See regulations regarding student teaching. 1 term – 3 or 6 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 alternate years.

Education and Human Services 509 - School and Social Inequality: Race, Gender and Class. The relationship between cultural diversity and schooling will be explored by examining impediments to academic advancement, curriculum, and teaching methods for individuals of color and other under represented groups.

Education and Human Services 510 - Administrative Management Seminar. Organization and management of office systems, including work measurement, work simplification, office standards, and the supervision of office personnel. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 515 - Internship. Business/office administration and adult/continuing education majors will be placed in internships relating to their area of interest/expertise in office management, personnel, training or continuing education settings. Also 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 each semester.


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 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. Students work independently to meet competencies. 1 term - 3 semester hours. Normally offered summers.

Education and Human Services 524 - Meeting and Conference Planning. Introduction to organizing conferences, workshops, and seminars for business and industry. Role and professional responsibilities of meeting planners and suppliers. Hands-on experience in conference planning and development of specific competencies including site selection, contract negotiation, conducting needs assessments and designing programs. Publicity, promotion, brochures, selection of mailing lists, budgets, food and beverage selection, exhibits, and evaluation of programs. 1 term - 3 semester hours. Normally offered yearly.
Education and Human Services 536 – Information Processing: Methods Techniques. Methods of teaching information processing and computer applications in classroom and training settings. Teaching aids, measurement and evaluation, motivation, classroom dynamics. Demonstrations and lab experience. 1 term – 3 semester hours. Normally offered alternate years.


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 alternate years.

Education and Human Services 546 – Office Facilities Planning. Designing and remodeling facilities and layouts for offices. Ergonomics, space management, and evaluation of office facilities. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 547 – Microcomputer Applications for Business Education I. Introductory course in the application of microcomputers to business and office systems. Hands-on experience using popular word processing and spreadsheet software for simulated business applications. Create and edit business documents; build, modify, format, and analyze spreadsheets. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 548 – Microcomputer Applications for Business Education II. Examines the use of advanced word processing microcomputer applications and an introduction to desktop publishing. Development of skill using word processing software to create complex document formats, macros, graphics; integrate spreadsheet applications; manage files and list sort/merge. Introduction to the fundamentals of desktop publishing to create professional publications, newsletters, brochures, or instructional materials. 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 software packages for database management and advanced spreadsheet applications. Examines how data can be logically organized and retrieved for effective information management. Create, sort and retrieve data; modify existing databases; work with large spreadsheets, create macros, graphics, integrate spreadsheet and database files using simulated business applications. 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. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 900 – Directed Study. 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.
Engineering Faculty

Professors: Johnson (Chairperson), Feldman, Marshall
Associate Professors: Demir
Assistant Professors: McCormack, Zaslavsky, Zatet
Instructor: Westmacott
Lecturers: Berera, Bayrakceken, Du, Giardino, Green, Harris, Humphrey, Kavian, Moodera Mohie-Eldin, Narayana, Radojev, Rahe

Four year baccalaureate degrees are offered in Computer Engineering and Electrical Engineering by the Physics and Engineering department. The curriculum for these majors was designed in accordance with the criteria for accredited programs in engineering established by ABET (Accreditation board for Engineering and Technology).

Both Computer Engineering and Electrical Engineering have minimum requirements for credit hours to be taken in four major groups:

Math and Basic Science requirements:
32 hours

Engineering Science requirements:
34 hours

Engineering Design requirements:
16 hours

University requirements – Cultural Diversity, Humanities, Social Science, English, Communication, Ethics:
42 hours

Depending on the major, some of the groups will have more required hours than the minimums shown above. The result is that both Computer Engineering and Electrical Engineering require more than the university minimum of 122 hours.

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 student eligible for financial aid from the university.

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 Sciences and a local engineering firm, HNU Systems, Inc. Research areas include ellipsometry, laser physics, X-ray detectors and neural net signal processing.
### 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:**
(33 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
- Computer Science II – 3 hrs
- Signals and Control Systems – 3 hrs
- Scientific Writing / Reporting – 2 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**

#### Freshman

<table>
<thead>
<tr>
<th>Course</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>
</tr>
<tr>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science II</td>
<td>3</td>
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<tr>
<td></td>
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#### Sophomore

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
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<tbody>
<tr>
<td>University Physics II and Lab</td>
<td>4</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>Calculus III</td>
<td>3</td>
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<tr>
<td>Multivariable Calculus</td>
<td>3</td>
</tr>
<tr>
<td>Applied Circuit Theory</td>
<td>3</td>
</tr>
<tr>
<td>Applied Circuits Lab</td>
<td>1</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>3</td>
</tr>
<tr>
<td>Electronic Devices Lab</td>
<td>1</td>
</tr>
<tr>
<td>Ethics, Speech</td>
<td>6</td>
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<tr>
<td>*Humanities Option I</td>
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#### Junior

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>Microprocessors</td>
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<tr>
<td>Microprocessor Interfacing</td>
<td>4</td>
</tr>
<tr>
<td>Math Methods for Engineers I</td>
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</tr>
<tr>
<td>Digital Electronics</td>
<td>4</td>
</tr>
<tr>
<td>Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>English Sequence</td>
<td>6</td>
</tr>
<tr>
<td>*Humanities Option II</td>
<td>3</td>
</tr>
<tr>
<td>*Social Science I</td>
<td>3</td>
</tr>
<tr>
<td>Engineering Design Elective</td>
<td>3</td>
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#### Senior

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<tr>
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<tbody>
<tr>
<td>Computer Engineering</td>
<td>3</td>
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<tr>
<td>*Social Science II and III</td>
<td>6</td>
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<tr>
<td>Engineering Systems Project</td>
<td>4</td>
</tr>
<tr>
<td>*Humanities Options III</td>
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<tr>
<td>Computer Aided Design</td>
<td>3</td>
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<tr>
<td>Computer Communications</td>
<td>3</td>
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<tr>
<td>Math Methods for Engineers II</td>
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<tr>
<td>Signals and Control Systems</td>
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<tr>
<td>Scientific Writing</td>
<td>2</td>
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<tr>
<td>Engineering Science Electives</td>
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**The University Cultural diversity requirement consists of six credit hours to be selected from an approved course list. Some of these may be coupled toward the humanities and/or social science requirement.**

**For transfer students, the Integrated Studies, Ethics, 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:**

*(33 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
- Computer Science II – 3 hrs
- Signal and Control Systems – 3 hrs
- Scientific Writing/Reporting – 2 hr
- *Elective – 3 hrs

### Bachelor of Science Electrical Engineering

*(Suggested Course Sequence)*

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Total: 32

*The University Cultural diversity requirement consists of six credit hours to be selected from an approved course list. Some of these may be coupled toward the humanities and/or social science requirement.

**For transfer students the Integrated Studies, Ethics, Humanities and Social Science requirements are different and are described in the Academic Regulations section of this catalog.

International Education Opportunities in Marseille and Moscow

Students majoring in Physics or Engineering have the opportunity to go to France or Russia in their senior year and take courses or do research which will count toward their graduation requirements. The physics and Engineering department has an educational collaboration agreement with the Ecole Nationale de Superieure de Physique de Marseille (ENSPM) in France and also with the Institute of Engineering and Electronics in Moscow. Research projects in both Marseille and Moscow are conducted with English speaking scientist. Courses offered at ENSPM, however, are all in French. Interested students should discuss their plans with the chairman to plan for the necessary language and cultural preparation.

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.

Combined Programs in Engineering

A student may select from the large number of engineering majors offered at Case Western Reserve by taking the first three years of course work at Suffolk University as a Physics or Engineering 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. 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.
**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.

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**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**
Network Topology concepts; RLC circuits under steady state and transient excitation; Network theorems, complex numbers, phasors. Transfer functions, frequency response, filters. Prerequisite: PHYS 152. 1 term – 3 semester hours. Offered yearly.

**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 AUTOCAO 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

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 micro programed 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, ENGR 206, ENGR 303.

ENGNR 351 - 1 term - 3 semester hours. Normally offered yearly.

ENGR 303, 306 - Engineering Computer Graphics
Experience with different types of software and hardware used for graphics, laboratory experience on personal computer systems, with AUTOCAO 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 340 - Switching Circuit Design

ENGR 345 - Scientific Writing
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.

ENGR 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.

ENGR 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


ENGNR 351 - Microprocessors Interfacing

This course deals with the issues involved in interfacing a peripheral device to a microprocessor system. In the process, the operation of the microprocessor is studied in detail from a hardware and a software perspective. Address decoding, buffers and latches, tri-state devices. Interfacing a peripheral device using interrupts. Interfacing an unencoded keyboard using 8255A programmable peripheral interfaces. Analog interfacing using a digital to analog converter. Interfacing assembly language modules to higher level languages such as C. Extensive laboratory work. Prerequisites: ENGNR 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: ENGNR 351. 1 term - 3 semester hours. Normally offered in alternate years.

ENGNR 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: Engnr 272, Junior status. 2 terms - 2 semester hours. Offered yearly.

ENGNR 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, ENGNR 351. 1 term - 3 semester hours. Normally offered yearly.

ENGNR 393 - Neural Networks


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, antennas, microwave communications, fiber optics. Prerequisites: ENGR 325. 1 term - 3 semester hours. Normally offered in alternate years.

ENGNR 410 - Communication Systems


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: ENGR 206, ENGR 303, ENGR 351. 1 term - 3 semester hours. Normally offered yearly.

ENGNR 422 - Robotics and Automation  Robotic systems and components: manipulator arms, end effectors, actuators, sensors, materials, controllers, user interface. object location: 2D and 3-D transformations, general orientation transformations. sensing hierarchy, internal sensors, external sensor: computer interfaces, robotics speech and vision. DC motors, stepper motors, hydraulic and pneumatic systems. Feedback control Transition functions. Task planning and programming in a work-space. Rhino XR-2PUMA robot. Laboratory practice is included. Prerequisites: ENGNR 401, ENGNR 352, ENGNR 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: ENGNR 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: ENGNR 325, ENGNR 351. 1 term – 3 semester hours. Normally offered in alternate years.

ENGNR 463 - Digital Image Processing  Conversion of analog 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, Connolly, Dudley, Lemontt
Senior Lecturers: Bennett, Charshoodian, Dine, Kennedy
Lecturers: Chinchillo, Fordham, Hurajt, Knoll, Perry, Rowe
Professors Emeriti: Clark, Vogel

First-Year English Requirements

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 for 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) or English 216 (World Literature in English). English 213 may precede or follow the second chosen course. All four 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 (English Language Skills Review) 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 reading and writing 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, 216, 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 full 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, and Don Quixote. 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 216 - World Literature in English. A study of literature in English from cultures around the world, with emphasis on major modern and contemporary writers such as Margaret Atwood (Canada), Seamus Heaney (Ireland), Nadine Gordimer (South Africa), Chinua Achebe (Nigeria), and VS. Naipaul (Trinidad). 1 term - 3 semester hours. Normally offered yearly.

English 304 - English Language Skills Review. Skills course for students beyond the freshman level who would benefit from further basic writing instruction. An individualized review of grammar, punctuation, and the principles of paragraph and essay construction. 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 Aenead, 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. Representative selections of seventeenth-century poetry and prose, including Behn, Burton, Donne, Drayton, Dryden, Jonson, Milton, Pepys, Wroth, 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 beginnings of the realistic novel including the works of Defoe, Richardson, Fielding, Smollet and Burney and considering the sentimental novel (Sterne) and the gothic novel (Walpole and Radcliffe). 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 Prose 1870-1920. The revolution in American literary consciousness between the Civil War and the First World War, the transition from the traditional to the modern, in the work of Mark Twain, Henry James, Stephen Crane, Theodore 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 every year.

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, Momaday, Morrison, Nabokov, O'Connor, Styron, Tan, and others.

English 363 - Modern British Poetry. Yeats, Eliot, Auden, Dylan Thomas, Philip Larkin and Ted Hughes and the considerable achievements of other poets from WW I to the present, including the influences of the Georgians, the imagists and "the new poets." Verse drama will also be considered. 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 - Contemporary 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 374 - 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 377 - 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 378 - Fantasy and Folklore. Folktales and other literary and oral forms related to the folk tradition and recognizing a variety of ethnic background; the genre and mode of fantasy including science fiction and the Utopian novel. Writers such as J.R.R. Tolkien, Karel Capek, C.S. Lewis, Richard Adams and Ursula Le Guin. 1 term - 3 semester hours. Normally offered every third year.

English 379 - Children's Literature. The history and artistry of those works intended for the child reader. Picture books, poetry, fairy tales, fantasies, realistic novels and biography, the international heritage. This extensive range covers Mother Goose to the contemporary problem novel, reflected by the works of Jean George, Robert Cormier and Katherine Paterson. 1 term - 3 semester hours. Normally offered alternate years.

English 381 - Studies in the Short Novel. Close reading and discussion of major examples of European and American novellas. 1 term - 3 semester hours. Normally offered alternate years.

English 382 - Speculative Literature. The literature that raises philosophical concerns, often questioning the role of Literature itself and the purpose of art. Representative writers are Lewis Carroll, Franz Kafka, Michael Bulgakov, John Gardner, Julian Barnes, Stanislaw Lem, Italo Calvino and A. S. Byatt. 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 386 - 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 387 - Women and Literature. Study of the images of women in literature and the woman writer's contribution to these evolving representations. Readings in Virginia Woolf, Edith Wharton, Doris Lessing, Toni Morrison, Amy Tan, and others. 1 term - 3 semester hours. Normally offered alternate years.

English 388 - 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, Wolfe, and Rossner. 1 term - 3 semester hours. Offered every third year.

English 393 - 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. Normally offered every third year.

English 402 - The Early James Joyce. An examination of the topics of women, love, and marriage in the short story collection Dubliners and in the letters written by and to James Joyce. 1 term - 3 semester hours.

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 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.
FINE ARTS

Bachelor of Fine Arts Program

Coordinators: Hastings (Suffolk University) Blevins (The New England School of Art & Design).

Suffolk University and The New England School of Art & Design offer a joint four-year 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.

The goal of the Fine Arts Program is the development of artists whose work is reflective of the energy and passion of the individual. The intimate learning environment of the BFA Program is designed to further the development of the student’s individual vocabulary of expression, with strength, clarity, and discipline. The joint Suffolk/NESAD BFA Program also affords students the opportunity to lay the groundwork for graduate-level study, leading to a more advanced level of involvement in the arts.

Students attending Suffolk University who are interested in applying for the B.F.A. program please see the curriculum model in this catalog for further details. They must then contact the University’s B.F.A. advisor, Professor M.D. Hastings (573-8285).
GOVERNMENT

Department of Government
Professors: Bain (Chairperson), Berg, Holleman
Associate Professors: Dushku, O’Callaghan
Assistant Professor: Harris, Burke (Visiting)
Lecturers (part-time): Andrews, Blanchette, Brownell, Lombardi

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..........................Sem. Hrs.
Government 111 – 112 (Politics and Government I & II)..........6
Government L111 – L112 (Politics and Government Lab I & II)........2
or
Government L113 (Consolidated Government Lab)..................2
Government 377 – Research Methodology.................................4
American Government Group
(choose one below)..................................................................3
Government 221, 222, 243, 244, 253, 346, 347, 355, or 357.
International Relations Group
(choose one below)..................................................................3
Government 261, 363, 461 or 463.
Political Theory Group (choose one below)..........................3
Government 274, 275, 473, or 475.
Comparative Government Group
(choose one below)..................................................................3
Government 283, 383, 385, 387, 389, 483, 485, or 487.
Electives in Government.................................................................9

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 government 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..........................Sem. Hrs.
Government 111 – 112 (Politics and Government I & II)..........6
Government L111 – L112 (Politics and Government Lab)..........2
or
Government L113 (Consolidated Government Lab)..................2
Government 221 – 222 (Public Administration I & II).................6
Government 224 (Introduction to Public Policy)..........................3
Government 377 (Research Methodology).................................4
Government 378 (Public Budgeting Systems)..............................3
Electives in Government.................................................................9

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 the 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.

Honors in Government
Government majors in the Political Science track or the Public Policy and Administration track who have an overall GPA of 3.0 and a GPA of 3.4 or better in the major will be eligible for honors. To achieve honors a student must write a senior thesis, under the direction of a faculty member of their choice. The topic of the thesis will be agreed upon by the student and faculty member. The student must register for a thesis course, (GOV 555 or 556) in the first semester of the senior year. Once the course is completed, the student must submit the thesis to the department's honors committee. All work must be submitted 5 – 6 weeks before the end of the student’s final semester. The committee will review each submission and examine each candidate during an oral presentation. The committee will determine whether or not the work submitted qualifies the student for departmental honors. The student will receive credit for the thesis course, whether or not honors are awarded.

In special circumstances, particularly relating to transfer students, departmental honors may be awarded to a student who has not taken the thesis course or written a thesis. A senior may submit to the honors committee any four papers, written in at least three separate government courses, for the committee's consideration. An oral presentation will also be required. On that basis, the committee may decide to award honors. However, it must be stressed that this approach will have little chance for success in all but the most special cases.

Minors
Students minoring in the field of government may pursue one of the following two programs of study:

A. Minor in Political Science

<table>
<thead>
<tr>
<th>Minor Requirements</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>
</tr>
<tr>
<td>(should be completed before enrolling in other courses for the minor)</td>
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<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>
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<tr>
<td>Government 221, 222, 243, 244, 253, 346, 347, 355, or 357.</td>
<td></td>
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<tr>
<td>International Relations Group (choose one below)</td>
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<tr>
<td>Government 261, 363, 461, 463.</td>
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<tr>
<td>Political Theory Group (choose one below)</td>
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<td>Government 274, 275, 377, 473, 475.</td>
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<tr>
<td>Comparative Government Group (choose one below)</td>
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<tr>
<td>Elective in Government</td>
<td>3</td>
</tr>
<tr>
<td>(chosen from any course offered by the Department except GOV103 and the Internships.)</td>
<td>18</td>
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</tbody>
</table>

B. Minor in Public Policy and Administration

<table>
<thead>
<tr>
<th>Minor Requirements</th>
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<tbody>
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<td>6</td>
</tr>
<tr>
<td>(should be completed before enrolling in the other courses for the minor)</td>
<td></td>
</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>
<td>18</td>
</tr>
</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. 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 for 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. 111-112 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 ideologies. (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 every third year.)

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 third 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 alternate years.)

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 alternate years.)

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 WWII 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, peace-keeping alternatives, weapons proliferation 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 Dillow. (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 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 555 – Senior Thesis in Political Science. Individual program of reading, research and writing on an approved topic under the supervision of a member of the department, for students who meet the criteria for departmental honors and who wish to prepare a thesis for submission to the honors committee. Must be taken in the first semester of the senior year. (Prerequisite: GPA of 3.0 overall and 3.4 in the major; instructor's consent; approval of the department chair. 3 semester hours. Normally offered every semester.)

Government 556 – Senior Thesis in Public Policy. Individual program of reading, research and writing on an approved topic under the supervision of a member of the department, for students who meet the criteria for departmental honors and who wish to prepare a thesis for submission to the honors committee. Must be taken in the first semester of the senior year. (Prerequisite: GPA of 3.0 overall and 3.4 in the major; instructor’s consent; approval of the department chair. 3 semester hours. Normally offered every semester.)
GRAPHIC DESIGN

Bachelor of Fine Arts Program

Coordinators: Hastings (Suffolk University) Blevins (The New England School of Art & Design).

Suffolk University and The New England School of Art & Design offer a joint four-year 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.

The Graphic Design Program is designed to equip students with the intellectual and practical abilities required of graphic communicators, along with the liberal arts coursework necessary for reasoned problem-solving. The primary emphasis of all courses in the graphic design curriculum is the conceptual, creative process, employing technology, in the form of the computer, only after basic design principles have been assimilated. Concentrations are available in illustration, design, and broadcast, allowing the student to focus on a particular specialization.

Students attending Suffolk University who are interested in applying for the B.F.A. program please see the curriculum model in this catalog for further details. They must then contact the University’s B.F.A. advisor, Professor M.D. Hastings (573-8285).
History Faculty

Professors: Cavanagh, Greenberg (Chairperson), McCarthy (Education and Human Services), Robbins (Associate Dean)
Assistant Professors: Plott, Umansky
Instructors: Bellinger
Lecturers: Allison, Ejofodomi, Hannigan, McGehee, Rice, Sellman, 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.
### Track 1. American History

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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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**Track 5. African and African-American History**

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**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 (History: Theory & Practice 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 160 Cultural Contact in World History This course satisfies the diversity requirement in the School of Management. It will explore the way people define themselves as part of a culture. How do individuals become part of group? How do people create a culture and what does that culture mean to them? How do these cultural identities overlap or intersect? Examines several different cultural interactions, focusing on the cultures of Asia, Africa, and Native America, as well as Europe and European-Americans. 1 term – 3 semester hours. Offered every semester.

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 semesters 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 272 African-American History, Since 1860 This course will examine African-American History from the end of slavery to the present. Topics include: Emancipation and Reconstruction, Reconstruction and the Constitution, The Exodusters, The Harlem Renaissance, Pan Africanism, The Civil Rights Movement, The Black Power Movement, African Americans and the Bicentennial. 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 retrenchment 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 279 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 291 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 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 315 History of Christianity Development of the Christian religion, its doctrines and institutions, emphasizing those of western Europe. The Protestant movement and its consequences. 1 term - 3 semester hours. 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 323 African American Religious Experience
The objective is to appreciate that blacks' theological reflections have been inextricable from their quests for liberation. We focus primarily on blacks of the United States, identifying and studying theological dimensions of their experience from chattelization to now. Discussing the "image of Africa" in relation to blacks' theological awareness, we will explore aspects of the African past, considering the extent to which African values are present within black religion. It is critical to analyze theological dimensions of the black experience in relation to experiences of white supremacy. 1 term - 3 semester hours. Normally offered alternate years.

History 324 African History: Selected Topics will include: African Religions and Philosophy, traditional African social and political institutions, colonial policies and the role of the Humanities in African independence, Women in African History, the Law in Africa, Pan-Africanism and the Organization of African Unity, the Military in Contemporary Politics, Africa and the United Nations. 1 term - 3 semester hours. Offered alternate years.

History 325 Exploration, Colonization and Imperialism Begins 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 326 World Affairs, 1875-1930s An examination of pivotal developments in modern world history. Topics will include the consolidation of the industrial order in Europe and the United States; the development of the new global political economy in the late-nineteenth century; the rise of labor and other forces for change in industrial societies; imperialism and great power rivalry in Asia, the Middle East, Africa, and Latin America; the emergence of Japan; revolutions in Mexico and China; the origins and global impact of the First World War; the Russian Revolution; the spread of nationalism in the underdeveloped world; the rising influence of the United States; postwar Europe; and the onset of the Great Depression. 1 term - 3 semester hours. Offered alternate years.

History 327 World History: Selected Topics Emphasizes the continuities and changes that take place within civilizations; the similarities, differences, and relationships that exist among contemporary civilizations around the world. Special attention given to the evolving conflict between traditionalism and modernity. 1 term - 3 semester hours. Offered alternate years.

History 328 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 329 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 Europe, 1815-1914 The political, economic, social and cultural development of the principal European states from 1815-1914: 19th-century Nationalism and Imperialism; Socialism; Industrialization; Modernism and the Avant-Garde. 1 term – 3 semester hours. Normally offered alternate years.

History 412 Europe since 1914 The political, economic, social and cultural development of the principal European states from 1914 to the present: World War I; Bolshevism and Fascism; social and cultural reactions to Victorianism; World War II; the Cold War; eastern Europe since Glasnost. 1 term – 3 semester hours. Offered alternate years.

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 alternate years.

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 Extreme Social & Political Thought This course will investigate the varieties of intellectual and social currents that depart sharply from the main stream of liberal and conservative thought in the past two hundred years. Topics will include: socialism, anarchism, extreme forms of nationalism, fascism, and terrorism. 1 term – 3 semester hours. Offered alternate years.

History 434 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 alternate years.
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 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 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 History: Theory & Practice 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.
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 101-102-103 6 hours
- (Choose two)
- Humanities 105-106 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 105-105 6 hours
- Four upper level courses 12 hours in Art History

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 through the Middle Ages. Discussion of the cultural value systems that produced particular movements in the arts, literature, architecture, and music, plus related material from non-Western cultures. 1 term - 3 semester hours. Offered every semester.

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 French Revolution. Discussion of the cultural value systems that produced particular movements in the arts, literature, architecture, and music, plus related material from non-Western cultures. 1 term - 3 semester hours. Offered every semester.

Humanities 103 – Introduction to the Humanities III. Presentation and analysis of selected artistic and literary materials from Western cultural movements from the French Revolution to the present. Discussion of the cultural value systems that produced particular movements in the arts, literature, architecture, and music, plus related material from non-Western cultures. 1 term - 3 semester hours. Offered every semester.


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 257 – Humanities and the Religious Traditions. This course explores the ways in which various religious traditions have found expression in music, sculpture, painting, architecture, literature, drama, and philosophy. The traditions to be examined will include Judaism, Christianity, Hinduism, Buddhism and Islam, among others. 1 term - 3 semester hours. Normally offered every other year.

Humanities 320 – Images of Women in Nineteenth Century German Lit. An in depth examination of the roles women in selected works by major 19th century German and Austrian authors and playwrights. Includes readings in translation by Goethe, Kleist, Grillparzer, Stifter, Hebbel and others. 1 term. 3 semester hours.

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 'Rattle 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 485 – Contemporary World Poetry. An examination of selected topics in contemporary poetry from beyond the boundaries of the United States. The course will focus on but not be limited to poetry by such writers as Seamus Heaney (Ireland), Czeslaw Milosz and Zbigniew Herbert (Poland), Irina Ratushinskaya (Russia), Tomas Transtromer (Sweden), Yannis Ritsos (Greece), Yehuda Amichai (Israel), Mahmoud Darwish (Palestine), Wole Soyinka (Nigeria), Dennis Brutus and Es'kia Mphahlele (South Africa), Shao Yanzing (China), Kishwar Naheed (India), Chris Wallace-Crabbe (Australia), Derek Walcott (St. Lucia), Octavio Paz (Mexico), Claribel Alegría (El Salvador). All non-English language poetry will be in English translation. 1 term - 3 semester hours.

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 105 – 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 106 – 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.**

The course will concentrate on the art collections and buildings of Boston, focusing on the era of the Robber 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 women artists from the sixteenth century to the present as well as the new direction of scholarship developed by feminist art historians during the last twenty years. **1 term – 3 semester hours.**

Humanities 305 – The Art of Ancient Greece and Rome.
Painting, sculpture and architecture of ancient Greece and Rome in their cultural context. Emphasis on the temple form and the representation of the ideal human figure in Greece. Engineering achievements, portrait sculpture and wall paintings of the Roman Empire. **1 term – 3 semester hours. Normally offered every third year.**

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 310 – Art of the Twentieth Century.
A study of Symbolism, Art Nouveau, Cubism, Surrealism, Abstract Expressionism, Pop Art and Op Art in painting, sculpture and architecture. Artists include Matisse, Picasso, Dali, Klee, Brancusi, LeCorbusier, Gropius and Chagall. **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, Bullfinch, Jefferson, Whistler, Sargent, Homer, Eakins, Wright, Pollack, 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 221 – History of Women in Music. The history of music from the Middle Ages to the present presented in the lives and music of women composers, performers, and critics. Assigned readings, critical listening, class discussion and concert attendance. Prerequisite: Humanities 100, 111, or 112 or permission of instructor. 1 term – 3 semester hours. Normally offered in alternate years.

Humanities 223 – World Music. Selected topics in the folk and traditional musics of Africa, the Near East, the Far East, and the Pacific, examined in the context of their cultures and their roles in the life of the indigenous peoples of those areas. Assigned readings, critical listening, class discussion, and concert attendance. Prerequisite: Humanities 100, 111, or 112 or permission of instructor. 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. Richman

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. The sequence is offered every year and is required of all freshmen.

Transfer students with more than 14 but fewer than 29 transfer credits are required to take either Integrated Studies 111 or 112. Transfer students with 14 or fewer transfer credits are required to take both 111 and 112. Transfer students with more than 29 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 interdisciplinary 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
Bachelor of Fine Arts Program

Coordinators: Hastings (Suffolk University) Blevins (The New England School of Art & Design).

Suffolk University and The New England School of Art & Design offer a joint four-year 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.

The objective of the Interior Design Program is to provide students with the intellectual and practical abilities necessary to attain both excellence in design and a fulfilling career as a professional interior designer. The program combines an intensive array of courses in theory, history, technology, communication skills, professional and design skills, along with the liberal arts coursework necessary for reasoned problem-solving.

Students attending Suffolk University who are interested in applying for the B.F.A. program please see the curriculum model in this catalog for further details. They must then contact the University’s B.F.A. advisor, Professor M.D. Hastings (573-8285).
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 strong background in economics should choose the B.S. degree, which emphasizes economic decision-making within a global environment. Students choosing the B.S. degree are required to take a two-semester sequence in either French, German, Italian, or Spanish. 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 choosing the B.A. degree may choose either French 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. A list of appropriate area studies courses is available from the program coordinators.

B.A. Degree

Suggested Course Sequence

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Integrated Studies</td>
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<tr>
<td>Math and Computer Science</td>
<td>6</td>
</tr>
<tr>
<td>Ethics</td>
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<tr>
<td>Rhetorical Communication</td>
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<tr>
<td>Humanities Requirement</td>
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<tr>
<td>Cultural Diversity Requirement</td>
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<td>English</td>
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<tr>
<td>Foreign Language</td>
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<td>Natural Science Requirement</td>
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<tr>
<td>Economics 211, 212</td>
<td>6</td>
</tr>
<tr>
<td>ACCT 201, ACCT 202</td>
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<td>STATS 250, EC 383, EC 384</td>
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<td>MKT 310</td>
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<tr>
<td>Social Science Requirement</td>
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<td>Humanities Requirement</td>
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<tr>
<td>Cultural Diversity Requirement</td>
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<tr>
<td>Free Elective</td>
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<td><strong>Total</strong></td>
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<table>
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<th>Senior</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>Foreign Language</td>
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<td>EC 441, EC 442</td>
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<tr>
<td>IBMK 321, IBMK 421</td>
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<tr>
<td>Area Studies Requirement</td>
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<td>Social Science Requirement</td>
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<td>Natural Science Requirement</td>
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<td><strong>Total</strong></td>
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## B.S. Degree

### Suggested Course Sequence

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<th>Semester</th>
<th>Subject</th>
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<tr>
<td><strong>Freshman</strong></td>
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<td></td>
<td>Integrated Studies</td>
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<tr>
<td></td>
<td>Math and Computer Science</td>
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<tr>
<td></td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Rhetorical Communication</td>
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</tr>
<tr>
<td></td>
<td>Humanities Requirement</td>
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</tr>
<tr>
<td></td>
<td>Cultural Diversity Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>30</td>
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</tbody>
</table>

| **Sophomore** | English | 6 |
| | Natural Science Requirement | 8 |
| | ACCT 201, ACCT 202 | 6 |
| | Humanities Requirement | 6 |
| | EC 211, EC 212 | 6 |
| | **Total** | 32 |

| **Junior** | STATS 250 | 3 |
| | EC 383, EC 384, EC 311, EC 312 | 12 |
| | Foreign Language | 6 |
| | Social Science Requirement | 3 |
| | MKT 310 | 3 |
| | Cultural Diversity Requirement | 3 |
| | **Total** | 30 |

| **Senior** | EC 431, EC 441, EC 442, EC 444 | 12 |
| | FIN 310, FIN 417 | 6 |
| | IBMK 321, IBMK 421 | 6 |
| | Natural Science Requirement | 3 |
| | Social Science Requirement | 3 |
| | **Total** | 30 |
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 Requirements
Mathematics (30 credits)
- MATH H161, H162, H261 Honors Calculus I, II, III
- MATH H262 Honors Multivariable Calculus
- MATH 331 Introduction to Abstract Mathematics
- MATH 431 Linear Algebra
- MATH 432 Abstract Algebra
- MATH 462 Real Analysis
- MATH ELECTIVE COURSES*

*Additional courses totalling 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, University Physics and L151-L152 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)*

### Freshman  
**Credits**

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<th>Course Description</th>
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<td>First-Year English</td>
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<tr>
<td>Integrated Studies</td>
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<td>MATH 161-162</td>
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<tr>
<td>PHYS 151-152 &amp; L151-L152</td>
<td>8</td>
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<tr>
<td>Computer Science 131-132</td>
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Total Credits: 32

### Sophomore  
**Credits**

<table>
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<th>Course Description</th>
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<td>Second-Year English</td>
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<td>Ethics / Rhetorical Communication</td>
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<td>Language (B.A.) or Humanities (B.S.)</td>
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<tr>
<td>MATH 261-262</td>
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<td>Free electives</td>
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Total Credits: 30

### Junior  
**Credits**

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<th>Course Description</th>
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<td>MATH 331</td>
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<td>MATH 462</td>
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<td>Mathematics Electives</td>
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<td>Cultural Diversity</td>
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<td>Free Electives</td>
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Total Credits: 30

### Senior  
**Credits**

<table>
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<th>Course Description</th>
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<td>Humanities</td>
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<td>Humanities (B.A.) or Free Elective (B.S.)</td>
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<tr>
<td>Social Sciences</td>
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<td>MATH 431 – 432</td>
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<td>SCI 301</td>
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<tr>
<td>Free Electives</td>
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</tbody>
</table>

Total Credits: 30

**Mathematics/Education and Mathematics/Computer Science/Education**

Completion of one of these programs 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>Freshman</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First-Year English ...........................................</td>
<td>6</td>
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<tr>
<td>Integrated Studies ...........................................</td>
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<tr>
<td>MATH 161-162 ..................................................</td>
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<td>PHYS 151-152 &amp; L151-L152 ...................................</td>
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<td>Computer Science 131-132 ...................................</td>
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<tr>
<th>Sophomore</th>
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<td>Second-Year English ........................................</td>
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<td>Language (B.A.) or Humanities (B.S.) ...................</td>
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<tr>
<td>MATH 261 .......................................................</td>
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<tr>
<td>MATH 262 .......................................................</td>
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<td>Free electives† ..............................................</td>
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<td>EHS 505-506 ...................................................</td>
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<td>MATH 241 .......................................................</td>
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<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
<td><strong>30</strong></td>
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</table>
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)

Students in either of the Education programs need to satisfy the Cultural Diversity requirement and may conveniently do so as follows:

3. Choose from list B of approved Cultural Diversity courses
4. Choose from list A of approved Cultural Diversity courses

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 50 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 104 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 throughout 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 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".

MATHSHOP
Some students who come to Suffolk are, for various reasons, not prepared to take their first college math course. Sometimes this state is revealed by the Basic Math Exam.

Students whose BME scores indicate serious deficiencies in math skills or who are seriously apprehensive about taking their first math course should consider taking MATHSHOP first.

MATHSHOP is a one semester workshop which is intended to help students develop the basic skills needed to pass the BME and to build confidence prior to taking a college math course.

It is taught by carefully supervised upper division math students and has a good track record for getting students past some of the hangups that have prevented them from dealing successfully with college math.
MATHSHOP: A Bridge to College Mathematics

A NON-CREDIT, full semester workshop designed for students who need substantial review before starting MATH 104, MATH 106, or MATH 121. 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.

MATH 104 - *Precalculus for Management and Social Sciences [Formerly MATH 101] 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 134. 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.

*This course cannot be applied toward a Departmental Concentration in Mathematics by School of Management students. This course cannot be taken for credit by a student who already has credit for a more advanced course.

MATH 106 - *Precalculus for Life Sciences The two-semester sequence, MATH 106-146 [Formerly MATH 151-152] 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 (exponents, radicals, linear equations, factoring, simplifying expressions), functions (evaluation, composition, inverses, graphs), the exponential and logarithmic and trigonometric functions, exponential growth and decay. Transfer students may not use this course alone to satisfy the C.L.A.S. math requirement. Prerequisite: Two years of high school algebra. 1 term - 3 credits. MATH 106 is generally offered each fall semester.

*This course cannot be applied toward a Departmental Concentration in Mathematics by School of Management students. This course cannot be taken for credit by a student who already has credit for a more advanced course.

MATH 121 - Precalculus Mathematics [Formerly MATH 143] A review of topics in algebra, trigonometry and analytic geometry intended for students needing one additional semester of preparation before taking calculus. Transfer students may not use this course alone to satisfy the C.L.A.S. math requirement. Prerequisite: At least 3 years of high school mathematics. 1 term - 3 credits. Normally offered each semester.

MATH 130 - Topics in Finite Mathematics [Formerly MATH 105] Topics to be chosen from: set theory, logic, combinatorics, probability theory, non-parametric statistics, graph theory. Prerequisites: Two years of high school algebra. 1 term - 3 credits. Several sections offered each semester.

MATH 134 - Calculus for Management and Social Sciences [Formerly MATH 103] 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 104. 1 term - 3 credits. Several sections offered each semester.

MATH 146 - Calculus for Life Sciences [Formerly 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. Prerequisite: MATH 106 or consent of instructor. 1 term - 3 credits. MATH 146 is generally offered each spring semester.

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 or MATH 121. 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 H146 - Honors Calculus for Life Sciences  
MATH 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 146, 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 H146, MATH H161 or H162 but find that they cannot handle the additional Honors work can simply drop/add into the corresponding section of MATH 146, MATH 161 or 162 without penalty.

MATH 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.

MATH 261 - Calculus III  Indeterminate forms, L'Hôpital'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 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.

MATH 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.

MATH 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.

MATH 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.

MATH 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.

MATH 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.

MATH H261 - Honors Calculus III  
MATH 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.
MATH 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.

MATH 393 - Special Topics in Mathematics. Content, prerequisites, and credits to be announced. Offered as the need arises.

MATH 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.

MATH 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.

MATH 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.

MATH 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.

MATH 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.

MATH 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.

MATH 492 - Further Studies in Abstract Algebra A selection of topics chosen from: Various isomorphism theorems for groups, operation of groups on sets, the class equation, Sylow theorems, composition series of groups, simple groups, solvable and nilpotent groups, structure theorem for finitely generated abelian groups, commutative ring theory, prime and maximal ideals, nil and Jacobson radicals, Chinese remainder theorem, local rings, localization, Noetherian rings, and elements of Galois theory over the field of rationals. Prerequisite: MATH 432 or consent of instructor. 1 term - 3 credits. Offered as the need arises.

MATH 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.

MATH 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.
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 radiation oncology clinical track. Upon successful completion, these students will be able to take the examination to become licensed radiation therapists. For this group of students, additional courses and clinical training will be required at Massachusetts General Hospital. This will include the Practicum I and II which must be equivalent to 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 the non-clinical version of 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.

Requirements for Major in Radiation Biology / Clinical Track in Radiation Oncology

Requirements (81 hours)

Principles of Cancer Management – 3 hrs
Principles of Biology I & Laboratory – 4 hrs
Anatomy and Physiology & Lab – 4 hrs
Human Anatomy – 3 hrs
Bioethical Issues – 3 hrs
Biometrics – 3 hrs
General Chemistry I, II & Laboratory – 8 hrs
A First Course in Computers – 3 hrs
Computer Aided Biophysics – 3 hrs
Precalculus for the Life Sciences – 3 hrs
Calculus for the Life Sciences – 3 hrs
College Physics I, II & Laboratory – 8 hrs
Radiation Physics I – 3 hrs  
Radiation Physics II – 3 hrs  
Radiation Physics Laboratory – 1 hr  
Radiation Biology & Laboratory – 4 hrs  
Medical Imaging – 3 hrs  
Radiation Oncology – 3 hrs  
Clinical Radiation I, II – 6 hrs  
Practicum I, II – 2 hrs  
Scientific Writing – 2 hrs  
Electives – 6 hrs

**Requirements for Major in Medical Biophysics Clinical Track in Radiation Oncology**  
*Requirements (85 hours)*  
- Principles of Cancer Management – 3 hrs  
- Principles of Biology I & Laboratory – 4 hrs  
- Anatomy and Physiology & Laboratory – 4 hrs  
- Human Anatomy – 3 hrs  
- Bioethical Issues – 3 hrs  
- Biometrics – 3 hrs  
- General Chemistry I, II and Laboratories – 8 hrs  
- University Physics I, II and Laboratories – 8 hrs  
- Biophysics – 3 hrs  
- Math Methods for Biophysics – 3 hrs  
- Radiation Physics I – 3 hrs  
- Radiation Physics II – 3 hrs  
- Radiation Physics Laboratories – 1 hr  
- Radiation Biology and Laboratories – 4 hrs  
- Radiation Oncology – 3 hrs  
- Medical Imaging – 3 hrs  
- Clinical Radiation I, II – 6 hrs  
- Practicum I, II – 2 hrs  
- Computer Aided Biophysics – 3 hrs  
- Digital Electronics – 4 hrs  
- Computer Science I – 3 hrs  
- Calculus I, II – 6 hrs  
- Scientific Writing / Reporting – 2 hr

**Requirements for Major in Radiation Biology (non-Clinical Track)**  
*Requirements (81 hours)*  
- Principles of Biology I & Laboratory – 4 hrs  
- Anatomy and Physiology & Lab – 4 hrs  
- Human Anatomy – 3 hrs  
- Cell Biology – 3 hrs  
- Biometrics – 3 hrs  
- General Chemistry I, II & Laboratory – 8 hrs  
- Organic Chemistry I, II – 8 hrs  
- A First Course in Computers – 3 hrs  
- Computer Aided Biophysics – 3 hrs  
- Pre calculus for the Life Sciences – 3 hrs  
- Calculus for the Life Sciences – 3 hrs  
- College Physics I, II & Laboratory – 8 hrs  
- Radiation Physics I – 3 hrs  
- Radiation Physics II – 3 hrs  
- Radiation Physics Lab – 1 hr  
- Radiation Biology & Laboratory – 4 hrs  
- Medical Imaging – 3 hrs  
- Scientific Writing – 2 hrs  
- Electives – 12 hrs

**Requirements for Major in Medical Biophysics (non-Clinical Track)**  
*Requirements (82 hours)*  
- Principles of Biology I & Laboratory – 4 hrs  
- Anatomy and Physiology & Laboratory – 4 hrs  
- Cell Biology – 3 hrs  
- General Chemistry I, II and Laboratories – 8 hrs  
- Organic Chemistry I, II – 8 hrs  
- University Physics I, II and Laboratories – 8 hrs  
- Biophysics – 3 hrs  
- Biochemistry – 3 hrs  
- Math Methods for Biophysics – 3 hrs  
- Radiation Physics I – 3 hrs  
- Radiation Physics II – 3 hrs  
- Radiation Physics Laboratories – 1 hr
Radiation Biology and Laboratories – 4 hrs
Computer Aided Biophysics – 3 hrs
Digital Electronics – 4 hrs
Calculus I, II, III, – 9 hrs
Scientific Writing – 2 hr
Electives – 6 hrs

*Suggested Course Sequence – Radiation Biology – Clinical Track*

**Freshman Year**

- Fall Semester .......................................................... Spring Semester
- English I ................................................................. English II
- Integrated Studies I ................................................. Integrated Studies II
- Prin. of Biology ....................................................... Prin. of Cancer Mgt.
- Cal. for Life Science ................................................. Cal. Life Science
- First Course-Computers ......................................... Scientific Writing

**Sophomore Year**

- Fall Semester .......................................................... Spring Semester
- Rhetorical Comm. ....................................................... Philosophy/Ethics
- Social Sci.Elective I ................................................. Social Sci.Elective II
- College Physics I ..................................................... College Physics II
- General Chem. I ......................................................... General Chem. II
- General Chem. I Lab .................................................. General Chem. II Lab

**Junior Year**

- Fall Semester .......................................................... Spring Semester
- *Humanities Elective I ................................................. *Humanities Elective II
- Literary Masters I .................................................... Biometrics
- Human Anatomy ......................................................... Radiation Physics II
- Medical Imaging ......................................................... Medical Imaging
- Clinical Rad. I ............................................................. Practicum I
- Practicum I ............................................................... Practicum I

**Senior Year**

- Fall Semester .......................................................... Spring Semester
- *Human. Elective III ..................................................... Bioethical Issues
- Social Science III ....................................................... Literacy Masters
- Radiation Biology ...................................................... Computer Aided Biophysics
- Radiation Biology Lab ................................................. Radiation Bio & Path.
- Digital Electronics ................................................... Practicum II

*The University Cultural diversity requirement consists of six credit hours to be selected from an approved course list. Some of these may be coupled toward the humanities and/or social science requirement.*
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 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 Laboratory
A series of laboratory experiences in animal physiology, behavior, and diversity. 3 hours laboratory. 1 term – 1 semester hour.

Biology 203 – Human Anatomy
This course will survey all human anatomic systems in terms of structure, function, and their inter-relationships. Anatomic Systems covered in this course are: Integumentary, Respiratory, Digestive, Nervous, Female and Male Reproductive, Vascular, Lymphatic, Skeletal and Connective, Hematopoietic and Urinary Systems. Medical terminology will be incorporated. This is a required course for all Radiation Therapy/Medical Science majors. 1 term – 3 semester hours.
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 with in 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 hours. Normally offered alternative years. Spring term.

Biology L204 - Anatomy and Physiology Laboratory. Selected physiological mechanisms an 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 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.

Biology L304 - Physiology Laboratory Selected physiological processes as displayed by living plant and animal organ systems are examined. Electronic recording and stimulating instruments and biochemical analysis are used to investigate mechanisms of adaptation in plants, invertebrates and vertebrates. 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.

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 211,212 - 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 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 hour lecture. Prerequisite: Chemistry 212. 2 terms - 6 semester hours. Normally offered yearly, days or evenings.

Computer Science 121 - Introduction to Computer Programming 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.

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 Documentation procedures for group projects, computer programs, circuit documentation, experiment design and documentation, presentation of scientific results, Medical Science Documentation. 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: ENGNR 303. 1 term - 4 semester hours. Offered yearly.

Math 106/146 - 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. Prerequisite: 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 121. 1 term - 3 credits. Normally offered each semester.

Math 162 - Calculus II Anti-derivatives; 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'Hôpital's Rule, improper integrals, infinite sequences and series, Taylor series, and polar coordinates. Prerequisite: MATH 162. 1 term - 3 credits. Normally offered each semester.

Medical Sciences 101 - Principles of Cancer Management The student will develop a basic understanding of the principles of cancer management with emphasis on the role of radiation therapy and the cancer patients. Topics covered in this course, detection & prevention - patient population, smoking, diet, viruses, Hospital organization, Multi-modality approach to cancer treatment, history of radiation therapy, the oncology team, diagnostic procedures risk management, patient - safety, rights and ethics, support services - nursing, nutritional, social work and religious. 1 term - 3 credits.

Medical Sciences 301 - Clinical Radiation I The primary objective of this course is to introduce the student to the clinical setting by presenting patient care and management, as well as a strong understanding of medical terminology and human anatomy as it pertains to clinical radiation therapy. Topics covered in this course: Cancer Management, Patient Rights; Ethics; Communication; Professionalism; Body Mechanics; Liner Accelerators, Cobalt and Low energy units their function, safety, quality assurance, Topographic and Radiographic Anatomy, Nursing Procedures: universal precautions, aseptic techniques, vital signs, radiation side effects. Prerequisite: Acceptance into Certification Track. 1 term - 3 credits.
Medical Science 302 - Clinical Radiation II  This is a three credit course designed for the senior radiation therapist. The primary emphasis is on advanced treatment techniques and showing their relationship to the clinical setting. The topics covered in this course will be quality Assurance, Beam Modification, Treatment Techniques, Brachtherapy, Recording and Verifying Systems. Expectations of the student will include written and oral presentations. Prerequisite: MS 301, MS 315. 1 term - 3 credits

Medical Sciences 305 - Medical Imaging. Emphasis will be on the basic principles of each imaging technique, and therefore on the information contained and the limitations of each. Topics covered in this course will be: Image Characterization, Projecton Radiography, 3D imaging, Radioisotope imaging, ultrasound, and Quality Assurance of diagnostic imaging. Prerequisite: MS 315, Bio 204. 1 term - 3 credits

Medical Sciences 310 - Practicum I This course will be practical experience at Massachusetts General Hospital it will require completion of 40 hours a week clinical rotation for 13 weeks and satisfactory completion of clinical objectives in 6 treatment competencies, one simulator competence and written case presentation in patient receiving radical and palliative XRT. Prerequisite: Acceptance into certification track. 1 term - 1 credit

Medical Sciences 315,317 - Radiation Physics I,II Topics covered in this course are: Basic Physics; (energy, mass, matter, SI units) Structure of matter & types of radiation's, Nuclear transformations, Radioactive Decay, Interactions with matter - x-rays & gamma's, Types of Interactions of x-rays & gamma rays, Absorbed dose, Measurements of dose principles of and practical use of ionization chambers & electrometers, geiger counters and other survey meters also the principles of and practical use of TLD's, film, calorimetry, scintillation detectors, Dose distributions, Geometry of photon beams, Radiation Safety, Radiation Shielding. Prerequisite: Phys 152, Bio 114, Math 161. 2 term - 6 credits.

Medical Sciences L315 - Radiation Physics Laboratory Topics covered Beta ray & alpha particle absorption & scattering, Gamma and x-ray absorption and scattering, Calibration of radiation therapy unit using ionization chambers, Measurements of dose distribution - x-rays - film, Measurements of dose - TLD's - x-rays, Treatment Planning, Radiation Shielding design methods, Radiation protection survey of therapy installation, Radiation protection survey of brachtherapy sources. Prerequisite: I term - 1 credit

Medical Sciences 316 - Radiation Biology. Topics covered in this course will be: Production of low energy x-rays, Production of high energy x-rays - linacs, Other high energy radiotherapy machines, Photon beam dosimetry for patient calculations, Systems of dosimetric calculations - patients, Treatment Planning, Electron beam therapy and treatment planning, Brachtherapy sources and dosimetry, Brachtherapy application techniques. Prerequisites: MS 315. 1 term - 3 credits.

Medical Sciences L316 - Radiation Biology Laboratory Experiments designed to coincide with the most important topics covered in MS 316. This laboratory should be taken concurrently with MS 316. 1 term - 1 credit

Medical Sciences 320 - Biophysics Topics covered in this course, Scientific Method, Force and Motion, Machines, Gases, Respiration, Liquids, Heat, Sound, Vision, Molecular phenomena, Electricity, Nuclear energy and nuclear medicine, CT and MR. Prerequisite: Phys 152, Bio 114. 1 term - 3 credits

Medical Sciences 325 - Math Methods for Biophysics Application of mathematical methods to problems in physics and the medical sciences. Topics will include complex numbers statistical tests, partial differentiation, vector analysis, and selected differential equations.

Medical Sciences 410 - Practicum II This course will be practical experience at Massachusetts General Hospital it will require completion of 40 hours a week clinical rotation for 13 weeks and satisfactory completion of clinical objectives in 4 treatment competencies, 3 simulator competencies and a written and oral case presentation/research Project. Prerequisite: MS310, MS302, MS310. 1 term - 1 credit

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.
MILITARY SCIENCE PROGRAM
(Army ROTC)
No major available

Department of Military Science
ARMY 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, Marchant (Chairperson) Mendez-Herrera, Parks, Collins Weitz
Associate Professors: Kelton
Assistant Professors: Kostopulos-Cooperman, Smythe
Lecturers: Giuliano, Marko, Mayer,
Professors Emeriti: Boudreau, Fang, Fehrer, 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, German, Italian 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 in 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 in 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 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 407 – Latin American Short Narrative.**
An exploration of some of the major trends in twentieth century Latin American story telling. Readings will reflect the vast array of voices and styles, beginning with the fantastic literature of the 1930’s, the birth of magical realism and the more contemporary socio-political narratives. Authors will include María Luisa Bombal, Julio Cortázar, Rosario Castellanos, Gabriel García Márquez, Juan Rulfo, Luisa Valenzuela, among others. *Prerequisite Span 202 or consent.*

**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.

**Business Spanish Tutorials: Spanish T201-T202, T207-T208, T303-T304:** Tutorial studies of the terminology, organization and practice of business in the Spanish-speaking world. One credit per term. *Offered each semester.*

**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.*

*Related Courses Taught at Center for International Studies in Madrid, Spain*

**French**
Elementary French
Intermediate French
Advanced French for Business
French Cultural Studies

**Spanish**
Intermediate Spanish
Advanced Spanish
Classical Spanish Literature
Masterpieces of the Spanish Theater
Twentieth Century Spanish Literature – Novel
Spanish Cultural Studies
Spanish Literature: Cervantes
*See CIS catalog for details.*
PHILOSO OPHY

Department of Philosophy
Professors: Greenberg (Chairperson), Outwater, Zuckerstatter
Assistant Professor: Giancola
Lecturers: Kaye, 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) or 123 (Social Ethics) or 127 (Contemporary Moral Issues); 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.

Honors in Philosophy
In order to be eligible for Honors in Philosophy a student must satisfy the following criteria:

1. Students must major in Philosophy and have an overall G.P.A. of 3.5, and a 3.5 G.P.A. in Philosophy courses.

2. Candidates should consult with the Chair of the Philosophy Department at the beginning of their Junior year in order to apply for admission to the Honors Program.

3. Honors candidates should register for Philosophy 514 (Advanced Topics in Philosophy) in the second half of their junior year.

4. Honors candidates should register for Philosophy 515 (Directed Studies in Philosophy) during the first half of their senior year. This course will entail completion of a major research paper. Research papers will be read and evaluated by the faculty of the Department. Students will then defend their paper in a session with the faculty. Honors will be awarded by a majority vote of the faculty.

The Minor Program in Philosophy
Eighteen semester hours (six courses) in Philosophy are required of students who elect a minor in Philosophy. These must include Philosophy 119 (Ethics) or 123 (Social Ethics) or 127 (Contemporary Moral Issues) and either 117 or 118 (History of Philosophy I, II), plus any four other Philosophy courses.

Phi Sigma Tau Philosophy Honor Society
Phi Sigma Tau, the National Honor Society for Philosophy, established its Massachusetts Beta Chapter at Suffolk in 1965. Active membership is open to students who have reached junior standing, and who have completed at least six courses in Philosophy with an average of 3.3, plus a cumulative average of 3.0.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>Philosophy 113</td>
<td>Informal Logic</td>
<td>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. Normally offered every year.</td>
</tr>
<tr>
<td>Philosophy 114</td>
<td>Formal Logic</td>
<td>An introduction to formal (or semi-formal) study of the basic types of deductive arguments (propositional and syllogistic logic). Normally offered every semester.</td>
</tr>
<tr>
<td>Philosophy 115</td>
<td>Introduction to Philosophy</td>
<td>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). Normally offered every third year.</td>
</tr>
<tr>
<td>Philosophy 117</td>
<td>History of Ancient and Medieval Philosophy</td>
<td>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. Normally offered every year.</td>
</tr>
<tr>
<td>Philosophy 118</td>
<td>History of Modern Philosophy</td>
<td>A study of the major modern philosophical thinkers including Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel and Schopenhauer. Normally offered every year.</td>
</tr>
<tr>
<td>Philosophy 119</td>
<td>Ethics</td>
<td>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 judgements differ from other types of statements? Are there objective, universal, absolute moral standards? If so, what are they, and what is their basis? Normally offered alternate years.</td>
</tr>
<tr>
<td>Philosophy 123</td>
<td>Social Ethics: The Good Life</td>
<td>An examination of contemporary Western society, particularly American economic life, from the stand point of various philosophical ideas of the &quot;good life.&quot; Current books which exhibit a philosophical approach to contemporary social issues will be discussed. Normally offered alternate years.</td>
</tr>
<tr>
<td>Philosophy 124</td>
<td>Oriental Philosophy</td>
<td>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. Normally offered alternate years.</td>
</tr>
<tr>
<td>Philosophy 125</td>
<td>Business Ethics</td>
<td>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, &quot;whistle blowing,&quot; societal obligations of business, and hostile takeovers. Particular emphasis on entrepreneurship in relation to ethical considerations. Normally offered alternate years.</td>
</tr>
<tr>
<td>Philosophy 127</td>
<td>Contemporary Moral Issues</td>
<td>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. Normally offered alternate years.</td>
</tr>
<tr>
<td>Philosophy 128</td>
<td>Philosophy of Democracy</td>
<td>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). Normally offered alternate years.</td>
</tr>
<tr>
<td>Philosophy 130</td>
<td>Women in Philosophy</td>
<td>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. Normally offered alternate years.</td>
</tr>
<tr>
<td>Philosophy 131</td>
<td>Philosophy of Race and Gender</td>
<td>Prejudice of many kinds, such as racism and sexism, is so embedded in our social institutions, and is so &quot;traditional&quot; 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. Normally offered every third year.</td>
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</tbody>
</table>

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 310 Phenomenology of Religion. This course is designed as an exploration into the dimensions and meanings of religious experience. World religions will be critically and experientially examined in terms of their metaphysical claims and ontological categories. Special emphasis will be placed on the relationship of consciousness to the Absolute as it is presented in both ancient and classical schools (East and West). Classes will be conducted by means of lecture, primary text in translation, secondary readings, and class discussion. Students will be encouraged to be active seekers. 1 term – 3 semester hours. Normally offered alternate years.

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 alternate years.

Philosophy 325 Philosophy of Science. An examination of the relationship between science and our knowledge of the world. What is science? How does it work? What, if anything, is special about scientific knowledge? What, if anything, does science tell us about what the world is really like? Although the course will emphasize epistemological and metaphysical issues, some attention will be paid to social, political, ethical, and feminist issues in the philosophy of science. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 340 Native American Religion. This course is an examination of Native American (Indian) religious experience, both the similarities and differences among the myths and rituals of the major tribes which comprise the background of our nation’s history of Western migration and “settlement.” The emphasis will be on understanding how life was experienced by these peoples through a close look at the philosophical meanings of their mythology and ethics. 1 term – 3 semester hours. Normally offered alternate years.

Philosophy 345 Philosophy of Nature. An exploration of the relationships between philosophy, the travel narrative, geography, popular culture, art and architecture. The elaboration of “spiritual topography,” including landscapes, as well as man-made structures that can evoke spiritual experience. Use of film, pictures, and possible field trips. Elaboration of “panology,” including “the backpacking lifestyle.” “Readings” in a variety of sources: Eliade, Jung, Thoreau, Bachelard, F. L. Wright, Soleri, Gaudi, Van Gogh, Abbey, Muir, Nietzsche, Jeffers. Students will keep a journal of their experiences during the semester. 1 term – 3 semester hours. Normally offered alternate years.

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 COURSES


Department of Physics

Professors: Johnson (Chairman), Feldman, Marshall
Associate Professors: Demir
Assistant Professors: McCormack, Zaslavsky, Zatet
Instructor: Westmacott
Lecturers: Berera, Bayrakceken, Du, Giardino, Green, Harris, Humphrey, Kavian, Moodera Mohie-Eldin, Narayana, Radojev, Rahe

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 Sciences 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 Chairman 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: (45 hours)
- General Chemistry I, II – 6 hrs
- General Chemistry Lab I, II – 2 hrs
- Computer Science I – 3 hrs
- Computer Science II – 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 – 9 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)*

#### Freshman

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</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>Computer Science II</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>
<td>6</td>
</tr>
<tr>
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<td>32</td>
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</tbody>
</table>

#### Sophomore

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics Elective</td>
<td>3</td>
</tr>
<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>
</tr>
<tr>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry I, II and Lab</td>
<td>8</td>
</tr>
<tr>
<td>Math/Science elective</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>32</td>
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</tbody>
</table>

#### Junior

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<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>
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</tr>
<tr>
<td>Math Methods I, II</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>31</td>
</tr>
</tbody>
</table>

#### Senior

<table>
<thead>
<tr>
<th>Course</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>
</tr>
<tr>
<td>Modern Physics I, II</td>
<td>6</td>
</tr>
<tr>
<td>*Humanities Option II, III</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Lab</td>
<td>2</td>
</tr>
<tr>
<td>Quantum Mechanics I, II</td>
<td>6</td>
</tr>
<tr>
<td>Math/Science Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>32</td>
</tr>
</tbody>
</table>

*The University Cultural diversity requirement consists of six credit hours to be selected from an approved course list. Some of these may be counted toward the humanities and/or social science requirement. Consultation with the academic advisor is important.*
International Education
Opportunities in Marseille and Moscow

Students majoring in Physics or Engineering have the opportunity to go to France or Russia in their senior year and take courses or do research which will count toward their graduation requirements. The physics and Engineering department has an educational collaboration agreement with the Ecole Nationale de Superieure de Physique de Marseille (ENSPM) in France and also with the Institute of Engineering and Electronics in Moscow. Research projects in both Marseille and Moscow are conducted with English speaking scientists. Courses offered at ENSPM, however, are all in French. Interested students should discuss their plans with the chairman to plan for the necessary language and cultural preparation.

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.

Grade Point Requirements

To graduate from Suffolk University with a Bachelor’s degree in majors offered by the Physics and Engineering Dept., 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 Bio-physics 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 core requirements, suggested course sequences, and course description are shown in the section of the bulletin entitled Medical Sciences.

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 may qualify for certification as a secondary teacher of Physics in the Commonwealth of Massachusetts.

The requirements for the 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 – 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
Computer Science II – 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>Computer Science II</td>
<td>3</td>
</tr>
</tbody>
</table>

32
Sophomore | Semester Hours
--- | ---
Electronics Elective | 4
Calculus III | 3
Multivariable Calculus | 3
Computer Science Elective | 3
General Chemistry I, II and Lab | 8
Ethics, Speech | 6
English Option | 6

Junior | Semester Hours
--- | ---
Classical Mechanics I, II | 6
Ordinary Differential Equations | 3
Education - Curriculum/Methods | 6
*Social Science Requirement | 3
Reading Communications & Math Skills for Secondary Education | 3
Foundations of Education (Social Science Requirement) | 3
*Humanities Requirement or Language (B.A.) | 6

Senior | Semester Hours
--- | ---
Electricity and Magnetism | 6
Modern Physics I, II | 6
*Humanities Requirement | 3
Educational Psychology (Social Science Requirement) | 3
Education Practicum | 9

30

*The University Cultural diversity requirement consists of six credit hours to be selected from an approved course list. Some of these may be coupled toward the humanities and/or social science requirement.

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 331-332 Mathematical Methods of Physics  Applications of mathematical methods to problems in physics 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 455 – Advanced Laboratory  Classical and modern experiments in physics; Experiments may include Millikan Oil Drop, Frank Hertz experiment, Zeeman effect, Mossbauer experiment, nuclear spectroscopy, nuclear magnetic resonance, electron spin resonance, laser diffraction a 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. 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: Demick (Chairperson), Katz, Webb
Associate Professors: Bursik
Assistant Professors: DiBiase, Wells
Lecturers: Basseches, Busse, Gabriel, Harkins, Hyatt, Keuthen, Korn, Miliora, Moore, Murphy, Pentz, 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 (seven courses); (2) concentration requirements (three courses); and (3) psychology electives (at least one course).

Following course work in the traditional areas of the field (research methods and experimental psychology), three subject area concentrations are offered to provide students with the opportunity to follow their own particular interests within the field: 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 215/L215 and Psychology 216/L216 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 408, Senior Seminar.
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. Please note the following codes: (1) the first digit of a course indicates for which year the course is recommended (1 = freshman; 2 = sophomore; 3 = junior; 4 = senior); and (2) the second digit indicates the content area of the course (1 = experimental; 2 = personality; 3 = developmental; 4 = social). Five-level courses are upper-level courses that require permission of the instructor. Please note that this coding system is provided only as a rough guideline.

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 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 215/L216 - Statistics (with Lab)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSYCH 216/L216 - Research Methods and Experimental Design (with Lab)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TWO COURSES FROM THE TRADITIONAL CONTENT AREA OF EXPERIMENTAL PSYCHOLOGY (PSYCH 311, 312, 313, 314, 315)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>PSYCH 408 - Senior Seminar: History and Systems of Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ONE COURSE FROM THE APPLIED AREA OF PSYCHOLOGY (PSYCH 321, 344, 346, 350)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
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<td>24</td>
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</tbody>
</table>
Concentration Courses:
Students must take three of the five courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 233 - Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 236 - Psychology of the Family</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 332 - Infant Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 333 - Adult Development and Aging</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 431 - Advanced Topics in Development</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>9</td>
</tr>
</tbody>
</table>

Major Electives:
Students must take at least one major elective course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Psychology elective course</td>
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<tr>
<td>TOTAL</td>
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</tr>
<tr>
<td>OVERALL TOTAL</td>
<td>36</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</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 114 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 215/L215 - Statistics (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 216/L216 - Research Methods and</td>
<td></td>
</tr>
<tr>
<td>Experimental Design (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>TWO COURSES FROM THE TRADITIONAL CONTENT</td>
<td></td>
</tr>
<tr>
<td>AREA OF EXPERIMENTAL PSYCHOLOGY</td>
<td></td>
</tr>
<tr>
<td>(PSYCH 311, 312, 313, 314, 315)</td>
<td>6</td>
</tr>
<tr>
<td>PSYCH 408 - Senior Seminar: History and</td>
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</tr>
<tr>
<td>Systems of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ONE COURSE FROM THE APPLIED AREA OF</td>
<td></td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
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</tr>
<tr>
<td>(PSYCH 321, 344, 346, 350)</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
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</table>

Concentration Courses:
Students must take three of the five courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 226 - Theories of Personality</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 227 - Psychology of Motivation</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 324 - Psychology of Identity and</td>
<td></td>
</tr>
<tr>
<td>the Self</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 326 - Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 421 - Advanced Topics in Personality</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>9</td>
</tr>
</tbody>
</table>

Major Electives:
Students must take at least one major elective course.

<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>TOTAL</td>
<td>3</td>
</tr>
<tr>
<td>OVERALL TOTAL</td>
<td>36</td>
</tr>
</tbody>
</table>

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</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 114 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 215/L215 - Statistics (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 216/L216 - Research Methods and</td>
<td></td>
</tr>
<tr>
<td>Experimental Design (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td>TWO COURSES FROM THE TRADITIONAL CONTENT</td>
<td></td>
</tr>
<tr>
<td>AREA OF EXPERIMENTAL PSYCHOLOGY</td>
<td></td>
</tr>
<tr>
<td>(PSYCH 311, 312, 313, 314, 315)</td>
<td>6</td>
</tr>
<tr>
<td>PSYCH 408 - Senior Seminar: History and</td>
<td></td>
</tr>
<tr>
<td>Systems of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ONE COURSE FROM THE APPLIED AREA OF</td>
<td></td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td></td>
</tr>
<tr>
<td>(PSYCH 321, 344, 346, 350)</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>24</td>
</tr>
</tbody>
</table>
Concentration Courses:
Students must take three of the five courses listed below:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 241 - Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 245 - Consumer Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 341 - Sociocultural Perspectives on Behavior and Experience</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 343 - Environmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 441 - Advanced Topics in Social 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 at least one major elective course.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology elective course</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>OVERALL TOTAL</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

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 215/L215 and Psychology 216/L216 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 their two courses in experimental psychology (PSYCH 311 THROUGH PSYCH 315 INCLUSIVE) and Psychology 408 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 senior 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 216/L216, Research Methods and Experimental Design (with Lab); Psychology 321, Introduction to Counseling Skills; and Psychology 423, Psychological Testing. 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 350, 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.

For more specific information, consult the Department of Education and Human Services.

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**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 107 - 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 108 - 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.*

**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 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 215 - 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 L215 required. Required for psychology majors; should be taken by junior year. *Prerequisite: Psychology 114. 1 term – 3 semester hours. Normally offered early.*
Psychology L215 - 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 215 required. 1 term – 1 semester hour. Normally offered yearly.

Psychology 216 - 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 L216 required. Required for psychology majors; should be taken by junior year. Prerequisites: Psychology 114 and Psychology 215/L215. 1 term – 3 semester hours. Normally offered yearly.

Psychology L216 - 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 216 required. Prerequisites: Psychology 114 and Psychology 215/L215. 1 term – 1 semester hour. 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 227 - 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 233 - Child Development. Examines physical, cognitive, emotional, and social development in the child. 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.

Psychology 236 - Psychology of the Family. Focuses on the family as a psychological unit, exploring its strengths and weaknesses, roles and relationships, and its effective and ineffective functioning. Topics include marriage, parenting, and divorce. 1 term – 3 semester hours. Normally offered yearly.

Psychology 237 - Psychology of Women. Examines women's psychological development and experience across the life span. Explores how gender role socialization affects interpersonal relations, work experiences, and psychological adjustment. Additional topics include role combination, sexual harassment, and violence against women. 1 term – 3 semester hours. Normally offered yearly.

Psychology 238 - Psychology of Men. The male experience is discussed with respect to social expectations and demands (male gender role) and the more private level of male experience (a man’s sense of masculinity or masculine gender identity). Topics include: biological, psychological, and sociocultural determinants of male experience; historical treatment of masculinity (particularly in light of the recent women’s movement); becoming a man; men’s relationships; and fatherhood. 1 term – 3 semester hours. Normally offered yearly.

Psychology 239 - Black Psychology. Critically reviews historical and traditional approaches to the psychological study of blacks and focuses on the themes, models, and research currently being conducted by psychologists that attempt to redefine the black experience. Also examines the history of racism in the social sciences. 1 term – 3 semester hours. Offered based on student interest.

Psychology 241 - 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 243 - 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.
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 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 on 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. 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 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; and sexual violence. 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 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. 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 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. Permission of the instructor is required. 1 term – 3 semester hours. Normally offered alternate years.

Psychology 311 – Sensation and Perception. The process of understanding the immediate environment is studied with particular emphasis on the visual system. Topics include: the neurophysiology of the sensory systems; the elements of psychophysics; visual perception (color, depth, motion, illusions); and the process of perceptual inference. Prerequisite: Psychology 114; not open to freshmen. 1 term – 3 semester hours. Normally offered yearly.

Psychology 312 – Cognition. Theory and research on the human cognitive processes, including topics from attention, perception, learning, memory, language processing, problem solving, and reasoning. Prerequisite: Psychology 114; not open to freshmen. 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. Prerequisite: Psychology 114; not open to freshmen. 1 term – 3 semester hours. Normally offered yearly.

Psychology 314 – Learning and Reinforcement. Considers the process of the storage of information including its affective coloration and the role of incentives and rewards. Topics include: principles of classical and operant conditioning; verbal and episodic learning; and traditional and contemporary theory. Prerequisite: Psychology 114; not open to freshmen. 1 term – 3 semester hours. Normally offered alternate years.

Psychology 315 – Animal Behavior. Surveys animal behavior in a range of species (birds, fish, mammals including humans) to assess similarities and differences in the behavioral processes and psychophysiological mechanisms by which individual organisms and species adapt to their environments. Topics include: sensory capacities; predator evasion; reproduction; parental care; social behavior; and biological boundaries of learning. Prerequisite: Psychology 114; not open to freshmen. 1 term – 3 semester hours. Normally offered alternate years.

Psychology 316 – 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 – 4 semester hours. Normally offered yearly.

Psychology 317 – Psychology of Identity and the Self. Focuses on the processes by which self-knowledge, self-awareness, self-conceptions, self-esteem, self-consciousness, and self-blame are developed and maintained. May also include consideration of: identity and the life story; biography, narrative, and lives; cognition and personality; cultural conceptions of self; and self psychology. Prerequisite: Psychology 114. 1 term – 3 semester hours. Normally offered alternate years.

Psychology 318 – 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. Prerequisite: Psychology 114. 1 term – 3 semester hours. Normally offered yearly.

Psychology 319 – 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. 1 term – 3 semester hours. Normally offered yearly.

Psychology 320 – Behavior Management. Application of 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.

Psychology 321 – Psychology of Addictions. An analysis of the dynamics of various addictions from individual, family, and social perspectives. Includes an historical approach, comparative theories, disease concept, personality factors, treatment, and rehabilitation. Prerequisite: Psychology 114. 1 term – 3 semester hours. Normally offered yearly.
Psychology 332—Infant Development. 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 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.

Psychology 334—Adolescent Development. 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 341—Sociocultural Perspectives on Behavior and Experience. This course will demonstrate that each culture, subculture, and gender has a unique adaptation to a set of economic, ecological, historical and cultural circumstances. Topics may include: the history of women and minorities in psychology; differences in cultural value systems; and cultural identity. 1 term—3 semester hours. Normally offered yearly.

Psychology 342—Psychology and Law. An exploration into the relations between psychology and law and how these fields complement and/or interfere with one another. Topics 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. Prerequisite: Psychology 114. 1 term—3 semester hours. Normally offered every year.

Psychology 343—Environmental Psychology. This course will examine the relations between the physical (natural or built) environment and human behavior/experience. Topics may include: environmental cognition; coping with environmental stressors such as crowding, lack of privacy; and human functioning in and design of school, work, home, and urban environments. Prerequisite: Psychology 114. 1 term—3 semester hours. Normally offered yearly.

Psychology 344—Group Dynamics. 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—4 semester hours. Normally offered yearly.

Psychology 345—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 346—Community Psychology. Community psychology represents the efforts of psychologists to enhance the well-being of groups and communities. Complementing clinical (person-centered) approaches, community approaches have implications for both theory (e.g., environmental and/or person-environment theories) and practice (e.g., prevention-oriented paradigms targeted to groups and social systems). Students will be expected to attend weekly two-hour lectures to examine key concepts within the field (e.g., competence building, empowerment) as well as to engage in at least two hours of community service per week. Prerequisite: Psychology 114. 1 term—4 semester hours. Normally offered yearly.

Psychology 350—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. 1 term—4 semester hours. Normally offered yearly.

Psychology 408—Senior Seminar: History and Systems of Psychology. Presents in an historical context the core ideas and theoretical positions encountered by students in previous courses. Examines different systematic orientations such as structuralism, functionalism, Gestaltism, psychoanalysis, behaviorism, cognitivism, and humanism to demonstrate the extent to which each system influences contemporary American psychology. Prerequisite: 5 courses in psychology including Psychology 215/L215 and Psychology 216/L216. 1 term—3 semester hours. Normally offered yearly.
Psychology 421 - 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 423 - Psychological Testing. 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. Required for psychology majors; should be taken by junior year. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 424 - 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. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered yearly.

Psychology 425 - Psychology of Prejudice, Racism, and Discrimination. This course will examine the psychogenesis of racism in individual development using different social scientific and clinical models. The role of the environment 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. Prerequisite: Psychology 114. 1 term - 3 semester hours. Normally offered alternate years.

Psychology 431 - 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 233, 332, or 333. 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.

Psychology 441 - 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 241. 1 term - 3 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 215/L215 and Psychology 216/L216. 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 215/L215 and Psychology 216/L216. 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.
SCIENCE

No major available

All Science courses must be taken with their respective laboratories unless otherwise noted or waived by written permission from appropriate 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 questions 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 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 sciences at another school and who still need to satisfy the laboratory requirement. Permission of instructor required before registration. 1 term – 2 semester hours. 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 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 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 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 yearly, 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 301 - Science and Technology Today. An interdisciplinary science course exploring recent developments related to the physical and life sciences in a lecture/seminar format using current publications. May include topics such as: artificial intelligence for real robots?; designer genes; the rainforest and world weather; AIDS and human immunity; psychopharmaceuticals; etc., along with student-proposed topics. Intended to satisfy the third-semester Science requirement. Prerequisites: 8 hours of a lab-based science sequence; College mathematics and quantitative skills requirements. 1 term - 3 semester hours. Normally offered yearly.

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 semester residency at an 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.

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

**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. In addition to the 9 hours in the required core, students in General Sociology are required to select two courses from the following:

- Sociology 217 – Sociology of Urban Life
- Sociology 223 – Families in Contemporary Society
- Sociology 224 – Sociology of Power
- Sociology 226 – Religion in American Society
- Sociology 229 – Social Class and Inequality
- Sociology 273 – Women in Contemporary Society
- Sociology 321 – Identity, Self and Society
  Prerequisite: Sociology 113
- Sociology 324 – Historical Sociology
  Prerequisite: Sociology 113
- Sociology 326 – Social Movements
  Prerequisite: Sociology 113

Completion of six additional sociology electives accumulates a minimum major requirement of 33 hours. 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 9 hours in the required core, students in the Criminology and Law program are required to take the following three courses:
Sociology 233 – Crime and Delinquency
Sociology 234 – Criminal Justice Systems
Sociology 433 – Seminar in Criminology
Students must also select two courses from the following:
Sociology 235 – Sociology of Law
Sociology 236 – Sociology of Deviance and Social Control
Sociology 237 – Drugs and Society
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 Violence
Sociology 363-366 – Special Topics in Criminology and Law

To complete requirements for the Sociology Major, students must complete three elective courses in Sociology outside of the courses in the Criminology and Law Program (Those listed in the preceding paragraph). Only one professional practicum (Sociology 483 or 484) may be included among these three electives.

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 9 hours in the required core, 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

To complete requirements for the Sociology major, students must complete three elective courses in Sociology for the 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**

To graduate with honors in sociology students must complete the following steps:

1. Students interested in the Honors Program should apply to the Program Director prior to their fifth or sixth semester of study. Admission into the program requires a 3.4 overall G.P.A. and a 3.5 G.P.A. in sociology courses.

2. Participants in the Honors Program should register for Sociology 501 (Honors Seminar, 3 credits) during the Junior or Senior year. Registration in this course must be approved by the Director of the Honors Program.

3. To complete the Honors Program students may follow one of two options. Within the thesis option students are required to conduct original research and complete a research paper or other form of presentation under the direction of two members of the department. The non-thesis option requires the completion of three sociology challenge courses, i.e., three regularly scheduled courses for which the student, in consultation with the course instructor, undertakes an additional advanced project.

A detailed written description of the Sociology Honors Program is available in the department office.

**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. Prerequisite – Sociology 113.

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. Prerequisite – Sociology 113.

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 217 – Sociology of Urban Life. An examination of the effects of the city on human life in its broadest as well as its most specific aspects. Greater Boston and similar communities across the nation will be studied as ecological settings, as producers and shapers of change, and as special contexts for understanding sociological ideas. Comparisons will be made among urban places in the U.S. and in other countries. 1 term – 3 semester hours. Normally offered alternate years.
Sociology 223 - Families 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 hours.

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 - 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 - 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. 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 - Deviance and Social Control. 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 237 - Drugs and Society. This course examines the sociological issues revolving around drug use and abuse within American society. Included themes are: the role of societal definitions and social responses to drugs, socio-historical perspectives on drug consumption and control, the structure of the legal and illegal drug industry, and competing models of public policy. 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 managers 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 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 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. And the relationship between Ireland and the United States will be discussed. 1 term - 3 semester hours. Prerequisite: Sociology 113. Normally offered alternate years.

Sociology 321 - Identity, Self and Society. This course explores the emergence of the self as an intersection of biography, history and social structure. Emphasis is on modern, Western societies. Conceptually, we will take a life course approach which emphasizes processes of psychosocial, moral, intellectual and spiritual development for contemporary men and women. This course is designed in part as a workshop where students will develop the skills and insights essential for conducting life history research and biographical studies that are sociological in focus. 1 term - 3 semester hours. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. Normally offered alternate years.

Sociology 327-330 - Special Topics in General Sociology. A course with special interest topics in sociology which changes depending on the professor. 1 term - 3 semester hours. Prerequisite: Sociology 113.

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. Prerequisite: Sociology 113.

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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. Normally offered alternate years.

Sociology 339 - Sociology of Violence. A description of violence in the United States. This course emphasizes the historical development and utilization of violence from a sociological perspective. Social, political and personal violence will be examined and an attempt will be made to develop some theoretical orientations that may be used to both explain and prevent violence. 1 term - 3 semester hours. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113. 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. Prerequisite: Sociology 113 or permission of the instructor. 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. Prerequisite: Sociology 113. Normally offered alternate years.

Sociology 363-366 - Special Topics in Criminology and Law. Courses with special interest topics in Criminology and Law which change depending on the professor. 1 term - 3 semester hours. Prerequisite: Sociology 113.

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. Prerequisite: Sociology 113. 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 Criminology. 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 113, 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. Prerequisites: Sociology 113 and 243. 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. Must have junior or senior standing or permission of the instructor. 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. Must have junior or senior standing or permission of the instructor. Normally offered yearly.**

Sociology 501 – Honors Seminar. This course is intended for participants in the Sociology Honors Program. It focuses on the nature of sociological inquiry as an ongoing relationship between theory, research and professional practice. A **limited enrollment seminar open to Juniors and Seniors. 1 term – 3 semester hours. Offered every year. Sociology Honors Program students only.**
STATISTICS PROGRAM

No major available

Coordinator: Dr. Jaggia

STATISTICS COURSES


**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.

**STATS 250 - Applied Statistics.** Application of statistical analysis to real-world business and economic problems. Topics include data presentation, descriptive statistics including measures of location and dispersion, introduction to probability, discrete and continuous random variables, probability distributions including binomial and normal distributions, sampling and sampling distributions, statistical inference including estimation and hypothesis testing, simple and multiple regression analyses. The use of computers is emphasized throughout the course. 

*Prerequisite: Math 130, 134, 146, or 161. 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

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.

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.

- BIO 315 – Women and Science
- EC 131 – Women in the Marketplace
- ENG 387 – Women and Literature
- FR 325 – French Women in Fact and in Fiction
- GVT 203 – Women in World Politics
- GVT 204 – Women in American Politics
- HST 274 – Women in 19th Century Europe
- HST 275 – Women in 20th Century Europe
- HST 371 – Women in American History
- HST 378 – Feminism Since 1965
- HST 380 – Gender in America: Theory and Popular Culture
- HST 397 – Southern Women
- HST 398 – Women and the Law in U.S. History
- HUM 221 – History of Women in Music
- HUM 245 – Women, Art, and Society
- HUM 255 – Women in Judeo-Christian Religion
- HUM 256 – Women, Gods, and Goddesses
- HUM 320 – Women in 19th Century German Literature
- PHIL 130 – Women in Philosophy
- PHIL 225 – Women in Spirituality
- PSYCH 237 – Psychology of Women
- SOC 273 – Women in Contemporary Society
- SOC 275 – Women and Crime
- SOC 286 – Women and Work
- SOC 355 – Women and Health
- SOC 374 – Women and Diversity
- SPAN 405 – Women’s Voices from Latin America
Information/Advising
Students wishing to minor in Women's Studies should see the Director of the Women's Studies Program.

Women's Studies Committee:
Chairperson: Krisanne Bursik, Psychology; John Berg, Government; Rebecca DiLiddo, Biology; Judith R. Dushku, Government; Deborah Geisler, Communications and Journalism; Donna Giancola, Philosophy; 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, philosophy and history. 1 term – 3 semester hours. Normally offered every fall.

Women's Studies 113 - Women, Science and Society. Explores women's lives from the perspective of the social and natural sciences. Examines recent biological, sociological and psychological theories about gender and gender roles, as well as the impact of feminist scholarship on these areas. 1 term – 3 semester hours. Normally offered every spring.

Women's Studies 503 - Field Studies in Women's Studies. Includes opportunities for credit-worthy 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 Director of Women's Studies. 1 term – 1-3 semester hours. Offered every semester.

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 Director of Women's Studies. 1 term – 3 semester hours. Offered every semester.
SUFFOLK UNIVERSITY

School of Management
Undergraduate Programs
History 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.

When the School of Management opened in September of 1937, the student body consisted of six men and two women who were taught by two part-time faculty members. Today, the School of Management serves over 1,165 undergraduate students and 1,077 graduate students. Our student body is representative of every part of Greater Boston as well as 27 countries across the world. There are more than 60 full-time faculty members, 93% of whom hold Ph.D. degrees, giving the Suffolk University School of Management one of the highest faculty Ph.D. ratios in the country. Many of our faculty are known nationally and internationally for their research.

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.

Undergraduate Objectives Suffolk University is committed to excellence – the excellence of its students as well as its faculty. The School of Management's commitment to excellence revolves around our commitment to provide students with a quality faculty and a quality undergraduate program. At the School of Management we provide each student with a supportive environment for learning including an average class size of 30 students and individual faculty advising.

Upon entering the School of Management, each student is paired with a faculty advisor whose academic interests match their own. This advisor will be your guide for the rest of your career at Suffolk. Faculty are available to meet with those students who may need their professor to expand upon ideas brought out in class, or to discuss career aspirations, or trends in the world of business as related to lectures discussed in class.

To meet the needs for the "well-rounded" student from the business community, the School of Management designed its undergraduate curriculum to incorporate a diversified selection of courses taken from the liberal arts and business disciplines. This course of study enables students to learn how to analyze a problem, based upon logic and reasoning. The skills you develop here will prepare you for future life and career decisions.
The School of Management curriculum links practical experience and academic experience together. Experience is gained through student participation in the co-op internship program developed by the Career Services Office, and through class projects. Students will learn how to articulate their thoughts in business terms and frame decisions in the context of the business environment. Students develop articulation techniques and presentation skills by working with other students in groups or individual projects, where a student may be asked to develop a sales presentation, present a business proposal, or present a company's annual report to its Board of Directors.

Programs of Study The School offers programs of study leading to the following degrees: Bachelor of Science in Business Administration with majors in Accounting, Computer Information Systems, Finance, International Business Studies, Management or Marketing; Combined Bachelor of Science in Business Administration/Masters in Business Administration; and Combined Bachelor of Science in Business Administration/Juris Doctor. These programs are accredited by the American Assembly of Collegiate Schools of Business. In addition, non-degree certificate programs in Accounting are offered.

Computing Resources The School of Management's state-of-the-art computer resources are continually expanded and updated to reflect changes in management education. Users of computing resources have access to the University's dedicated academic computer, a PRIME 6350 supermini, seven days a week - from computer stations on-campus or by phone. Electronic access is available to the world-wide Internet system and the Lexis/Nexis service. There's also a university-wide electronic mail system, and an growing campus network which allows user access to on-line library services such as ABI/INFORM and automated menu services to Internet.

A wide range of programming languages are available on the PRIME, including BASIC, COBOL, C, FORTRAN, PASCAL and PL/I. Major applications software available includes MINITAB, SAS and SPSSx. There's also specialized software for management applications, which includes linear programming and business simulations.

Microcomputer resources are centered in a modern computing facility, which is IBM PC and compatible-based and also offers a small cluster of Macintosh computers. The facility includes a large student computing laboratory and a computerized classroom with systems connected by a Novell Local Area Network. A separate facility is dedicated to wordprocessing. The majority of computers operate in the Microsoft (MS) Windows environment, with MS Access, MS Excel and MS Word available. Other software includes limited and versions of SPSS & dBase III, Lotus 1-2-3, WordPerfect, dBase IV, and Harvard Graphics. A variety of PC-based courseware supported for the curriculum includes the Stanford Bank Management Game and a PC based corporate simulation.

Databases used in courses include COMPU-STAT which is available in the Sawyer Library, and a tax research database from the Research Institute of America (RIA) - available in the student computing lab. Both products are on CD-ROM. Data is also available from the Center for Research in Security Prices (CRSP).

One-on-one consultation and documentation is provided at the HELP desk in the student computing lab. The lab is opened several hours each day.
Suffolk University's Sawyer Library is ranked among the top 20 university libraries in New England, with a 100,000 volume collection of current-emphasis books, 1,300 current periodical subscriptions and extensive microfilm, microfiche and on-disk backfiles. Specialized business resources include workstation access to Disclosure, InvesText, COMPSTAT, The Wall Street Journal and others. There is multiple-station LAN access to ABI/INFORM and other heavily used databases.

In the Reference Department, you'll find business encyclopedias, directories, census material and all of the major accounting services. Most print information services from Dun & Bradstreet, Standard & Poor's and Moody's are available, as well as hundreds of information databases on-line. Four reference librarians provide opportunities for consultation with information specialists.

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 to discuss academic requirements, to expand upon ideas discussed in class, or to discuss career aspirations and trends in the business community. A faculty advisor is assigned to each undergraduate student according to the intended major area of study. Students who are yet undecided about what to major in 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, students 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. When meeting with your advisor, it is a good idea to bring a current transcript. 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.

Course Offerings Classes are offered 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. With few exceptions, courses are limited to approximately 30 students to encourage class discussions and interaction. At the School of Management you are not just a number, you are a face.

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.

Extracurricular Activities
Your study here at Suffolk not only focuses upon academics, but also upon social activities which play a big part in the student’s development and growth as an individual. There are a variety of student organizations, honor societies and athletics activities that one may involve themselves with at Suffolk. Listed below is a brief description of some of the social and academic activities students may become part of.

Student Activities A great part of your college memories will revolve upon your involvement in the many social activities found at Suffolk. For example, you can participate in student governing by campaigning for class representative for the Student Government Association, or plan and organize campus social events, by joining the Council of Presidents. You may also choose to involve yourself in academic organizations such as the Accounting Club, Computer Information Systems Club, Finance Associations or the Marketing Club, where guest speakers from the business community will reveal to you the mysteries of their job.

There are also honors societies such as Beta Gamma Sigma, the Financial Management Association, Delta Mu Delta, Alpha Delta Sigma Honor Society, Alpha Mu Alpha, and the John Griffin Fellowship Program.

If you would like to involve your time in extracurricular activities other than student government or honor societies, there are team sports such as – baseball, basketball for both men and women, soccer, tennis and softball.

Academic Honors
Each year the University recognizes students for outstanding scholarship, leadership and service to the Suffolk community. The following awards are granted at the end of each academic year. The Full-time Dean’s Honor List is awarded after the closing of the Fall and Spring semesters.

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.

| Minimum Earned Credit Hours at Suffolk University |
|------------------------|-------------|
| Freshman               | 15          |
| Sophomore              | 42          |
| Junior                 | 70          |
| Senior                 | 106         |

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.

**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 students 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 have completed 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.

Special Programs
At the School of Management, your education is not limited to classroom study. Throughout your undergraduate years, you have the opportunity to explore business-related issues through independent study, study at other institutions, and study outside the United States. We encourage you to expand your knowledge and experience by participating in one of the following special educational programs.

The John Griffin Fellowship Program
The Griffin Fellowship Program is a special honors program of the Suffolk University 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. Only full-time students are eligible.

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 challenge course. Seminar topics are formulated by a committee of Griffin Fellows in consultation with the Griffin Oversight Committee.

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.
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 course work 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.

**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.
Degree Requirements for the BSBA
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. Transfer students are required to complete at least 50 percent of the business credit hours toward the degree in the School of Management. 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 in the appropriate department sections.

(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 can be found on the next page.

(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 the next page.

(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 Introduction to Contracts & Legal Studies
(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. Not more than 30 semester hours of business school credits may be counted towards the completion of a CLAS degree.

**School of Management Core Courses**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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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>Introduction to Contracts and Legal Studies</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>Business Organization &amp; Leadership</td>
<td>3</td>
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</table>

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

**General Education Core Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<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</td>
<td>3</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>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>
</tr>
<tr>
<td>MA 134**</td>
<td>Calculus for Management and Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>STATS 250</td>
<td>Applied Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SOM 203</td>
<td>Ethical Responsibility in Government &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>Diversity Requirement</td>
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<td></td>
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<tr>
<td>NATURAL SCIENCE ***</td>
<td>8</td>
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**MATHEMATICS/STATISTICS Sequence (6 credits)**

Depending upon their background in mathematics, some students may find it necessary to take MA 104 – Precalculus for Management and Social Sciences to ensure success in MA 134. 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.
Certificate Programs in Accounting

The Accounting Department offers two certificates in accounting, the Advanced and the Intermediate Certificate. Both Certificate Programs were designed for students not enrolled in a Suffolk University degree program.

**Advanced Accounting Certificate**
This comprehensive program is comprised of eight undergraduate courses, 24 credit hours beyond the completion of the two prerequisite courses ACCT 201 and 202. An associate or a bachelor's degree is necessary for entry to the program. The Advanced Accounting Certificate prepares students for a professional accounting position. The program content satisfies the accounting education requirement to sit for the CPA (Certified Public Accounting) examinations in Massachusetts, and it also covers the content of the accounting sections of the CMA (Certified Management Accounting) examinations.

**Intermediate Accounting Certificate**
This program was designed for people who would like to further their expertise in accounting, either to enhance their own technical proficiency, or to supervise or interact with accounting professionals. This certificate requires the completion of three courses (nine credit hours) chosen from the required and elective courses listed below, beyond the completion of the two prerequisite courses, ACCT 201 and 202. An associate degree or 54 semester credit hours in any field is required prior to entry into the program.

For further information please contact the Office of Undergraduate Admissions, 8 Ashburton Place, Boston, MA 02108-2779; or by telephone (617) 573-8460.

**Prerequisite Courses**
- ACCT 201 Accounting and Decision Making I
- ACCT 202 Accounting and Decision Making II

**Required Courses (21 credit hours)**
- ACCT 321 Intermediate Accounting I
- ACCT 322 Intermediate Accounting II
- ACCT 331 Cost Accounting
- ACCT 332 Accounting Information Systems
- ACCT 411 Advanced Accounting I
- ACCT 413 Auditing
- ACCT 421 Taxation

**Elective Courses (6 credit hours)**
- ACCT 410 Accounting Theory and Practice (formerly Accounting Theory)
- ACCT 415 Not-for-profit Accounting and Control (formerly Institutional and Governmental Accounting)
- ACCT 422 Advanced Taxation
- BLAW 214 Introduction to Contracts & Legal Studies
  (cannot be included in the Intermediate Certificate)

For course descriptions refer to the accounting major section of this bulletin.
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 enroll 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. Formal application must be made during the first semester of the student's third year. 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.

Students must complete the School of Management Core Courses (33 credits); the General Education Core Courses (44 credits) and General Education Electives (18 credits) for a total of 95 credit hours. All courses are listed on the following pages.
The Accounting Department prepares students for professional careers, in public accounting and in controllership positions in business and industry, not-for-profit organizations, and government.

Completion of the BSBA with a major in accounting meets the accounting educational requirements to sit for the CPA (Certified Public Accountant) examination in the Commonwealth of Massachusetts. Non-resident students should contact the State Board of Accountancy of their respective states to determine the specific requirements they have to comply with. Students graduating with the accounting major may also sit for the CMA (Certified Management Accountant) and the CIA (Certified Internal Auditor) examinations.

Accounting majors must complete 150 hours of preprofessional or professional accounting experience prior to graduating. Experience may be acquired through an internship, part or full-time employment, or a cooperative position. Approval of this experience must be obtained from the Accounting Department and Career Services Office.

All the required accounting courses, and selected electives, are made every fall and spring semester; and a wide, but not total, selection of accounting courses is offered in the summer. Accounting course offerings allow completion of the accounting major through the full time day program, and through the part time evening program. Students in either program are permitted the flexibility of taking daytime or evening courses.

**Accounting Major Required Courses (24 credit hours)**

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

Note: ACCT 332 Accounting Information Systems replaces CIS 310 Management Information Systems in the SOM Core Courses.

**Accounting Elective Courses:**

- ACCT 410 Accounting Theory and Practice *(formerly Accounting Theory)*
- ACCT 415 Not-for-Profit Accounting and Control *(formerly Institutional and Governmental Accounting)*
- ACCT 422 Advanced Taxation
- ACCT 510 Directed Individual Study

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

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOM 101</td>
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<td>SOM 120</td>
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<td>STATS 250</td>
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<tr>
<td>Diversity Requirement</td>
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<td>GENERAL EDUCATION Electives</td>
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<td>ACCT 202</td>
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<td>BLW 214</td>
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</tr>
<tr>
<td>EC 211</td>
<td>3</td>
</tr>
<tr>
<td>EC 212</td>
<td>3</td>
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<td>ENG 213</td>
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<td>ENG 214</td>
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<tr>
<td>ENG 215</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>3</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
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<tr>
<td>Junior</td>
<td>Credits</td>
</tr>
<tr>
<td>--------</td>
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</tr>
<tr>
<td>ACCT 321</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACCT 322</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACCT 331</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCT 332</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>MGT 319</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MKT 310</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>FIN 310</td>
<td>Business Finance</td>
</tr>
<tr>
<td>MGT 317</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>SOM 203</td>
<td>Ethical Responsibility in Government &amp; Society</td>
</tr>
<tr>
<td>GENERAL EDUCATION Electives</td>
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<td>FREE ELECTIVES</td>
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</table>

<table>
<thead>
<tr>
<th>Senior</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCT 411</td>
<td>Advanced Accounting I</td>
</tr>
<tr>
<td>ACCT 412</td>
<td>Advanced Accounting II</td>
</tr>
<tr>
<td>ACCT 413</td>
<td>Auditing</td>
</tr>
<tr>
<td>ACCT 421</td>
<td>Taxation</td>
</tr>
<tr>
<td>MGT 429</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>GENERAL EDUCATION Electives</td>
<td>9</td>
</tr>
<tr>
<td>FREE ELECTIVES</td>
<td>3</td>
</tr>
</tbody>
</table>

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) Students must complete two free electives; free electives may be fulfilled in the School of Management or the College of Liberal Arts and Sciences.

EXPERIENTIAL COMPONENT 150 HOURS:
Candidates will have an approved record of 150 hours of Accounting experience. Experience may be acquired through internship, part or full-time employment, or cooperative education. Approval must be obtained from both the Accounting Department and the Career Services Office.
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 the Fall and Spring.

**ACCT 201 - Accounting and Decision Making I**
This is the first of a two course sequence designed to provide a user of accounting information with the skills to appraise and manage a business. Students are introduced to the accounting cycle, the financial statements, and the theory underlying accounting as information. Coverage addresses current accounting topics, including 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.
This course helps students apply the concepts and skills from the preceding course. They learn how to analyze the financial condition and performance of a firm, and how to use accounting information in business planning, decision making, and control. Relevance of current ethical and competitive issues found in the financial press will be discussed in the course.

**ACCT 321 - Intermediate Accounting I**
Prerequisite: ACCT 201 – Accounting and Decision Making I & junior status.
A review of basic financial accounting concepts followed by an 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 capacity assets. The income determination aspects of these items are also considered.

**ACCT 322 - Intermediate Accounting II**
Prerequisite: ACCT 321 – Intermediate Accounting I.
An examination of selected balance sheet and income statement items. The focus of this course is on the valuation and reporting of investments, non-current liabilities and stockholders’ equity. The income determination aspects of these items are also considered.

**ACCT 331 - Cost Accounting**
Prerequisites: MA 134 Calculus for Management and Social Sciences, ACCT 202 – Accounting and Decision Making II
A study of the purposes, concepts and procedures underlying the development of a cost accounting system for managerial decisions, control and performance reporting. The basic ideas of responsibility accounting are introduced.

**ACCT 332 – Accounting Information Systems**
Prerequisites: ACCT 321 – Intermediate Accounting I, ACCT 331 – Cost Accounting.
A study of the design, operation, and use of accounting information systems. The functional relationships of the AIS within an organization are examined, and a background in automated data processing, along with the important human and organizational considerations in system design and implementation, are covered.

**ACCT 410 – Accounting Theory and Practice**
(formerly Accounting Theory)
Prerequisite: ACCT 322 – Intermediate Accounting II. Generally offered in the Spring semester only.
A study of the FASB and AICPA publications, with emphasis on recent trends and developments in the agenda and pronouncements of the FASB and other bodies that shape accounting practice. Students conduct independent research on topical accounting and reporting issues.

**ACCT 411 – Advanced Accounting I**
Prerequisite: ACCT 322 – Intermediate Accounting II.
An examination of accounting for leases, post-employment benefits, deferred income, and tax allocation; partnerships, and selected advanced topics including multinational issues, are covered.

**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. Accounting methods in not-for-profit and government organizations are covered.

**ACCT 413 – Auditing**
Prerequisite: ACCT 322 – Intermediate Accounting II.
A study of auditing process and philosophy. Preparation of audit working papers supporting an audit examination, and the report and opinion of the auditor to management, stockholders, and others are covered. The course deals with internal auditing objectives and procedures as well as those of an independent public accountant.
ACCT 415 – Not-for-Profit Accounting and Control (formerly Institutional and Governmental Accounting)
Prerequisite: ACCT 202 – Accounting and Decision Making II.
A study of accounting principles, financial reporting, and methods of budgeting and controlling operations in government agencies, charitable foundations, hospitals, universities and other not-for-profit organizations.

ACCT 421 – Taxation
Prerequisite: ACCT 202 – Accounting and Decision Making II.
A study of basic federal taxation as it applies to individuals, partnerships and corporations. Expertise in the preparation of tax returns is developed.

ACCT 422 – Advanced Taxation
Prerequisite: ACCT 421 – Taxation. Generally offered in the Spring.
A study of the impact of taxation on business planning and decision making. Tax problems of estate, trust and gift planning are considered.

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.

ACCT 550 – Special Topics In Accounting
An in-depth analysis of timely special issues in accounting. Specific topics are announced when the course is scheduled.
BUSINESS LAW

Business Law courses cut across traditional disciplinary lines by examining the theory, content and practice of the modern legal system in both domestic and international settings. Law is addressed in historical and evolutionary context as a key linkage in a market economy between various social demands and government responses in order to maintain harmony, justice and predictability in the social order. Business law courses are intended to provide students with a broader and more comprehensive appreciation of how the American commercial system functions as well as to enrich the students' understanding of other business disciplines.

SOM Requirements:
Every SOM student is required to take "Introduction to Contracts and Legal Studies" (BLW 214). Any Business Law course other than the required BLW 214 may be utilized as a free elective irrespective of SOM major.

Legal Studies Minor (9 credits)
Consists of 3 of the following courses in addition to completion of BLW 214.

BLW 215 – Ethics and Jurisprudence in the Regulatory Environment
BLW 315 – Law of Business Associations and Property
BLW 316 – Law of Commercial Transactions and Bankruptcy

BUSINESS LAW COURSE DESCRIPTIONS

BLW 214 – Introduction to Contracts and Legal Studies. (formerly Law of Contracts & 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 213 – 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.
Prerequisite: BLW 214 – Introduction to Contracts and Legal Studies
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.

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.
COMPUTER INFORMATION SYSTEMS

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 completion of CIS 310, Management Information Systems. Some advanced CIS courses may be offered only during the day.

**CIS Major Required Courses:**

6 Courses (18 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<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 (formerly Database Management Systems)</td>
</tr>
<tr>
<td>CIS 424</td>
<td>Systems Prototyping Project</td>
</tr>
</tbody>
</table>

**CIS Elective Courses:** (select 2)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CIS 212</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>
<tr>
<td>CIS 550</td>
<td>Special Topics in Computer Information Systems</td>
</tr>
</tbody>
</table>

**Computer Science and Computer 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 as part of your CIS electives.
Typical Course Sequence for Major in Computer Information Systems

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>SOM 101</td>
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</tr>
<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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</tr>
<tr>
<td>CJN 177</td>
<td>3</td>
</tr>
<tr>
<td>SOM 120</td>
<td>3</td>
</tr>
<tr>
<td>MA 134</td>
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</tr>
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<td>STATS 250</td>
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<tr>
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<tbody>
<tr>
<td>ACCT 201</td>
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<td>ACCT 202</td>
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<tr>
<td>BLW 214</td>
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<tr>
<td>EC 211</td>
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</tr>
<tr>
<td>EC 212</td>
<td>3</td>
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<td>ENG 214 OR ENG 215</td>
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<th>Credits</th>
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<tbody>
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<td>MGT 319</td>
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<tr>
<td>MKT 310</td>
<td>3</td>
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<td>FIN 310</td>
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<tr>
<td>MGT 317</td>
<td>3</td>
</tr>
<tr>
<td>CIS 310</td>
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<td>CIS 314</td>
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<td>CIS 313</td>
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<tr>
<td>SOM 203</td>
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<td>FREE ELECTIVES</td>
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<table>
<thead>
<tr>
<th>Senior</th>
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<tr>
<td>CIS 423</td>
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<tr>
<td>CIS 424</td>
<td>3</td>
</tr>
<tr>
<td>MGT 429</td>
<td>3</td>
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<tr>
<td>CIS Major Electives</td>
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<tr>
<td>GENERAL EDUCATION Electives</td>
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<tr>
<td>General Education Electives</td>
<td>6</td>
</tr>
<tr>
<td>FREE ELECTIVES</td>
<td>6</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

Humanities: (6 credits)

Departmental Concentration: (9 credits)

FREE ELECTIVES: (9 credits) Students must complete 9 credits of free electives; free electives can be selected from the School of Management or the College of Liberal Arts & Sciences.

EXPERIENTIAL COMPONENT 150 HOURS:
Candidates will have an approved record of 320 hours of CIS experience. Experience may be acquired through internship, part or full-time employment, or cooperative education. Approval must be obtained from both the CIS Department and the Career Services Office.
**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 212** End-User Computing
- **CIS 313** Systems Analysis and Design
- **CIS 314** Structured Programming
- **CIS 420** Artificial Intelligence and Expert Systems
- **CIS 423** Database Management (formerly Database Management Systems)
- **CIS 424** Systems Prototyping Project
- **CIS 510** Directed Independent Study in Computer Information Systems
- **CIS 550** Special Topics in Computer Information Systems

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**COMPUTER INFORMATION SYSTEMS COURSE DESCRIPTIONS**

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 covers an introduction to information highway, Internet, and 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.

**CIS 212 – End-User Computing**

*Prerequisite: SOM 120, Computer Literacy or equivalent*

Introduces the concepts of end-user computing including its management and support in an organization. The subject of end-user computing has many dimensions. It is more than just using personal computers. Today there is a shift from studying information technology (IT) in its own right to using IT to solve business problems. Additionally, students are provided with a strong background in the application of desktop computer software to solve business problems in a Windows environment. These will be accomplished through lectures, class discussions, advanced hands-on assignments, and individual and group projects. Information storage and retrieval techniques, such as Access, will be covered and applied. Students will be able to evaluate hardware and software products.

**CIS 310 – Management Information Systems**

*Prerequisite: 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.]
**CIS 313 - Systems Analysis and Design**  
*Prerequisite: SOM 120, Computer Literacy*  
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 several popular computer languages. (Transfer credit for 2 lower-level programming courses, or requirement waived with one course plus work experience).

**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 develops skills with a microcomputer-based expert system package. Applications case studies and guest speakers will focus on likely future developments of this technology and its implications for management.

**CIS 423 - Database Management (formerly Database Management Systems)**  
*Prerequisites: CIS 313, Systems Analysis and Design or CIS 314 Structured Programming.*  
Provides an understanding of the importance of information as an organizational resource and its role in an information system. Students will learn how data management techniques can be used to solve an organization’s information management problems. A database management systems (DBMS) is a “software tool” for the storage, retrieval, presentation and security of data. Additional topics include strategies for managing an organization’s resources through data/database administration and using a client/server environment. In addition to using databases and DBMS, students will learn to design databases and develop data models. Specific DBMS will be described in detail, be used and applied to business problems. Students will be able to state queries in the industry standard – Structured Query Language (SQL). Realistic business applications are developed through individual and group projects.

**CIS 424 - Systems Prototyping Project**  
*Prerequisites: CIS 313, Systems Analysis & Design and CIS 314, Structured Programming*  
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. *(It is suggested that students have taken or are concurrently taking CIS 423.)*

**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. Students gain practical knowledge through case studies & hands-on laboratory access to local and wide area network services. Term projects encourage students to relate the course to their career objective.

**CIS 510 - Directed Individual Study In Computer Information Systems**  
*Prerequisite: CIS 310, Management Information Systems 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 is 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.

**CIS 550 - 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 550 – Managing Information Technology
Prerequisite: CIS 310, Management Information Systems
This course introduces students to the principles of managing information technology (IT) in organizations from the viewpoint of an IT manager. The course shows students how to guide the development or purchase of an information system, discusses how to identify potential strategic applications of IT, prepares students to understand the IT infrastructure of their organization, and shows them how to evaluate the effectiveness of IT. The audience for the course is both CIS majors who wish to occupy a management position and other business majors who foresee some involvement in IT management in their jobs.

CIS 551 – Network Management
Prerequisite: CIS 425, Telecommunications and Networks
This elective concentrates on the management of networks under several network architectures including the client/server environment. Skills are developed in the maintenance and management of industry standard Novell Netware systems. Lab exercises using Suffolk's Network Teaching laboratory relate fundamental concepts and evolving technology to practical applications. Issues of data security, software and hardware evaluation, trends in standards and technology are addressed.
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)
- FIN 311 Intermediate Finance
- FIN 315 Principles of Investments
- FIN 319 Money and Capital Markets
- FIN 419 Problems of Managerial Finance

**Finance Major Elective Courses:** (9 credits)
- FIN 313 General Insurance
- FIN 317 Real Estate
- FIN 401 Practical Financial Planning
- FIN 410 Analysis of Financial Statements
- FIN 411 Futures and Options
- FIN 413 Investment Analysis and Portfolio Management
- FIN 415 Capital Budgeting
- IBFN 417 Multinational Financial Management
- FIN 432 Financial Institutions
- FIN 510 Directed Individual Study

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

**Freshman**
- STATS 250 Applied Statistics .......................... 3
- SOM 101 Bus. Org. & Leadership .......................... 3
- SOM 120 Computer Literacy .......................... 3
- MA 134 Calculus for Management and Social Sciences .......................... 3
- ENG 101 Freshman English I .......................... 3
- ENG 102 Freshman English II .......................... 3
- CJN 177 Business Communication .......................... 3
- Diversity Requirement .......................... 3
- GENERAL EDUCATION Electives .......................... 9

**Sophomore**
- ACCT 201 Accounting and Decision Making I .......................... 3
- ACCT 202 Accounting and Decision Making II .......................... 3
- BLW 214 Introduction to Contracts & Legal Studies .......................... 3
- MGT 201 Management Science .......................... 3
- EC 211 Principles of Economics I .......................... 3
- EC 212 Principles of Economics II .......................... 3
- ENG 213 English Literature I .......................... 3
- ENG 214 English Literature II OR ENG 215 American Literature .......................... 3
- Natural Science Requirement .......................... 8

**Junior**
- CIS 310 Management Info Systems .......................... 3
- SOM 203 Ethical Responsibility in Government & Society .......................... 3
- MKT 310 Principles of Marketing .......................... 3
- FIN 310 Business Finance .......................... 3
- MGT 317 Organizational Behavior .......................... 3
- MGT 319 Operations Management .......................... 3
- FIN 319 Money and Capital Markets .......................... 3
- FIN 311 Intermediate Finance .......................... 3
- GENERAL EDUCATION Electives .......................... 6
- FREE ELECTIVES .......................... 3
<table>
<thead>
<tr>
<th>Senior Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 315</td>
<td>Principles of Investments</td>
</tr>
<tr>
<td>FIN 419</td>
<td>Problems of Managerial Finance</td>
</tr>
<tr>
<td>MGT 429</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>FINANCE MAJOR ELECTIVE Courses</td>
<td>9</td>
</tr>
<tr>
<td>GENERAL EDUCATION Electives</td>
<td>9</td>
</tr>
<tr>
<td>FREE ELECTIVE</td>
<td>3</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION Electives (18 credits)
Choose Option A or B

Option A: General Education Minor

FREE ELECTIVES: (6 credits) Students must complete two free electives. Free electives may be selected in the School of Management or the College of Liberal Arts and Sciences.

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)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 317</td>
<td>Real Estate or</td>
</tr>
<tr>
<td>FIN 313</td>
<td>General Insurance</td>
</tr>
<tr>
<td>FIN 315</td>
<td>Principles of Investments</td>
</tr>
<tr>
<td>FIN 401</td>
<td>Practical Financial Planning</td>
</tr>
<tr>
<td>FIN 410</td>
<td>Analysis of Financial Statements</td>
</tr>
<tr>
<td>FIN 411</td>
<td>Futures and Options</td>
</tr>
<tr>
<td>FIN 413</td>
<td>Investment Analysis &amp; Portfolio Management</td>
</tr>
<tr>
<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>
</tbody>
</table>
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: MA 134 - Calculus for Management and Social Sciences.
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.

FIN 550 - Special Topics In Finance  
An in-depth analysis of timely special issues in finance. Specific topics are announced when the course is scheduled.
MULTIDISCIPLINARY COURSES

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**

**Freshman**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<td>ENG 102</td>
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<tr>
<td>CJN 177</td>
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<td>SOM 120</td>
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</tr>
<tr>
<td>MA 134</td>
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<td>STATS 250</td>
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**Sophomore**

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<tr>
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<tr>
<td>ACCT 202</td>
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<td>BLW 214</td>
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**Junior**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MA 134</td>
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<td>MGT 319</td>
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<td>MKT 310</td>
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<td>FIN 310</td>
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<td>MGT 317</td>
<td>3</td>
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<tr>
<td>CIS 310</td>
<td>3</td>
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<tr>
<td>IBMK 321</td>
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**Senior**

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGT 429</td>
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<tr>
<td>SOM 203</td>
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<tr>
<td>International Liberal Arts Courses</td>
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<tr>
<td>International Business Major Courses</td>
<td>9</td>
</tr>
<tr>
<td>Free Elective</td>
<td>3</td>
</tr>
<tr>
<td>Business Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

International Business Major Elective Courses to be chosen from: IBFN 417 Multinational Financial Management, IBMK 421 International Marketing, IBMK 422 Export Marketing Management, IBMK 430 International Business Strategies, IB 510 Directed Study, IB Special Topics Courses. Free electives may be taken in liberal arts or business.

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

**Language Study (6 Credits)**

Students must complete two language courses. Proof of proficiency in a foreign language may substitute; consult the SOM Dean’s Office for details.
Business Electives
(6 credits)
Two business electives must be completed in the School of Management.

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 International Business
IB 550  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
IB 510  Directed Individual Study
IB 550  Special Topics Courses

Free Electives
(3 credits)
Students must complete one free elective; which may be taken from the School of Management or the College of Liberal Arts & Sciences.

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.

**IB 550 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

An important goal of the management curriculum is to develop the student’s awareness of the types of general problems faced by managers and to promote an understanding of the concepts and tools available for solving them. The curriculum focuses on the principles and practices of planning, organizing, evaluating and decision-making as they are currently being applied in profit and non-profit organizations, in the U.S. and around the world. The highly competitive nature of business places a premium on creativity and innovation. Therefore, the curriculum emphasizes new ways of solving the countless problems that arise, e.g., improving the quality of a product or service, starting a new venture, selecting and promoting people. Our graduates pursue successful management careers in a variety of organizations; many further their studies by enrolling in MBA programs at Suffolk University or other institutions.

The major in Management consists of a minimum of 18 semester hours, four required courses and at least two elective courses taken at Suffolk Univesity.

Management Major Required Courses
(12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 419</td>
<td>12</td>
<td>Problems of General Management</td>
</tr>
<tr>
<td>MGT 313</td>
<td></td>
<td>Personnel Administration</td>
</tr>
<tr>
<td>MGT 320</td>
<td></td>
<td>Management of Small Business</td>
</tr>
<tr>
<td>MGT 323</td>
<td></td>
<td>Labor Relations</td>
</tr>
<tr>
<td>MGT 325</td>
<td></td>
<td>Career and Life Planning for Managers</td>
</tr>
<tr>
<td>MGT 326</td>
<td></td>
<td>Fundamentals of Entrepreneurship</td>
</tr>
</tbody>
</table>

Plus three (3) of the following courses:

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

Students who have taken MGT 310 (no longer offered) may use MGT 319 as one of their three required courses.

Management Major Elective Courses
(6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 313*</td>
<td></td>
<td>Personnel Administration</td>
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<td>MGT 320*</td>
<td></td>
<td>Management of Small Business</td>
</tr>
<tr>
<td>MGT 323*</td>
<td></td>
<td>Labor Relations</td>
</tr>
<tr>
<td>MGT 325*</td>
<td></td>
<td>Career and Life Planning for Managers</td>
</tr>
<tr>
<td>MGT 326*</td>
<td></td>
<td>Fundamentals of Entrepreneurship</td>
</tr>
<tr>
<td>MGT 327</td>
<td></td>
<td>Starting New Ventures</td>
</tr>
<tr>
<td>MGT 510</td>
<td></td>
<td>Directed Individual Study</td>
</tr>
<tr>
<td>FIN 313</td>
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<td>General Insurance</td>
</tr>
<tr>
<td>FIN 315</td>
<td></td>
<td>Principles of Investment</td>
</tr>
<tr>
<td>FIN 317</td>
<td></td>
<td>Real Estate</td>
</tr>
<tr>
<td>FIN 410</td>
<td></td>
<td>Analysis of Financial Statements</td>
</tr>
<tr>
<td>IBFN 417</td>
<td></td>
<td>Multinational Financial Management</td>
</tr>
<tr>
<td>MKT 313</td>
<td></td>
<td>Sales Management</td>
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<tr>
<td>MKT 317</td>
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<td>Consumer Behavior</td>
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<tr>
<td>MKT 319</td>
<td></td>
<td>Marketing Research</td>
</tr>
<tr>
<td>IBMK 321</td>
<td></td>
<td>International Business</td>
</tr>
<tr>
<td>CIS 313</td>
<td></td>
<td>Systems Analysis and Design</td>
</tr>
</tbody>
</table>

*if not used as a required course
### Typical Course Sequence for Major in Management

#### Freshman

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOM 101 Bus. Org. and Leadership</td>
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<td>ENG 101 Freshman English I</td>
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<tr>
<td>CJN 177 Business Communication</td>
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</tr>
<tr>
<td>SOM 120 Computer Literacy</td>
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</tr>
<tr>
<td>MA 134 Calculus for Management and Social Sciences</td>
<td>3</td>
</tr>
<tr>
<td>STATS 250 Applied Statistics</td>
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</tr>
<tr>
<td>Diversity Requirement</td>
<td>3</td>
</tr>
<tr>
<td>GENERAL EDUCATION Electives</td>
<td>6</td>
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</tbody>
</table>

#### Sophomore

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201 Accounting and Decision Making I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 202 Accounting and Decision Making II</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201 Management Science</td>
<td>3</td>
</tr>
<tr>
<td>BLW 214 Introduction to Contracts &amp; Legal Studies</td>
<td>3</td>
</tr>
<tr>
<td>EC 211 Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>EC 212 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 213 English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 214 English Lit. II OR ENG 215 American Lit.</td>
<td>3</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Junior

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 319 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 310 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>FIN 310 Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317 Organizational Behavior</td>
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<tr>
<td>CIS 310 Management Information Systems</td>
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<td>SOM 203 Ethical Responsibility in Government &amp; Society</td>
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<tr>
<td>Management Major Required Courses</td>
<td>6</td>
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<tr>
<td>General Education Electives</td>
<td>6</td>
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#### Senior

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MGT 419 Problems of General Management</td>
<td>3</td>
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<tr>
<td>MGT 429 Strategic Management</td>
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<td>Management Major Required Course</td>
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<td>Management Major Electives</td>
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<td>GENERAL EDUCATION Electives</td>
<td>6</td>
</tr>
<tr>
<td>FREE ELECTIVES</td>
<td>9</td>
</tr>
</tbody>
</table>

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**GENERAL EDUCATION Electives (18 credits)**

Choose Option A or B

**Option A: General Education Minor**

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**Option B: General Education Area Studies**

**Social Science: (3 credits)**

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

**Humanities: (6 credits)**

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**Departmental Concentration: (9 credits)**

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**FREE ELECTIVES: (9 credits)** Students must complete 3 free electives which may be taken from the School of Management or College of Liberal Arts & Sciences.

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**Management Minor (9 credits)**

Any three (3) of the following courses:

- MGT 313 Personnel Administration
- MGT 320 Management of Small Business
- MGT 323 Labor Relations
- MGT 325 Career and Life Planning for Management
- MGT 326 Fundamentals of Entrepreneurship
- MGT 327 Starting New Ventures
MANAGEMENT COURSE DESCRIPTIONS

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

All other prerequisites are unchanged. Junior status is required for all courses except MGT 201. A student must have earned 54 credits to qualify for junior status.

MGT 201 - Management Science
Prerequisites: SOM 101 - Business Organization and Leadership; MA 134 - Calculus for Management and Social Science; STATS 211 - Introduction to Statistics I or STATS 250 - Applied Statistics.
This course is designed to acquaint the student with 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.
A study of the modern personnel department in industry with special emphasis on the techniques and methods of management, utilization of people, and contemporary human relations problems.

MGT 317 - Organizational Behavior
Prerequisite: SOM 101 - Business Organization and Leadership.
Explores the application of sociological, psychological and anthropological concepts in domestic and international business settings. Attention is given to the study of human behavior in organizational settings, the organization itself, their interaction, and small group process.

MGT 319 - Operations Management
Prerequisites: SOM 101 - Business Organization and Leadership; 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, inventory management. Quantitative models, analytical tools and case studies are used to analyze problems that confront the operations manager.

MGT 320 - Management of Small Business
Prerequisites: SOM 101 - Business Organization and Leadership; MKT 310 - Principles of Marketing.
Covers the role and importance of small business in the U.S. economy. Includes the application of all management functions to the operation of a small business. Requires the development and presentation of a business plan for a start-up, purchase of an existing business, or a franchise.

MGT 323 - Labor Relations
Prerequisite: SOM 101 - Business Organization and Leadership.

MGT 325 - Career and Life Planning for Management
Prerequisite: SOM 101 - Business Organization and Leadership.
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. In a similar manner, attention will also be given to the careers of subordinates.
MGT 326 - Fundamentals of Entrepreneurship
Prerequisites: SOM 101 - Business Organization and Leadership; MKT 310 - Principles of Marketing.
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 to those who become involved in new product development or merger and acquisition work with large businesses.

MGT 327 - Starting New Ventures
Prerequisites: SOM 101 - Business Organization and Leadership; MKT 310 - Principles of Marketing.
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: SOM 101 - Business Organization and Leadership; 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 the 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: SOM 101 - Business Organization and Leadership; 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 or by permission of the instructor.
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 requires 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.

MGT 550 - Special Topics In Management
A comprehensive analysis of current issues in management. Specific topics are announced when the course is scheduled.
MARKETING

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:
(9 credits)
MKT 317 Consumer Behavior
MKT 319 Marketing Research
MKT 419 Marketing Policies and Strategies

Marketing Elective Courses:
(9 credits)
MKT 313 Sales Management
MKT 315 Promotion Management
MKT 415 Advertising Campaign Management
IBMK 321 Introduction to International Business
IBMK 421 International Marketing
IBMK 422 Export Marketing Management
MKT 423 Retail Management
MKT 425 Merchandise Management
MKT 510 Directed Individual Study
MGT 327 Starting New Ventures

Typical Course Sequence for a Major in Marketing

**Freshman**

<table>
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<tr>
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<td>MA 134</td>
<td>Calculus for Management and Social Sciences</td>
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<tr>
<td>ACCT 202</td>
<td>Accounting and Decision Making II</td>
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</tr>
<tr>
<td>BLW 214</td>
<td>Introduction to Contracts &amp; Legal Studies</td>
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</tr>
<tr>
<td>MGT 201</td>
<td>Management Science</td>
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<tr>
<td>EC 211</td>
<td>Principles of Economics I</td>
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<tr>
<td>EC 212</td>
<td>Principles of Economics II</td>
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<td>ENG 213</td>
<td>English Literature I</td>
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<tr>
<td>ENG 214</td>
<td>English Literature II</td>
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<td>ENG 215</td>
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**Junior**

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<tr>
<td>MGT 319</td>
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<tr>
<td>MGT 310</td>
<td>Principles of Marketing</td>
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<td>CIS 310</td>
<td>Management Info Systems</td>
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<tr>
<td>FIN 310</td>
<td>Business Finance</td>
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<td>MGT 317</td>
<td>Organizational Behavior</td>
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<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>SOM 203</td>
<td>Ethical Responsibility in Government &amp; Society</td>
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<td>GENERAL EDUCATION Electives</td>
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<td>FREE ELECTIVES</td>
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**Senior**

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<tr>
<td>MGT 429</td>
<td>Strategic Management</td>
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<tr>
<td>MGT 319</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>MGT 419</td>
<td>Marketing Policies and Strategies</td>
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<tr>
<td>GENERAL EDUCATION Electives</td>
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<tr>
<td>MARKETING MAJOR ELECTIVE Courses</td>
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<tr>
<td>FREE ELECTIVES</td>
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</table>
GENERAL EDUCATION Electives (18 credits)
Choose Option A or B

Option A: General Education Minor

**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) Students must complete 3 free electives courses which may be taken in the School of Management or the College of Liberal Arts & Sciences

Option A: (Liberal Arts or business courses)

Option B: (Liberal Arts or business courses)

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**Marketing Minor (9 credits)**

Consists of any 3 of the following courses, beyond the completion of MKT 310:

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MKT 313</td>
<td>Sales Management</td>
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<td>MKT 315</td>
<td>Promotion Management</td>
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<tr>
<td>MKT 317</td>
<td>Consumer Behavior</td>
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<tr>
<td>MKT 319</td>
<td>Marketing Research</td>
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<tr>
<td>MKT 415</td>
<td>Advertising Campaign Management</td>
</tr>
<tr>
<td>IBMK 421</td>
<td>International Marketing</td>
</tr>
<tr>
<td>IBMK 422</td>
<td>Export Marketing Management</td>
</tr>
<tr>
<td>MKT 423</td>
<td>Retail Management</td>
</tr>
<tr>
<td>MKT 425</td>
<td>Merchandise Management</td>
</tr>
</tbody>
</table>
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 organization, 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, and the management of the tools of promotion, the promotional mix, budgeting, media, and campaign evaluation.

MKT 317 – Consumer Behavior
Prerequisite: MKT 310 – Principles of Marketing.
This course uses theories, frameworks, and concepts from disciplines such as psychology and cognitive science to understand consumer thoughts, feelings, and actions. It also examines in some depth how a sound understanding of the consumer helps marketers develop effective marketing strategies.

MKT 319 – Marketing Research
Prerequisite: MKT 310 – Principles of Marketing.
Fundamental techniques in marketing research including implementing marketing surveys, questionnaire construction, data analysis, sampling, interpretation of results, and report presentation.

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
Prerequisite: MKT 310 – Principles of Marketing.
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  
*Prerequisite: MKT 310 – Principles of Marketing*
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 responsibilities in Retail stores.

IBMK 430 - International Business Strategies  
*Prerequisite: School of Management required core 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.

MKT 550 - 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 offers the following Graduate Degree Programs: MBA, MBA/H, MHA, 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.

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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<thead>
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<th>Grade Point Average</th>
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<tr>
<td>A</td>
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<td>A-</td>
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<tr>
<td>B+</td>
<td>Performance</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>Unsatisfactory</td>
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<td>C</td>
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<td>L</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.
"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.

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

School of Management
Graduate Programs
History

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.

Graduate Objectives

In our interdependent global economy, both the public and private sector require managers who have the skills, knowledge, values and sensitivities to be leaders and effective decision makers in their organization. Our School of Management, through the MBA, MPA and specialized graduate programs, offers opportunities for personal growth, professional development and advancement by providing students with the interpersonal managerial and administrative skills they need to succeed in our increasingly complex, diverse, and changing environment.

Programs of Study

The School offers programs of study leading to the following degrees: Master of Business Administration (MBA), Master of Public Administration (MPA), Master of Science in Finance (MSF), Master of Science in Accounting (MSA), Master of Science in Taxation (MST), Master of Science, Master of Health Administration (MHA), Master of Business Administration/Health (MBA/H), Executive MPA, Executive MBA, Executive MHA, JD/MBA, and JD/MPA. The School also offers the following non-degree programs: Advanced Professional Certificate (APC) and the Certificate of Advanced Study in Public Administration (CASPA) and the Graduate Diploma in Professional Accounting (GDPA).

Internships

The MBA internship program allows you to earn academic credit by spending eight hours per week helping to solve actual business problems for companies like Gillette and Polaroid. The objective of the internship experience is to simulate an initial assignment for a newly hired MBA and to give participants the opportunity to apply classroom knowledge in a “real-world” business environment. Recent internship assignments have ranged from a competitive analysis of the market for a cardiac ultrasound machine for Hewlett Packard to a strategic analysis and plan for mergers and acquisitions in the telecommunications industry.

Small Business Advisors

Suffolk graduate management students serve as advisors to the School of Management’s Small Business Institute, an organization dedicated to helping small entrepreneurial businesses with growth and development issues.

Small Business Institute clients range from advertising agencies and auto body shops to non-profit organizations and day care centers. Students who work with them get a firsthand look at the problem and opportunities of small business management.

International Study

Students have the opportunity to participate in several International Seminar Programs in London, Prague, Oslo, Bristol and Barcelona that offer valuable exposure to the international business environment. These one and two week programs combine seminars, research and field visits and give you the opportunity to learn about international management practices firsthand. New seminars are being planned for Paris, Zurich and Hong Kong.
Student Activities The following student organizations are available to graduate students:

The MBA Association plans professional and social activities, and a series of guest lectures on current management topics.

The MPA Association sponsors programs designed to improve the quality of education for public administration students.

The MSF Association plans professional and social activities, and a series of guest lectures on current topics in finance.

The Evening Division Student Association is the representative body for all part-time and evening students. Its goal is to promote and maintain quality services for part-time and evening students.

Academic Honors Each year the University recognizes students for outstanding scholarship, leadership and service to the Suffolk community. The following awards are granted at the end of each academic year.

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 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 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 a graduate student must completed 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 MBA program is nationally accredited by the American Assembly of Collegiate Schools of Business (AACSB) and is offered to full and part-time students and in an “Saturday-only” executive format.

The MBA program provides a pragmatic and theoretical framework within its curriculum based upon a strong core. 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 more than 100 advanced elective courses in selected functional areas of business and management. Students can explore areas of special interest through careful selection from a broad range of elective course offerings and through co-ops, internships, and directed individual study opportunities.

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, depending on waiver review. A student with no prior academic preparation in business/management would enroll in all MBA Required Courses and complete a maximum of 19 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. The Associate Dean in the Office of Graduate Studies at the School of Management is available to assist full and part-time students in planning term programs of study. 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.

**Residency Requirement** Students are required to complete a minimum of ten courses within the School of Management.

**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.

Students can appeal to the Dean's Office and the faculty Graduate Programs Committee for readmission based on special considerations following the procedures as outlines in the academic standing section in this catalog.

MBA Curriculum

Core Courses

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Waivers

Core and required courses (except for MGSM 755, Strategic Management) can be waived with credit either on the basis of a proficiency examination administered by the department or by taking equivalent academic course work at the undergraduate or graduate level and having completed these courses with a grade of "B+" or better (undergraduate) or "B" or better (graduate). This will permit a waiver of graduate core or required course on a one-for-one basis with previous coursework, assuming grade criteria are satisfied. Alternatively, two undergraduate courses with grades of "B" and equivalent course content would permit a waiver of a graduate course. Waiver requests will be evaluated after you have been accepted, and you must waive courses during your first semester. You will receive credit for each course waived, thereby reducing the total number of courses you must take. However, in most cases you must also complete an elective in the same functional area as the course you waived unless you pass a proficiency exam in the functional area.

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.
Accelerated MBA Program  Our waiver policy allows you to complete the MBA Program in as few as 10 courses and in a year or less of full-time study, assuming strong undergraduate preparation in business. Except for the Capstone Course in Strategic Management (MGSM 775), you can waive core and required courses by passing proficiency exams or by having taken equivalent academic coursework at the undergraduate or graduate level, generally at an accredited AACSB institution, and by having completed these course with a grade of "B+" or better (undergraduate) or "B" or better (graduate). This will permit a waiver of a graduate core or required course on a one-for-one basis with previous coursework, assuming grade criteria are satisfied. Alternatively, two undergraduate courses with grades of "B" and equivalent course content would permit a waiver of a graduate course. Waiver requests will be evaluated after you have been accepted, and you must waive courses during your first semester. You will receive credit for each course waived, thereby reducing the total number of courses you must take. In most cases, you must also complete an elective in the same functional area as the course you waived, unless you pass a proficiency exam in the functional area.

Accelerated MBA Program for Music Management Majors at the Berklee College of Music  Suffolk University has an MBA accelerated program for Music Management majors at the Berklee College of Music. The program provides students who have appropriate credentials with the opportunity to waive four specified core and required courses, shortening the MBA program by one semester.

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
Covers computer hardware and software fundamentals relevant to business applications, and the concepts of management information systems. End-user computing skills are introduced through applications of spreadsheets and database management systems. Also includes the strategic role of computer technology and the management of information resources. Presumes some familiarity with personal computers and spreadsheet software, which can be acquired through extra tutorial sessions.

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. *Should be taken as a first or second course in the program.

MGOB 755 – Human Behavior and Organization Theory
The course explores both human behavior and the overall functioning of organizational structures on three levels: the individual, the group and the organization. Examines the theoretical bases of behavior and 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.

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.

MGOM 750 – Operations Management
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, and integration of operations management with other functional areas. Focuses on both manufacturing and service industries.

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
Prerequisites: All core and required courses.
This course focuses on corporate-level and business-unit level strategy formulation and implementation. It encourages a multi-functional "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 specialization by taking up to four courses (including required courses) in any functional area of interest. Beyond the area of specialization, 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.

Students can complete the innovative MBA/Health Administration (MBA/H) program by clustering their electives in public policy or health administration. (See program details following the public management section.)
MBA students are provided the opportunity to take two MPA Electives to fulfill elective requirements, in addition to the MBA Electives listed following. 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 802 Graduate Accounting II; FIN 750 Managerial Finance or FIN 808, *General Theory in Corporate Finance or FIN 818, Econometrics.* 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 810 - Legal Aspects of Commercial Transactions**

*Prerequisite: LS 750 Legal and Social Environment of Business.*


**BLLS 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 a multinational enterprise with emphasis on the complex web of interactions among the 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 Systems Analysis and Design
Prerequisite: CIS 750, Computers in Management.
Covers 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.
CIS 815 provides an understanding of the importance of information as an organizational resource and its role in an information system. Students will learn how data management techniques can be used to solve an organization's information management problems. In addition to using databases and DBMSs, students will learn to design databases. Techniques for data modeling and logical design will be emphasized. Students will model data using both the entity-relationship approach and the object-oriented approach. The role of the information repository and integrated CASE (I-CASE) in effective data management will also be covered. Additional topics include strategies for managing an organization's resources through database administration and using a client/server environment. Specific DBMS's, including the industry standard - Structured Query Language (SQL), will be described, used, and applied to business problems.

CIS 819 – Artificial Intelligence and Expert Systems
Prerequisite: CIS 750, Computers in Management.
Surveys recent applications of computer based expert systems to support management operations and decision-making. Examines characteristics of available software packages and criteria for evaluation and selection. Case studies, guest speakers and local field trips relate these concepts to effective implementation. A major project involves developing a prototype Artificial Intelligence/Expert System using a personal computer package.

CIS 824 – Microcomputer Technology and Applications
Prerequisite: CIS 750, Computers in Management.
Covers microcomputer hardware and software beyond the introductory course, 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 and implementing client/server architecture.

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, projects, field trips and guest speakers.

CIS 900 – Special Topics in Computer Information Systems.
Prerequisite: CIS 750, Computers in Management.
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 is 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.

MGES 828 - The Entrepreneurial Firm
The course explores the concept of the entrepreneurial firm, which lies at the heart of modern-day competition. Entrepreneurship is emphasized as a continuing rather than a start-up activity, with interdependent internal and external components. Internal components include evolution, learning, "intrapreneurship," and strategic renewal of the firm, while external components include networking, alliance-building, and customer and supplier relations. There will be an opportunity to design a new or critique an existing firm, based upon course principles.

MGES 900* - Special Topics: Managing Family Businesses
Prerequisite: MGOB 750 - Management Communications.
Managing the increasing number of medium and large size family businesses presents the unusual challenge of adapting "corporate type" managerial skills (strategic planning, conflict management and performance appraisal) to an organization that usually limits or rejects such standard approaches. Topics will include: family psychology and organizational structure, life cycles in family businesses, appraisal and promotion of family members, resistance and planning for succession, role of professional managers and consultants. The course will be based on extensive practical applications and on testimonies of practitioners in the field.

*This course is offered in the Fall of 1994, after which it will be reviewed by the Graduate Program Committee for possible inclusion in the MBA curriculum on a regular basis.

Finance (FN) 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 and FIN 805, Capital Management.
The 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 and FNEC 750, Managerial Economics.
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 804, Cost and Managerial Accounting.

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 and FNEC 750, Managerial Economics.
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 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 and MGSM 775, Strategic Management.
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 firm strategy, structure and career systems will be explored, as well as the functioning of careers in modern, dynamic, and network-driven economics.

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 relationship 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 Organizational Theory.
Solving organizational, human resources and general management problems using intervention techniques. Each student selects an 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.
The exercise of power, influence and related aspects of political behavior has been recognized from a practical and theoretical standpoint as an increasingly important and largely overlooked component of organizational life. The main objective of this course is to provide a framework for detecting, interpreting and understanding power and influence manifestations in a rational and objective manner. Topics addressed will include: (1) the concept of power, influence and politics and their role in organizational life; (2) sources of power and influence; (3) assessment of and conditions for the use of power; (4) strategies, tactics and modalities of political behavior; and (5) managerial and structural implications of power and politics. The course will be conducted in a seminar format with computer model applications.

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 1990s 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 842 – Total Quality Management
This course examines the theory and practice of TQM as a people focused orientation to management. The course emphasizes the evolution of quality, the importance of both customer and operations considerations to the strategic utilization of quality, and the tools necessary for daily management, planning, and process analysis. Aspects of TQM are examined from a perspective that intertwines quality, organizational learning, and organizational defensiveness.

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.

MGOB 850 – Management Consulting
Prerequisite: MGOB 755
In recent years, the practice of management consulting has been expanding. Because of the growing complexity and specialization of management problems. Whether internal or external, the consultant serves a valuable role by facilitating organization advancement and renewal in addition to providing a detached perspective to the complex problems that face organizations. This course has a dual focus, examining the ways the prospective consultant can develop successful client relationship and develop his or her intervention skills, and the ways organizations can optimize the use of management consultants.
**MGOB 855 – Conflict and Negotiation**
This course emphasizes the theory and skills of win-win negotiation. Students assess their own negotiation styles, analyze the process of negotiation, and apply theory-based skills for integrative problem solving approaches to negotiation. The course utilizes a mix of teaching tools, including readings, lectures, cases, exercises, videotapes, and role-playing.

**MGOB 900 – Special Topics in Organizational Behavior**
A comprehensive analysis of timely special issues in the field of organizational behavior. Specific topics are announced when the course is scheduled.

**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—quantitative 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 are included.

**MGQM 830 – Applied Forecasting Techniques**
*Prerequisite: MGQM 750 – Statistics and Quantitative Methods.*
An examination of the latest forecasting techniques, from simple smoothing to autogressive, integrative time series models, and from naive causal 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, or equivalent.*
A seminar in multivariate data analysis. The course starts with a philosophical approach for the need of empiricism in decision making. Explored are the basic statistical concepts such as hypothesis testing, variability and sampling. After covering analysis of variance, regression analysis and experimental design in depth, a number of other multivariate statistical methods are surveyed. Included are discriminant analysis, factor analysis, log-linear models, multidimensional scaling and conjoint analysis. Students are encouraged to bring in real life problems to model and analyze.

**MGQM 900 – Special Topics in Quantitative Analysis**
A comprehensive analysis of timely special issues in the field of quantitative analysis. Specific topics are announced when the course is scheduled.

**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 strategy or technology/science, but students with such backgrounds will be welcomed.

**MGSM 834 – Strategic Management of Mergers, Acquisitions, and Divestitures**
This course is designed to examine the underlying theoretical foundations and practice of decisions 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. Topics 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 guest speakers.

**MGSM 900 – Special Topics in Strategic Management**
A comprehensive analysis of timely special issues in the field of strategic management. Specific topics are announced when the course is scheduled.
Management (MGT):

MGT 900 – Special Topics in Management**
A comprehensive 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, usually for three credit hours and to be completed in 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, usually for three credit hours and to be 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.
This course puts the consumer at the center of the marketing activity. Its focus is both theoretical and practical. It uses theories from disciplines such as psychology and cognitive science to understand consumer thought, feelings, and actions. It then seeks to apply these theories to develop effective marketing product, pricing, and communication strategies.

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 the 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 890 – 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.

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.

**These courses will be listed according to their functional areas, e.g., MGES 900, MGOB 900, MGOM 900, MGOM 900, and MSGM 900.
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 provides 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, not for profit 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 year.

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.

Upon completion of a semester in which the grade point average falls below 3.0 for the first time a Warning is issued to the student.
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 with a cumulative total of two “C” grades; or receipt of an “F” grade the student is Dismissed.

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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<tr>
<th>Course Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>PAD 711</td>
<td>Foundations of Public Organizational Administration</td>
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<tr>
<td>PAD 712</td>
<td>Foundations of Public Policy Analysis</td>
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<td>PAD 713</td>
<td>Foundations of Public Financial Administration</td>
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<tr>
<td>PAD 714</td>
<td>Legal Basis of Public Management</td>
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<tr>
<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 719</td>
<td>Internship in Public Management (pre-career only)*</td>
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<tr>
<td>PAD 758</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.)

<table>
<thead>
<tr>
<th>Course Number</th>
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<tbody>
<tr>
<td>PAD 809</td>
<td>Governmental Financial Administration</td>
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<tr>
<td>PAD 811</td>
<td>Politics of the Federal Bureaucracy</td>
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<td>PAD 812</td>
<td>Managing State Government</td>
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<td>PAD 813</td>
<td>Administrative Strategies of Local Government</td>
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<td>PAD 814</td>
<td>Intergovernmental Relations</td>
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<td>PAD 815</td>
<td>Client and Community Relations in Public Administration</td>
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<td>PAD 816</td>
<td>Analysis of Public Policy</td>
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<td>PAD 818</td>
<td>Public Sector Labor/Management Relations</td>
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<td>PAD 819</td>
<td>Grants-in-Aid and Grants Management</td>
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<td>PAD 820</td>
<td>Governmental Decision Making</td>
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<td>PAD 821</td>
<td>Human Services Integration</td>
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<td>PAD 822</td>
<td>Public Management Information Systems</td>
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<td>PAD 823</td>
<td>The U.S. Health System</td>
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<td>PAD 824</td>
<td>Health Financial Management</td>
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<td>PAD 825</td>
<td>Health Politics and Law</td>
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<td>Health Systems Analysis and Planning</td>
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<td>PAD 827</td>
<td>Financing State and Local Government</td>
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<td>PAD 828</td>
<td>Change in Disability Policy</td>
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<td>PAD 829</td>
<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>PAD 832</td>
<td>Disability Issues</td>
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<td>PAD 834</td>
<td>Disability and Public Policy</td>
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<td>PAD 835</td>
<td>Marketing Health Services</td>
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<td>PAD 836</td>
<td>Health Economics</td>
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<td>PAD 838</td>
<td>Ethics in Management</td>
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<td>PAD 839</td>
<td>Leadership and Decision Making</td>
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<td>PAD 840</td>
<td>Comparative Public Policy – University of Bristol</td>
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<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/Health Administration Program

The MPA/Health Administration program 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.

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).

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 840 Comparative Public Policy - University of Bristol
- PAD 900 Special Topics (if related to health administration)
- PAD 910 Directed Individual Study

Specialized MPA Programs & Curriculum

The specialized 18-course, 54-credit programs consist of the 10 required MPA core courses plus 5 required and 3 elective courses from the concentration. You can complete the degree requirements in two years of full-time study and three to four years of part-time study. The MPA required core courses are the same for the MPA program and specialized MPA programs. The elective requirements for each specialized concentration are listed below.

MPA/Disability Studies Program & Curriculum

The MPA/Disability Studies program 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 program 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. 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).

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 Analysis of Public Policy
**MPA/Finance and Human Resources Program**

The MPA/Finance and Human Resources program is designed to meet the present and expanding needs of managers in the area of finance and human resources. 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).

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** Analysis of Public Policy
- **PAD 820** Governmental Decision Making
- **PAD 822** Management Information Systems
- **PAD 824** Health Financial Management
- **PAD 840** Comparative Public Policy – University of Bristol
- **PAD 900** Special Topics (if related to finance or human resources)
- **PAD 910** Directed Individual Study

**MPA/State and Local Government Program**

The MPA/State and Local Government program 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. 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).

The required state and local government courses

- **PAD 809** Governmental Financial Administration
- **PAD 812** Managing State Government
- **PAD 813** Administrative Strategies of Local Government
- **PAD 814** Intergovernmental Relations
- **PAD 838** Ethics in Management

Plus three (3) of the following state and local government elective courses:

- **PAD 811** Politics of the Federal Bureaucracy
- **PAD 816** Analysis of Public Policy
- **PAD 818** Public Sector Labor/Management Relations
- **PAD 819** Grants-in-Aid and Grants Management
- **PAD 820** Governmental Decision Making
- **PAD 821** Human Services Integration
- **PAD 822** Management Information Systems
- **PAD 827** Financing State and Local Government
- **PAD 840** Comparative Public Policy – University of Bristol
- **PAD 900** Special Topics (if related to state or local government)
- **PAD 910** Directed Individual Study
MPA/Non-Profit Management Program
& Curriculum
The MPA/Non-Profit Management program is designed to meet the career interest for those interested in the private sector's public interest and public service fields.

The curriculum covers the field of public administration with special attention given to the additional intricacies of non-profit management. The program consists of five required Non-Profit Management courses:

- PAD 815 Client and Community Relations
- PAD 819 Grants-in-Aid and Grants Management
- PAD 838 Ethics in Management
- PAD 900 The History and Management of Non-Profit Organizations
- PAD 900 The Entrepreneurial Non-Profit

Plus three (3) of the following elective courses:

- PAD 809 Governmental Financial Administration
- PAD 816 Analysis of Public Policy
- PAD 818 Labor/Management Relations
- PAD 821 Human Services Integration
- PAD 822 Public Management Information Systems
- PAD 823 US-Health Systems
- PAD 834 Disability and Public Policy
- PAD 840 Comparative Public Policy-University of Bristol
- PAD 835 Marketing Health Services
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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<tr>
<td>PAD 836</td>
<td>Health Economics</td>
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Plus two (2) electives consisting of any other Public Management courses depending upon the student’s background and training.
Master of Business Administration/Health Administration (MBA/H)

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 Analysis of Public Policy
- PAD 825 Health Politics and Law
- PAD 829 Environmental Policy and Administration
- PAD 834 Disability and Public Policy
- PAD 838 Ethics in Management
- PAD 840 Comparative Public Policy – University of Bristol
- PAD 910 Directed Individual Study

**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

MBA/H students can use MGQM 750, Statistics and Quantitative Methods, in place of PAD 715 as a prerequisite for PAD 816, Analysis of Public Policy.

MBA/H students can also use MGOM 750, Operations Management, in place of PAD 712 as a prerequisite for PAD 826, Health Systems Analysis and Planning.
REQUIRED COURSE DESCRIPTIONS

Frequency and scheduling of courses is subject to change based on class enrollment and faculty availability. However, core courses are generally offered every semester, while upper level required and elective courses are offered once a year.

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 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 the decision making process....organizational behavior, leadership techniques, and with public sector applications at the local, state, and federal level, as well as the not-for-profit arena. 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 systems to support administrative and managerial functions. PMIS incorporates organizational assessments leading to 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 will be highlighted.

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.

PAD 835 Marketing Health Services
This course analyzes the theory and practice of marketing as they apply to health administration. Topics explored include 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 840 Comparative Public Policy
An opportunity will be provided for students to research, experience, analyze, and compare public policy development and implementation in the United States and the United Kingdom. The course consists of classroom lectures and independent research on the Suffolk campus, as well as at the University of Bristol in England. Students may pick their specific research topics from the following subject areas: health and human services, labor and human resources, criminal justice, environment, and housing and urban policy.

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.
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. 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, plus a June Seminar. 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, all in their chosen concentration 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 (PAD 840). 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 JD/MBA and JD/MPA Programs

Joint Degree Programs with the Suffolk University Law School
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/MPA 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</td>
<td>MBA courses</td>
</tr>
<tr>
<td>Year 2</td>
<td>Law courses</td>
</tr>
<tr>
<td>Year 3</td>
<td>Law/MBA</td>
</tr>
<tr>
<td>Year 4</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.
## JD/MBA Curricula — Track #1

### Year 1

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MGOB 750</td>
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<tr>
<td>CIS 750</td>
<td>3</td>
</tr>
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<td>ACCT 750</td>
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</tr>
<tr>
<td>FNEC 750</td>
<td>3</td>
</tr>
<tr>
<td>MGQM 750</td>
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<table>
<thead>
<tr>
<th>Spring</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGOM 750</td>
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</tr>
<tr>
<td>FIN 750</td>
<td>3</td>
</tr>
<tr>
<td>MGOB 755</td>
<td>3</td>
</tr>
<tr>
<td>MKT 750</td>
<td>3</td>
</tr>
<tr>
<td>LS 750</td>
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</table>

### Year 2

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGOB 750</td>
<td>3</td>
</tr>
<tr>
<td>CIS 750</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 750</td>
<td>3</td>
</tr>
<tr>
<td>FNEC 750</td>
<td>3</td>
</tr>
<tr>
<td>MGQM 750</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGOM 750</td>
<td>3</td>
</tr>
<tr>
<td>FIN 750</td>
<td>3</td>
</tr>
<tr>
<td>MGOB 755</td>
<td>3</td>
</tr>
<tr>
<td>MKT 750</td>
<td>3</td>
</tr>
<tr>
<td>LS 750</td>
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</table>

### Year 3*

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>3</td>
</tr>
<tr>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>Property</td>
<td>2</td>
</tr>
<tr>
<td>Civil Procedure</td>
<td>2</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>Legal Practice Skills</td>
<td>2</td>
</tr>
</tbody>
</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.
Juris Doctor/Master of Public Administration

**JD/MPA Curricula**

### Year 1

**Fall**

- PAD 711 3 Foundations of Public Organizational Administration
- PAD 712 3 Foundations of Public Policy
- PAD 713 3 Foundations of Public Financial Administration
- PAD 715 3 Quantitative Analysis
- PAD 716 3 Public Personnel Management 15

**Spring**

- PAD 717 3 Organizational Effectiveness in Government
- PAD 718 3 Financial Decision Making
- PAD 719 3 Governmental Financial Administration 6 Electives 15

### Year 2

**Fall**

- 3 Contracts
- 3 Torts
- 2 Property
- 2 Civil Procedure
- 3 Criminal Law
- 2 Legal Practice Skills 15

**Spring**

- 3 Contracts
- 2 Torts
- 3 Property
- 2 Civil Procedure
- 4 Constitutional Law
- 1 Legal Practice Skills 15

### Year 3

**Fall**

- 3 Commercial Law
- 3 Equitable Remedies
- 2 Evidence
- 2 Wills and Trusts
- 3 Business Association
- 2 Professional Responsibility* 15

**Spring**

- 3 Commercial Law
- 2 Evidence
- 3 Wills and Trusts
- 3 Business Association
- 5 Electives** 16

### Year 4

**Fall**

- LAW/MPA 3 Internship***
- 3 Practicum Seminar in Public Management

**Spring**

- LAW/MPA 14 Electives**

**Total** 120 Credit Hours

*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.
Master of Science in Accounting (MSA) Program

Accounting and financial management 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 prepares students for successful professional careers in accounting in several contexts: public accounting; corporate, not-for-profit and governmental controllership; and management consulting. Some graduates of the program are expected to continue into doctoral studies with the aim of becoming accounting academics. The MSA provides concepts, technical knowledge and skills for immediate effectiveness, and also establishes a foundation for continual lifetime learning and development to meet future challenges as peoples' careers evolve.

Curriculum The curriculum for the MSA degree is designed to build on an accounting baccalaureate degree. It includes eight required and two elective courses. At least one of the electives must be in an international area.

Courses can be taken in any sequence, depending only on designated 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.

Admission Candidates with a bachelor's degree with a major other than in accounting can be admitted to the MSA program, however, a five course graduate preparation in accounting is offered for candidates with a degree in a management subject other than accounting; and a five course graduate preparation in management is offered for candidates whose degree is not in a management subject. The number of courses required for the MSA can thus be between 10 and 20 depending on prior study and the number of courses waived.

Waivers 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 examinations.

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 toward another degree, certificate or diploma.

Advising Students will be assigned an advisor from the accounting faculty upon admission into the program.

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 Econometrics</td>
</tr>
<tr>
<td>FIN 818</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MGSM 775</td>
<td>Strategic Management</td>
</tr>
</tbody>
</table>
Electives (6 credit hours)
Two electives can be chosen from the following:
ACCT 871  Not-for-profit Accounting and Control
ACIB 872  International Accounting
ACCT 880  Special Topics in Accounting
ACCT 870  Field Research in Accounting
ACCT 890  Individual Study in Accounting
Any other 800 level course offered in Suffolk University School of Management (with appropriate faculty approval). One elective must be in an international area.

Graduate Accounting Preparation
ACCT 801  Graduate Accounting I
ACCT 802  Graduate Accounting II
ACCT 804  Cost and Managerial Accounting
ACCT 805  Graduate Auditing
TAX 801  Issues in Federal Taxation

Graduate Management Preparation
FNEC 750  Managerial Economics
MGQM 750  Statistics & Quantitative Methods
MKT 750  Marketing Management
MGOM 750  Operations Management
MGOB 755  Human Behavior & Organizational Theory
The Graduate Diploma in Professional Accounting (GDPA)

The accounting profession has for some time been recruiting college graduates with majors in subjects other than accounting to meet some of its staffing needs. Moreover, many people who have already progressed some way in their careers want to switch to accounting. The GDPA is designed expressly to meet the needs of both sets of people. It is an accelerated, focussed and economical program of nine courses that provide a foundation of accounting knowledge and skills.

The program allows for concentration by pursuing one of three options: public accounting; controllership, including corporate, not-for-profit, and government controllership; and international. Students pursuing the public accounting option attain the accounting educational requirements in Massachusetts to sit for the Certified Public Accountant (CPA) examinations.

Curriculum The GDPA curriculum comprises 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.

Transfer Credits Transfer credit may be granted for a maximum of nine credit hours on the basis of equivalent courses taken at an accredited college or university within the last five years with a grade of "B" or better.

Advising Students will be assigned an advisor, from the accounting faculty, upon admission into the program.

GDPA Curriculum

Required Courses (21 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>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>
</tr>
<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>
</tr>
</tbody>
</table>

Electives (6 credit hours)

Choose two from one of three three-course sets of courses, depending on the career track preparation being followed:

Public Accounting

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</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>

Controllership

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACCT 862</td>
<td>Accounting Theory &amp; Practice II</td>
</tr>
<tr>
<td>ACCT 825</td>
<td>Planning &amp; Control Systems</td>
</tr>
<tr>
<td>ACCT 862</td>
<td>Taxation of Corporations (corporate controllership) or</td>
</tr>
<tr>
<td>ACCT 871</td>
<td>Not-for-profit Accounting and Control (not-for-profit and government controllership)</td>
</tr>
</tbody>
</table>

International

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 825</td>
<td>Planning and Control Systems</td>
</tr>
<tr>
<td>FNIB 825</td>
<td>International Finance</td>
</tr>
<tr>
<td>ACCT 810</td>
<td>Taxation and Corporate Decisions</td>
</tr>
</tbody>
</table>

The Combined MBA and GDPA Program

Many MBA students want to develop a depth of expertise in an area in which they plan to build their careers. The Combined MBA and GDPA Program allows them to do this with a foundation in accounting, preparing for positions of leadership in public accounting, and accounting and financial management positions in industry, commerce, not-for-profit and governmental organizations.
Students choosing this joint program focus their choice of courses in the MBA program, and complete an additional three courses beyond the MBA to earn the GDPA. It is expected that graduates of the joint program will go on to attain either the CPA or the CMA professional qualification.

**Curriculum** The curriculum follows the MBA structure. It therefore includes the required eleven MBA perspective and core courses; however, students may substitute ACCT 801 Graduate Accounting I for ACCT 750 Introductory Accounting. There are a further eleven courses, including six required and five electives, a total of 22 courses. Students can take up to three courses from any functional area other than accounting. Within their choice of accounting courses students can prepare themselves for one of three career tracks: public accounting; controllership, including corporate, not-for-profit, and government controllership; and international.

**Waivers and Transfer Credits** The MBA perspective and core courses may be waived according to the existing rules of the MBA Program. Accounting courses cannot be waived. Students with a bachelors degree in a management area must take ACCT 801 Graduate Accounting I instead of ACCT 750 Introductory Accounting.

**Admission** A student in the MBA Program can choose at any time before graduating with the MBA degree to enter the Combined MBA and GDPA Program. Upon completion of the program the student will be awarded the GDPA; the MBA can be awarded upon completion of the MBA requirements of the program, or on completion of the joint MBA and GDPA requirements, at the option of the student.

**Advising** Students will be assigned an advisor from the accounting faculty, upon admission into the program.
Combined MBA and GDPA Curriculum

**MBA Required Courses**

**33 credit hours**

- **ACCT 750** - Introductory Accounting (for a managerial emphasis) or
- **ACCT 801** - Graduate Accounting I (for an accounting emphasis)
- **FIN 750** - Managerial Finance
- **FNEC 750** - Managerial Economics
- **MGOB 750** - Human Behavior and Organizational Theory
- **MGOM 750** - Operations Management
- **MKT 750** - Marketing Management
- **CIS 750** - Computers in Management
- **LS 750** - Legal and Social Environment of Business
- **MGOB 750** - Management Communications
- **MGQM 750** - Statistics and Quantitative Methods
- **MGSM 775** - Strategic Management

**MBA and GDPA Required Courses**

**18 credit hours**

- **ACCT 802** - Graduate Accounting II
- **ACCT 804** - Cost and Managerial Accounting
- **ACCT 865** - Information Technology and Accounting
- **ACIB 872** - International Accounting (satisfies MBA international requirement)
- **BLLS 800** - Business Law
- **TAX 801** - Issues in Federal Taxation

**MBA Electives**

**9 credit hours**

Three courses in any functional area other than accounting

**Accounting Electives**

**6 credit hours**

Choose **two** from one of four four-course sets of courses, depending on the career track preparation being followed:

**Public Accounting**

- **ACCT 803** - Graduate Accounting III
- **ACCT 805** - Graduate Auditing
- **ACCT 862** - Accounting Theory and Practice II
- **ACCT 825** - Planning and Control Systems

**Controllership**

- **ACCT 862** - Accounting Theory and Practice II
- **ACCT 825** - Planning and Control Systems
- **TAX 862** - Taxation of Corporations (corporate controllership) or
- **ACCT 871** - Not-for-profit Accounting and Control (not-for-profit and government controllership)
- **FIN 808** - General Theory in Corporate Finance

**International**

- **ACCT 810** - Taxation and Corporate Decisions
- **ACCT 825** - Planning and Control Systems
- **FNIB 825** - International Finance
- **MGIB 810** - International Business

**Advanced Certificate in Taxation (ACT)**

The ACT Program extends and complements the MST Program. The MST, through the choice of two electives, permits students some degree of specialization. However, given the dynamic and complex nature of tax policy and practice, tax practitioners need 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 must hold a graduate degree in a management subject or law to be admitted to the program.

Five graduate courses, for a total of 15 credit hours, are required to earn the ACT. At least four of the courses must be in taxation.
The MST Program prepares students to become successful tax professionals in public accounting, the corporate sector or government. It is intended primarily for part time study, complementing the experience students gain from the workplace.

The program is flexible in terms of the kinds of educational background and experience candidates can bring to the program; our most important concern is that students are focused in their professional career objectives. The MST is recognized for tax advisors, either in personal practice, as members of accounting or trust firms, in corporate tax management positions, or as members of federal or state agencies. Both accountants and attorneys often take the MST to specialize their professional knowledge and skills.

Graduates of the MST Program will have competence in accounting, a sound understanding of tax issues in a global environment, an ability to apply this knowledge effectively in tax planning and problem solving situations, strong communication and research skills, an understanding of the policy implications of the tax law, and a keen appreciation of the ethical standards of professional practice.

Curriculum For students who hold a bachelors degree in accounting from an accredited college or university, or who hold a recognized professional accounting qualification, the MST Program comprises eight required tax courses and two electives, for a total of 30 credit hours. The program also accommodates students with no accounting background, through a three course accounting core. The number of courses required for the MST can therefore be between 10 and 13, depending on a student's accounting preparation.

Waivers and Transfer Credits The accounting core can be waived by students who have an undergraduate accounting major, or who have a recognized professional accounting qualification. Alternatively, accounting core courses can be waived by equivalent undergraduate or graduate courses taken within the past five years with a grade of "B" or better at an accredited college or university.

Transfer credit for the tax courses up to a maximum of nine credit hours can be granted for equivalent graduate courses taken within the past five years at an AACSB 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.

TAX 801 – Issues in Federal Taxation 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, and replaced by another graduate course chosen from the electives.

Advising Students will be assigned an advisor from the accounting faculty, upon admission into the program.
MST Curriculum

Accounting Core (9 credit hours)

ACCT 801 Graduate Accounting I
ACCT 802 Graduate Accounting II
ACCT 803 Graduate Accounting III

Tax Core (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 Procedures
TAX 865 Taxation of Transnational Transactions
TAX 866 State and Local Taxation
TAX 867 Advanced Topics in Corporate Taxation

Electives (6 credit hours)

Two electives to be chosen from the following courses:

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 on Inbound Transactions
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 course offered in Suffolk University School of Management (with appropriate faculty approval)
COURSE DESCRIPTIONS

ACCT 750 Introductory Accounting
Prerequisites, or to be taken simultaneously: CIS 750 Computers in Management, FNEC 750 Managerial Economics.
The course introduces the accounting model of the firm and the accounting data processing used to produce financial statements. Students learn how to use accounting information to appraise the condition and performance of a firm, set financial goals and monitor performance within the firm. The effects of the international environment on financial reporting, and ethical issues in developing and using accounting information, are addressed. (MBA students choosing an accounting focus in their studies should take ACCT 801 instead of this course, and also plan to take ACCT 804 as an elective).

ACCT 801 Graduate Accounting I
Prerequisite: none
Theories and practices of financial accounting and 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 750 Introductory Accounting or ACCT 801 Graduate Accounting I.
Continues the treatment of financial reporting from ACCT 801. 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.
Concepts and practices of cost measurement and cost control, 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 considered.

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 controlling business operations.

BLLS 800 Business Law for Accounting
Prerequisite: none.
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.
Issues relating to controls in an organization. Deals with the use of management accounting tools and techniques in organizational controls and control. 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.  
Data processing and communication technologies and their impact on information availability and use in an organization. Implications for accounting and financial information in strategic planning, resource allocation and performance monitoring. Internal controls in an advanced data processing environment.

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 may be expanded to a six-credit course if a sufficiently substantial research project is undertaken.

ACCT 871 Not-for-Profit Accounting and Control  
Prerequisite: ACCT 750 Introductory Accounting or ACCT 801 Graduate Accounting I.  
Planning, budgeting and reporting of resources assigned to conducting the missions of government and its agencies, and medical, educational, religious, and other not-for-profit enterprises. Performance evaluation and incentive systems are considered.

ACIB 872 International Accounting  
Prerequisite: ACCT 750 Introductory Accounting, or ACCT 801 Graduate Accounting I.  

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.

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 Issues in Federal Taxation and TAX 861 Tax Research (TAX 861 can be waived for non-MST students).  
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 Issues in Federal Taxation and TAX 861 Tax Research.  
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 Issues in Federal Taxation and TAX 861 Tax Research.  
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 Issues in Federal Taxation and TAX 861 Tax Research.  
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 Issues in Federal Taxation and TAX 861 Tax Research.  
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 Taxation of Corporations.  
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 Issues in Federal Taxation and TAX 861 Tax Research.  
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 Issues in Federal Taxation and TAX 861 Tax Research.  
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  
Prerequisite: TAX 862 Taxation of Corporations.  
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 874 U.S. Taxation of Inbound Transactions  
Prerequisites: TAX 865 Taxation of Transnational Transactions.  

TAX 875 Tax Accounting Periods and Methods  
Prerequisites: TAX 862 Taxation of Corporations.  
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 Taxation of Corporations.  
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 910 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.
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, in order to begin taking the MSF required courses, students must first satisfy the ACCT 750, FNEC 750, and FIN 750 prerequisites. All remaining prerequisite deficiencies must be made up before graduation. Prerequisite courses are not inclusive in the MSF program’s GPA.

**Required Courses (21 credit hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 808</td>
<td>General Theory in Corporate Finance</td>
</tr>
<tr>
<td>FIN 810</td>
<td>Investment Analysis</td>
</tr>
<tr>
<td>FIN 812</td>
<td>Capital Budgeting</td>
</tr>
<tr>
<td>FIN 814</td>
<td>Options and Futures</td>
</tr>
<tr>
<td>FIN 816</td>
<td>Financial Institution Management</td>
</tr>
<tr>
<td>FIN 818</td>
<td>Econometrics</td>
</tr>
<tr>
<td>FIN 820</td>
<td>Financial Policy</td>
</tr>
</tbody>
</table>

**Elective Courses (9 credit hours):**

Three electives can be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>FIN 831</td>
<td>Portfolio Theory</td>
</tr>
<tr>
<td>FIN 861</td>
<td>Multinational Financial Management</td>
</tr>
<tr>
<td>FIN 841</td>
<td>Financial Forecasting</td>
</tr>
<tr>
<td>FIN 851</td>
<td>Working Capital</td>
</tr>
<tr>
<td>FIN 881</td>
<td>Real Estate</td>
</tr>
<tr>
<td>FIN 885</td>
<td>Insurance</td>
</tr>
<tr>
<td>FIN 883</td>
<td>International Financial Markets and Banking</td>
</tr>
<tr>
<td>FIN 871</td>
<td>Advanced Banking Theory</td>
</tr>
<tr>
<td>FIN 891</td>
<td>Seminar in Finance</td>
</tr>
<tr>
<td>FIN 893</td>
<td>Independent Study</td>
</tr>
<tr>
<td>FIN 895 or 897</td>
<td>MSF Thesis</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 824</td>
<td>Financial Analysis and Reporting</td>
</tr>
<tr>
<td>BLLS 830</td>
<td>Managing in the International Environment</td>
</tr>
<tr>
<td>CIS 810</td>
<td>Management of Information Technologies</td>
</tr>
<tr>
<td>MKT 810</td>
<td>Marketing Research for Managers</td>
</tr>
<tr>
<td>PAD 838</td>
<td>Ethics in Management</td>
</tr>
</tbody>
</table>

**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.
**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. Topics covered are particularly related to forecasting business and financial time series. They include: simple and multiple regression methods, time series components and moving averages, exponential smoothing algorithms, Box-Jenkins ARIMA methodology, simultaneous equations models, financial planning models, forecast combinations and forecast evaluation criteria. There is significant reliance on the computer in this course.

**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, chairperson, and the dean.

FIN 895 or 897 MSF Thesis.
Two courses/6 credit hours.
SUFFOLK UNIVERSITY

College of Liberal Arts and Sciences
Graduate Programs
Master of Arts in Communication

Department of Communication and Journalism Graduate Faculty
Professor: Harris (Chairperson), Boone
Associate Professors: Geisler (Graduate Program Coordinator), Kaths, 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.
Master of Arts Degree

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.

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
CJN 635 – Advanced Debate or
CJN 739 – Small Group & Interpersonal
CJN 730 – Rhetorical Theory
CJN 735 – Persuasion
CJN 745 – Instructional Communication
(And six elective courses* in Communication.)

Organizational Communication, Concentration 2
CJN 750 – Organizational Communication
CJN 755 – Training and Development
CJN 757 – Consulting
(And seven elective courses* in Communication.)

Public Relations & Advertising, Concentration 3
CJN 735 – Persuasion
CJN 770 – Seminar in Advertising
CJN 777 – Public Relations
(And seven elective courses* in Communication.)

*Note: No more than two elective courses may be at the 600 level, excluding CJN 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 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
Master of Science in International Economics

Department of Economics
Graduate Faculty
Professor: David G. Tuerck, Chairperson
Associate Professors: Shahruz Mohtadi, Saroj Sawhney
Assistant Professors: Sanjiv Jaggia, Alison P. Kelly

The Master of Science in International Economics degree (MSIE) is designed for those persons preparing for careers in international business and government as administrators, analysts, and consultants. Students completing the program will typically seek employment with international trading companies, financial institutions, manufacturing firms, international law firms, and various international organizations. In addition, the program prepares students for study at the doctoral level. The aim of the MSIE program is to equip the student with the knowledge and skills necessary to analyze and solve problems of international trade and finance.

Admission Requirements
To be admitted candidates must hold a bachelor's degree from an accredited college or university and must submit, along with the application, a statement of professional goals, two letters of recommendation, transcripts of previous academic work, and GRE scores (GMAT scores may be substituted). International students must also submit TOEFL scores and a statement of financial resources. In certain cases, an interview may be required.

Degree Requirements
The degree requires the successful completion of ten three-credit courses (30 hours). Students are also required to complete a six-credit thesis under the supervision of the graduate faculty. Full-time students with the appropriate background can complete the program in one calendar year. The program will be offered in the evening and students may enroll on a part-time basis. Prior to enrollment, students must have completed undergraduate courses in Principles of Economics and Principles of Statistics.

Fall Semester
EC 710 International Macroeconomics (3 credits)
EC 720 Applied Microeconomics (3 credits)
EC 730 International Trade Theory and Policy (3 credits)
EC 750 Econometrics (3 credits)

Spring Semester
EC 740 International Monetary Economics (3 credits)
EC 760 Economic Forecasting (3 credits)
EC 770 Economic Integration (3 credits)
ACCT 750 Introductory Accounting (3 credits)
FIN 750 Managerial Finance (3 credits)
FIN 825 Multinational Financial Management (3 credits)

ACCT 750, FIN 750, and FIN 825 are typically offered each semester by the School of Management (SOM). ACCT 750 and FIN 750 are also typically offered in the summer. Students who have taken undergraduate courses in Principles of Accounting and in Corporate Finance may waive ACCT 750 and FIN 750.
Full-time students who have waived ACCT 750 and FIN 750 or who have completed these courses prior to enrollment in the MSIE program may complete the program in one calendar year. These students will take EC 710, EC 720, EC 730, and EC 750 in the fall and EC 740, EC 760, EC 770, and FIN 825 in the spring. The thesis will be completed in the summer. Full-time students who cannot waive ACCT 750 and FIN 750 may complete the program in three semesters. These students will take EC 710, EC 720, EC 750, and ACCT 750 in the fall and EC 740, EC 760, EC 770, and FIN 750 in the spring. EC 730, FIN 825, and the thesis will be completed by the following fall. The faculty will advise part-time students as to which courses they should complete each semester. This program will be completed in no more than five years.

**GRADUATE COURSE DESCRIPTIONS**

**EC 710 International Macroeconomics** The determination of aggregate income, employment and the price level. Coverage includes: national economic performance; the problems of recession, unemployment and inflation; money creation, government spending and taxation. Systematic analysis of the role of international trade and finance in the domestic economy and macroeconomic policies designed to promote international competitiveness and long-term growth in a global economy.

**EC 720 Applied Microeconomics** The application of mathematical techniques in microeconomics to solve managerial decision problems. The theory of the firm is used to integrate microeconomics with decision sciences using various business applications. Topics include optimization, economic theory of consumer and firm behavior, linear programming, risk and uncertainty. A global view of managerial economics is taken to reflect the current globalization of production and distribution in the world.

**EC 730 International Trade Theory and Policy** Analysis of the causes and consequences of international trade and international factor movements. Coverage of models of trade, international comparative advantage, effects of trade on economic welfare and income distribution, the interaction of trade and economic growth, barriers to trade and the political economy of protectionism.

**EC 740 International Monetary Economics** Analysis of international finance, international monetary agreements, and open economy macroeconomics. Topics include foreign exchange markets, theories of exchange rate determination, international capital movements, balance of payments, policy interdependence under fixed and flexible exchange rates. Review of the performance of different international financial regimes, the European Monetary Union, and the world debt crisis. Integration of the Eastern European and former Soviet Republic socialist economies into the international financial system.
**EC 750 Econometrics** A brief review of statistical methods and techniques including probability theory, essentials of point and interval estimation and hypothesis testing. The above statistical background is used in the construction, estimation, and testing of econometric models. Topics include simple and multiple linear regressions, heteroskedasticity, autocorrelation, multicollinearity, dummy variables, errors in variables, autoregressive and distributed lag models, and an introduction to simultaneous-equation methods. The emphasis is on the use and application, rather than on the thorough theoretical investigation, of various econometric models.

**EC 760 Economic Forecasting** An introduction to the statistical methods employed in making forecasts of economic variables. The characteristics of economic fluctuations are discussed and various forecasting techniques, with an emphasis on time series analysis, are presented. These techniques are applied to a wide range of business and economic problems. Actual data and real world examples are used throughout the course.

**EC 770 Economic Integration** Analysis of the theory, practice, and policy of economic integration. Topics include the static and dynamic welfare effects of economic integration, the stages of economic integration, such as free trade areas, customs unions, common markets, and economic and monetary union. Special emphasis is placed on the economics of European economic integration, the North American Free Trade Agreement, privatization and integration of Eastern European and former Soviet socialist economies into the world economy.

The following courses are offered by the School of Management:

**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.

**FIN 750 Managerial Finance** 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.

**FIN 825 Multinational Financial Management** This course provides the theoretical foundation and practical knowledge to understand and manage a multinational firm. Topics include an overview of the international monetary systems, the foreign exchange market and instruments; foreign exchange risk management; financing from a global perspective; direct foreign investment decisions; political risk management, multinational capital budgeting; and management of ongoing operations.
Juris Doctor/Master of Science in International Economics

The Juris Doctor/Master of Science in International Economics (JD/MSIE) combines the study of law with that of international economic institutions, markets and trends. It is designed for students who expect to practice law in fields requiring an understanding of the global economy. The joint degree program includes all core courses currently required of candidates for the Juris Doctor degree (JD). Through careful integration of the two curricula, the program permits students to earn both degrees in four years (day program) or five years (night program), instead of the five or six required to complete each degree separately. This acceleration is achieved through the substitution of appropriate Law School electives for some MSIE courses.

All candidates for admission to the joint program must satisfy the admission requirements for the JD degree program and for the MSIE degree program.

### Day Division, Law School

**Year 1**

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*The law courses Accounting for Lawyers (2 credits) and Corporate Finance (2 credits) may be substituted for ACCT 750 and FIN 750, respectively.*

**Students take law electives in order to satisfy degree requirements.*
The JD/MSIE degree program requires the student to complete 110 credit hours (at least 80 hours in the Law School). For the JD/MSIE degree program, the six hours of MSIE thesis are waived. In lieu of a thesis it is recommended that JD/MSIE students take the following law courses: European Community Law and Legal Aspects of International Business Transactions.

### Evening Division, Law School

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<td>3 Criminal Law</td>
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*The law courses Accounting for Lawyers (2 credits) and Corporate Finance (2 credits) may be substituted for ACCT 750 and FIN 750, respectively.

**Students take law electives in order to satisfy degree requirements.

The JD/MSIE degree program requires the student to complete 110 credit hours (at least 80 hours in the Law School). For the JD/MSIE degree program, the six hours of MSIE thesis are waived. In lieu of a thesis it is recommended that JD/MSIE students take the following law courses: European Community Law and Legal Aspects of International Business Transactions.
Education and Human Services Department

Professors: Ash, Eskedal (Chair), Lewandowski, McCarthy
Associate Professors: Mahoney, Shatkin, Thayer, Winters
Assistant Professors: Dahlborg, Sartwell
Senior Lecturer: Meggison
Lecturers: Aptaker, R. Ash, Bond, Burke, Busse, Drew, Ehrlich, Forrester, Fienman, Kelly, Kirschner, Kubacki, Luzier, Maguire, Martin, Stryker, Traini.

Major Fields of Study – The Education and Human Services Department offers courses leading to the Master of Education, with concentrations in Higher Education Administration, Foundations of Education, School Counseling; to the Master of Science, with concentrations in Business and Adult/Continuing 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
The Secondary Education and School Counseling Programs are approved by the Massachusetts Department of Education for provisional and full 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 are now in effect.
Master of Education Degree

Concentration in Administration of Higher Education

Program Advisor: Dr. Joseph McCarthy

Objectives: The program leading to a Master of Education degree in Foundations of Education provides teachers in all settings with insights, skills and field experiences necessary to improve their knowledge and competencies in all aspects of their professional performance. It is also appropriate for those who wish to extend their knowledge of the historical, philosophical and socio-cultural foundations of education so as to assess present and future issues and practices, as well as for those who seek a solid foundation for study at the certificate or doctoral level.

Description: Candidates can generally expect to complete degree requirements in two years of part-time study or one year of full-time study. The minimum program requirement is 30 semester hours of credit. Individuals are responsible for planning their program in consultation with Professor Joseph M. McCarthy.

Required Core Courses: 9 Sem. Hrs
- EHS 711 – Critical Issues in Education and Human Services
- EHS 712 – Lifespan Development
- EHS 715 – Methods of Research

Concentration Requirements: 6 Sem. Hrs.
- EHS 803 – History of Western Education OR
- EHS 804 – Sociology of Education
- EHS 805 – Field Project: Educational Ethnography

Electives: 15 Sem. Hrs.
To be chosen by the student in consultation with the Program Advisor.

Electives: 12 Sem. Hrs.
- EHS 524 – Meeting and Conference Planning
- EHS 603 – Leadership
- EHS 617 – Management of Human Resources
- EHS 619 – Proposal Writing and Grant Development
- EHS 627 – Jr/Community College: Processes and Problems
- EHS 634 – Student Development/Services in Higher Education
- EHS 636 – Field Project: Organizational Development
- EHS 638 – Field Project: Higher Education
- EHS 640 – Readings and Research
- EHS 646 – Self-Assessment and Career Development
- EHS 713 – Counseling: Theory and Practice
- EHS 714 – Psychology of Vocational Development
- EHS 727 – Substance Abuse

Field Experience: 9 Sem. Hrs.
- EHS 638 – Field Project: Higher Education OR
- EHS 646 – Self-Assessment and Career Development
- EHS 645 – Practicum in Administration

Concentration in Foundations of Education

Program Advisor: Dr. Joseph M. McCarthy

Objectives: The program leading to a Master of Education degree in Foundations of Education provides teachers in all settings with insights, skills and field experiences necessary to improve their knowledge and competencies in all aspects of their professional performance. It is also appropriate for those who wish to extend their knowledge of the historical, philosophical and socio-cultural foundations of education so as to assess present and future issues and practices, as well as for those who seek a solid foundation for study at the certificate or doctoral level.

Description: Candidates can generally expect to complete degree requirements in two years of part-time study or one year of full-time study. The minimum program requirement is 30 semester hours of credit. Individuals are responsible for planning their program in consultation with Professor Joseph M. McCarthy.
Required Core Courses: 9 Sem. Hrs.
EHS 711 – Critical Issues in Education and Human Services
EHS 712 – Lifespan Development
EHS 715 – Methods of Research

Concentration Requirements: 6 Sem. Hrs.
EHS 803 – History of Western Education or
EHS 804 – Sociology of Education
EHS 805 – Field Project: Educational Ethnography

Electives: 15 Sem. Hrs.
To be chosen by the student in consultation with the Program Advisor.

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.

Competence in counseling skills is acquired during the Human Relations Laboratory and the Practicum classes, EHS 737-738 and EHS 739. During these courses, students fully admitted into the program demonstrate 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. Full certification may be obtained by completing an additional 600-hour clinical experience (Internship I-II, EHS 741-742).

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
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 Counseling and Human Relations
EHS 733 – Multicultural Counseling
EHS 737 – Human Relations Laboratory
EHS 738 – Practicum I
EHS 739 – Practicum II
### Electives: 3 Sem. Hrs.

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<tr>
<th>Course Code</th>
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<tr>
<td>EHS 603</td>
<td>Leadership</td>
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<td>EHS 636</td>
<td>Field Project: Organizational Development</td>
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<td>EHS 646</td>
<td>Self-Assessment and Career Development</td>
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<td>EHS 716</td>
<td>Psychological Diagnosis</td>
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<td>EHS 721</td>
<td>Training and Development in Human Resources</td>
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<td>EHS 724</td>
<td>Human Relations in Organizations</td>
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<td>EHS 726</td>
<td>Family Therapy</td>
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<td>EHS 727</td>
<td>Substance Abuse</td>
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<td>EHS 728</td>
<td>Professional, Ethical, Legal Aspects of Human Services</td>
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<td>EHS 729</td>
<td>Human Sexuality</td>
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<td>EHS 734</td>
<td>Seminar in Counseling Psychology</td>
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<td>EHS 735</td>
<td>Group Counseling: Theory and Process</td>
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<td>EHS 736</td>
<td>Consultation</td>
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<td>EHS 750</td>
<td>Independent Study: Counseling and Human Relations</td>
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<td>EHS 753</td>
<td>Independent Study: Counseling and Human Relations</td>
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<tr>
<td>EHS 755</td>
<td>Counseling and Human Relations Workshop</td>
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<td>EHS 710</td>
<td>Introduction to School Counseling</td>
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<td>EHS 711</td>
<td>Critical Issues in Education and Human Services</td>
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<td>Multicultural Counseling</td>
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<tr>
<td>EHS 737</td>
<td>Human Relations Laboratory</td>
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**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:

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EHS 710</td>
<td>Introduction to School Counseling</td>
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<tr>
<td>EHS 711</td>
<td>Critical Issues in Education and Human Services</td>
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<td>EHS 712</td>
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<tr>
<td>EHS 737</td>
<td>Human Relations Laboratory</td>
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Concentrations in Business and Adult/Continuing Education

Program Advisor: Dr. Barbara F. 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 in business training or education settings. The concentration in Adult/Continuing Education is designed for those wishing to pursue careers in a variety of adult education settings, including community-based programs, post-secondary institutions, and training positions in business and industry.

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.

A detailed description of the requirements is outlined under each concentration.

Degree candidates are advised to consult with their program advisor.

Adult/Continuing Education Program
Description: This concentration is designed for professionals in any discipline seeking competencies and skills for teaching the adult learner. The program is particularly well suited for post-secondary faculty and administrators as well as those employed in human resources and corporate training programs.

Required Core Courses: 6 Sem. Hrs.
EHS 712 – Lifespan Development
EHS 715 – Methods of Research

Concentration Requirements: 12 Sem. Hrs.
EHS 650 – Curriculum
EHS 651 – Continuing Education
EHS 652 – Methods of Teaching Adult Learners
EHS 653 – Marketing Continuing Education Programs

Electives: 12 Sem. Hrs.
EHS 515 – Internship
EHS 654 – Individualized Instruction and Distance Education
EHS 655 – Continuing Education for the Professions
EHS 656 – Instructional Design and Program Development
EHS 657 – Meeting Management
EHS 700 – Business and Adult Education: Independent Projects
SOM — Graduate Management Elective*

*Note: Graduate level management course with permission of SOM Associate Dean. All elective courses are selected in consultation with the faculty advisor. Six (6) graduate credits applicable to the program may be transferred prior to matriculation at the discretion of the advisor.

Information Management Program
Description: This concentration provides advanced preparation for business educators and those in training-related positions in business and industry. A core of courses focus on competencies in office administration and 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 Applications Elective
Electives: 12 Sem. Hrs.

Note: All elective courses are selected in consultation with the faculty advisor. Six (6) graduate credits applicable to the program may be transferred prior to matriculation at the discretion of the advisor.

EHS 510 – Administrative Management Seminar
EHS 515 – Internship
EHS 517 – Business Communications and Report Writing
EHS 520 – Business Education Subject Competencies
EHS 546 – Office Facilities Planning
EHS 547 – Microcomputer Applications I
EHS 548 – Microcomputer Applications II
EHS 549 – Microcomputer Applications III
EHS 551 – Administrative Communication
EHS 657 – Meeting Management
EHS 700 – Business and Adult Education: Independent Projects

Business Education Practitioner Program

Description: This concentration 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 desiring to update subject-matter competencies and methods as they re-enter the 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 – – Methods of Teaching/Instruction
EHS – – Methods of Teaching/Instruction

Electives: 15 Sem. Hrs.

Note: All elective courses are selected in consultation with the faculty advisor. Six (6) graduate credits applicable to the program may be transferred prior to matriculation at the discretion of the advisor.

EHS 510 – Administrative Management Seminar
EHS 515 – Internship
EHS 517 – Business Communications and Report Writing
EHS 519 – Information Resource Management
EHS 520 – Business Education Subject Competencies
EHS 536 – Information Processing: Methods and Techniques
EHS 539 – Keyboarding: Methods and Techniques
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 551 – Administrative Communication
EHS 652 – Methods of Teaching Adult Learners
EHS 654 – Individualized Instruction and Distance Education
EHS 656 – Instructional Design and Program Development
EHS 657 – Meeting Management
EHS 700 – Business and Adult Education: Independent Projects

Concentrations in Counseling and 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. 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. 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 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 Counseling and 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 636 – Field Project: Organizational Development
- EHS 646 – Self-Assessment and Career Development
- EHS 710 – Introduction to School Counseling
- EHS 711 – Critical Issues in Education
- EHS 714 – Psychology of Vocational Development
- EHS 721 – Training and Development in Human Resources
- 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 733 – Multicultural Counseling
- EHS 734 – Seminar in Counseling Psychology
- EHS 735 – Group Counseling
- EHS 736 – Consultation
- EHS 750 – Independent Study: Counseling and Human Relations
- EHS 753 – Independent Study: Counseling and Human Relations
- EHS 755 – Counseling and Human Relations Workshop
  (Course work in related disciplines may be elected subject to approval of faculty advisor.)

**Human Resource Development**

**Required Core Courses:** 6 Sem. Hrs.

- 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 (Master's Degree Programs Leading to Full Teacher Certification)

Program Advisor: Dr. Stephen D. Shatkin

Programs for certification of graduate students as teachers of academic subjects in Massachusetts have been developed for teacher certification regulations now in effect in the state. These new regulations present a two-stage process for certification:

1) **Provisional Certification**: obtaining a liberal arts undergraduate degree, including certain education courses (one of them a practicum).

2) **Full Certification**: performing graduate level study in the academic field, including mandated pedagogical training and a clinical experience.

Suffolk University has two graduate programs leading to Full Certification, one for those already provisionally certified and one, a “hybrid program,” for those not yet provisionally certified. Both programs lead to Master’s degrees.

Each individual’s undergraduate and graduate transcripts 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 and advanced graduate courses in the student’s teaching field, and for the Education component, which involves a certain set of Education and related field courses or their equivalents, plus an undergraduate practicum and a graduate clinical experience. Certain elements of the program may be waived in light of equivalent courses taken elsewhere, relevant life experiences and/or related activities.

**Program Leading to Full Teacher Certification in Various Secondary Education Academic Areas (for Provisionally Certified Teachers) – A 36 Semester Hour Master’s Degree Program**

**Education and Human Services Component** 18 Sem. Hrs.

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<tr>
<th>Course Code</th>
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<tr>
<td>EHS 711</td>
<td>Critical Issues in Education</td>
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<td>EHS 712</td>
<td>Lifespan Development</td>
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<td>EHS 715</td>
<td>Methods of Research</td>
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<td>EHS ___</td>
<td>Cultural Diversity Experience (See * below)</td>
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<tr>
<td>EHS 705</td>
<td>Pedagogy I</td>
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<td>EHS 706</td>
<td>Pedagogy II</td>
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<tr>
<td>EHS 707</td>
<td>Clinical Experience</td>
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**Advanced Academic Courses:** 12 Sem. Hrs.

**Clinical Experience:** 6 Sem. Hrs.

*The Cultural Diversity Experience requirement may be met by a student taking EHS 509 – Schooling and Social Inequality: Race, Gender and Class; by a student taking EHS 900 – Independent Study, resulting in a final paper on cultural diversity; or by some other student-structured graduate-level individual experience pre-approved by the program advisor.

The Advanced Academics component is comprised of 12 semester hours of graduate level courses in the candidate’s special academic area.

The Clinical Experience comprises one full semester of teaching under the supervision and mentorship of a qualified schoolteacher. (See additional requirements and description below.)

**“Hybrid” Program Leading to Provisional and Full Teacher Certification in Various Secondary Education Academic Areas (For Graduate Students Not Yet Provisionally Certified) – A 42+ Hour Master’s Degree Program**
**Prerequisites:** Proficiency in speech/communications

Freshman English or its equivalent

Relevant undergraduate academic or interdisciplinary major

**Education and Human Services Component:** 33 Sem. Hrs.

- EHS 503, 504 or 507 option
- EHS 711 – Critical Issues in Education
- EHS 712 – Lifespan Development
- EHS 715 – Methods of Research
- EHS **– Cultural Diversity Experience (See * above)**
- EHS 704 – Curriculum and Methods of Secondary Education: The Field
- EHS 705 – Curriculum, Methods and Pedagogy I
- EHS 706 – Curriculum, Methods and Pedagogy II
- EHS 500 – Practicum (3 Sem. Hrs.)
- EHS 707 – Clinical Experience (6 Sem. Hrs.)

**Advanced Academic Courses:** (minimum) 9 Sem. Hrs.

- EHS 704 – Curriculum and Methods of Secondary Education: The Field
- EHS 705 – Curriculum, Methods and Pedagogy I
- EHS 706 – Curriculum, Methods and Pedagogy II
- EHS 500 – Practicum (3 Sem. Hrs.)
- EHS 707 – Clinical Experience (6 Sem. Hrs.)

**Notes on “Hybrid” Program:**

Field Experiences normally satisfied in the undergraduate program leading to Provisional Certification are intensified in the “Hybrid” Program and will be found in various courses, in particular within EHS 704 – Curriculum and Methods of Secondary Education: The Field, a 75 hour field based experience managed by the students, the secondary education advisor and a designated school system (or systems) in whose high school(s) the candidate will plans to engage in practicum and/or clinical experience in the semesters following.

EHS 500 – Practicum, a minimum of seven weeks of student teaching in the field, can only be engaged in after substantial course credits have been earned in Education and Human Services, including EHS 704 – Curriculum and Methods of Secondary Education: The Field.

EHS 707 – Clinical Experience, comprises one full semester of advanced student teaching under the supervision and mentorship of a qualified schoolteacher in a different setting from that of the practicum (unless employment is a factor). A student in this “hybrid” program, must complete EHS 500 – Practicum before engaging in EHS 707 – Clinical Experience.

The Advanced Academics requirement mandates that the student take a minimum of nine semester hours of graduate level coursework in his/her individual certification subject area. The total of credits to be earned to satisfy this requirement will vary depending on the nature of the Field of Knowledge competencies that a given candidate needs in order to satisfy the Massachusetts certification standards.
Clinical Experience in Secondary Education

Normally the culmination of the education sequence, the clinical experience is accomplished via a full-time teaching format comprised of a minimum of 300 clock hours of supervised teaching, an internship comprised of supervised teaching combined with a part-time paid teaching position, or an apprenticeship.

It is during the clinical experience that a student demonstrates ability to translate training into superior professional judgments and techniques.

Application: Students wishing to elect the clinical 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). Classroom 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.

Placement: Clinical experience 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 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.

Apprenticeships, Internships

The Education Sequence in Secondary Education, including practica and clinical experiences, are also available for an individual who qualifies for these individually developed plans agreed to by a school system, the University, and the State Department of Education, and involve a paid position in a school system for a specified time period while the individual is engaged at the University in taking the necessary courses.
Certificate of Advanced Graduate Study
The Certificate of Advanced Graduate Study in the Counseling and Human Relations, Leadership, 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 is a 175 clock hour, seven-week teaching experience in a secondary public school setting. The course may be taken by undergraduate senior and graduate students. See regulations regarding student teaching. 1 term - 3 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 509 - Schooling and Social Inequality: Race, Gender and Class. The relationship between cultural diversity and schooling will be explored by examining impediments to academic advancement, curriculum, teaching methods for individuals of color and other under-represented groups. 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 simplification, office standards, and the supervision of office personnel. 1 term - 3 semester hours. Normally offered alternate years.

Education and Human Services 515 - Internship. Business/office administration and adult/continuing education majors will be placed in internships relating to their area of interest/expertise in office management, personnel, training or continuing education settings. Also 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 each semester.

Education and Human Services 517 - Business Communications and Report Writing. Specialized writing skills required in the business environment. Business writing styles and overcoming barriers to communications. Composition of résumés, memoranda, business letters, and reports. 1 term - 3 semester hours. Normally offered in alternate years.

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 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 the major field skills or for teacher certification. Skills and subject matter assessment. Students work independently to meet competencies. 1 term - 3 semester hours. Normally offered summers.

Education and Human Services 536 - Information Processing: Methods and Techniques. Methods of teaching information processing and computer applications in classroom and training settings. Teaching aids, measurement and evaluation, motivation, classroom dynamics. Demonstrations and lab experience. 1 term - 3 semester hours. Normally offered in alternate years.

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 and office systems. Hands-on experience using popular word processing and spreadsheet software for simulated business applications. Create and edit business documents, build, modify, format, and analyze spreadsheets. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 548 – Microcomputer Applications for Business Education II. Examination of the use of advanced word processing microcomputer applications and an introduction to desktop publishing. Development of skill using word processing software to create complex document formats, macros, graphics; integrate spreadsheet applications; manage files and list sort/merge. Introduction to the fundamentals of desktop publishing to create professional publications, newsletters, brochures, or instructional materials. 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 software packages for data base management and advanced spreadsheet applications. Examines how data can be logically organized and retrieved for effective information management. Create, sort, and retrieve data, modify existing data bases; work with large spreadsheets, create macros, graphics, integrate spreadsheet and database files using simulated business applications. 1 term – 3 semester hours. Normally offered yearly.

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. 1 term – 3 semester hours. Normally offered in 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 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 every third year.

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 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 Aspects of Higher Education. Examines legal problems facing college and university administrators including tort liability, rights of teachers and students, free speech issues, 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 628 – Financial Aspects of Higher Education. An introduction to the sources of higher education funding, budgeting and disbursement, control mechanisms, and the role of finance in strategic planning. 1 term – 3 semester hours. Normally offered in alternate years.

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 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 636 – Field Project: Organizational Development. Intensive study of methods and models of organizational change resulting in a detailed prescription for organizational development activities in a specific institution or organization. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 638 – Field Project: Higher Education. 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 639 – Writing for Professional Publication. Individualized study of research/development dissemination media and preparation of a publishable report or article. 1 term – 3 semester hours. Normally offered alternate years.

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 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 yearly.

Education and Human Services 650 – Curriculum. Identification and evaluation of technological developments and current issues and trends affecting the design of curriculum for business, industry, and continuing education settings. Conducting curriculum needs assessment through interviews, surveys and literature review. Designing courses of study and unit plans. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 651 – Continuing Education [formerly EHS 522]. Overview of continuing education services. Introduction to adult learning. Review of literature and research relating to motivation and participation patterns of adult learners. 1 term – 3 semester hours. Normally offered yearly.
Education and Human Services 652 - Methods of Teaching Adult Learners [formerly EHS 523]. Methods and techniques and choosing appropriate instructional materials for the adult learner. Teaching and learning styles. Special characteristics of the adult learner, including literature and resources on teaching older adults. Demonstration of techniques and lab experience. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 653 - Marketing Continuing Education Programs. Provides an introduction to the marketing of courses and professional development programs offered in academic and corporate settings. Topics will include the analysis of educational markets, formulation of strategies for program development, promotional materials, alternative educational delivery systems, pricing and budget policy; practical experience creating a marketing plan for a corporate or academic program. 1 term – 3 semester hours. Normally offered in alternate years.

Education and Human Services 654 - Individualized Instruction and Distance Education [formerly EHS 521]. Multi-media resources for individualized and independent instruction and distance education. Examines non-traditional modalities and experiential learning. Applications of teleconferencing to distance education. Preparation of audio-tutorial projects, learning contracts, and LAPS. 1 term – 3 semester hours. Normally offered in alternate years.

Education and Human Services 655 - Continuing Education for the Professions. Designing and managing programs to meet mandatory continuing education or relicensure requirements of professionals. Tailoring programs to specific goals and needs of the profession. Delivery systems, models, and analysis of professional obsolescence. 1 term – 3 semester hours. Normally offered in alternate years.

Education and Human Services 656 - Instructional Design and Program Development. Preparation of written learning and instructional materials, including defining content and selection and the sequencing of activities for specific programs. Additional topics include: program development, budgets, staff selection and roles, and evaluation. 1 term – 3 semester hours. Normally offered in alternate years.

Education 657 - Meeting Management. Research and current affecting the meeting planning industry. Introduction to organizing conferences, workshops and seminars for continuing professional education. Role and professional responsibilities of meeting planners and suppliers. Topics include site selection, contract negotiation, conducting needs assessments and designing programs. Publicity, promotion, brochures, selection of mailing lists, budgets, food and beverage selection, exhibits and evaluation of programs. 1 term – 3 semester hours. Normally offered in alternate years.

Education and Human Services 700 - Business and Adult Education: Independent Projects. Advanced, individual, intensive study of a problem in business or adult and continuing education. Requires written approval from the Director of Business and Adult/Continuing Education Programs. 1 term – 1-3 semester hours. Normally offered summers.

Education and Human Services 704 - Curriculum and Methods of Secondary Education: The Field. A totally field-based experience managed by student, education advisor and designated school systems. For non-provisionally certified students seeking both provisional and full teacher certification. 1 term – 3 semester hours. Normally offered both semesters.

Education and Human Services 705-706 - Pedagogy I-II: Advanced Secondary Curriculum and Methods. Advanced topics in teaching and curriculum development. Mentoring relationships with academic area professors, secondary education students seeking provisional certification and cooperating practitioners. 2 terms – 6 semester hours. Normally offered yearly.

Education and Human Services 707 - Clinical Experience. Supervised teaching and related activities in a high school setting for one full semester. An advanced practicum experience for students who have already completed EHS 500 - Practicum and other courses leading to Full Secondary Teacher certification. 1 term – 6 semester hours. Normally offered yearly.

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 and current concepts of work and leisure are also investigated, as well as vocational concerns of women and minorities. 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 Counseling and 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 Resources. 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 Psychology. 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. 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 – 6 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: Counseling and 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: Counseling and 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 803 – History of Western Education. A study of the evolution of the ideas and institutions by which education has been conducted in western society, with special reference to the development of education in the United States. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 804 – Sociology of Education. Considers the functional, conflict and interpretive perspectives in assessing factors influencing goal setting, structure and behavior in American education. 1 term – 3 semester hours. Normally offered alternate years.

Education and Human Services 805 – Field Project: Educational Ethnography. Intensive study of individual and group behaviors in an educational setting, using ethnographic method. Particular attention to be focused on discrimination and intergroup hostility. 1 term – 3 semester hours. Normally offered yearly.

Education and Human Services 900 – Directed Study. 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.
Master of Science in Political Science Degree

Professionals in politics apply political science skills and research findings in practical settings. Suffolk University offers a distinctive graduate program – the Master of Science in Political Science with a concentration in professional politics – to prepare students for political careers. It is the only such masters program in the Northeast.

Department Faculty

Professors: Bain (Chairperson), Berg (Director of Graduate Studies), Holleman
Associate Professors: Dushku, O'Callaghan
Assistant Professors: Harris, Burke (Visiting)

Degree Requirements

At the heart of the professional politics program are required graduate seminars in electoral and legislative politics, and required courses in political ethics and in research methods. Students select four elective courses, and complete the program with either a graduate internship in politics or a thesis.

Required Core Courses: 12 Sem. Hrs.

GOV 755 – Seminar in Campaigns and Elections
GOV 747 – Seminar in Legislation and Lobbying
GOV 673 – Ethical Issues in Politics
GOV 777 – Advanced Research Methods in Political Science

Option Requirements: 12 Sem. Hrs.

GOV 623 – Political Survey Research
GOV 788 – Computer Applications in Politics
GOV 635 – Health Care Policy
GOV 636 – Race & Public Policy
GOV 633 – Topics in Public Policy
GOV 655 – American Parties and Politics
GOV 647 – Legislative Process
GOV 657 – Urban Politics & Government
CJN 689 – Political Communication
PAD 815 – Client and Community Relations in Public Administration
PAD 825 – Health Politics and Law

PAD 830 – Public Liaison Strategies
PAD 832 – Disability Issues

Other Suffolk University graduate courses may be taken as options with the approval of the Director of Graduate Studies.


GOV 757 – Thesis Research and Writing


GOV 723 – Graduate Internship

MASTER OF POLITICAL SCIENCE COURSE DESCRIPTIONS

Government 623 – Political Survey Research.

Everything needed to design, carry out, and interpret a political survey. Topics covered include questionnaire design, sampling, interviewing, coding data, and univariate and bivariate analysis of the results. Multivariate analysis will be discussed but not studied in depth. An actual survey will be conducted as a class project. Prerequisites: Open to graduate students, seniors, and juniors; previous course in political science research methods, or comparable course in another discipline and consent of instructor. 3 graduate credits

Government 633 – Topics in Public Policy.

Building upon knowledge acquired in Introduction to Public Policy, students will make an intensive study of a current policy issue. Cross-listed as Government 433

3 graduate credits

Government 635 – 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. Cross-listed as Government 335

3 graduate credits

Government 636 – 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. Cross-listed as Government 435

3 graduate credits
Master of Science in Political Science

Government 647 - 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. Cross-listed as Government 347
3 graduate credits

Government 655 - 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. Cross-listed as Government 355
3 graduate credits

Government 657 - 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. Cross-listed as Government 357
3 graduate credits

Government 673 - Ethical Issues in Politics. Core course for the MS in Political Science. The purpose of campaigns is to win, while the purpose of elections is to maintain democracy. This course will focus on the tension between these two goals, on the assumption that a healthy democracy needs a well-developed ethical sense among political professionals. The course will begin with consideration of fundamental ethical principles, but spend most of its time in class discussion of hard cases. Each student will be asked to study a case and present it to the class. (Prerequisites: Open to graduate students or to seniors with at least one previous course in campaigns and elections, political parties, legislatures, or interest groups, or consent of instructor.)
3 graduate credits

Government 723 - Graduate Internship. The internship option is recommended for students seeking careers in professional politics. Typically, an internship will involve supervised work at a professional level in a political campaign, on a legislative staff, or in legislative relations for a government agency or private organization. Internship placement must be approved by the student's advisor, and will typically require at least 20 hours of work per week for the duration of a semester and the completion of a research paper based on the internship experience. The research paper must be approved by a departmental committee.
6 graduate credits

Government 747 - Seminar in Legislation and Lobbying. Core course for the MS in Political Science. Students will read and discuss current research on legislative politics and organization, including committees, interest groups and lobbying, legislative voting and decision making, and other topics. Students will conduct their own research and present it to the seminar. (Prerequisites: Open to graduate students only; at least one previous course in legislatures or interest groups, or consent of the instructor.)
3 graduate credits

Government 755 - Seminar in Campaigns and Elections. Core course for the MS in Political Science. Students will read and discuss current research on campaigns and elections, voting behavior, and political parties, and will conduct their own research and present it to the seminar. (Prerequisites: Open to graduate students only; at least one previous course in elections, voting behavior, or political parties, or consent of instructor.)
3 graduate credits

Government 757 - Thesis Research and Writing. All candidates for the MS in Political Science must complete either a thesis or an internship. The thesis option is recommended for students wishing to enter a PhD program in political science after completion of the MS. The research and writing of the thesis will be conducted under the individual supervision of a faculty member. The completed thesis must be accepted by a departmental committee.
6 graduate credits

Government 777 - Advanced Research Methods in Political Science. Core course for the MS in Political Science. The aim of this course is to give students the ability to conduct their own research and to understand and use the research of others, with an emphasis on topics relevant to professional politics: elections, legislatures, and public policy. Both qualitative and quantitative methods will be covered, including archival research, legislative documents, election data, and multivariate analysis. Political polling will be studied with an emphasis on understanding and using poll data; students wishing to learn to design and conduct their own polls are referred to the department's course in survey research. (Prerequisites: Open to graduate students only; previous course in political science research methods, or comparable course in another discipline or consent of instructor.)
3 graduate credits
Government 788 – Computer Applications in Politics. This course will introduce students to software which is designed specifically for political applications, such as polling, fund-raising, voter identification, bill tracking, and legislative contact, as well as to potential political applications of more general purpose programs such as databases, spreadsheets, and word processing. Students will learn how to use specific software packages through hands-on study, and will also learn basis criteria to evaluate hardware and software purchases for campaigns and other political offices. No previous computer knowledge is required, but students without such knowledge should be prepared to acquire it very rapidly.

(Prerequisite: Open to graduate students only.)
3 graduate credits
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Pam Gaudiano, B.S., Media Specialist
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Deborah Levinson, A.S., Assistant Graphic Designer
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John Pagilaruo, B.S., M.B.A., Captain/Director
University Safety Office
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Ken Vieira, Manager
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Dean of Student’s Office
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Zegenu Tsege, B.A., M.A., Ed.D., Assistant Dean of Students
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Charles Rice, B.S., Campus Minister
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Dean of Enrollment Management's Office

Marguerite J. Dennis, B.A., M.A., Dean of Enrollment and Retention Management
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Scott D. McGehee, Master Lecturer in History. B.S., University of Arkansas at Little Rock; M.A., Harvard University; Ph.D. candidate, Boston College.
Peter F. Meggison, Senior Lecturer in Education and Human Services. B.S., M.Ed., Salem State College; M.A., Rider College; Ed.D., University of Massachusetts.

Patrice Miller, Senior Lecturer in Psychology. B.A., Swarthmore College; Ed.M., Ed.D., Harvard Graduate School of Education.

Mohie-Eldin Y Mohie-Eldin, Senior Lecturer in Physics and Engineering. B.S., M.S., Cairo University; B.S., Ain-Shams University; M.S., American University Egypt; Ph.D., Tufts University.

Jagadeesh Moodera, Lecturer in Physics and Engineering. B.S., M.S.C., Mysore University, India; Ph.D., Indian Institute of Technology.

Irina Muravyova, Lecturer in Humanities and Modern Languages. Moscow State University, Moscow, USSR.

Koduvayur Narayana, Lecturer in Physics and Engineering. B.S., M.S., Bangalore University; M.S., Oman University; M.S., Ph.D., Boston College.

Maureen Norton-Hawk, Lecturer in Sociology. B.A., Mary Washington College; M.S., Rehabilitation Counseling, Virginia Commonwealth; M.A. Social Work, University of Alabama; Ph.D., Northeastern University.

Mary O'Donnell, Lecturer in Biology. B.S., Suffolk University; M.S., University of Massachusetts.

Masoud Olia, Senior Lecturer in Mathematics. B.S., M.S., Ph.D., Northeastern University.

Karen Perry, Lecturer in English. B.A., Suffolk University; M.A., Boston College.

Anthony Bernard Pinn, Lecturer in Philosophy. B.A., Columbia University; M.Div., Harvard University; Ph.D. in Theology candidate, Harvard University.

Anne Pollock, Lecturer in Medical Technology. B.A., University of Maine. Education Coordinator, Newton-Wellesley Hospital School of Medical Technology.

Stevan Radojev, Lecturer in Physics and Engineering. B.S., Belgrade University; M.A., Brandeis University; Ph.D., Boston College.

Diane Rahe, Lecturer in Physics and Engineering. B.S., B.A., Clemson University, M.S., Stanford University.


Joe Ricciardi, Senior Lecturer in Psychology. A.B., Shtonehill College; Ed.D., Harvard University; Psy.D., Massachusetts School of Professional Psychology.

Charles Rice, Master Lecturer in History and Philosophy. B.S., United States Coast Guard Academy; M.Div, Colgate – Rochester Divinity School; Ph.D. candidate, Syracuse University.

Lori Rosenberg, Lecturer in Sociology. B.A., Suffolk University; M.A., Northeastern University; Ph.D. candidate; Northeastern University.

Robert Rosenfeld, Lecturer in Philosophy. B.S., Cornell University; M.A., University of Southern Florida; Ph.D, Boston University.

Elizabeth Rosseel, Lecturer in Psychology. B.A., College of the Holy Cross; M.A., Lesley College.

Candice Rowe, Lecturer in English. B.A., University of Massachusetts, Boston; M.A., Boston University; M.F.A., University of Arizona.

Richard J. Sampson, Adjunct Professor of Biology. A.B., University of Notre Dame; M.D., Harvard University. Medical Director, Newton-Wellesley Hospital School of Medical Technology.

Wendy Sanford, Lecturer in Sociology. B.A., Radcliffe College; M.T.S., Harvard University.

James Clyde Sellman, Master Lecturer in History. B.A., Earlham College; M.A., Harvard University; Ph.D., Harvard University.

Edward Shaughnessy, Lecturer in Psychology. B.F.A., University of Massachusetts, Amherst; M.Ed, Lesley College; Ph.D. candidate, University of Massachusetts, Amherst.

Edward R. Skeffington, Master Lecturer in Sociology. A.B., Boston College; J.D., Suffolk University Law School.

Dale Edwyna Smith, Senior Lecturer in History. A.L.B., Harvard University Extension; M.A., Harvard University; Ph.D., Harvard University.

Bronislava Sokol, Senior Lecturer in Mathematics. M.S., Odessa State University, Odessa USSR.

James Stark, Senior Lecturer in Chemistry. B.S., Eastern Nazarene College; Ph.D, Purdue University.
**David Stryker**, Lecturer in Education and Human Services. B.A., Red Deer College; S.T.M., University of Winnipeg; D.Min., Boston University; M.S., C.A.G.S., Suffolk University; Ed.D., Boston University.


**Rosemary Traini**, Lecturer in Education and Human Services. B.S., Boston College; J.D., Suffolk University.

**Kenneth Tucci**, Lecturer in Communication and Journalism. B.S, Syracuse University; MA, Michigan State University.


**Keith F. Westerman**, Lecturer in Communication and Journalism. B.A., University of Massachusetts, Boston; M.A., Boston University; M.A., Lesley College.

**Hanzhen Xie**, Lecturer in Physics and Engineering. B.A., Beijing Teachers College; M.S., Ph.D., Boston College.

**Beverly Yu**, Lecturer in Physics and Engineering. B.S., Taiwan University; M.S., University of Houston; Ph.D., University of Houston; Post Ph.D., University of North Carolina.

**Bahman Zangenah**, Senior Lecturer in Mathematics. B.S., M.S., Ph.D., Northeastern University.

**Mary Zschokke**, Lecturer in Medical Technology. B.S., Fitchburg State College; M.S., Colorado State University. Program Director, the Cambridge Hospital Medical Technology Programs.

**Melanie Zybala**, Senior Lecturer in History. B.A., Smith College; M.A., Boston College.

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**Committees of the College of Liberal Arts and Sciences**

**Elected**

**Educational Policy:**
*Chairperson: Dean Michael Ronayne. Members: Associate Dean David Robbins, Dr. Sharon Kurtz, Dr. Agnes Bain, Dr. Susan Thayer, Dr. Kenneth Greenberg, Dr. R. Harrison Kelton, Dr. Bette Mandl, Dr. Vicki Karns, Dr. Edith Cook, Dr. Robert Howe, and Dr. Blair Bigelow.*

**Faculty Life:**

**Promotion, Tenure and Review:**
*Chairperson: Dean Michael Ronayne. Members: Associate Dean David Robbins, Dr. Anthony Merzlak, Dr. Beatrice Snow, Dr. John Berg, Dr. Kenneth Greenberg, Dr. William Good, Dr. Alexandra Todd, Dr. Walter Johnson, and Professor Ann Hughes.*

**Appointed**
The Dean of the College is an ex-officio member of all appointed committees.

**Archer Fellows Oversight Committee:**

**Academic Standing Committee:**

**Continuing Education:**
*Chairperson: Deborah Geisler. Members: Barbara Ash, Peter Burn, Kim Delaware, Oktay Demir, Kenneth Greenberg, Laura Hourtienne, Associate Dean David Robbins, Robert Rosenthal, and Assistant Dean Peter Sartwell.*
Cultural Diversity:
Chairperson: Maria Miliora. Members: Sharon Artis, Peter Burn, Arthur Chiasson, Judith Dushku, Kenneth Greenberg, Calvin Harris, Paul Korn, Frederick Marchant, Donald Morton, Gerald Peary, and Steven Spitzer.

Cultural Events Committee:
Chairperson: Alberto Mendez. Members: Paul Ezust, William Good, Robert Howe, Raymond Kelton, Frederick Marchant, Marlene McKinley, Stuart Millner, Eric Myrvaagnes, Raymond Parks, Gerald Peary, Fernanda Rodriguez, Margaret Collins Weitz, and Frederick Wilkins.

Curriculum:

Faculty Development:
Co-Chairperson: Jack Demick and Kenneth Greenberg. Members: Rebecca DiLiddo, Paul Korn, Fred Marchant, Gerald Peary, Martha Richmond, and Alexandra Todd.

Health Careers Committee
Chairperson: Dr. Henry Mulcahy. Members: Dr. Kenneth Greenberg, Dr. Martha Richmond and Dr. Alexandra Todd.

Library:

Merit Scholarship:
Chairperson: Gail Coffler, Members: Agnes Bain, Jack Demick, William Good, Oktay Demir, Ruth Lottridge, Geraldine Manning, David Robbins, and Beatrice Snow.

Prelaw Advising:

Social:
Co-Chairpersons: Kim Delaware and James Nelson. Members: John Cavanagh, George Comeau, Nancy Dorrans, Alberto Mendez, Dan McDonald, Jackie Parker, Chris Perry, Roger Shawcross, and Lee Sutherland.

College of Liberal Arts and Sciences
Strategic Planning:
Chairperson: Dean Michael Ronayne. Members: Associate Dean Robbins (Convenor); Vice President/Treasurer Francis Flannery, Dean John Brennan, Associate Dean Richard Torrisi, Dean Paul Sugarman, Dean John Deliso, Dean Marguerite Dennis, Dean Nancy Stoll, Sharon Artis-Jackson, John Driscoll, Richard Hand, Dennis Duggan, William Fonte, Michael Arthur, Brian Callahan, Malcolm Donahue, Kenneth Greenberg, Maria Miliora, Suzyn Ornstein, Michelle McGinn, Angela Forster, Michael Mernick.

Study Abroad:

Writing Across the Curriculum Committee:

Women’s Studies Committee:
Director: Krisanne Bursik, Psychology; John Berg, 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; Margaret Collins Weitz, Humanities and Modern Languages; Lauri Umansky, History; Alexandra Todd, Sociology; and Yvonne Wells, Psychology.
Other:

Faculty Representatives to the College Committee of the Board of Trustees:
Members: Speaker of the Educational Policy Committee, (Chairman), an elected member from the Committee on Promotion, Tenure and Review, Chairperson of the Faculty Life Committee, and one member elected AT LARGE by the College Faculty.

Phi Beta Kappa Faculty:
Co-Chairpersons: Fred Marchant and David Robbins. Members: John Berg, Krisanne Bursik, Edward Clark, emeritus; Edith Cook; Donald Cohn; Vincent Fulmer, Trustee; William Good, Edward Hartmann, emeritus; Judith Holleman; Walter Johnson; Ruth Lottridge; Bette Mandl; Anthony Merzlak; Stuart Millner; Steven Patterson; Gerald Richman; Donald Unger, Dan Stefanescu, emeritus; Stanley Vogel, emeritus.

Students Accredited to the College Committee of the Suffolk University Board of Trustees:
Four students accredited to meet with the Committee: President, Student Government Association; Vice-President, Student Government Association; President, Sophomore Class; President, Evening Division Student Association.

University Long Range Strategic Planning Committee:
Chairperson: Dean Michael Ronayne. Members: David Robbins, Francis Flannery, John Brennan, Paul Sugarman, Marguerite Dennis, Nancy Stoll, Sharon Artis, John Driscoll, Richard Hand, Dennis Duggan, William Fonte, Brian Callahan, Malcolm Donahue, Edward Harris, Robert Rosenthal, Frances Burke, Shahriar Khaksari, and four student members.
SCHOOL OF MANAGEMENT FACULTY 1994-1995

John F. Brennan, Dean, and Professor of Management. A.B., Williams College; M.B.A., Harvard University.

C. Richard Torrisi, Associate Dean/Director of Graduate Programs, and Associate Professor of International Business. B.A., Boston College M.A., Ph.D., Syracuse University.


Emeriti

Benson Diamond, Professor Emeritus of Business Law. B.S., J.D., Suffolk University; M.B.A., Northeastern University.

Robert C. Waehler, Professor Emeritus of Accounting and Taxation. B.S., Ed.M., Boston University; C.RA., Massachusetts.

Full Time Faculty

Accounting Department

James R. Angelini, Associate Professor of Accounting and Taxation. B.S., M.B.A., Babson College; Ph.D., University of Houston; C.P.A.

Reza Espahbodi, Associate Professor of Accounting and Director of Graduate Programs in Accounting. B.A., The Iranian Institute of Advanced Accounting; M.B.A., The George Washington University; Ph.D., University of Alabama; C.P.A., Florida.

Jerome S. Horvitz, Professor of Taxation. B.B.A., University of Massachusetts; J.D., Boston College; LL.M., Georgetown University.

Morris McInnes**, Chairperson, Director of Master of Science in Taxation and Professor of Accounting. B.Sc., University of St. Andrews, Scotland; M.B.A., D.B.A., Harvard University.

Bernard W. Meyler, Associate Professor of Accounting. B.S., University of Baltimore; M.B.A., Northeastern University; Ed.M., Suffolk University; C.P.A., Massachusetts.

George E. Nagler, Associate Professor of Accounting. B.S., Bentley College; M.A., Assumption College; M.B.A., D.B.A., Boston University; C.P.A., Massachusetts

Laurie W. Pant, Associate Professor of Accounting. B.A., College of New Rochelle, M.Ed., Emory University; M.B.A., D.B.A., Boston University; C.M.A.

Mawdudur Rahman, Professor of Accounting. B.Com., M.Com., Dacca University, Bangladesh; M.B.A., Indiana University; Ph.D., Manchester University.

Robert Ruland, Associate Professor of Accounting. B.S., Bentley College; M.A.S., Ph.D., University of Illinois; C.P.A., Illinois.

Gail K. Sergenian, Assistant Professor of Accounting. B.S., Boston University; M.A., Columbia University; M.B.A. Pace University; Ph.D., candidate, University of Connecticut; C.P.A., New York.

Stephen Tomczyk, Associate Professor of Accounting. B.S., M.B.A., University of Detroit; D.B.A., University of Kentucky; C.M.A.

Adjunct Faculty

Accounting Department


David Asadoorian, Adjunct Professor. B.S., Northeastern University; M.B.A., Boston University; C.P.A., Massachusetts. Public Accountant, J. David Asadoorian.

Drew Bottaro, Adjunct Professor. S.B., Massachusetts Institute of Technology; J.D., Boston University. Senior Tax Manager, Deloitte and Touche.

Edward Craggett, Adjunct Professor. B.S.B.A., J.D., Ohio State University; LL.M., Boston University. Director of Taxes, IIT Sheraton Corporation.

Julia Coyne, Adjunct Professor. B.S., Bentley College; M.T., Bentley College; J.D., Suffolk University. Senior Federal Tax Staff, the Gillette Company.

Debra DeLeo, Adjunct Professor. B.S., State University of New York; M.S., University of Rhode Island; J.D., Boston College.

Joseph Donavan, Adjunct Professor. A.B., Cornell University; J.D., University of Michigan. Tax Partner, Coopers & Lybrand.
William Driscoll, Adjunct Professor: B.S., M.B.A., Suffolk University. C.P.A. Massachusetts, Returns Classification Specialist, Internal Revenue Service.

Patricia Jabar, Adjunct Professor: B.cora., McGill University, M.B.A., University of Maine; J.D., New England School of Law; LL.M., Boston University. Tax Partner; Price Waterhouse.

John Kogan, Adjunct Professor: B.S., M.S., Massachusetts Institute of Technology. Partner; Anderson Consulting.

Selma Lamkin, Adjunct Professor: B.A., Ph.D., Pacific Western University. President, Nikmal.

Nicholas Lento, Adjunct Professor: B.S.B.A., Northeastern University; M.S.T., Bentley College. Vice President—Accounting and Finance, Copley Real Estate Advisors, Inc.

Harris Loring, III, B.S.B.A., Bryant College; M.S.T, Bentley College. Director of Taxes, Town & Country Corporation.

Leonard McDermott, Adjunct Professor: B.S.B.A., University of Massachusetts at Boston; M.S.T, Bentley College; C.P.A, Massachusetts. Plant Controller, Granite City Electric.

Carol McNeil, B.S.B.A., Suffolk University, M.S.T, Bentley College; J.D., Suffolk University; C.P.A. Massachusetts; Manager Tax/Accounting, Mawm & Mawm, PC.

Frank Melaragni, Adjunct Professor: A.S., Massachusetts Bay Community College; B.S., Bentley College; M.B.A., Babson College. Finance Manager; Digital Equipment Corp.

Douglas Newman, Adjunct Professor: S.B., Massachusetts Institute of Technology; J.D., LL.M., Boston University. Tax Partner; Coopers and Lybrand.

Jeremiah O'Sullivan, Adjunct Professor: B.S., Bentley College, J.D., New England School of Law. Appeals Officer; IRS Appeals.

Theo. A. Papas, Adjunct Professor: B.S.B.A, Suffolk University; M.B.A., Suffolk University. Manager of Accounting, Apollo Division of Hewlett Packard.

Habib Rahman, Adjunct Professor: B.A., Harvard College; M.B.A., Harvard Business School; M.S., Bentley College; C.P.A., Massachusetts.

Elisabeth Talbot, Adjunct Professor: B.S., Boston College; M.S., Bentley College. Principal, The Colony Group.

Peter Traynor, Adjunct Professor: B.B.A., University of Massachusetts; M.S.F, Bentley College; C.P.A. Manager of Financial Planning and Control of North American Sales, Lotus Development Corporation.

Lawrence Van Horn, Adjunct Professor: B.S., M.B.A., Rutgers University; Ph.D., New York University.

Jon White, Adjunct Professor: B.B.A., Southern Methodist University; M.B.A. University of Southern California; C.P.A., Texas. Financial Analyst, Bardon Trimont, Inc.

Full Time Faculty

Business Law Department

Anthony Eonas, Associate Professor of Business Law. B.S., M.B.A., Northeastern University; J.D., Suffolk University Law School.

Virginia A. Greiman, Instructor of Business Law. B.S., Pennsylvania State University; M.Ed., Boston University; J.D., Suffolk University Law School.

David Silverstein, Chairperson and Professor of Business Law. B.S., Cornell University; J.D., Cornell Law School; M.A.L.D., Ph.D., Tufts University.

Adjunct Faculty

Business Law Department

Harry Grossman, Adjunct Professor: B.A., Tufts University; J.D., Suffolk University Law School; LL.M., Boston University Law School. Chief Legal Counsel, Division of Local Services.

Philip S. Weinstein, Adjunct Professor: B.A., Amherst College; J.D., Boston University.

Howard B. Wernick, Adjunct Professor: B.A., Boston University; M.B.A., Boston College; J.D., Suffolk University Law School.

Full Time Faculty

Computer Information Systems Department


Patricia J. Carlson, Assistant Professor of Computer Information Systems. B.A., University of Texas; M.B.A., University of Houston; Ph.D., University of Minnesota.
Nancy Clemens Croll, Instructor of Computer Information Systems. B.S., M.S., Union College.

Jonathan S. Frank, Associate Professor of Computer Information Systems. B.A., Ph.D., University of Strathclyde, Glasgow.

Beverly K. Kahn, Associate Professor of Computer Information Systems. B.A., M.S., Ph.D., University of Michigan.

Denis M.S. Lee, Professor of Computer Information Systems. B.S., Columbia University; S.M., Ph.D., Massachusetts Institute of Technology.

Adjunct Faculty

Computer Information Systems Department


John Hornfeldt, Adjunct Professor. B.A., College of Wooster, Ohio; M.A., Princeton Theological Seminary, Princeton, N.J. Director of MIS, Office of the State Auditor, Commonwealth of Massachusetts.


Edward Taylor, B.S., Lowell Technical Institute; M.S., Rochester Institute of Technology. Vice President of Information Services, Scudder, Stevens & Clark.

Full Time Faculty

Finance Department

Michael H. Anderson, Assistant Professor of Finance. B.A., M.B.A., Michigan State University; Ph.D., Indiana University.

Edward L. Bubnys, Associate Professor of Finance. B.S., Illinois Institute of Technology; M.S., Ph.D., University of Illinois.

Dilip K. Ghosh, Visiting Professor of Finance. B.A., University of Calcutta; M.S., University of Rochester; Ph.D., State University of New York at Buffalo.

Ki C. Han, Assistant Professor of Finance. B.A., Hankuk University of Foreign Studies, M.B.A., University of Texas at Arlington; Ph.D., Michigan State University.

Shahriar Khaksari, Professor of Finance. B.A., The Iranian Institute of Advanced Accounting; M.B.A., Ph.D., Saint Louis University; C.F.A.

Robyn N. McLaughlin, Associate Professor of Finance. B.A., Swarthmore College, M.B.A., University of Michigan, Ph.D., Massachusetts Institute of Technology.

H. Thomas O'Hara, Acting Chairperson, Director of Master of Science in Finance Program and Associate Professor of Finance. B.S., St. Lawrence University; M.B.A., Ph.D., Clark University.

Alexandros R. Prezas, Associate Professor of Finance. B.S., University of Athens; M.B.A., Illinois Institute of Technology; Ph.D., Northwestern University.

Roger K. Shawcross, Assistant Professor of Finance. B.S., M.S., University of Rhode Island; C.L.U.

Gopala K. Vasudevan, Assistant Professor of Finance. B.S., University of Kerala; M.S., Louisiana State University; Ph.D. candidate, New York University.

Adjunct Faculty

Finance Department

David Errico, Adjunct Professor. B.S., Villanova University; M.S., Massachusetts Institute of Technology. Commercial Appraiser, The Winchester Companies.


Paul Nechipurenko, Adjunct Professor. A.B., M.B.A., Harvard University. Founder, NLX Group.

John M. Vetere, Adjunct Professor. B.S.E., University of Hartford; M.B.A., Suffolk University. President, J&J Strategic Management Services, Inc.

Full Time Faculty

Management Department

Frances M. Amatucci, Assistant Professor of Management. B.S., University of Massachusetts, Boston; M.B.A., Ph.D., University of Pittsburgh.

Michael B. Arthur, Professor of Management. M.B.A., Ph.D., Cranfield School of Management.
John Castellano, Professor of Management. B.S., University of New Hampshire; M.B.A., St. Louis University; Ph.D., State University of New York at Buffalo.

Ruth Clarke, Assistant Professor of Management. B.A., Reading University, U.K.; M.S., Ph.D., University of Massachusetts, Amherst.

Clarence Cooper, Executive in Residence and Associate Professor of Management. B.S., Pennsylvania State University; M.A., Temple University; M.P.A., Harvard University.

Joel Carman, Professor of Management. B.A., Brandeis University; M.B.A., Ph.D., University of Pennsylvania.

Robert J. DeFillippi, Assistant Professor of Management. B.A., Northeastern University; M.S.W., University of Maryland; M.Phil., M.A., Ph.D., Yale University.

Nancy Delaney, Visiting Assistant Professor of Management. B.S., M.S., State University of New York at Albany; M.S., Ph.D., Renesselaer Polytechnic Institute.

Pierre E. DuJardin, Visiting Associate Professor of Management. Lic. Commercial and Consular Sciences, University of Antwerp, Belgium; D.B.A., Harvard University.

M. Colleen Jones, Assistant Professor of Management. B.B.A., University of Iowa; M.B.A., University of Southern California; D.B.A., George Washington University.

Jacqueline C. Landau, Associate Professor of Management. B.A., Hamilton College; M.S., Ph.D., Cornell University.

A. Magid Mazen, Associate Professor of Management. B.A., Faculty of Commerce, Tanta University, Egypt; M.B.A., Central Michigan University; Ph.D., Purdue University.

Suzyn Ornstein, Associate Professor of Management. B.A., University of Michigan; Ph.D., Ohio State University.

Benjamin M. Perl*, Professor of Management. B.S., Northeastern University; M.B.A., Ph.D., Boston University.

Daniel A. Sankowsky, Chairperson and Associate Professor of Management. B.A., University of Pennsylvania; Ph.D., University of California-Berkeley.

Charles J. Shelley, Assistant Professor of Management. B.A., Ph.D., University of Massachusetts, Amherst.

Lee Sutherland, Assistant Professor of Management. B.S., M.Ed., Suffolk University; M.B.A., University of Maine; Ed.D., Nova University.

Murat Tarimcilar, Associate Professor of Management. B.S., Bogazici University; M.S., Ph.D., Louisiana State University.

Alberto Zanzi, Associate Professor of Management. B.S., M.B.A., Utah State University; Ph.D., University of Southern California.

Adjunct Faculty

Management Department

David Baum, Adjunct Professor. B.S., Rutgers University; M.B.A., Suffolk University. Manager of Quality Control, Bay State Abrasives Company.

Alfred Bird, Adjunct Professor. B.S., Boston State College; M.S., University of Lowell; M.B.A., Ph.D., University of Houston.

Geraldine Civardone, Adjunct Professor. B.A., Bridgewater State College; M.B.A., Suffolk University. President, Human Resources Solution.


Phillip Grannan, Adjunct Professor. B.A., B.S., Notre Dame University; M.B.A., University of Rochester. Account Executive, Bottomline Technologies.


Michael Lento, Adjunct Professor. B.S., M.B.A., Northeastern University Consultant.

Lila E. Lief, Adjunct Professor. B.A., New York University; M.B.A., Boston University. Management Consultant.

Carole Kraus, Adjunct Professor. B.A., Pace University; M.P.A., University of Hartford. President, Kraus Management Associates.

Anne Matteson, Adjunct Professor. B.A., Colorado State University;

David Miller, Adjunct Professor. B.S., Tufts University; M.B.A., Harvard University; J.D., Suffolk University. President, WSI Corporation.

Neal Stone, Adjunct Professor. B.S., Lowell Technical Institute; M.B.A., Babson College. Manager, Argenbright Security, Co,
Full Time Faculty

Marketing Department

Nizamettin Aydin, Associate Professor of International Business. B.S., M.B.A., Indiana University; Ph.D., University of Michigan.

Derek W. F. Coward, Executive in Residence and Associate Professor of Marketing. B.A. (Hons.), London University; Post-graduate Education Certificate, Exeter University.

David R. Lambert, Professor of Marketing. M.B.A., Xavier University; B.S., Ph.D., University of Cincinnati.

Thomas L. Magliozi, Associate Professor of Marketing. B.S., Massachusetts Institute of Technology; M.S., Northeastern University; D.B.A., Boston University.

Joseph P. Vaccaro, Associate Professor of Marketing. B.S., Boston College; M.B.A., J.D., Suffolk University.

Meera Venkatraman, Associate Professor of Marketing. B.S., Bombay University, M.B.A., Indian Institute of Management, Calcutta, Ph.D., University of Pittsburgh.

Adjunct Faculty

Marketing Department

Haig Agababian, Adjunct Professor. B.S.B.A., Georgetown University; M.B.A., Harvard University.


Amy Meyer, Adjunct Professor. A.B., Boston University, M.B.A., Harvard University.

Full Time Faculty

Public Management Department

Richard H. Beinecke, Assistant Professor of Health Administration. B.A. Williams College; M.A., University of Chicago; Ph.D., George Washington University.

Frances Burke, Professor of Public Management. S.B., Simmons College; M.A., Ph.D., Boston University.

Eric Fortess, Associate Professor of Health Administration. B.A., Antioch College; M.P.H., University of Hawaii, M.S., Sc.D., Harvard University.

Michael Lavin, Associate Professor of Public Management. B.A., St. Anselm's College; M.A., College of William and Mary; Ph.D., Tufts University.

Donald Levitan, Professor of Public Management. B.S., Boston College; M.A., Syracuse University; D.P.A., New York University.

Marie A. Matava, Program Coordinator. B.A., University of Connecticut; M.P.A., Suffolk University; Senior Fellow.

David Pfeiffer, Chairperson and Associate Professor of Public Management. B.A., M.A., University of Texas; M.Div., Episcopal Theological Seminary of the Southwest; Ph.D., University of Rochester.

Adjunct Faculty

Public Management Department

Mary Ann Allard, Adjunct Professor. B.A., American University; M.P.A., University of Southern California; Ph.D. Brandeis University. Research Associate, The Shriver Center.

Mark Andrews, Adjunct Professor. B.A., University of Lowell; M.P.A., Suffolk University. Chief of Staff, Massachusetts House of Representatives, Committee on Public Service.

Ruthann Bramson.

Leslie Cavicchi, Adjunct Professor. B.S., Stonehill College; M.P.A., Suffolk University. Vice President, Medical Services, Technical Aid Corporation.

Stephen E. Cirillo, Adjunct Professor. B.S. Northeastern University; M.P.A., Syracuse University. Chief Budget Officer, City of Newton.

Ann Gordon, Adjunct Professor. B.A., Loyola - Marymount University; M.P.A., Suffolk University. Assistant Special Agent in Charge, Department of the Treasury, United States Customs Service, Office of Enforcement.

Kasper M. Goshgarian, Adjunct Professor. B.A., M.Ed., Northeastern University; M.B.A., Suffolk University. Deputy Commissioner, Massachusetts Rehabilitation Commission.
Stewart W. Hall, Adjunct Professor: B.S., University of Connecticut; M.B.A., Anna Maria College. Director of Member Services Department, Harvard Community Health Plan.

Susan E. Herz, Adjunct Professor: B.A., New York University; J.D., Suffolk University Law School. Executive Director, Disability Law Center.

Deborah Konopko, Adjunct Professor: A.B., Princeton University; J.D., Fordham University. Deputy General Counsel, Massachusetts Department of Public Health.

Loretta Kowal, Adjunct Professor: B.S., Simmons College; M.S.W., Boston College.


W. Donald Potts, Adjunct Professor: B.A., North Carolina College; M.S.W., Brandeis University. Regional Director, Hillside Resource & Management Corporation.

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. Center for the Study of Social Policy.

Harriet Stanley, Adjunct Professor: A.B., College of William and Mary; M.S., Boston University; M.B.A., Harvard University.

* Leave of Absence.
** On Sabbatical Leave 1994-95.

School of Management Committees:

Policy and Strategic Planning Committee:

Term ending 1997
Richard Beinecke (Public Management)
Patricia Carlson (Computer Information Systems)
Gail Sergenian (Accounting)

Term ending 1996
Meera Venkatramen (Marketing)
Shahriar Khaksari (Finance)

Term ending 1995
Derek Coward (Marketing)
Suzy Ornstein (Management)

Committee on Promotion, Tenure and Review:

Term ending 1997
Eric Fortess (Public Management)
Laurie Pant (Accounting)

Term ending 1996
Nizamettin Aydin (Marketing)
TBA

Term ending 1995
Jonathan Frank (Computer Information Systems)
David Lambert (Marketing)

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Term ending 1996
Frances Amatucci (Management)
Daniel Sankowsky (Management)

Term ending 1995
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Warren Briggs (CIS)

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TBA

**Term ending 1996**
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Lee Sutherland (Management)

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Lee Sutherland

Pre-Law Advisor
Anthony Eonas

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Cambridge, MA
Mr. Paul Waldeck, Vice President, Copy Cop,
Boston, MA
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<td><strong>AUGUST</strong></td>
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<td><strong>SEPTEMBER</strong></td>
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**SUPPLEMENT**
## UNIVERSITY CALENDAR 1994-1995

### Fall Semester 1994

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 13-16</td>
<td>Mon - Thurs. SOM and CLAS Freshmen Orientation and Registration</td>
</tr>
<tr>
<td>June 15</td>
<td>Wednesday Deadline to apply to graduate programs for Fall</td>
</tr>
<tr>
<td>July 16</td>
<td>Saturday Executive MBA and MPA Summer term convenes</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Monday Last day for non-degree (CAPS) students to mail register for Fall Last day to apply for Fall quarter admission to Executive MBA/MPA graduate programs</td>
</tr>
<tr>
<td>29-31</td>
<td>Mon.-Wed. Orientation and Registration for new students</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Thursday Late registration for continuing students</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Monday Labor Day Holiday</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Tuesday Evening Classes (4:30 p.m. and later) convene</td>
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<tr>
<td>Sept. 7</td>
<td>Wednesday Day classes convene</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Saturday Saturday classes convene</td>
</tr>
<tr>
<td>Sept. 16</td>
<td>Friday Last day for late registration Last day for course changes</td>
</tr>
<tr>
<td>Sept. 24</td>
<td>Saturday Last day of classes for Executive MBA and MPA Summer term</td>
</tr>
<tr>
<td>Sept. 28</td>
<td>Wednesday Last day for filing application for Spring and Summer final make-up exams</td>
</tr>
<tr>
<td>Oct. 5</td>
<td>Wednesday Last day to drop a course without a grade of &quot;W.&quot;</td>
</tr>
<tr>
<td>Oct. 5-6</td>
<td>Wed.-Thurs. Spring and Summer final examination make-up</td>
</tr>
<tr>
<td>Oct. 8</td>
<td>Saturday Executive MBA and MPA Fall classes convene</td>
</tr>
<tr>
<td>Oct. 10</td>
<td>Monday Columbus Day Holiday Tuesday evening classes canceled. Monday classes (evening only) meet to make up for holiday</td>
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<tr>
<td>Oct. 11</td>
<td>Tuesday MBA Monday day classes meet to make up for Columbus Day Holiday</td>
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<tr>
<td>Oct. 14</td>
<td>Friday MBA Monday day classes meet to make up for Columbus Day Holiday</td>
</tr>
<tr>
<td>Oct. 21</td>
<td>Wednesday Faculty evaluation of CLAS undergraduate student performance given to each student in each course by this date Last day for withdrawal without penalty of &quot;F&quot; grade. Last day to complete financial aid application for Spring 1995. Last day to apply for February graduation.</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>Tuesday Labor Day Holiday</td>
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<tr>
<td>Nov. 5</td>
<td>Saturday Columbus Day Holiday</td>
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<tr>
<td>Nov. 11</td>
<td>Friday Labor Day Holiday</td>
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<td>Nov. 15</td>
<td>Tuesday Columbus Day Holiday</td>
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<td>Nov. 23-27</td>
<td>Wed.-Sun. Thanksgiving Recess begins 1:00 p.m. Wednesday, November 23 through Sunday, November 27</td>
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<tr>
<td>Dec. 8</td>
<td>Thursday Last day of Fall Semester weekday classes</td>
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<tr>
<td>Dec. 9</td>
<td>Friday Reading Day</td>
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<tr>
<td>Dec. 10</td>
<td>Saturday Last day of Fall Semester Undergraduate Saturday classes</td>
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<tr>
<td>Dec. 12-17</td>
<td>Mon.-Sat. Final exams (No final exams permitted before Dec. 12)</td>
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<tr>
<td>Dec. 17</td>
<td>Saturday Last day of class, Executive MBA and MPA Winter vacation</td>
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<tr>
<td>Jan. 8</td>
<td>Friday Deadline for submission of Fall grades to Registrar.</td>
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<td>Date</td>
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<tr>
<td>Jan. 7</td>
<td>Executive MBA and MPA classes convene</td>
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<tr>
<td>10-11</td>
<td>Orientation and Registration for New Students</td>
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<tr>
<td>12</td>
<td>Registration for returning students who have not already registered</td>
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<tr>
<td>16</td>
<td>Martin Luther King Holiday</td>
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<tr>
<td>17</td>
<td>Day and Evening classes convene</td>
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<tr>
<td>21</td>
<td>Undergraduate Saturday classes convene</td>
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<td>27</td>
<td>Last day for late registration</td>
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<td><strong>Last day for course changes</strong></td>
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<td></td>
<td>Last day for filing application for Fall final make-up examinations</td>
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<tr>
<td>Feb. 8-9</td>
<td>Fall final examination make-up</td>
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<td>15</td>
<td>Last day to apply for Spring quarter admission to Executive MBA/MPA Programs. Last day to drop a course without a grade of “W”.</td>
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<tr>
<td>17</td>
<td>MBA Monday day classes meet to make up for Presidents’ Day Holiday.</td>
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<tr>
<td>20</td>
<td>President’s Day Holiday</td>
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<tr>
<td>21</td>
<td>Tuesday evening classes canceled. Monday classes (Evening only) meet to make up for holiday</td>
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<tr>
<td>24</td>
<td>Faculty evaluation of CLAS undergraduate student performance given to each student in each course by this date.</td>
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<tr>
<td>27</td>
<td>Last day for undergraduates to complete financial aid application for 1995-96 school year. Last day to complete Summer Session financial aid application</td>
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<tr>
<td>March 1</td>
<td>Last day to apply for May graduation</td>
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<tr>
<td>10</td>
<td>Last date for withdrawal without penalty of “F” grade</td>
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<tr>
<td>11</td>
<td>Last day of classes, Executive MBA and MPA</td>
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<tr>
<td>13-18</td>
<td>Spring Vacation</td>
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<tr>
<td>15</td>
<td>Graduate admission application deadline for those seeking Financial Aid for Fall 1996</td>
</tr>
<tr>
<td>17</td>
<td>Evacuation Day Holiday</td>
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<tr>
<td>20-31</td>
<td>Faculty advising for current students for Fall 1995 and for Summer Sessions I and II. Pre-registration for the Fall 1995 for all current students. Mail registration for Summer Sessions I and II for current and new CAPS students.</td>
</tr>
<tr>
<td></td>
<td>Deadline for Summer 1995 graduate applications.</td>
</tr>
<tr>
<td></td>
<td>Patriot’s Day Holiday</td>
</tr>
<tr>
<td></td>
<td>Wednesday evening classes canceled. Monday evening classes meet to make up for holiday</td>
</tr>
<tr>
<td>26</td>
<td>Last classes for Day and Evening Spring Semester</td>
</tr>
<tr>
<td></td>
<td>Last day for non-priority registration</td>
</tr>
<tr>
<td></td>
<td>Reading Period</td>
</tr>
<tr>
<td></td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>(No final exams permitted before May 1)</td>
</tr>
<tr>
<td>8</td>
<td>Deadline for submission of Spring grades for students graduating in May</td>
</tr>
<tr>
<td>9</td>
<td>Registration for Summer Session I</td>
</tr>
<tr>
<td>10</td>
<td>Summer Session I</td>
</tr>
<tr>
<td>15</td>
<td>Evening classes begin</td>
</tr>
<tr>
<td>27</td>
<td>Last Day of classes, Executive MBA and MPA</td>
</tr>
<tr>
<td>28</td>
<td>Commencement Day</td>
</tr>
<tr>
<td>29</td>
<td>Memorial Day Holiday</td>
</tr>
</tbody>
</table>
June 23 Friday  Last day of classes, Day & Evening Summer Session I
29 Thursday  Registration for Summer Session II
July 5 Wednesday  Summer Session II (Day and Evening) classes commence

Summer Session 1995
First Seven-Week Evening Session  May 9 – June 23
First Six-Week Day Session  May 15 – June 23
Executive MBA June Seminar  June 3 – June 24
Second Six-Week Day Session  July 5 – August 11
Second Seven-Week Evening Session  July 5 – August 18
Executive MBA/MPA  July 15 – September 23
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 buslines 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 Cobascook Bay Lab, Edmuns, Maine.


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 Deme 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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