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Suffolk University Academic Catalog and Handbook, College of Arts and Sciences and School of Management, 1997-1998

Suffolk University

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Course Catalog

1997-1998

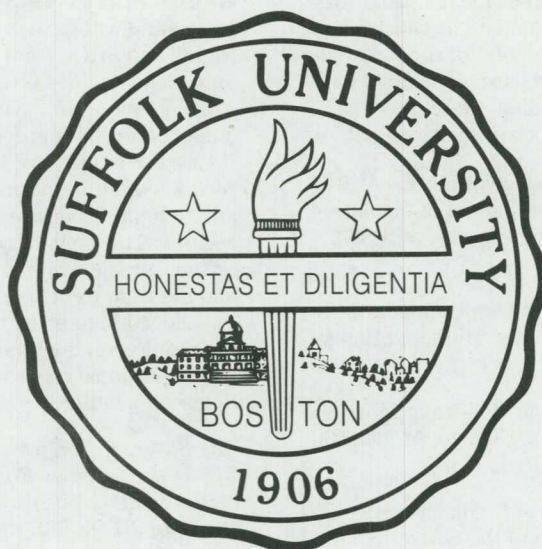
Suffolk University

On Boston's Beacon Hill

College of Liberal Arts and Sciences
Frank Sawyer School of Management

SUFFOLK UNIVERSITY

Frank Sawyer School of Management
College of Liberal Arts and Sciences



Undergraduate and Graduate Catalog
1997-1998

This Catalog 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.

Suffolk University

Frank Sawyer School of Management
College of Liberal Arts and Sciences

Undergraduate and Graduate Catalog

Suffolk University does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, Vietnam-era or disabled veteran status in its employment, admission policies, or in the administration of operation of, or access to its academic and non-academic programs and policies. It does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding disabilities and Section 504 of the Rehabilitation Act of 1973 may be directed to the appropriate coordinator:

Students and applicants in College of Liberal Arts and Sciences and Frank Sawyer School of Management – Dean of Students, Ridgeway 317, 573-8239, TDD 557-4875.

Students, employees, faculty and applicants in the Law School – Director of Administration and Budget, Donahue 147, 573-8078.

Faculty and faculty applicants in College of Liberal Arts and Sciences – Dean of the College, Archer 106, 573-8265.

Faculty and faculty applicants in Frank Sawyer School of Management – Dean of the Sawyer School, Sawyer 525, 573-8300.

Other employees and applicants for employment – Director of Human Resources, One Beacon Street, 25th Floor, 573-8415.

Inquiries regarding Title IX and other federal and state non-discrimination legislation may be directed to the Director of Human Resources, One Beacon Street, 25th Floor, 573-8415.

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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University Profile

Degrees

College of Liberal Arts and Sciences

Undergraduate: A.A., A.S., B.A., B.F.A., B.S., B.S.J., B.S.G.S.

Graduate: M.A., M.Ed., M.S., M.S.I.E./J.D., M.S.C.S., M.S.P.S., Certificate of Advanced Graduate Study, Ph.D.

Frank Sawyer School of Management

Undergraduate: B.S.B.A., B.S.B.A./M.B.A.; B.S.B.A./J.D.

Graduate: M.B.A., M.P.A., M.S.F., M.S.F.S.B., M.S.E.S., M.S.A., M.S.T., M.H.A., J.D./M.B.A., J.D./M.P.A., J.D./M.S.F.

Postgraduate: Advanced Professional Certificate of Advanced Study in Public Administration
Advanced Professional Certificate of Advanced Study in Business Administration

Certificate Program for Advanced Study in Finance.
Graduate Diploma in Professional Accounting
Advanced Certificate in Taxation

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. The Bachelor of Fine Arts and Diploma Programs in Interior Design at The New England School of Art & Design at Suffolk University are accredited as Professional Level Programs by the Foundation for Interior Design Education Research (FIDER), a recognized member of the Commission on Recognition of Post-secondary Accreditation (CORPA).

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 Catalog.

The College maintains the Robert S. Friedman Field Station, Cobscook Bay, Edmunds, Maine.

Libraries

Sawyer Library	112,000 volumes
Microtexts	177,000 volumes
Periodical Subscriptions	1,370
CD-ROM Titles	20
Law Library	173,620 volumes
Microtexts	44,923 volumes
Serial Subscriptions	5,628
Collection of Afro-American Literature	4,000 volumes
Fenway Library Consortium	2,008,00 volumes

Faculty

	<i>Full Time</i>	<i>Part Time</i>
College of Liberal Arts & Sciences	120	157
Sawyer School of Management	65	87
Law School	64	64

Finance

Endowment	\$40,750,000
Plant Assets	\$80,000,000
Operating Budget	\$87,700,000

Tuition

College of Liberal Arts & Sciences

Undergraduate	\$12,840
MA/MS	\$13,644
MED	\$13,644
MSPS	\$14,604
MSIE	\$14,604
MSCS	\$10,350
MSCJ	\$14,604
Ph.D. Psych.	\$19,316

Frank Sawyer School of Management

Undergraduate	\$12,840
MBA	\$16,590
MSF	\$18,300
MSA	\$18,300
MST	\$18,300
MPA	\$15,348
MHA	\$15,348
MSES	\$16,590
GDPA	\$16,590
JD/MBA	\$18,956
JD/MPA	\$18,956

Executive MBA	\$2,079 per 3 credit course
APC	\$1,659 per 3 credit course
CASPA	\$1,533 per 3 credit course

Financial Aid

Federal	\$2,431,662
State	\$1,144,430
University	\$6,407,454
Student Loans	\$15,482,798

Over 73% of all full-time undergraduate students receive some form of financial assistance – loans, work-study, or scholarships. Priority is given to needy students who file in a timely manner.

Athletics

Members of N.C.A.A., E.C.A.C., N.E.C.A.C., and M.A.I.A.W., G.N.A.C.

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

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

Intercollegiate open competition in Golf and soccer.

Intramural Competition in Basketball and Volleyball.

Club Sports: Cheerleading.

Aerobic classes are offered.

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 Frank Sawyer School of Management, celebrating its 60th year September 1997, 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 Sawyer School offered New England's first Executive MBA program in 1978. An undergraduate major in computer information systems was developed in 1981. The Sawyer School provides a strong framework for business and government manage-

ment in one of the most dynamic and competitive urban centers in the country.

On September 21, 1995, the Frank Sawyer family, in recognition of the School's significant achievements, made a substantial donation to the school, and the Frank Sawyer School of Management was formally dedicated. Carol Sawyer Parks, daughter of Frank Sawyer and a member of the Suffolk University Board of Trustees, observed that "Suffolk University epitomizes everything my father stood for. Although he never went to college, he had the utmost respect for education and for those who must struggle to pay for it. He was a self-made man, but despite the success he achieved, he always remembered his roots and how hard he had to work to get where he was." John F. Brennan, Dean of the Sawyer School of Management, recognized Mr. Sawyer as "perhaps the quintessential example of creative American entrepreneurship. Armed only with his native intelligence, remarkable business instincts and the highest ethical principles, Frank Sawyer built a corporate empire that today stretches across the world." These qualities and the ideals for which they stand, are embedded in the Sawyer School's mission to provide a quality education in a supportive environment.

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.

Suffolk University Mission Statement

Suffolk University is a private urban university which welcomes and remains accessible to people from the widest possible variety of backgrounds, educating the members of its community to live in a diverse society and to appreciate the richness of various cultures. It is the Institution's tradition, and remains its practice, to provide academic services for people of various levels of preparation and ability, and programs of sufficient depth and academic quality to stimulate the most able. The University maintains a challenging yet supportive environment for motivated and capable students, offering them a quality education at a reasonable cost. To respond to the evolving needs of today's world, Suffolk furnishes a variety of cross-cultural and international experiences in which diversity and excellence are inextricably interdependent.

Suffolk 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 to practice and public service. Located on Beacon Hill in the center of Boston, one of the world's academic and cultural meccas, the University takes advantage of its urban setting, its location at the hub of New England's business, government, and non-profit community, its proximity to federal and state court houses and administrative agencies, and its situation adjacent to the Massachusetts State House, to educate students from the northeastern United States and from across the nation, as well as international students. In keeping with its historic mission of serving as many constituencies as possible, the University offers day and evening programs at both the graduate and undergraduate levels throughout the year, and is strongly committed to continuing education, with day-long and year-round scheduling flexibility, and complete credit equivalency between day, evening and summer programs.

The Law School provides an educational program designed to graduate informed, ethical and effective legal practitioners who are capable of positively influencing the profession and the larger society. It does so by means of a curriculum that is grounded in a strong central core of courses that provide an exposure to major fundamental areas of law (torts, contracts, property, constitutional law). This learning is expanded through extensive elective courses in areas ranging from international law to federal taxation, estate planning and public interest law, and is complemented by numerous clinical programs, internships and advocacy competitions. The publication of two nationally recognized legal journals by the law school make a significant contribution to the development of legal thought. These programs provide students with a practical understanding of the law

and the legal profession. The law school carries out its mission in day and evening divisions that are accredited by the American Bar Association and the Association of American Law Schools. An important aspect of the School's mission is service to the local and national legal communities by the scholarly, public service and legal activities of the faculty.

The College of Liberal Arts and Sciences has as its credo that liberal learning prepares students of all ages and backgrounds to live more fulfilling lives, to appreciate and contribute to the communities of which they are members and to reach their ethical, personal, intellectual and financial goals. To help its students maximize their potential, the College emphasizes critical and analytical thinking through a rigorous "success skills" undergraduate core program in written and oral communication, computing, analyzing and integrating. Faculty scholarship supports diversified liberal arts concentrations available in the humanities, the natural sciences and the social sciences, along with graduate programs in several fields, most offering career-related or professional program tracks and practical experience on or off campus.

The Sawyer 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.

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

- Work to strengthen the University's commitment as its principal operational model to the conception of itself as a genuine community of student and faculty learners, mutually supportive and mutually respectful. Improve communication, collaboration and a sense of shared vision across the University.
- Combine quality education with increased diversity in ways that mutually reinforce and synergize each other, and that draw upon the University's relatively small class size and upon its traditions of providing a welcoming and nurturing learning environment to students from many different backgrounds. Strengthen the offering of educational services appropriate to all admitted constituencies (including part-time and evening students) to raise them to a high level of competitiveness in their chosen fields.
- Continue to strengthen our external image and our visibility to reflect the University's substantive achievement in quality (of teaching, learning and scholarship) and in diversity (of coverage, enrollment and University personnel). Broaden the external image of the University so that it is recognized for its quality programs, its personal attention to student needs, and its diversity as a reflection of the urban population.
- Develop a strategic plan to assure on-going financial stability by reducing the University's dependency on tuition revenues through building the University's endowment and enhancing non-tuition revenues from sources which will respond favorably to presentation of irrefutable evidence of the University's achievements in quality and diversity, such as alumni and capital campaign donors, foundations and grant agencies. To assure on-going quality and diversity, institutional financial aid must also be expanded, at least to offset continuing declines in state and federal funds.

- Improve and expand University facilities as required to support continued and enhanced educational quality and diversity, and with a comprehensive vision that takes into account and addresses equally the needs of all of the University's academic units and constituencies.

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 are 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; e-mail, bhi@acad.suffolk.edu.

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

Director of Theatre: Marilyn Plotkins

General Manager: Celeste Wilson

Technical Director: Tom Behrens

Production Assistant: Chris DeStefano

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 professional university sponsored organization which develops new musicals and operas. Committed to community outreach, the theatre provides professional services to local performing arts groups and organizations.

Small Business Institute

Joel Corman, Director

The SBI at Suffolk University's School of Management was associated with the Small Business Institute of the Small Business Administration for more than twenty years. The Institute continues to sponsor 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 may 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 Director of Gift Planning, Suffolk University, 8 Ashburton Place, Boston, MA 02108-2770; (617) 573-8444.

TUITION AND FEES

Financial Information

Tuition - 1997-1998

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.

	<i>Semester</i>	<i>Year</i>
Undergraduate	\$6,420	\$12,840
NESAD Diploma	5,852	11,704
*BSBA/JD	6,420	12,840
MBA	8,295	16,590
MPA	7,674	15,348
MSF	9,150	18,300
MSA	9,150	18,300
MST	9,150	18,300
MHA	7,674	15,348
JD/MBA	9,478	18,956
JD/MPA	9,478	18,956
GDPA	8,295	16,590
MA	6,822	13,644
MED	6,822	13,644
MS	6,822	13,644
MSPS	7,302	14,604
MSIE	7,302	14,604
MSCS	5,175	10,350
MSCJ	7,302	14,604
MSES	8,295	16,590
Ph.D. Psych.	9,658	19,316

*\$6,420 when matriculating in the Sawyer School and Law Day rate when matriculating in Law School.

Excess Course

	<i>Per Credit</i>	<i>Per Course</i>
Undergraduate	\$428	\$1,284
MBA	553	1,659
MPA	511	1,533
MA	454	1,362
MED	454	1,362
MS	454	1,362
MSA	610	1,830
MSF	610	1,830
MST	610	1,830
MHA	511	1,533
GDPA	553	1,659
MSPS	486	1,458
MSIE	486	1,458
MSCS	575	1,725
MSCJ	486	1,458
MSES	553	1,659
Ph.D. Psych.	644	1,932

Part-Time

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

	<i>Semester Hour</i>	<i>3 credit Course</i>
NESAD Diploma	\$309	\$927
NESAD Certificate	250	750
Certificate Progs	341	1,023
Undergraduate	341	1,023
MBA	553	1,659
MPA	511	1,533
MSF	610	1,830
MSA	610	1,830
MST	610	1,830
MHA	511	1,533
GDPA	553	1,659
MA	454	1,362
MED	454	1,362
MS	454	1,362

MSPS	486	1,458
MSIE	486	1,458
MSCS	575	1,725
MSCJ	486	1,458
MSES	553	1,659
Ph.D. in Psych.	644	1,932
Executive MBA \$2,079 per 3 credit course		

Mandatory Fees (per semester)

Student Activity Fee:

Undergraduate Full-Time	\$40
Undergraduate Part-Time	\$10
MBA P/T	\$12.50
MBA F/T	\$25
MPA	\$10
MED	\$10

Computer Fees for SSOM Majors:

Undergraduate Full-Time	\$40
Graduate Full-Time	\$50
Graduate Part-Time	\$20
MBA Full-Time	\$20

Other Fees - When applicable

Studio Fee, course designate "S" in course number.....	\$120
Lab Fee, course designate "L" or "F" in course number.....	\$30
Make-Up examination (per exam) - must petition Dean of Students	\$10
Transcripts	\$2
Petition for readmission (students dropped for academic or other reasons)	\$20
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)	\$25
Late Payment Fee	\$25
Returned Check Fee	\$20
Charged for any check returned by our bank. In addition, if the check is given at Registration and returned, a Late Registra- tion Fee will be assessed.	

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 is willing to advise students who are 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 is based on the date that the Withdrawal Form is received by the Dean of Students or the Drop Form is received by the Office of the Registrar.

Withdrawal Notice or Drop Form Filed and approved within:

Student is liable for

Through second week of classes	0%
Third week of classes	50%
Fourth week of classes	75%
After fourth week of classes	100%

For special short courses and institutes, consult the Student Accounts Office 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 1997

Pre-registration for the Fall Semester occurs during the Spring. No payment for Fall 1997 is due at that time. A tuition invoice will be sent in July 1997 which is due on August 1, 1997. There are three payment options:

- Payment to Student Accounts in full by 8/1/97
- Payment of half the invoice balance by 8/1/97. The remainder will be due 10/31/97. A \$25.00 deferred payment fee will be included in the 10/31/97 invoice.
- Payment through the Suffolk University Monthly Payment Plan. Arrangements can be made through Key Education Resources for 10 interest free installments at an annual, non-refundable \$50 application fee.

Spring 1998

Invoices will be generated with a January 2, 1998 due date. There are three payment options:

- Payment to Student Accounts in full by 1/2/98.
- Payment of half the invoice balance by 1/2/98. The remainder will be due 3/13/98. A \$25.00 deferred payment fee will be included in the 3/13/98 invoice.
- Payment through the Suffolk University Monthly Payment Plan.

Schedule Cancellation

At the discretion/option of the University, a student's schedule may be cancelled before classes begin if satisfactory financial arrangements have not been made between the student and the Student Accounts Office staff.

Method of Payment

All checks and money orders should be made payable to Suffolk University and envelopes should be addressed to the Student Accounts Office.

VISA and MasterCard may be used to pay all tuition and fees. Refund of MasterCard and VISA payments will be made by applying a credit to the MasterCard or VISA account. No refunds will be made by check, regardless of the time between payment by credit card and date of refund.

University Policy on Overdue Accounts

According to University policy, no official transcripts or diplomas will be made available until all financial obligations to the University have been met. In addition, no future registrations will be processed until appropriate clearance from the Student Accounts Office has been made. Reasonable collection costs, including attorney fees, will be added to delinquent accounts.

Summer Session Tuition 1998

The 1998 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 use educational loans for their college costs are urged to submit their applications early enough to meet the specified deferred due dates. Funds **NOT** received by the due dates will be assessed a \$25 Deferred Payment Charge. Stafford Loan (formerly called the Guaranteed Student Loan) applications must be on file in the Financial Aid Office by June 30, 1997 for the Fall Semester, and November 30, 1997 for the Spring Semester for this to occur. Please note, Stafford applications presented at registration will not be accepted in lieu of payment. If the necessary paperwork is not completed with the Financial Aid Office, please be prepared to pay 50% of the tuition charges.

FULL SEMESTER CHARGES WILL BE DEDUCTED FROM THE PROCEEDS OF ALL EDUCATIONAL LOANS.

For students who are pre-registered for the Fall, educational loans that have been processed and approved will be listed on our invoice. Please remember, when calculating the amount owed for the semester, educational loans are disbursed in two (2) installments, one for each semester. You will be notified by the Student Accounts Office when your loan proceeds are received. When applying for loans, please request that the loan proceeds be sent Electronic Funds Transfer (EFT) to expedite the process. 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.

Refund Policy

Federal regulations prohibit Suffolk University from holding loan proceeds in excess of 14 days from the receipt unless specified to do so from the student. If you enroll as a part time student and intend on adding additional classes, you may receive a refund before you add into additional classes. If this is the case, please make proper arrangements to cover the balance that the additional classes will incur. If you are expecting a refund as a result of financial aid, it will be generated after the fourth week of classes. It is the University's policy to refund monies only if your account is paid in full. No refunds from the proceeds of student loans will be refunded prior to the first day of classes.

Student Accounts Office Hours

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

Our regular office hours are: Monday through Thursday 8:45 A.M. – 6:00 P.M. Friday 8:45 A.M. – 4:45 P.M.

Summer Office Hours: Monday through Thursday 8:15 A.M. – 5:30 P.M.; Friday 8:15 A.M. – 4:45 P.M.

Questions should be referred to (617) 573-8407 to speak with a representative in our office, or fax us at (617) 557-4399.

UNDERGRADUATE ADMISSIONS

Freshmen Freshman applicants are admitted to Suffolk University based on college preparatory curriculum, SAT I, and a class rank. Extracurricular activities, high school counselor and teacher recommendations, and a personal essay all contribute to the overall evaluation of an admission candidate. It is recommended that all applicants complete the following: 4 units of English, 3 units of Mathematics (Algebra I and II, Geometry), 2 units of Science (at least 1 Lab Science), 2 units of one Foreign Language, 1 unit of American History, and 4 additional units distributed among other college preparatory electives.

Transfers Transfer applicants are considered for admission based on successful work completed at regionally accredited two or four year colleges or other institutions of collegiate rank. Credit is generally transferable provided that such course work is successfully completed and is equivalent to that offered at Suffolk University.

In the Sawyer School of Management, transfer credit is awarded only for courses equivalent to the Freshman/Sophomore years. Courses not required at Suffolk University until the junior/senior years may qualify for validation credit. The Sawyer School of Management Transfer and Validation procedures are described in the Sawyer School of Management section. Students admitted to the Frank Sawyer School of Management are required to complete at least 50 percent of the business credit hours at Suffolk University.

The last thirty hours in any bachelor degree program must be earned at Suffolk University, including all major and general educa-

tion requirements. Requirements for specific degrees are listed by major in the undergraduate degree program section. In all cases, students must complete all major and University requirements to qualify for a bachelor degree. This may necessitate completing more than the required hours for graduation.

Part-Time Degree Candidates Part-time applicants are expected to meet the same requirements as full-time degree students.

Continuing and Professional Studies Program (CAPS) The Continuing and Professional Studies Program is a non-degree continuing education program. A student may register for college courses without formally applying for admission to the University. CAPS students are required to submit an undergraduate CAPS registration form during a designated period. Students interested in enrolling in a bachelor degree program should do so after the accumulation of 30 credit hours.

In the Frank Sawyer School of Management, CAPS students are eligible to enroll in core business courses at the undergraduate level when all necessary prerequisites have been met. These completed prerequisites must be verified by an official college transcript. All CAPS students registering for Sawyer School courses must have an approved registration form from the Dean of the SSOM. A maximum of 30 credits of undergraduate business courses can be taken by CAPS students. CAPS students are not eligible to take MBA or other graduate business courses. CAPS students may enroll in (2) courses in the MA or CLAS graduate programs prior to applying for degree status.

International Students The University is authorized under federal law to enroll nonimmigrant alien students. International Students whose native language is not English must demonstrate proficiency in reading and writing English. Applicants are expected to submit official TOEFL scores along with their International Student Application materials. Additionally, all students must file official secondary school records with English translation, or transcripts from each post secondary institution demonstrating course work and grades received. International Students must complete a Confidential Declaration and Certificate of Finance form. This form is available either from the Undergraduate Admission Office or The Center for International Education, located at 20 Beacon Street.

Senior Citizens Senior citizens (65 or older) may take tuition-free undergraduate courses at Suffolk on a space available basis. Applicants should consult with the Undergraduate Admission Office for enrollment procedures. A \$40.00 application fee is charged for degree candidates.

Re-Admission to Suffolk University

Students re-entering Suffolk University after an absence of one or more semesters, who left in good academic and financial standing, should request a special re-entry form from the Admission Office.

Graduate Students Refer to the Graduate Section in this catalog.

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

Advanced Placement Credit may be awarded for College Board Advanced Placement tests. A maximum of six semester hours can be awarded for each exam taken.

College Level Examination Placement Tests (CLEP)

A maximum of 30 semester hours of credit may be awarded for successful completion of the CLEP examinations. A total of 15 semester hours may be given for the five tests in the General Examination. The other 15 hours may be acquired from the subject tests. Each department in the College of Liberal Arts and Sciences determines which CLEP examination may be taken for credit. The Sawyer School of Management also determines which CLEP examination may count toward BSBA degree requirements.

Notification of Acceptance Suffolk University uses rolling admission, notifying the student of the admission decision soon after the applicant's file is complete. Early admission is granted when there is evidence of three years of highly successful college preparatory study and above-average junior year SAT I scores.

English Language for Internationals

English Language for Internationals (ELI) is an intensive English program for international students including a component of American cultural activities. The program is appropriate for students who need language instruction at the intermediate or advanced level. This program is *not* for non-English speakers.

Students may apply either to a degree program or directly to ELI. Students applying to a degree program who are *academically admissible*, but whose language proficiency is not acceptable, may be offered a conditional admission, contingent upon successful completion of ELI. The University reserves the right to make the final determination as to when ELI has been successfully completed and when a student may matriculate into non-ELI courses. Students applying only to the ELI program may apply for admission to a degree program at a later date, provided they meet all requirements for entrance.

Admission to ELI requires:

- Official documentation of high school graduation or equivalent
- Proof of level of English proficiency through TOEFL score or equivalent
- Completion of the Confidential Declaration of Finances Form

Tuition for the ELI program is \$3,600 per semester. If a student is granted permission to take additional courses for credit, the student must pay the standard per credit rate for those classes.

Admission Information Applications for undergraduate admission may be obtained by writing to the Office of Undergraduate Admission, 8 Ashburton Place, Boston, MA 02108. The Office of Undergraduate Admission is open Monday through Friday, 8:45 a.m. to 4:45 p.m. as well as Saturdays and evenings by appointment only. Telephone: (617) 573-8460 or 1-800-6-SUFFOL(K). FAX: (617) 742-4291. E-Mail: admission@admin.suffolk.edu. Visit our Web Site at: <http://www.suffolk.edu>. Prospective students are encouraged to visit the campus for interviews and tours and meet with an admission counselor to discuss plans, concerns, transfer or other enrollment issues.

Housing The Suffolk University residence hall is located at 150 Tremont Street. Overlooking the Boston Common, the residence hall is a short walk to the academic and administrative buildings at the main campus and to the New England School of Art and Design at Suffolk University in Park Square. This facility is newly renovated to house up to 400 residents in state of the art accommodations with computer hook-ups, cable and telephone access in each student room. Room options are standard single, double, triple and suite arrangements. Other resident services include social and lounge space, recreation space, quiet study spaces, an exercise/aerobics center, computer labs, laundry facilities and a resident dining hall. The residence hall is managed by a professional on-site Director of Residence Life, student live-in staff and a Graduate Assistant serving in the capacity of Assistant Director. The University on-campus security program extends to the residence hall providing well-trained professionals on-site 24 hours and visible from a first floor security desk. An escort program for students going to and from the main campus is available during evening hours.

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 (students enrolled in only 3 credits per semester may apply for a Federal Pell Grant). Most awards are limited to students enrolled full-time. A student must also be in good academic standing, must be making satisfactory progress, not have defaulted on previous education loans and, if required, be registered with Selective Service. 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 assistance (grants, scholarships, loans or employment). Satisfactory progress is evaluated at the end of each academic term by the Financial Aid Office in conjunction with the Academic Standing Committee of each school. Academic progress requirements stipulate the following:

- a) Students attempting up to 59 credits are required to maintain a cumulative grade point average of at least 1.8.
- b) Students attempting 60 to 123 credits are required to maintain a cumulative GPA of at least 2.0.
- c) Transfer students are required to maintain at least a 1.8 cumulative GPA for up to 29 credits attempted at Suffolk. Transfer students attempting 30 credits or more must achieve a cumulative GPA of at least 2.0.
- d) Students are not only required to maintain minimum GPAs, but also must successfully complete at least 75% of the credits they attempt. For example a student who has registered for 60 credits would be required to have successfully completed at least 45 credits. I, W, L, NG, Pass and Fail grades will be included in the determination of completion rate. Courses in which grades of NG or Pass are received will be counted as successfully completed. Courses in which grades of I, W, L or Fail are received will be counted as not successfully completed. When a student is given a final grade for a course that was previously considered incomplete, GPA and rate of completion will be recalculated. If completion of an incomplete course results in a student meeting satisfactory academic progress (SAP) requirements, they will

be considered to have maintained SAP during the semester that the final grade was received.

The Academic Standing Committee and the Financial Aid Office reviews each student's progress at the end of each semester. Students not meeting the minimum SAP requirements are placed on probation for a period of one semester. Students will continue to receive financial aid during this probationary period. At the completion of the probationary period, the student's progress will again be reviewed. If the student is still not meeting the minimum SAP requirements, he/she will lose eligibility for financial aid.

Students who are found to be ineligible for financial aid due to failure to meet satisfactory academic progress standards will regain their eligibility once satisfactory progress standards have been met.

In very unusual cases, satisfactory progress standards may be waived if mitigating circumstances prevented the student from meeting the standards. Examples of such circumstances would include illness of the student, or death or illness of a family member. All requests for waiver of the SAP standards must be directed in writing to the Director of Financial Aid or the Dean of Students. The request must outline the specific reason for the appeal and should include any supporting documentation.

STUDENTS WILL BE ELIGIBLE FOR FINANCIAL AID TO COVER EACH FAILED COURSE ONLY ONCE.

NOTE – PROGRAMS DESIGNATED WITH A * REQUIRE FULL-TIME ENROLLMENT; PROGRAMS DESIGNATED WITH A+ REQUIRE A SEPARATE APPLICATION

Loans

Federal

Federal Direct/Federal Stafford Loan Programs+ These loan programs are available to **full and part-time undergraduate and graduate students**. For the 1997-1998 academic year, students have **two options** to apply for Stafford Loan funding. **Students can either complete the request for the William D. Ford Federal Direct Stafford Loan (Federal Direct Stafford Loan) or they can complete the traditional promissory note for the Stafford loan.** Although the terms and conditions are the same for both loan options, the Federal Direct Stafford Loan program enables students to borrow from, and repay loans directly to, the US Department of Education through its servicing center. Also, since private lenders are not involved, **the processing time may be quicker with the Federal Direct Stafford Loan.**

Please note that students cannot borrow from both the Federal Direct Stafford Loan Program and the Federal Stafford Loan Program at the same time. Students must choose one option!!!

Federal Direct and Federal Stafford loans offer a variable interest rate never to exceed 8.25%. It is adjusted each year on July 1. Federal Direct/Federal Stafford loan limits are as follows:

Grade Level	Dependent Student	Independent Student	
	Sub/Unsub	Sub + Unsub =	Total
Freshman	2625	2625 + 4000 =	6,625
Sophomore	3500	3500 + 4000 =	7,500
Junior	5500	5500 + 5000 =	10,500
Senior	5500	5500 + 5000 =	10,500
Graduate Student	N/A	8500 + 10000 =	18,500

Please note the **federal government pays the interest on a subsidized loan** while the student is enrolled in school for at least

6 credits, during grace periods and during authorized deferment periods. However, with an **unsubsidized loan, the student is responsible for the interest** while he/she is enrolled in school, during grace periods and during authorized deferment periods. **(During this time, students may either pay the accumulating interest or capitalize the interest.)** Capitalization means the unpaid interest is added to the principal balance of the loan. **Subsidized Stafford loans are available to those who demonstrate need; unsubsidized Stafford loans are offered to those students who don't meet demonstrated need requirements.**

Maximum Aggregate Loan Limits

Grade Level	Sub and Unsub
Dependent Ungrad Student	\$23,000
Independent Undergrad Student	\$46,000*
Graduate Student	\$138,500*+

* Note: the maximum **subsidized** loan amount is \$23,000 for undergraduate study and \$65,500 for graduate study.

*+ includes loans for undergraduate study.

Federal PLUS Loan+ This program is available to **parents of dependent students**. Parents may borrow up to the cost of education less financial aid received. PLUS loans carry a variable interest rate, which will never exceed 9%. It is adjusted each year on July 1. **If the parent of a dependent student is denied the PLUS loan, the dependent student may apply for additional unsubsidized loan funding.** (Applications for additional unsubsidized loan funding must be accompanied by a PLUS denial letter.)

Note: Please keep in mind that Stafford and PLUS loans will not be processed for an entering student until he/she has paid the admissions deposit or has registered for the upcoming semester. Loans for a returning student will not be processed until he/she is registered for the upcoming semester. Also,

Stafford and PLUS loans carry a 4% origination fee, so the amount disbursed will be less than the amount borrowed.

Students and parents interested in a fixed interest rate should consider the MEFA (Massachusetts Education Financing Authority) Program. The Education Resources Institute (TERI) and Knight Tuition Resources also offer 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 can take up to 8 weeks during peak periods. Additional time may be needed for bank/or guarantee agency authorization. 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 may have to 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. Borrowers are reminded loans (even one semester) are disbursed twice and origination fees (up to 4%) are deducted from loan proceeds.

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 9 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.

**requires full-time enrollment*

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.

University

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 offers institutionally funded loans of \$2,500 per year 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 application forms, length of enrollment during the academic year, and the cost of education. Students enrolled for only 3 credits per semester may apply for a Federal Pell Grant. For 1997-1998 awards range up to \$2700.

Federal 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.

+requires separate application

State

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

MASSBONUS* Full-time undergraduates who are residents of Massachusetts with at least 24 credits, high need and a minimum 3.0 cumulative G.P.A., are considered for a \$500 MASSBONUS.

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

University Scholarships

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 3.3 G.P.A.

The Baker & Gordon, P.C., Scholarship is funded by Baker and Gordon, P.C., of Lynnfield, Massachusetts. A \$1000 award is given to an Accounting major completing his/her junior year. The scholarship is based on high academic achievement.

The Bookstore Scholarship is available to part-time students enrolled in evening classes with need.

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 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.

**requires full-time enrollment*

The Pvt. Sheldon R. Cohen Scholarship* is offered to an entering full-time freshman from Chelsea High School with demonstrated 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 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. A minimum 3.0 cumulative G.P.A. is required for renewal.

Derek Coward Book Award Fund This award was established by the Associate Professor of Marketing and Executive-in-Residence, Derek W. F. Coward, upon his retirement from Suffolk University. Income from the fund will provide an annual award to a student majoring in marketing who has the highest G.P.A. at the end of his/her junior year. The award will be used to help finance the cost of textbooks for the recipient's senior year.

The Cox Scholarship*+ is a full tuition grant awarded annually to one homeless student.

The E. William Dandes Scholarship was established in memory of E. William Dandes to provide scholarship assistance to an accounting major.

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 Deans Scholarship*+ is a merit award offered to new freshmen and transfers. A minimum 3.0 G.P.A. is required for renewal.

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

+requires separate application

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

The Education/ Human Services Graduate Part-time Scholarship+ Is awarded to part-time graduate students who are ineligible for employer tuition remission or only receive partial tuition remission. These \$1000 merit based scholarships are not renewable.

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

The Thomas A. Fulham Merit-Based Scholarship*+ is awarded solely on the basis of academic promise and scholastic achievement to entering freshmen. Minimum 3.0 cumulative G.P.A. required for renewal.

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). Both students must be enrolled full-time for fall and spring semesters. Additional charges incurred through joint programs with law school *are not* covered.

The Thomas J. and Margaret A. Geraghty Scholarship is awarded to undergraduate students with need from Hyde Park or West Roxbury.

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 \$1000 merit-based scholarships are not renewable.

The Grandfathered Tuition Plan for Meritorious Students*+ An undergraduate student enrolled full-time for 1997-98 with a cumulative G.P.A. of 3.6 or higher

will be charged the 1996-1997 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 1997-98 school year. Grades are reviewed once per year following the Spring Semester only. Does not apply to joint programs with the Law School.

The Joseph M. Kelley Scholarship is available to needy entering freshmen from Boston English, Catholic Memorial or Watertown High School.

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 recipient receives a \$1,000 scholarship.

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

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

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

**requires full-time enrollment*

+requires separate application

The George C. Seybolt Scholarship* is a full tuition scholarship available to students with demonstrated need.

The Frederick Spaziani Prize is offered yearly to one full-time (\$4000) and one part time (\$1000) 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 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 Harold Stone Scholarship is a \$2,000 award offered to an outstanding junior accounting student.

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.

Trustees' Scholarship This institutionally funded scholarship program is available to full or part-time undergraduate students.

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

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

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

**requires full-time enrollment*

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

Employment

The Federal College Work Study Program provides students with employment opportunities on the University campus or with various off-campus organizations/agencies. Students are *strongly* encouraged to consider community service placement opportunities.

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 Scholars Program*+ offers Ten (10) students a \$3,300 scholarship in exchange for 300 hours of service in the Ballotti Learning Center. Recipients will be selected by a committee of administrators and faculty members. Awards are based on merit. Applicants must have been enrolled full-time 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. A minimum 3.0 cumulative G.P.A. required for renewal.

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. These awards are based on merit. Placements are available with the Sawyer School of Management, College of Liberal Arts and Sciences and various administrative offices. Dependent on the amount of funding received, fellows work 8 to 16 hours per week.

+requires separate application

The International Student Employment Program+ offers 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. 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.

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 with a minimum G.P.A. of 2.8.

Note: Student employment recipients must have placement forms to the aid office by the dates listed below or the award will be revoked.

Fall & Spring = Oct. 15

Spring only = Feb. 15

Summer = May 15

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. The fax number is (617) 720-3579.

Hours While classes are in session during the Fall and Spring semesters, office hours for the Office of Financial Aid are: Monday – Thursday 8:45 am to 7:00 pm and Friday

8:45 am – 4:45 pm. At all other times office hours are: Monday – Friday 8:45 am – 4:45 pm. 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. Free Application for Federal Student Aid (FAFSA) – recommended mailing date February 15.
3. Signed copies of applicant's and parents' federal tax returns if applicant is a NEW student – due April 15. (Independent students may not be required to submit parents' tax forms – see Free Application for Federal Student Aid for clarification). Returning students need not submit tax forms unless selected by the U.S. Department of Education or Suffolk University for verification. Refer to the Student Aid Report for selection determination.

November 1 – Applications are due for students admitted for spring semester.

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.

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

**requires full-time enrollment*

+requires separate application

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.

Suffolk University Refund Policy In accordance with Federal regulation, Suffolk University will use one of three refund policies for determining institutional charges and the amount of money to be refunded to the financial aid programs when a student withdraws from the university. A refund is defined as the difference between the amount paid towards institutional charges and the amount Suffolk University is permitted to retain under the appropriate refund policy.

Institutional charges will consist of tuition, required fees and housing (if the student contracts with Suffolk University to provide housing). All other charges are considered non-educational expenses or non-institutional charges, and are not subject to refund. Health insurance is considered a non-institutional expense, as it will remain in effect after the student withdraws. All cash payments and financial aid (if the student has given permission) will be applied to health insurance fees and any other non-institutional charge before they are applied to institutional charges.

Title IV recipients are students receiving any of the following forms of financial aid – Stafford, PLUS or Federal Perkins Loan, SEOG, Federal Work Study or Federal Pell Grant. Any Title IV recipient who withdraws within the first 60% of their first semester at Suffolk will be entitled to a PRO-RATA REFUND. Specifics of this policy are outlined below.

Title IV recipients who withdraw during their second or subsequent semester will have their charges determined using the FEDERAL

REFUND FORMULA and the SUFFOLK UNIVERSITY REFUND FORMULA. The formula which yields the greater refund will be the one that is used to calculate student charges. These policies are also outlined below.

Non Title IV recipients who withdraw will have their refund calculated using the SUFFOLK UNIVERSITY REFUND FORMULA.

It is the student's responsibility to give prompt written notice of withdrawal to the Dean of Students Office. For purposes of calculating refunds, students who file an official withdrawal form with the Dean of Students, will have their refund calculated using withdrawal date indicated on the form. Students who have been granted leaves of absence that will last beyond 60 days, will also be considered to have withdrawn as of the date the leave is to begin. Unofficial withdrawals will be determined within 30 days of the end of each semester. In the case of an unofficial withdrawal, last date of attendance will be the last documented date that the student attended a class. This will be determined by attendance records, quiz or exam grades or any other responsible indicator that the student had attended class.

Pro Rata Refund Formula

<i>% of semester completed (partial week counts as full week)</i>	<i>Liability of student (% of Institutional Charges)</i>
Prior to start	0%
1-10% of semester	10%
11-20%	20%
21-30%	30%
31-40%	40%
41-50%	50%
51-60%	60%
after 60% of semester	100%

*in addition withdrawing students will be charged an administrative fee equal to the lesser of 5% of institutional charges or \$100.

Federal Refund Formula

<i>% of semester completed (partial week counts as full week)</i>	<i>Liability of student (% of Institutional Charges)</i>
Prior to start	0%
0-10% of semester	10%
10-25%	50%
26-50%	75%
after 50%	100%

*in addition withdrawing students will be charged an administrative fee equal to the lesser of 5% of institutional charges or \$100.

Prior to calculating a refund, Suffolk University is required to determine if the student owed any outstanding institutional charges (referred to as scheduled cash payment) at the time of withdrawal. The withdrawn student is responsible for payment of any amount up to the calculated scheduled cash payment before any financial aid can be applied to their charges.

Suffolk University Refund Formula

<i>% of semester completed (partial week counts as full week)</i>	<i>Liability of student (% of Institutional Charges)</i>
Up to end of first week	0%
Up to end of 2nd week	20%
Up to end of 3rd week	50%
Up to end of 4th week	80%
after 4th week	100%

Prior to calculating a refund, Suffolk University is required to determine if the student owed any outstanding institutional charges (referred to as scheduled cash payment) at the time of withdrawal. The withdrawn student is responsible for payment of any amount up to the calculated scheduled cash payment before any financial aid can be applied to their charges.

In accordance with Federal regulations, whenever a student's withdrawal results in

a refund of monies received (using any of the above three formulas), the funds will be distributed in the following order:

Unsubsidized Federal Stafford/Direct Stafford
Subsidized Federal Stafford/Direct Stafford
Federal PLUS/Direct PLUS
Federal Perkins Loan
Federal Pell Grant
Federal SEOG
Other Title IV Programs
Suffolk institutional financial aid programs
State and private financial aid programs
The student

Calculated refund amounts will be returned to the Federal Stafford, Federal Unsubsidized Stafford and Federal PLUS programs within 60 days of the date that Suffolk University determines that a student has withdrawn. All other refund amounts will be returned within 30 days of that date.

Repayment

When withdrawn students have been given Title IV funds to cover indirect educational expenses, a repayment calculation is required. Indirect educational expenses include room and board (if the student does not contract for housing with Suffolk), books/supplies, transportation and child care expenses.

The purpose of the repayment calculation is to determine if the amount of Title IV funds disbursed exceeded the student's indirect expenses, at the time of withdrawal. If the amount disbursed was greater than the student's indirect expenses, then the student must pay the excess amount.

Federal regulations state that FWS wages, Stafford loans and Unsubsidized Stafford Loans are not counted when calculating the amount of aid disbursed to the student. This is because wages are earned and cannot be recovered, and the student is already obligated to repay loan amounts to the lender.

When determining indirect educational expenses incurred, all expenses other than books/supplies will be prorated based upon the number of weeks completed at the time of withdrawal. Partially completed weeks will count as full weeks. 100% of the estimated books/supplies expenses will be considered to be incurred on the first day of classes.

In accordance with Federal regulations, Suffolk University will notify a student of any repayment amount owed, and will attempt to collect that money from the student. Students who owe an overpayment are prohibited from receiving Federal Student Aid from any source until the overpayment is repaid in full.

Required repayments will be distributed as follows:

Federal Perkins Loan

Federal Pell Grant

Federal SEOG

Suffolk institutional financial aid programs

State and private financial aid programs

Examples of refund and repayment calculations are available at the Financial Aid Office. Questions relating to this policy should be addressed to the Financial Aid Office staff.

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.

Revising or Revoking

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

Registration Aid recipients must be properly registered for the appropriate number of credits at the close of "Add/Drop period." Suffolk University assumes no responsibility for funding reduced or revoked as a result of not being properly registered.

Appeals All students have the right to appeal a financial aid decision. Appeals should be based on new or changing information which was not included with the student's original application. Appeal applications are available at the Office of Financial Aid and must be accompanied by supporting documentation. Any additional funding obtained through the appeal process *is not* automatically renewable.

Requests for Information On occasion, a student may need a financial aid transcript, fee waiver, or letter detailing need and/or award information. It is important to plan ahead in such cases since, during peak periods, it can take up to ten working days to accommodate such requests. Please forward any requests for information two weeks prior to the date needed.

Enrollment Changes Changes in enrollment status (i.e. full to part-time) can result in reduced or revoked financial aid.

Books and Related Expenses Students should plan to use their own resources to cover the cost of books, etc. since all aid may not be posted at the time books must be purchased.

Attendance Financial aid recipients are expected to attend class regularly. Class attendance is monitored by faculty and non attendance can have an impact on financial aid.

STUDENT RESOURCES

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 112,000 volumes, more than 1,370 current periodicals, and more than 177,000 microform units. Books are arranged on open shelves by Library of Congress classification numbers and may be borrowed for 28 days, renewable. Periodicals are arranged by title on the 1st Floor, but they may not be taken out of the library. Course-required textbooks and assigned articles are kept on reserve at the Circulation Desk on the 2nd Floor. These may be borrowed for two hours in the library. A catalog of the books and periodicals held in both the Sawyer and Law Libraries is available at terminals throughout the library as well as by modem from home computers. The catalog also lists by professor and course number books and articles placed on reserve at the Circulation Desk, as well as books on order and the latest issues of periodicals received.

The Sawyer Library has seating for 400 students, with study carrels, three group-study rooms, and a leisure reading area where current newspapers and magazines may be found. A small collection of popular books are shelved in a bookcase at the head of the stairway on the 2nd Floor. The library also provides microcomputers, typewriters, coin-operated photocopiers and microfilm reader/printers on the 1st Floor.

A major strength of the Sawyer Library is its Reference Department. Four full-time Refer-

ence 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, business services, and periodical indexing & abstracting services, of which the principal ones are available in a CD-ROM local-area-network that is accessible at terminals in academic offices as well as the library. In addition, there are selected census materials, a variety of statistical databases, 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 fall and spring terms as follows:

Monday through	
Thursday	8:00 am. to 11:00 pm.
Friday	8:00 am. to 5:00 pm.
Saturday	10:00 am. to 7:00 pm.
Sunday	1:00 pm. to 9:00 pm.

During the summer terms the library is open as follows:

Monday through	
Thursday	8:00 am. to 9 pm.
Friday	8:00 am. to 5 pm.
Saturday	10:00 am. to 7 pm.
Sunday	Closed

Library hours during university vacations are posted at the entrance. The library is closed on most holidays.

Collection of African 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 year-books, newspapers, catalogs, newsletters, administrative documents, photographs, and memorabilia. The Archives are located within the Mildred F. Sawyer Library.

Computer Facilities

Suffolk University houses a dedicated IBM RS/6000 academic computing system. The RS/6000 can be accessed 7 days a week from a large collection of computer stations on-campus or by dial-up. This computer is part of a growing campus network and includes university e-mail, access to the world-wide Internet system for electronic mail, text World Wide Web access, and other services. Extended Internet services include capabilities for file transfer to/from the RS/6000 and other Internet host computers and remote login to

Internet hosts. Software operating on the RS/6000 includes a variety of programming languages, and applications software which includes SAS, SPSSx, and Minitab.

All students receive accounts to access the University network.

Users connecting to the university network from specially configured computers on-campus have direct, high-speed access to the Internet and World Wide Web, and file transfer and remote login capabilities between their microcomputer and Internet host computers including the RS/6000. Additionally, these users have capabilities for access to computers and file servers on the university network including a computer called MILDRED. MILDRED supplies several on-line CD-ROM based library services including ABI/INFORM. Users have access capabilities on-campus and from internet service providers from graphics-based browsers to the Suffolk University home page located at <http://www.suffolk.edu>.

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

The Sawyer School of Management

at web site <http://www.sawyer.suffolk.edu> houses over 200 IBM PC or compatible microcomputers (PCs) on several floors of the Frank Sawyer Building. The majority of the over 75 PCs dedicated to students are installed in a modern computing facility located on the 5th floor. Sawyer School of Management student facilities are comprised of a large public Student Computing Laboratory and an adjacent networked Computerized Classroom.

The Sawyer School of Management Student Computing Laboratory in Sawyer 544 has extensive open hours and is fully staffed

and monitored by Computer Consultants. The Consultants offer one-on-one peer assistance on the use of prestored courseware, software, and hardware required for course related assignments and projects. Hardware available includes PCs, and draft and laser quality printers. PCs operate in the Windows environment using the Microsoft Office spreadsheet, database, wordprocessing, and presentation software suite. A variety of other software is available including SPSS for Windows, and corporate simulations. PCs are configured to operate locally, as part of the Sawyer School Novell local network, or for access to the high speed university network. The university network connection allows Sawyer School users access to the RS/6000, other Internet hosts, and the World Wide Web using Netscape. The Lexis-Nexis online subscription service is also available for use in courses offered through the Sawyer School.

The Sawyer School of Management Computerized Classroom located in Sawyer 522 is used extensively for course instruction and houses 20 networked PCs using Ethernet and the Novell Netware 4.1 operating system. An instructor station on the network is capable of displaying PC output and VHS video signals on a ceiling mounted color projection system. Software is accessed from a dedicated file server operating in Windows with several software packages available. A connection to the university network and a TCP/IP connection allows students direct, high-speed access to the RS/6000, Internet hosts, the World Wide Web using Netscape, Lexis/Nexis, and other services – from this classroom.

Additional resources include about thirty PCs located in the Sawyer Library, student lounges, and other open areas of the Sawyer Building. Newly constructed case rooms in the Sawyer building equipped with multime-

dia PCs and ceiling mounted projection allow for computer-based student presentations, video sessions, and access to Sawyer School of Management and University network services. A computer and projection system is available to accommodate student presentations. Videoconferencing is also available in some locations through special arrangements with the Sawyer School of Management Office of Academic Computing.

The College of Liberal Arts and Sciences operates three Computing Resource Centers (CRCs) located in the Fenton and Ridgeway buildings. The computer centers are for public use in which users can do research, papers and homework assignments. Two facilities are used part time for hands on instruction. The computer facilities house sixty pentium multimedia machines, ten Macintoshes and a cluster of Sun and DEC UNIX workstations. These machines make available an assortment of software packages such as word processing, spreadsheets, statistical packages, graphical packages and programming languages. All the computers utilize the ethernet backbone giving users access to the internet (e-mail, world wide web, and news groups) as well as the NT and Novell LANs. Users can gain access to these facilities for more than seventy hours per week.

Academic departments in the College of Liberal Arts and Sciences make available computers to address special needs and programs. Some examples are teleconferencing and computer aided design. Academic Computing maintains a Sun UNIX server offering supplemental work space for College of Liberal Arts and Sciences faculty and students.

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 Geno 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.

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.

Language Related Services: Language workshops for second language students who need to strengthen their basic English reading and writing skills.

Academic Support for Students with a Learning Disability: Support groups and strategies counseling leading to successful self-advocacy and academic independence.

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.

Math Support Center The Math Support Center (MSC), 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 math courses (Math 104, 106, 121, 130, 134, 146 and 161). 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 and prepare for the Basic Math Exam.

MATHSHOP is a full semester workshop for students who need extensive basic math help before taking college math. Similar to a course, MATHSHOP meets three hours per week throughout the semester. Topics covered include basic math material, basic algebra, and graphing.

The MSC also helps students deal with math related fears and anxieties. A small library of freshman math textbooks are

available for additional self-help. The Math Support Center is run by the Department of Mathematics and Computer Science.

Writing Center Tutorial assistance in reading and writing 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 Students Office The Dean of Students Office is responsible for creating and maintaining programs and services that enhance student life at the University. The office functions as a resource and referral source for a variety of student concerns and welcomes the opportunity to hear from students about their experiences at the University. In addition to working with students around certain academic petitions and requests for leaves of absences and withdrawals, this office works cooperatively with other parts of the University ensuring the institution is responsive to students’ needs in all areas. The Dean of Students specifically coordinates the work of the Student Services Division which includes Athletics, Campus Ministry, Career Services and Cooperative Education, Health Services, Residence Life, Student Activities and Women’s Program Center. This office also adjudicates student conduct matters, is responsible for outreach to parents, special programs for new transfer students, housing services, and assistance to the learning disabled and the physically challenged. If

a student has a question, problem, or an idea and is unsure where to take it, the Dean of Students Office is a good place to begin.

Residence Life The Office of Residence Life is responsible for establishing and maintaining a positive living/learning environment for students who live in on-campus housing. The director and assistant director of residence life and the resident assistants live in the residence hall and are responsible for the day to day operation of the building. They support, coordinate and oversee the social and educational programs and services that take place in the residence hall, as well as supervise the governance of the residence community. The Director of Residence Life works closely with the Dean of Students Office, Health Services, the Counseling Center and Student Activities, University Police and other campus services to ensure the academic and social well-being of all resident students.

Services for Students with Disabilities The Dean of Students Office functions as an advocate for students with learning and physical disabilities. Requests for assistance should be made to the Assistant Dean of Students as early in the semester as possible. Please refer to the *Services for Students with Disabilities Handbook* which outlines in greater detail the process for securing accommodations and the range of services and assistive technology available to Suffolk students.

Student Activities Office Housed in the Student Activities Center, 28 Derne Street, the Student Activities Office provides services including: organizational assistance, program planning 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, 573-8320, 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 Board provides 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 call 573-8328 or contact the Student Activities Office, 28 Derne Street.

Religious Life The Office of Campus Ministry exists to help students, faculty, and staff meet their spiritual, moral, and social needs. The Office provides programs in which contemporary issues and concerns in the public domain are presented from a religious perspective. A Protestant chaplain is available for counseling and to celebrate religious services at appropriate times. All are invited to the Office of Campus Ministry to discuss whatever personal, social or religious concerns they might have. Upon request, arrangements can be made with Catholic and Jewish clergy for counseling.

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.

- Career exploration opportunities, including internships and 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, a resource that can put students in touch with over 500 alumni representing a cross section of industries and careers.
- Full and part-time job listings, weekly *Employment Newsletter*; 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 Services The University's Health Services Department has the responsibility for providing routine and emergency care to the student body. Emergency care is provided for the university's administration, faculty, and staff. Services offered to students include: diagnosis and treatment of common illnesses and injuries; gynecologic services including birth control counselling and pregnancy testing, sexually transmitted disease screening; premarital bloodwork, immunization, and athletic physical. A sports trainer is available through the Athletics Office to treat students with sports related 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.

Massachusetts State Law requires all students enrolled in nine or more credits per semester to have health insurance. If the student is covered by other health insurance, the student must file an Insurance Waiver form with the Health Services Department. If the student does not prove to have health insurance comparable to that offered through the University, s/he will automatically be charged a premium and will be covered under the Suffolk Student Health

Insurance Plan. 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. Proper immunity as mandated by the Massachusetts Department of Public Health includes two doses of measles, one dose of mumps, one dose of rubella, and a tetanus and diphtheria within the past 10 years.

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 Counseling 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 8:00 a.m. to 4:30 p.m., and at other times 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 American Psychological Association (APA) and the center is a member of 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 English As A Second (ESL) Program, which leads to a bachelor's degree from Suffolk University, consists of courses taken over a four to six year period. Before the school year begins, you will meet with the ESL Program Director to plan your program. You will also take a series of placement tests to determine the most appropriate level of coursework for you. The length of time needed to obtain a full degree will depend on how quickly you progress in your language skills and what academic major you wish to pursue.

Students first enter a one-year ESL program. As an ESL student, you will take between 24 and 30 semester hours of coursework some of which will count toward your Suffolk university degree program. ESL courses will not count toward your grade point average as they will be taken on a pass/fail basis. Your first year courses in the College of Liberal Arts and Sciences will include:

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

All courses are taught in English by Suffolk University professors with experience and special training in teaching ESL students. They will help you improve your written and spoken English. Classes are small, and you will receive a great deal of individual attention. Your command of English will become more fluent and idiomatic.

All ESL students are required to take a writing examination at the end of the first year of the ESL program. They must pass this examination in order to begin their second year at Suffolk. Students needing additional help in passing the exam may take special summer courses.

All 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 who elect a CLAS major 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.

In the case of students who elect the BSBA in the Sawyer School of Management (SSOM), the above-mentioned American History and Integrated Studies credits count towards 6 credits of Liberal Arts electives. In addition, SSOM accepts 3 credits of Developmental English as a free elective.

There are two ESL Master tutors available to assist students with organizing and editing written assignments. Content area tutoring is also provided to students who need help in other university level courses. Appointments can be scheduled by stopping by the office or by calling (617) 573-8632.

There is an open computer lab available with hours exclusively for ESL students. Students may type and print out assignments, develop their computer skills and practice and improve their grammar with the specialized English Tutor Programs installed on the computers.

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 stop by or make an appointment by calling (617) 573-8677.

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 service and foreign students and scholars; U.S. or home country government agencies; sponsoring agencies; and Suffolk University, including administrative and academic departments. Students may drop in or make an appointment by calling 573-8072.

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. Students may visit Sawyer 765 or telephone 573-8613.

Gay, Lesbian and Bisexual Students

The Assistant to the President and Director of Multicultural Affairs serves as an advocate for gay, lesbian and bisexual students. In addition to offering assistance to sexual minorities, this office develops policies and programs which foster unity across cultures.

The office of the Assistant to the President and Director of Multicultural Affairs is located in Sawyer 765; the telephone number is (617) 573-8613. Visitors may come with or without an appointment on Monday through Friday between 8:45 a.m. and 5:00 p.m. All visits are confidential.

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

Suffolk University Alumni Association

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

The General Alumni Association represents graduates of 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 Sawyer School of Management Graduate Alumni Association represents alumni of the Sawyer School of Management graduate 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.

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 Saturday 9:00 a.m. to 2:00 p.m.

Purchase Policy: Visa, Mastercard, American Express 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 three 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 three 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 you wait until the end of the semester. If a book is being used in the following Fall or Spring 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 buy-back transactions can be conducted over the phone, but time allowing, written buy-back lists containing author, title, and edition will be considered.

REGISTRATION

Registration Personalized registration packets are made available to all currently enrolled students prior to faculty advising at the beginning of each term's pre-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 and second weeks of class, and \$50 during the third week 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.

Class Hours The majority of undergraduate and graduate 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, 40 minutes once a week in late afternoons and evenings and Saturdays. 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.

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 feel their situation warrants an exception must apply through the Dean of their respective school or college. For students in the College of Liberal Arts & Sciences, 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. Students in the Sawyer School of Management refer to the Sawyer School Academic Policies section of this catalog.

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. David Robbins in the CLAS Dean's Office.

Study-Tour to the People's Republic of China: Around the spring recess in March, 1995, Suffolk University will sponsor a two-week study-tour to the People's Republic of China. The study-tour, for which up to six semester-hours of academic credit may be earned, is open to 10-15 Suffolk students and faculty members. Visits, including historic sites and universities, will be made to Shanghai, cosmopolitan port that is also the world's largest city; Nanjing, capital of Jiangsu Province; Xian, ancient capital of China; and Beijing, youngest of Chinese imperial cities and the present capital. Academic contacts initiated during this study-tour will form the basis for an on-going program of academic exchange with the People's Republic. Details concerning

participation in the China study-tour may be obtained from Dr. Agnes Bain in the Government Department.

Academic Exchange Program with University College, Cork: Suffolk University annually welcomes up to five students from University College, Cork, Ireland. In exchange, up to five Suffolk University students are hosted for a semester or an academic year by University College, Cork. 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 participation in the UCC exchange program are available from Dr. Robert Topitzer in the Sociology Department or from Dr. David Robbins in the CLAS Dean's Office.

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.

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, Undergraduate Admissions Office and from Dr. Peter Sartwell, CLAS Dean's Office.

Suffolk University Madrid Campus:

Suffolk University maintains a campus in Madrid, Spain. This offers students at Suffolk University in Boston the opportunity to study in one of the finest historic capitals in Europe, whether for a summer, a semester or an entire academic year. Located in the university section of the city, the Madrid Campus brings students into easy contact with some of the finest museums, art galleries, architecture and libraries in the world. It also makes it possible to explore

the rest of Spain, and indeed Europe, using the Campus's residence as a base. Students at the Boston Campus are strongly encouraged to use this resource. The Campus provides a wonderful opportunity for students to expand their horizons, gain life experience and increase their occupational options in a world fast shrinking into a global village.

The Madrid Campus also offers the introductory courses of study required to enable students to transfer after approximately two years and complete their degrees at the University in Boston. Students are prepared to take majors in both the College of Liberal Arts and Sciences and the School of Management.

Most, but not all, courses are taught in English. While a knowledge of Spanish is encouraged, it is not necessary. Students will have access to all levels of Spanish language instruction at the Madrid Campus.

Since the Madrid Campus is an integral part of Suffolk University, visiting students will enjoy the same benefits as Suffolk students in Boston, fees will never exceed those on the Boston Campus, and tuition and financial aid may be applied to students at the Madrid Campus. All credits and grades earned are an integral part of the student's Suffolk University transcript.

Any student wishing to learn more about this option should contact Associate Dean Robbins in the Dean's Office, College of Liberal Arts and Sciences.

PERFORMANCE EVALUATION

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

<i>Letter Grade</i>	<i>Honor Point Equivalent</i>
A	4.0
A -	3.7
B+	3.3
B	3.0
B -	2.7
C+	2.3
C	2.0
C -	1.7
D+	1.3
D	1.0
D -	0.7
F	0

"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 student has done passing work in a course but has not yet submitted all the work outstanding required for a formal evaluation. 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 prematurely converting to an "F".

In the Sawyer School of Management, it is required that students **must** complete course work with the original instructor. The change in the "I" grade must be made by the original instructor, and in his or her absence, by the Department Chair. If this is not possible, arrangements must be made through the Department Chair in concurrence with *"an assigned"* instructor.

"L" (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 tenth week of the semester, or

- 2) drops a course or withdraws from school after the tenth week 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.

A student who audits a course is responsible for attending classes and completing required coursework.

"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 an outstanding account balance) 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 sub-standard. 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).

In the Sawyer School of Management, undergraduate Sawyer School students may retake any business course for credit by paying the appropriate tuition. All grades will be recorded permanently on a student's record. When a student repeats a course, all grades will appear on a student's transcript, however, only the **most recent**

course grade will be used to compute the cumulative grade point average. When repeating courses, only one course may be used for credit to fulfill degree requirements. A student may repeat a course a maximum of two times. A repeated course will be designated by appropriate notation on a student's transcript.

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 "L" 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 Federal regulations require universities that receive federal funding to implement a policy monitoring student attendance in class. Instructors will establish the requirements for attendance and participation in each of their classes. 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 Examinations 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).

ACADEMIC REGULATIONS AND PROCEDURES

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.

Transcript of Record Requests for transcripts must be made in writing. 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.

Requests must be made in writing or by coming to the Registrar's Office in person. Facsimile requests are also accepted. No telephone requests will be honored. Each official transcript is \$2.00. Processing time is normally 3-5 days.

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. A student must be in attendance at Suffolk University for at least two full semesters or more and have a cumulative grade point average of 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.

A student whose average is below 2.5 is ordinarily limited to two courses per Summer session. A student whose average is 2.5 or better may carry three courses in each summer session. A student must seek special permission to register for a third course.

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.

Assessment of Reading and Writing Skills All undergraduate freshman and transfer students must complete a writing sample at matriculation and at the beginning of each of the English courses required for the degree. Students needing extra help may be directed to add writing workshops to their current class assignments or may be required to enroll immediately in a developmental English course to help them attempt to improve their reading and writing skills. (Students who are directed to enroll in developmental English must pass that course before resuming their progress through the standard English courses.)

STUDENT ACCOUNTABILITY

Degree Requirements Students are responsible for their own progress through the school and will be held responsible for completing course, departmental, and school requirements. In addition, all students are responsible for knowing and adhering to currently published requirements, regulations, and policies. Faculty members, department chairs, and members of the administration will be happy to provide information and counsel regarding a student's progress and/or status upon request.

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 Policy and Procedures Handbook and the 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 at this annual ceremony held at the end of each spring semester. Criteria for selection are diverse, according to the nature of the award. Further information is available in the Student Activities Office.

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

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

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

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

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

Who's Who in American Colleges and Universities

Students nominated to Who's Who are selected in their senior year on the basis of scholastic and community achievements, scholarship ability, participation and leadership in academic and extra-curricular activities, citizenship and service to Suffolk University, and potential for further achievement. Both full and part-time students are eligible for consideration. This honor is conferred by more than 1000 schools in all 50 states and the District of Columbia. More information can be obtained from the Student Activities Office, in the Student Activities Center, 28 Derne Street.

ACADEMIC STANDING

Classification of Students Classification of students is determined by the number of credit hours accrued at the beginning of the Fall semester of each year enrolled. 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 with a cumulative GPA below 2.0 who are demonstrating 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 further curtailment of extracurricular activities as a condition of continued academic probation at Suffolk University.

Academic Dismissal Failure to make satisfactory progress towards the degree will eventually result in dismissal from the Uni-

versity. 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 at the University.
- 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 will be 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. The handling of grades and credits reflects the policy governing the awarding of credits to students transferring work to Suffolk from another college into Suffolk.

Normally, a student readmitted through the Fresh Start Program is not eligible for scholastic honors.

GRADUATION

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

- 1) earn at least 122 semester hours,
- 2) achieve a minimum 2.0 cumulative average and a minimum 2.0 grade point average or higher in their major*, and
- 3) achieve a minimum 2.0 grade point average or higher in their minor, if any (CLAS students only)
- 4) meet 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
- 5) achieve a minimum of 30 semester hours at Suffolk
- 6) complete at least 30 semester hours of business course work at Suffolk (for Sawyer School students only)
- 7) complete at least 60 semester hours of credit course work at Suffolk in order to be considered for scholastic honors.

Application for Degree Students are required to submit an application for degree to the Registrar's Office at the beginning of their final semester of course work. It is expected that all obligations to the University, both academic and financial, will be completed at the close of that semester. Failure to comply with this requirement will delay graduation to some future time.

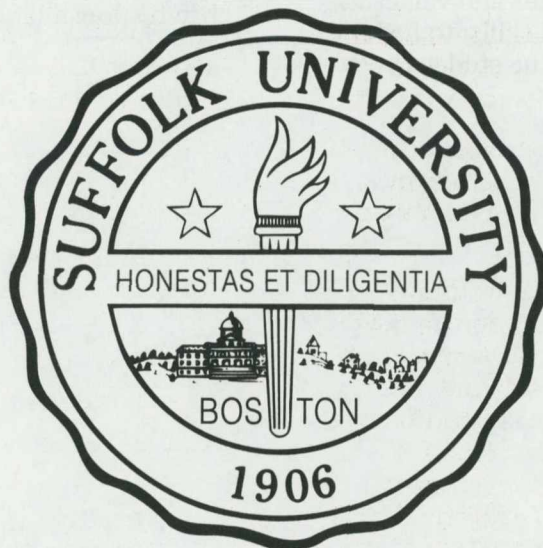
**See departmental sections for specific honors requirements at graduation.*

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

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

SUFFOLK UNIVERSITY

College of Liberal Arts and Sciences
Undergraduate Programs



Goals of the College of Liberal Arts and Sciences

- To prepare students to lead productive and rewarding lives.
- To provide the means both for personal growth of students and for the training necessary to enter a business, pursue a profession, or otherwise fill a responsible role in society.
- To provide a learning environment conducive to independent thought and free expression of ideas, where students, faculty, and administrators can work together in mutual trust and respect.
- To ensure that the content of academic programs reflects an awareness of student needs.
- To see students as whole persons; to develop in them character and values as well as competence and skills; to foster a sense of community in the student body.
- To provide undergraduate and professional education that liberates the spirit and challenges the intellect.
- To develop educational programs geared to new and emerging career fields.
- To use the resources of Boston and of the 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

The College of Liberal Arts and Sciences requires all degree, diploma, program, and certificate candidates to possess competence in written and spoken English. It reserves the right to require a student to demonstrate those language skills by successfully passing assessment testing as a condition for receiving an academic degree.

All undergraduate freshman and transfer students must complete a writing sample at matriculation and at the beginning of each of the English courses required for the degree. Students needing extra help may be directed to add writing workshops to their current class assignments or may be required to enroll immediately in a developmental English course to help them attempt to improve their reading and writing skills. (Students who are directed to enroll in developmental English must pass that course before resuming their progress through the standard English courses.)

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 oppor-

tunity 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.F.A.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Journalism (B.S.J.)
- Bachelor of Science in General Studies (B.S.G.S.)
- Associate in Arts (A.A.)
- Associate in Science (A.S.)

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

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

Major Programs

- Biology B.A., B.S.
- + Life Studies, B.A. only
 - Environmental Technology
 - Marine Science
 - Medical Technology
 - Biotechnology
 - Biology/Secondary Education
- Chemistry B.A., B.S.
 - Chemistry
 - Chemistry/General Business Minor
 - Biochemistry
 - Chemistry-Computer Science
 - Chemistry/Secondary Education
 - B.A., B.S., B.S.J.
- Communication B.A., B.S.
 - Advertising
 - Broadcasting
 - Communication Studies
 - Film Studies
 - Interpersonal and
 - Organizational Communication
 - Print Journalism
 - Public Policy Communication
 - Public Relations
 - Theatre
- 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.F.A.
- French B.A.

¹The 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.

*Health and Human Services

Spanish B.A.

Special Concentrations

* Indicates that a full major is available in the Evening Division.

+ Evening major available by special arrangement.

**Indicates a full major is available only in the evening.

Degree Requirements

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

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

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

To complete any major in CLAS, students are required to take a minimum of 9 semester hours of courses in their major department at Suffolk University. 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.

Students should have finished English 101 and 102 or authorized equivalents by the time they have reached 60 credits. Delaying the English requirement may impair performance in upper division courses and make it difficult to graduate on schedule. Upper division students who have not completed all English requirements should do so before they achieve senior status.

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. Students must achieve a minimum of 2.0 in their minor.

General Business Studies Minor

The School of Management offers a minor in General Business Studies for Suffolk University 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 the SOM Office of the Dean. CLAS students will be assigned an academic advisor within the School of Management to discuss courses and obtain approval of specific course selection. Any substitution for 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.

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. A maximum of 30 semester hours of business school credits may be counted towards the completion of a CLAS degree.

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.

Degrees—Four Year Programs

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 132, MATH 134, MATH 146, MATH 161
GROUP B- CMPSC 110, 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 105,
HUM 106, HUM 111, HUM 112

B. CHOOSE TWO ADDITIONAL COURSES FROM THOSE LISTED BELOW:

COMMUNICATION AND JOURNALISM

THETR 225, CJN 226, CJN 114

ENGLISH

ENG 113, ENG 114, ENG 123, ENG 124

HUMANITIES (Not more than one)

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

MODERN LANGUAGES

FR 209, FR 210, FR 211, FR 212, FR 309,
FR 310, SP 302, SP 301, SP 403, SP 404

PHILOSOPHY

PHIL 113, PHIL 115, PHIL 210, PHIL 211,
PHIL 260, PHIL 261

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 108, PSYCH 114, PSYCH 107,
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 101, EC 102

GOVERNMENT

GVT 103, GVT 110, GVT 261, GVT 276

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 or BIO 104/L104

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. Students are exempt from the SCI 301 requirement if they have satisfied the two semester lab science requirement and have had at least one course from three or more of the different groups shown below:

Biology

Chemistry 111 or higher

Physics 111 or higher

Engineering

Calculus or higher level mathematics

Laboratory based Psychology

3. 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.†

*Students are exempt from SCI 301 requirement if they have satisfied the two semester lab science requirement and have had at least one course from three or more of the following groups: Biology, Chemistry 111 or higher, Physics 111 or higher, Engineering, Calculus or higher level Mathematics, Laboratory based Psychology.

**COMPLEMENTARY MAJOR REQUIREMENTS, MINOR REQUIREMENTS,
AND FREE ELECTIVES..... 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 132, MATH 134, MATH 146, MATH 161

GROUP B- CMPSC 110, 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 105,
HUM 106, HUM 111, HUM 112

B. ONE ADDITIONAL COURSE FROM THOSE LISTED BELOW:**COMMUNICATION AND JOURNALISM**

CJN 114, THETR 225, CJN 226

ENGLISH

ENG 113, ENG 114, ENG 123, ENG 124

HUMANITIES

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

PHILOSOPHY

PHIL 113, PHIL 115, PHIL 210, PHIL 211,
PHIL 260, PHIL 261

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 108, PSYCH 114, PSYCH 107,
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 101, EC 102

GOVERNMENT

GVT 103, GVT 110, GVT 261, GVT 276

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 or BIO 104/L104

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..... 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 are exempt from the SCI 301 requirement if they have satisfied the two semester lab science requirement and have had at least one course from three or more of the following groups: Biology, Chemistry 111 or higher, Physics 111 or higher, Engineering, Calculus or higher level Mathematics, Laboratory based Psychology.

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 132, MATH 134, MATH 146, MATH 161, CMPSC 110,
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 (beyond the elementary 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** (beyond the elementary 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 or BIO 104/L104

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

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.**

*Students are exempt from the SCI 301 requirement if they have satisfied the two semester lab science requirement and have had at least one course from three or more of the following groups: Biology, Chemistry 111 or higher, Physics 111 or higher, Engineering, Calculus or higher level Mathematics, Laboratory based Psychology.

REQUIREMENTS FOR THE BACHELOR OF FINE ARTS DEGREE

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

- I. STUDIO COURSE REQUIREMENTS..... 69 HRS.**
Foundation studio courses and Major Department studio courses as taught at the New England School of Art & Design at Suffolk University.
- 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 (ADF 181, 182) **or** HUM 105-106
(Introduction to Western Art)
 - 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. The student must choose among the following: HUM 320, HUM 321, 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, IS 112) 6 HRS.
 - B. ENGLISH** (ENG 101, 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 132, MATH 134, MATH 146, MATH 161, CMPSC 110, CMPSC 121, or CMPSC 131, as determined by the Mathematics Department.)
 - E. HUMANITIES** 6 HRS.
CHOOSE TWO COURSES FROM THE FOLLOWING:
HUM 111, HUM 112, HUM 320, HUM 321, 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 210, PHIL 211, PHIL 261, PHIL 260
CJN 114, CJN 225, CJN 226,
WS 111

Note: 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 108, PSYCH 114, PSYCH 107, PSYCH 236, PSYCH 237, PSYCH 245

SOC 113, SOC 216, SOC 223, SOC 236, SOC264

WS 113

EC 101, EC 102

GVT 110, GVT 103, GVT 261, GVT 276

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 following the degree requirements.

TOTAL CREDIT HOURS REQUIRED FOR B.F.A.

STUDIO COURSEWORK 69 HRS.

ART HISTORY 15 HRS.

LIBERAL ARTS/ACADEMIC STUDIES 38 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 132, MATH 134, MATH 146 **OR** MATH 161
GROUP B – CMPSC 110, CMPSC 121 **OR** CMPSC 131
 (For more information refer to the Mathematics 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 105, HUM 106,

HUM 111, HUM 112

B. TWO ADDITIONAL COURSES FROM THOSE LISTED BELOW:**COMMUNICATION AND JOURNALISM**

THETR 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 105,

HUM 106, HUM 111, HUM 112

MODERN LANGUAGES

FR 209, FR 210, FR 211, FR 212, FR 309,

FR 310, SP 301, SP 302, SP 403 OR SP 404

PHILOSOPHY

PHIL 113, PHIL 115, PHIL 210, PHIL 211, PHIL 260, PHIL 261

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 108, PSYCH 114, PSYCH 107,

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 101, EC 102

GOVERNMENT

GVT 110, GVT 103, GVT 261, GVT 276

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 or BIO 104/L104

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

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.

*Students are exempt from the SCI 301 requirement if they have satisfied the two semester lab science requirement and have had at least one course from three or more of the following groups: Biology, Chemistry 111 or higher, Physics 111 or higher, Engineering, Calculus or higher level Mathematics, Laboratory based Psychology.

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.

E. VISUAL STUDIES DIVISION

Select courses from any combination of departments in the Division as listed below:
Art, Graphic Design, Humanities (Art History Only), Interior Design, and Foundations.

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 132, MATH 134, MATH 146, MATH 161, CMPSC 110, CMPSC 121, OR CMPSC 131	
(For more information refer to the Mathematics 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 Mathematics 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	
(Phil 119, Phil 123 or Phil 127).....	3 HRS.

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 130, MATH 132, MATH 134, MATH 146, MATH 161 GROUP B: CMPSC 110, CMPSC 121, **OR** CMPSC 131 (For more information see the Mathematics 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 Mathematics 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.

- | | |
|--|---|
| CJN 485-Rhetoric of Protest and Reform | HIST 394-Slavery |
| EHS 509-Schooling and Social Inequality:
Race, Gender and Class | HIST 395-Race and Ethnicity in Amer. History |
| ENG 357-African-American Literature I | HIST 396-The African Diaspora |
| ENG 379-Children's Literature | HIST 397-Southern Women |
| ENG 387-Women and Literature | HIST 398-Women & the Law in US History |
| GOVT 204-Women in American Politics | HUM 321-Women, Art and Society |
| GOVT 348-Law, Race and Gender | HUM 227-Jazz |
| GOVT 359/659-Race and Gender
in Electoral Politics | PHIL 251-Philosophy of Race and Gender |
| GOVT 435-Race and Public Policy | PHIL 263-Native American Religion |
| HIST 270-History, Theology and Literature | PSYCH 237-Psychology of Women |
| HIST 271-African-Amer. History, from
1629-1860 | PSYCH 341-Sociocultural Perspectives on
Behavior & Experience |
| HIST 272-African Amer. History, Since 1860 | PSYCH 425-Psychology of Prejudice,
Racism & Discrimination of Racism |
| HIST 323-African-Amer. Religious Experience | PS 506-Leadership Skills in a Diverse
Society |
| HIST 360-Native Amer.: Prehistory-Trail of
Tears | SOC 227-Race in American Society |
| HIST 361-Native Amer.:1832 to Present | SOC 228-Cultural Diversity & Human Need |
| HIST 371-Women in Amer. History | WS 111-Women, History, and Culture |
| HIST 378-Feminism Since 1965 | 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 393-Politics of Mexico |
| ENG 379-Children's Literature | GOVT 467-Politics of Pan-Africanism |
| FR 325-French Women in Fact and in Fiction | GOVT 484-Politics of the Muslim World |
| GOVT 203-Women in World Politics | GOVT 485-Politics of the Middle East |
| GOVT 283-Third World Politics | HIST 121-World History I |
| GOVT 383-African Politics | HIST 122-World History II |
| GOVT 387-Caribbean and Central
American Politics | HIST 160-Cultural Contact in World History |
| | HIST 245-Middle East Since 1258 |

HIST 261-African History To 1800
HIST 262-Modern African History Since
1800
HIST 263-Race and Politics in S. 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 321-Women, Art and Society
PHIL 261-Oriental Philosophy
PHIL 228-Women and Philosophy
PHIL 262-Buddhism
PHIL 265-Women in Spirituality
PS 508-The Psychology of Genocide
PSYCH 393-Eastern Psychology
SOC 357-Cross-Cultural Medicines
SPN 405-Women's Voices from Latin
America

AMERICAN STUDIES

No major available.

Directors: Dr. Robert Allison and Dr. Lauri Umansky

Minor in American Studies

For students interested in examining multiple aspects of American culture and society, the American Studies minor program offers students a chance to break away from narrow academic questions through an individualized, interdisciplinary course of study. Drawing on history, literature, sociology, psychology, and other fields, the American Studies minor allows students to integrate knowledge gained from a wide variety of courses.

A one-semester core course introduces the major questions and texts of the field. Students then choose from appropriate courses among the various disciplines to complete the requirements of the minor. Finally, students draw together the information and approaches garnered from the core course and from their particular course sequence in a capstone seminar.

Required Core Component 6 credits

- 1.) AM ST 111 What Is An American?
or
AM ST 112 Are We A Nation?
- 2.) AM ST 403 Seminar in American Studies

Designated Course Component 12 credits

Four courses from the following list, with no more than 6 credits in any one department.

- | | |
|---------|--------------------------------|
| CJN 285 | Media and Popular Culture I |
| CJN 286 | Media and Popular Culture II |
| CJN 365 | The American Cinema |
| CJN 485 | Rhetoric of Protest and Reform |
| EHS 372 | Environmental Law |
| EHS 503 | Foundations of Education |
| EHS 711 | Critical Issues in Education |

- | | |
|---------|--|
| ENG 353 | The Rise of American Fiction |
| ENG 354 | Hawthorne and Melville |
| ENG 355 | American Prose 1870-1920 |
| ENG 356 | Whitman and Dickinson |
| ENG 357 | African American Literature |
| ENG 359 | Selected African American Authors |
| ENG 361 | Contemporary American Fiction: 1950-Present |
| ENG 364 | Modern American Poetry |
| ENG 365 | Contemporary American Poetry |
| ENG 367 | Twentieth-Century American Fiction 1920-1950 |
| ENG 369 | Modern American Drama |
| ENG 387 | Women and Literature |
| ENG 396 | American Political Literature |
| ENG 398 | Boston: A City in Fiction |
| ENG 407 | Seminar in American Theatre History |
| GVT 204 | Women in American Politics |
| GVT 243 | American Constitutional Law |
| GVT 244 | Civil Liberties |
| GVT 346 | The American Presidency |
| GVT 348 | Blacks and the U.S. Constitution |
| GVT 355 | American Parties and Politics |
| GVT 363 | American Foreign Policy |
| GVT 435 | Race and Public Policy |
| GVT 473 | American Political Thought |
| HST 271 | African American History, 1619-1860 |
| HST 272 | African-American History, Since 1860 |
| HST 291 | American Diplomatic History to 1898 |
| HST 292 | American Diplomatic History Since 1898 |
| HST 323 | African American Religious Experience |

- HST 360 Native America: From Pre-History to the Trail of Tears
- HST 361 Native America: 1832 to the Present
- HST 371 Women in American History
- HST 378 Feminism Since 1965
- HST 381 American Colonial History
- HST 382 The American Revolution
- HST 383 Boston: The Heritage of a City
- HST 388 Crime in America: 20th Century Case Studies
- HST 389 American Constitutional History, I
- HST 390 Constitutional History II
- HST 391 The Young Nation: U.S. History 1789-1850
- HST 392 The American Civil War and Reconstruction
- HST 393 America: The Old and New South
- HST 394 Slavery
- HST 395 Race and Ethnicity in American History
- HST 397 Southern Women
- HST 398 Women and the Law in U.S. History
- HST 482 Culture of the Sixties
- HST 483 Death, Disease and Healing in American History
- HST 484 Crime, Law, and Society in U.S. History
- HST 485 History of American Law
- HST 486 The Vietnam War in History and Image
- HST 487 History, Literature, and the South
- HST 489 Law, Literature and History
- HST 492 The U.S. in the Twentieth Century
- HUM 211 Music of the United States
- HUM 227 Jazz
- HUM 320 Art and Architecture of New England
- HUM 311 Art of the United States
- HUM 486 The Vietnam War in History and Image (same as HST 486)

- PHIL 253 Philosophy of America
- PSYCH 239 Black Psychology
- PSYCH 245 Consumer Psychology
- PSYCH 425 Psychology of Prejudice, Racism, and Discrimination
- PSYCH 474 Community Psychology
- SOC 223 Families in Contemporary Society
- SOC 227 Race in American Society
- SOC 237 Drugs and Society
- SOC 238 Cops and Robbers: Crime on Film
- SOC 275 Women and Crime
- SOC 286 Women and Work
- SOC 325 Popular Culture in America
- SOC 326 Social Movements

Information/Advising

Each student's four elective courses for the minor must be related in some coherent way. With his/her American Studies Minor advisor, a student will identify a particular focus (e.g. an era, a topic, a theme, a region, a population, or a problem in American culture) that he or she wishes to explore closely through interdisciplinary study.

American Studies Committee

Robert Allison, History; Robert Bellinger, History; John Berg, Government; Blair Bigelow, English; John Cavanagh, History; Gail Coffler, English; Kenneth Greenberg, History; James Hannon, Sociology; Sharon Kurtz, Sociology; Fred Marchant, Humanities; Jon Marko, Humanities; Joseph McCarthy, Education and Human Services; Charles Rice, University Chaplain; Allan Tow, Education and Human Services; Lauri Umansky, History; Yvonne Wells, Psychology; Da Zheng, English.

AMERICAN STUDIES COURSES

American Studies 111 – What is an American?

This course will examine the nature of American society, and the historical roots of American character and identity. We will read works by American authors as well as works by European observers of America to see how Americans define themselves and how others see them. *1 term – 3 semester hours.*

American Studies 112 – Are We A Nation?

In the wake of the Civil War, Senator Charles Sumner asked, "Are we a nation?" His query still echoes. This course will survey major twentieth-century critiques of American culture and character. Starting with debates early in the century between assimilationists and cultural pluralists, and ending with current debates over multiculturalism and "national character," we will address what continues as a central national conversation: What does it mean to be an American? Are we one nation or many? Is there common ground? *1 term – 3 semester hours.*

American Studies 403 – Seminar in American

Studies. This course is designed to be taken after the student has completed all other courses for the minor. It will offer the American Studies minor a chance to draw together the general themes of the field with the particular issues raised by the student's focused course work. *1 term – 3 semester hours.*

Prerequisite AM ST 111 or 112. Limited to American Studies minors.

ART FOR NON-MAJORS

The New England School of Art & Design at Suffolk University

NESADSU Chairman: Davis

Lecturer: Fabbris

The Minor in Art

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

Six Studio Art Courses

In addition to Art for Non-Majors, the University offers Bachelor of Fine Arts Degree Programs and Diploma Programs in Interior Design, Graphic Design and Fine Arts, as well as Certificate Programs in Decorative Arts and Electronic Design. Please see the NESADSU listings elsewhere in this catalogue for complete information.

Students not enrolled in either the BFA, Diploma or Certificate Programs may take NESADSU courses provided they have met any prerequisite requirements.

ART FOR NON-MAJORS COURSES

ART 209 – Drawing. Introduction to the basic principles of drawing: a study of perspective and three-dimensional form. *1 term – 1.5 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 – 1.5 semester hours. Normally offered yearly. Cost of materials to be borne by students.*

ART HISTORY

Humanities Major with Art History Track and Art History. Minor available through the Department of Humanities and Modern Languages.

Coordinator: Smythe, Associate Professor

Lecturers: Steck

The courses listed below are cross-referenced under the Humanities Department listings in this catalog.

Courses with art history content are offered in the Department of Humanities and Modern Languages. The equivalent of an art history major is offered as a Humanities Major-Art History Track, requiring 30 hours of course work. The Art History Minor requires 18 hours of course work.

Humanities Major-Art History Track

1. *Core Requirement* (2 courses, 6 hours credit):
105-106 Art History I & II
2. *Track Requirements* (8 courses, 24 hours credit), chosen from among the following Humanities courses:
305 Art of Greece and Rome
306 Art of the Middle Ages
307 Art of the Renaissance
308 Art of the Baroque and Rococo
309 Art of the Nineteenth Century
310 Art of the Twentieth Century
311 Art of the United States
320 Art and Architecture of New England
321 Women, Art, and Society
501 Independent Study (directed by professor of art history)

Option – a maximum of 2 courses may be chosen from the following:

- a. Art and Design Foundation drawing or painting courses offered by NESAD without a prerequisite
- b. PHIL 219 Philosophy of Art

Minor in Art History

1. *Core Requirement* (2 courses, 6 hours credit):
105-106 Art History I & II
2. *Track Requirements* (4 courses, 12 hours credit), chosen from among the following Humanities courses:
305 Art of Greece and Rome
306 Art of the Middle Ages
307 Art of Renaissance
308 Art of the Baroque and Rococo
309 Art of the Nineteenth Century
310 Art of the Twentieth Century
311 Art of the United States
320 Art and Architecture of New England
321 Women, Art, and Society

Note on 1997 Changes in Course Numbering

The following course numbers have been changed. Course content is not affected.

Old Number	New Number	Course Name
230	320	Art and Architecture of New England
245	321	Women, Art, and Society

ART HISTORY COURSES

HUMANITIES 105 – Art History I. A survey of the art of western civilization from its beginnings in French caves to the scientific developments of the early Renaissance. Works of painting, sculpture, and architecture are presented in their historical context. Course covers Egyptian, Ancient Near Eastern, Greek, Roman, early Islamic, Byzantine, Romanesque, Gothic and early Renaissance. Visits to local museums are assigned. *1 term – 3 semester hours. Offered every year.*

HUMANITIES 106 – Art History II. A survey of the art of Europe and America from the 16th century to the 20th century. Works of painting, sculpture, and architecture are presented in their historical context. Course covers the High Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Cubism, Surrealism, Abstract Expressionism, Pop, Op, and Post-Modernism. Visits to local museums are assigned. *1 term – 3 semester hours. Offered every year.*

HUMANITIES 305 – Art of 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, and on engineering achievements, portrait sculpture and wall paintings in the Roman world. *1 term – 3 semester hours. Normally offered alternate years.*

HUMANITIES 306 – Art of the Middle Ages. Religious and secular painting, sculpture, architecture and the minor arts in the context of medieval civilization. Examples of mosaic, ivory carvings, manuscript illumination, enamel work, stained glass, altarpieces, fresco paintings, basilica churches, monasteries, and cathedrals from Early Christian, Byzantine, Barbarian, Carolingian, Ottonian, Romanesque, and Gothic periods are included. Visits to local museums are assigned. *1 term – 3 semester hours. Normally offered alternate years.*

HUMANITIES 307 – Art of the Renaissance. Painting, sculpture and architecture of the 14th, 15th and 16th centuries in Europe viewed in their cultural and political context. Issues covered include the search for ideal form, the tools of realism, the effect of the Reformation on art, the changes in patronage, development of portraiture. Artists include Giotto, Masaccio, Donatello, Van Eyck and Dürer, Leonardo da Vinci, Raphael, Michelangelo, and Titian. *1 term – 3 semester hours. Normally offered alternate years.*

HUMANITIES 308 – Art of the Baroque and Rococo. A study of 17th and 18th century painting, sculpture and architecture in Italy, Spain and Northern Europe. Artists include Rembrandt, Rubens, Caravaggio, Bernini, Poussin, Velásquez, Watteau, Boucher, Fragonard, and Chardin. *1 term – 3 semester hours. Normally offered alternate years.*

HUMANITIES 309 – Art of the Nineteenth Century. A study of Neoclassicism, 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 Cézanne. *1 term – 3 semester hours. Normally offered alternate years.*

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, Corbusier, Gropius and Chagall. *1 term – 3 semester hours. Normally offered alternate years.*

HUMANITIES 311 – Art of the United States. An overview of painting, sculpture and architecture by U.S. artists such as Copley, Stuart, Bulfinch, Jefferson, Whistler, Sargent, Homer, Eakins, Wright, Pollack, Rauschenberg and Wyeth. *1 term – 3 semester hours. Normally offered alternate years.*

HUMANITIES 320 – Art and Architecture of New England. 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. Normally offered every three years.*

HUMANITIES 321 – Women, Art, & Society. This course covers women artists from the sixteenth century to the present as well as the new direction of art-historical scholarship developed by feminist art historians during the last twenty years. *1 term – 3 semester hours. Normally offered alternate years. Cab*

For additional Art History Courses, please see the New England School of Art & Design at Suffolk University section of Course Bulletin.

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, Merrill, Mulcahy

Assistant Professor: Martin

Instructor: Nunes

Lecturers: Finkelstein, Fontaine, O'Donnell

Biology majors may obtain a Bachelor of Science or Bachelor of Arts degree in Biology either by specializing in one of the following programs: Medical Technology, Environmental Technology, Biotechnology, Marine Science 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.

Core Requirements:

Biology 111-114, L111-L114; 222 or 285, L285; 224, L224 or 222; 274, L274; 304, L304; 333, L333, 409
Chemistry 111-112, L111-L112; 211-212, L211-L212.*
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 111, L111 & 114, L114 (General Biology I [Major Concepts] and General Biology II [Zoology], and labs; then, preferably in the order listed: Biology 222 (Field Botany) or 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 (Principles of Biology I and II) or Biology 101, L101 is a prerequisite for Biology 102, L102, and 104, L104.

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.

The 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 13' 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 Science in Biology

(122 Semester Hours)

Freshman	Sem. Hrs.
Biology 111-114, L111-L114	8
Chemistry 111-112, L111-L112	8
Math 146 or 161 and Computer Science	6
English 101-102	6
Integrated Studies 111-112	6
	34

Sophomore	Sem. Hrs.
Biology 285, L285; 224, L224 or Bio 222	7/8
Chemistry 211-212, L211-L212	8
English 213, Sequence	6
Social Science Requirement	3
Rhetorical Communications CJN 103	3
Philosophy 119/123/127	3
	30/31

Junior	Sem. Hrs.
Biology 274, L274; 304, L304	8
Physics 111-112, L111-L112 or 151-152, L151-L152	8
Humanities Requirement	6
Cult Div Groups A & B	6
	28

Senior	Sem. Hrs.
Biology 333, L333	4
Major and/or Program Electives (3)	12
Biology 409	1
Humanities (BS - Group A or B) (BA - Language)	3
Social Science Requirement	6
Free Elective	3/4
	29/30

Biotechnology Program

(122 Semester Hours)

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.

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

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 254, L254; 256; 257; 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 an affiliation with the Newton-Wellesley 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 and Biology 377, L377 are required for application to the hospital schools. 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 and the Director of the Newton-Wellesley Hospital School of Medical Technology.

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 for the non-science major. May not be taken by majors nor used for major credit. *3 hours lecture. 1 term – 3 semester hours. Days or evenings. Fall and Summer.*

Biology L101 – Principles of Biology I Laboratory. A series of experiments and investigations to study the principles of diffusion, enzyme function, cell division, genetics and evolution. *3 hours laboratory. 1 term – 1 semester hour. Days or evenings. Fall and Summer.*

Biology 102 – Principles of Biology II. Investigations of relationships among organisms in time and space. Diversity, and human biology in the context of contemporary society. This is a suggested course for the non-science majors and it **may not** be taken by majors nor used as credit for Biology majors. *Prerequisites: Biology 101, L101. 3 hours lecture. 1 term – 3 semester hours. Days or evenings. Spring and Summer.*

Biology L102 – Principles of Biology II Laboratory. Exercises and field trips designed to complement and demonstrate the principles developed in the lecture section. *3 hours laboratory. 1 term – 1 semester hour. Days or evenings. Spring and Summer.*

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 is not open to biology majors. 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. Days or evenings.*

Biology L104 – Environmental Biology Laboratory. Exercises and field trips designed to complement and demonstrate the ecological principles developed in the lecture section. The lab emphasizes

the scientific method and employs long term group projects. *3 hours laboratory. 1 term – 1 semester hour. Days or evenings.*

***Biology 111 – General Biology I (Major Concepts).** Important concepts in biology are introduced in this course by examining the relationships and distinctions among species at the cellular level. This is the introductory course required for all biology majors. *3 hours lecture. 1 term – 3 semester hours. Fall Semester.*

***Biology L111 – General Biology I (Major Concepts) Laboratory.** Sessions are designed to familiarize the biology student with biological molecules, and the techniques used in their study. The techniques covered include basic solution preparation, separation and quantitation of molecules, enzyme catalysis, and cell isolation. Required for Biology Majors. *3 hours laboratory. 1 term – 1 semester hour. Fall Semester.*

***Biology 114 – General Biology II (Zoology).** Introduction to animal biology emphasizing evolution, classification, morphology, function, development, and ecology. Required of all Biology majors. *Prerequisite: Biology 111, L111. 3 hours lecture. 1 term – 3 semester hours. Spring Semester.*

Biology L114 – General Biology II (Zoology) Laboratory. A series of laboratory experiences in animal evolution, diversity, anatomy, physiology and ecology. *3 hours laboratory. 1 term – 1 semester hour. Spring Semester.*

Biology 203 – Human Anatomy. A survey of structure 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 111, L111 or equivalent. – 3 semester hours. Normally offered Fall Semester.*

Biology L203 – Human Anatomy Laboratory. A study of the human skeletal system and a comparative look at other organ systems involving cat and dogfish dissections. Computer graphics of the human body are utilized. *3 hours laboratory. 1 term – 1 semester hour.*

Biology 204 – Human Physiology. 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 111, L111 or equivalent. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years, Spring term.*

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 alternate years. Days or evenings.*

Biology 217 – Vertebrate Biology. A comparative look at diverse aspects of vertebrates including anatomy and adaptations for reproduction, behavior and ecology. Evolution in vertebrates is discussed in the context of phylogenetic relationships and trends among the chordates. *Prerequisites: Biology 114, L114. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years. Days only.*

Biology L217 – Vertebrate Biology Laboratory. Practical involvement with the principles discussed in lecture using New England vertebrates as examples. Includes both laboratory and field experiences. *3 hours laboratory, 1 term – 1 semester hour.*

Biology 222 – Field Botany. A three week camping excursion, during which common tracheotypes, bryophytes, algae, and other photosynthetic organisms characteristic of various habitats in Maine will be identified. Emphasis will be on plant ecology including species interactions and habitat requirements. Vertical zonation in mountains, lakes and intertidal areas will be a point of focus. Participants will camp for one week at each of three sites: Baxter State Park, Central Maine (near Augusta), and the Friedman Field Station. Travel will be by car pool and hiking (up to ten miles per day over difficult terrain). *Sleeping Bags and Tents Required.*

Additional Fees: Camping and food est \$350.00
This course may be substituted for Vascular Plants or Non Vascular Plants course requirement.
Prerequisites: Biology 111, L111 or equivalent. 3 semester hours. Normally offered alternate years as a late Spring offering.

Biology 223 – Non-Vascular Plants. (Formerly: *Algae, Fungi, and Mosses*) 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 111, L111. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years. Fall Semester.*

Biology L223 – Non-Vascular Plants Laboratory (Formerly: *Algae, Fungi and Mosses Laboratory.*) 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 111, L111. 3 hours lecture. 1 term – 3 semester hours. Normally offered Spring Semester.*

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 254 – 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 L254 – Marine Biology Laboratory. Field trips to local marine environments; field and laboratory observations of marine organisms. *3 hours laboratory. 1 term – 1 semester hour.*

Biology 256 – Marine Mammals. Biology and Conservation. An upper level course which explores the biology and natural history of marine mammals in the North Atlantic, including whales, dolphins, and seals. Topics include evolution, anatomy, physiology, behavior, field identification, the history of whaling and contemporary whaling issues. Some weekend field trips in Massachusetts Bay are required. *Prerequisite: Biology 114, L114 and permission of Marine Science Coordinator. [This is a Massachusetts Bay Marine Studies Consortium course and enrollment is limited.] 3 hours lecture – 1 term – 3 semester hours. Normally offered every Spring Semester. Evenings only; off campus.*

Biology 262 – Techniques in Cell Culture. The course is designed as a working laboratory experience that will allow students to learn the standard techniques associated with successful cell culture. As such, students are responsible for the maintenance, propagation, isolation, and preservation of their cells. A number of cell types and experimental manipulations of the cultures are investigated throughout the semester. *Prerequisites:* *Biology 111, L111 and Biology 114, L114 and Chem 111, L111.* 6 lecture/lab hours. 1 term – 4 semester hours. Normally offered alternate years. Spring Semester.

Biology 273 – Biostatistics. (Formerly: *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 alternate years. Days or evenings.

Biology L273 – Biostatistics Laboratory. (Formerly: *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 111, L111 or equivalent.* 3 hours lecture. 1 term – 3 semester hours. Fall Semester.

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 111, L111.* 3 hours lecture. 1 term – 3 semester hours. Days or evenings. Fall Semester.

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 movement are examined in various animal forms. *Prerequisites:* *Biology 114, L114, Chemistry 211, L211.* 3 hours lecture. 1 term – 3 semester hours. 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 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. Fall only. Alternates yearly between the Boston and Maine (Friedman Field Station) 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. Fall Semester.

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. Spring Semester.

Biology L377 – Immunology Laboratory. Anatomy of the immune system, immunoglobulin purification, production of antibodies in rabbits, hemagglutination, enzyme immunoassay. Immunochromatography, immunoelectrophoresis, 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 Advance Microbiology Laboratory. Laboratory. Isolation, quantitation and cultivation of microorganisms, advanced general and applied microbiology and molecular biology. Experience in media, chemical and culture preparations. Independent project required. *3 hours laboratory. 1 term – 1 semester hour.*

Biology 403 – Cell Biology. An examination of the structure, metabolism, reproduction, and regulation – hormonal and genetic – of organisms at the cellular level. Suggested course for all preprofessional students. *Prerequisites: Bio 114, L114, and Chem 211, L211. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years, Fall Semester.*

Biology L403 – Cell Biology Laboratory. Experiments covering photosynthesis, respiration, transport, gene products and hormone effects will be conducted. A variety of techniques will be used including microscopy, colorimetry, enzymology, centrifugation, electrophoresis, cell and tissue culture, and bioassay. Data analysis and report writing is emphasized. *3 hours laboratory. 1 term – 1 semester hour.*

Biology 409 – Biology Seminar. A seminar required of all biology majors as seniors. 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. Both terms.*

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; RFLP; transposable elements, genetic engineering of plants, oncogenes; AIDS; and The Human Genome Project. *Prerequisites: Biology 274, L274, and Chemistry 212, L212. 3 hours lecture. 1 term – 3 semester hours. Normally alternate years. Spring Semester.*

Biology L474 – Molecular Genetics Laboratory. A series of exercises to introduce the techniques of recombinant DNA including vector cloning, restriction endonuclease analysis, transformation of *E. coli* with recombinant DNA, biological analysis of recombinant plasmids. *3 hour laboratory. 1 term – 1 semester hour.*

Biology 475 – Developmental Biology. An examination of the molecular, cellular, biochemical and environmental mechanisms that regulate the developmental processes in organisms with an emphasis on vertebrates. Topics include the processes of differentiation, determination, tissue induction and morphogenesis. *Prerequisites: Bio 114, L114 and Chem 211, L211. 3 hours lecture. 1 term – 3 semester hours. Normally offered alternate years. Spring Semester.*

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

BLACK STUDIES

No major available.

Director: Robert A. Bellinger

Minor in Black Studies

Black Studies is a course of study that is interdisciplinary; it includes history, the social sciences, and the humanities and is capable of incorporating any other discipline. It is also international and therefore allows for the study of Black history and culture not only in Africa or the United States, but throughout the African Diaspora in all parts of the world. As such it is completely inclusive of the Black experience.

The minor program provides students with the opportunity to critically examine the black experience in relationship to both historical and contemporary issues that have shaped and continue to shape the various communities they are a part of: neighborhoods, cities, states, nations and the world.

Curriculum

Requirements for a minor are satisfied by successfully completing a total of 18 semester hours of coursework in Black Studies. (For course descriptions, please refer to the appropriate department of this catalog).

Required Core Component (6 semester hours)

All students must take:

- *Black Studies 100 – Introduction to Black Studies

and one of the following:

- History 271 – African American History 1619-1860
- History 272 – African American History since 1860

Designated Course Component (12 semester hours)

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

- ENG 357 Afro-American Literature I
- ENG 358 Afro-American Literature II
- GOV 348 Blacks and the U.S. Constitution
- GOV 383 African Politics
- GOV 467 Politics of Pan Africanism
- HST 261 African History to 1800
- HST 262 Modern African History Since 1800
- HST 263 Race and Politics in South Africa
- HST 270 History, Theology, and Literature
- HST 271 African American History, 1619-1860
- HST 272 African American History Since 1860
- HST 323 African American Religious History
- HST 475 History of African Americans in Boston
- HST 394 Slavery
- HST 396 The African Diaspora
- PHIL 251 Philosophy of Race and Gender
- PSYCH 239 Black Psychology

Special Topics

Directed Studies and Research Projects are also available through individual departments for students who want to include individual specialized research in the minor.

Information/Advising

Students wishing to minor in Black Studies should see the Director of the Black Studies program and choose an advisor from the Black Studies committee.

Black Studies Committee

Director: Robert A. Bellinger, History; Judy Dushku, Government; Calvin Harris, Government; Marilyn Jurich, English; Joseph McCarthy, Education; Charles Rice, Philosophy and History; Yvonne Wells, Psychology.

BLACK STUDIES COURSES

Black Studies 100 – Introduction to Black Studies. An interdisciplinary introduction to the basic concepts and literature in the disciplines covered by Black Studies. It includes History, Philosophy, Psychology and other disciplines, as well as a conceptual framework for the investigation and analysis of Black history and culture. The course will also incorporate an introduction to basic research methods including library use, project development, bibliography development and writing research papers. *1 term – 3 semester hours. Normally offered every spring.*

CHEMISTRY

Department of Chemistry

Professors: Lewis (Chairperson), Good, Miliora, Patterson, Richmond, Ronayne
Lecturers: Alekshun, 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.

Students majoring in chemistry and planning to spend a semester abroad should consult carefully with their faculty advisors and be aware that their degree completion may be delayed.

The program leading to the B.S. or B.A. degree in Chemistry is approved by the Committee on Professional Training of the American Chemical Society and contains 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 study a foreign language.

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:

Chemistry 111-112, L111-L112, 211-212, L211-L212, 313, 314, L314, 411-412, L411-L412, 423, 425 or 426, L426, 429
 Computer Science 112, 121, 110 or 131
 Mathematics 161-162, 261-262
 Physics 151-152, L151-L152

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

Freshman	Sem. Hrs.
Chemistry 111-112, L111-L112	8
Computer Science 112, 121, 131 or 110	3
Mathematics 161-162	6
English 101-102	6
Freshman Integrated Studies	6
	29

Sophomore	Sem. Hrs.
Chemistry 211-212, L211-L212	8
Physics 151-152, L151-L152	8
Second Year English	6
Speech/Ethics	6
Free Elective	3
	31

Junior	Sem. Hrs.
Chemistry 313	1
Chemistry 314, L314	4
Chemistry 411-412, L411-L412	8
Mathematics 261-262	6
Humanities Requirement	3
Social Science Requirement	3
Free Electives	6
	31

Senior	Sem. Hrs.
Chemistry 423	3
Chemistry 425 or 426, L426	4
Chemistry 429	2
Chemistry Elective	4
Humanities Requirement	6
Social Science Requirement	6
Free Electives	6
	31

Chemistry/Computer Science

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, 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 Engineering 351), 265 and six more hours of Computer Science electives (possibly including Engineering 251) approved by the Department of Chemistry.

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

Freshman	Sem. Hrs.
Chemistry 111-112, L111-L112	8
Computer Science 131	3
Mathematics 161-162	6
English 101-102	6
Freshman Integrated Studies	6
	29

Sophomore	Sem. Hrs.
Chemistry 211-212, L211-L212	8
Computer Science 132	3
Physics 151-152, L151-L152	8
Second Year English	6
Speech/Ethics	6
	31

Junior	Sem. Hrs.
Chemistry 313	1
Chemistry 314, L314	4
Chemistry 411-412, L411-L412	8
Computer Science 253	3
Computer Science Elective	3
Mathematics 261-262	6
Humanities Requirement	3
Social Science Requirement	3
	31

Senior	Sem. Hrs.
Chemistry 423	3
Chemistry 425 or 426	3
Chemistry 429	1
Computer Science 265	3
Computer Science Elective	3
Humanities Requirement	6
Social Science Requirement	6
Free Electives	6
	31

Chemistry/General Business

Minor The program in Chemistry/General Business Minor combines the technical training in chemistry with a general business minor in the Sawyer 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 General Business Studies minor as specified by the Sawyer School of Management.

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

Freshman	Sem. Hrs.
Chemistry 111-112, L111-L112.....	8
Computer Science 112, 110, or 121	3
Mathematics 161-162.....	6
English 101-102.....	6
Freshman Integrated Studies.....	6
	29

Sophomore	Sem. Hrs.
Chemistry 211-212, L211-L212.....	8
Statistics 250.....	3
Physics 151-152, L151-L152	8
Second Year English.....	6
Speech.....	3
Ethics	3
	31

Junior	Sem. Hrs.
Chemistry 313.....	1
Chemistry 314, L314	4
Chemistry 411-412, L411-L412.....	8
Mathematics 261	3
Accounting 201	3
Economics 211*-212	6
SOM 101	3
Humanities Requirement.....	3
	31

Senior	Sem. Hrs.
Chemistry 429.....	1
Free Elective	3
CIS 310	3
Humanities Requirement.....	6
Social Science Requirement	6
Chem Elective	3
SSOM Minor options	9
	31

*May be used in partial fulfillment of the Social Science Option.

**SSOM Minor options are to be chosen from the following list (substitution requires prior approval from the academic advisor): MGT 201, ACCT 202, BLW 214, FIN 310, MKT 310, MGT 317, MGT 320, IBMK 321.

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 were all 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:

Chemistry 111-112, L111-L112, 211-212, L211-L212, 331, L331, 313, 314, L314, 411-412, L411-L412, 429
 Biology 111, L111, 114, L114
 Mathematics 161-162
 Computer Science 110, 112, or 121
 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:

Freshman	Sem. Hrs.
Chemistry 111-112, L111-L112	8
Biology 111, L111	4
Mathematics 161-162	6
English 101-102	6
Freshman Integrated Studies	6
	30

Sophomore	Sem. Hrs.
Chemistry 211, 212, L211-212	8
Biology 114, L114	4
Physics 151-152, L151-L152	8
Second Year English	6
Speech	3
Ethics	3
	32

Junior	Sem. Hrs.
Chemistry 411 - 412, L411 - L412	8
Chemistry 314, L314	4
Chemistry 313	1
Humanities Requirement or Language (B.A.)	6
Computer Science 110, 112, or 112	3
EHS 507	3
EHS 503 (Soc. Sci. Requirement)	3
EHS 504	3
	31

Senior	Sem. Hrs.
Chemistry 331, L331	4
Social Science Requirement	6
Humanities Requirement	3
Free Elective	3
EHS 505, 506	6
EHS 500 (Practicum)	9
Chemistry 429	1
	32

Grand Total	122
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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:

Chemistry 111-112, L111-L112, 211-212, L211-L212, 313, 314, L314, 331-332, L331-L332, 429, 433

Biology 111, L111 and two of the following: 274, L274; 285, L285; 377, L377; 403, L403; 474, L474

Computer Science 112, 121, or 110

Mathematics 161-162

Physics 151-152, L151-L152

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

Freshman	Sem. Hrs.
Chemistry 111-112, L111-L112	8
Biology 111, L111	4
Mathematics 161-162	6
English 101-102	6
Freshman Integrated Studies	6
	30

Sophomore	Sem. Hrs.
Chemistry 211-212, L211-L212	8
Computer Science 112, 121, or 110	3
Physics 151-152, L151-L152	8
Second Year English	6
Speech/Ethics	6
	31

Junior	Sem. Hrs.
Chemistry 313	1
Chemistry 314	4
Chemistry 331-332, L331-L332	8
Biology Electives*	8
Humanities Requirement	3
Social Science Requirement	3
Free Elective	3
	30

Senior	Sem. Hrs.
Chemistry 411-412, L411-L412	8
Chemistry 429	2
Chemistry 433	3
Humanities Requirement	6
Social Science Requirement	6
Free Electives	6
	31

*Must be chosen from the following: Biology 274, L274; 285, L285; 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, and kinetics. 3 hours lecture. *Prerequisite:* High school chemistry. 2 terms – 6 semester hours. Normally offered yearly.

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.

Chemistry 211-212 – Organic Chemistry. The essential chemistry of functional groups and basic theories as applied to the study of organic compounds. Mechanistic studies, stereochemistry, 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 and evenings.

Chemistry 313 – Chemical Literature. A thorough introduction to the chemical literature, including online searches and internet resources; 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, L314 – Instrumental Analysis.

Theory and application of analytical instruments: ultraviolet, visible, fluorescence, atomic, and emission spectroscopy; chromatographic methods; electrochemical 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, enzyme purification and characterization, electrophoresis of proteins and nucleic acids, and enzyme kinetics. 4-hour laboratory. *Concurrent enrollment in Chemistry 331-332 required.* 2 terms – 2 semester hours. Normally offered yearly.

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 alternate years, days only.

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, days or evenings.

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.*

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.*

Chemistry L426 – Transition Metal Chemistry Laboratory. Synthesis and properties of transition metal complexes. Properties investigated may include conductivity, magnetic moments, optical rotation, optical and NMR spectra, rate of reaction, and stability of complexes. 4-hour laboratory. *Prior or concurrent enrollment in Chemistry 426 required. Normally offered alternate years.*

Chemistry 427 – Special Topics in Chemistry. Advanced study of a special topic in chemistry, by arrangement with the chemistry faculty. *Prerequisite: Instructor's permission. 1 – 3 semester hours.*

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 toxic 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 111 (Chemistry 332 and Biology 403 strongly recommended). 1 term – 3 semester hours. Normally offered alternate years.*

COMMUNICATION AND JOURNALISM

Department of Communication and Journalism

Professors: Boone, Peary, Plotkins

Associate Professors: Geisler, Karns, Preiss, Rosenthal (Dept. Chair)

Assistant Professors: Bekken, Guilar

Lecturers: Baciagalupo, Cunningham, Elliott, Farrell, Greeley, Greenberg, Kulas, Malioneck, Marko, Martin, McMahon, Tucci, Vining

Requirements for the Major: Students must complete the requirements of a concentration in the Department of Communication and Journalism in one of the following areas: Advertising, Broadcasting Communication Studies, Film Studies, Interpersonal and Organizational Communication, Print Journalism, Public Policy Communication, Public Relations and/or Theatre.

Requirements for the Minor: All students must complete 18 semester hours of course work including four courses from one of the concentrations listed below and two electives.

Areas of Concentration:

Concentration in Advertising
(36 hrs./12 courses)

Required Courses (7): CJN 275 – Advanced Public Speaking, CJN 314 – Professional Writing or CJN 315 – Media Writing, CJN 357 – Advertising, CJN 359 – Ad Copy, CJN 377 – Public Relations, CJN 405 – Communication Theory, CJN 427 – New Media and Markets

Select 5 additional courses from departmental offerings, with at least 3 of these courses at the 300 level or above.

Concentration in Broadcasting
(36 hrs./12 courses)

Required Courses (7): CJN 255 – Introduction to Mass Communication, CJN 257 – Broadcasting, CJN 287 – Media Criticism, CJN 315 – Media Writing, CJN 355 – Media Production, CJN 400 – Media Effects and Uses, CJN 405 – Communication Theory

Select 5 additional courses from departmental offerings, with at least 3 of these courses at the 300 level or above.

Concentration in Communication Studies
(36 hrs./12 courses)

Required Courses (3): CJN 275 – Advanced Public Speaking or CJN 235 – Argument and Advocacy, CJN 314 – Professional Writing or CJN 315 – Media Writing, CJN 405 – Communication Theory

Select 9 additional courses from departmental offerings. Courses must be approved by a departmental advisor prior to completion of 90 semester hours toward graduation. At least 6 of these courses must be at the 300 level or above. No more than 3 of the courses may be from any one concentration area within the department.

Concentration in Film Studies
(36 hrs./12 courses)

Required Courses (7): CJN 226 – Film Studies I, CJN 227 – Film and Society, CJN 229 – Acting or CJN 275 – Advanced Public Speaking, CJN 326 – Film Studies II, CJN 365 – American Cinema, CJN 405 – Communication Theory, CJN 415 – Review Writing

Select 5 additional courses from departmental offerings, with at least 3 of these courses at the 300 level or above.

Concentration in Interpersonal and Organizational Communication
(36 hrs./12 courses)

Required Courses (7): CJN 215 – Interpersonal Communication, CJN 265 – Team and Small Group Communication, CJN 275 – Advanced Public Speaking, CJN 314 – Professional Writing, CJN 375 – Organizational Communication, CJN 405 – Communication Theory, CJN 475 – Organizational Development
Select 5 additional courses from departmental offerings, with at least 3 of these courses at the 300 level or above.

Concentration in Print Journalism
(36 hrs./12 courses)

Required Courses (7): CJN 113 – Newswriting, CJN 213 – Feature Writing, CJN 239 – Media Law, CJN 257 – Broadcasting or CJN 275 – Advanced Public Speaking, CJN 313 – Reporting, CJN 405 – Communication Theory, CJN 413 – Media History

Options (5 from list): CJN 218 – Photojournalism, CJN 255 – Introduction to Mass Communication, CJN 319 – Sportscasting, CJN 341 – Desk Top Publishing, CJN 343 – Magazine Writing, CJN 350 – Communication Ethics, CJN 377 – Public Relations, CJN 387 – Sports Public Relations, CJN 415 – Review Writing, CJN 491 – Special Topics

Concentration in Public Policy Communication
(36 hrs./12 courses)

Required Courses (7): CJN 235 – Argument and Advocacy, CJN 239 – Media Law, CJN 335 – Persuasion, CJN 405 – Communication Theory, CJN 439 – Legal Communication, CJN 487 – Media Relation, CJN 489 – Political Communication

Select 5 additional courses from departmental offerings, with at least 3 of these courses at the 300 level or above.

Concentration in Public Relations
(36 hrs./12 courses)

Required Courses (8): CJN 113

Newswriting or CJN 213 – Feature Writing, CJN 275 – Advanced Public Speaking, CJN 314 – Professional Writing, CJN 350 – Communication Ethics, CJN 377 – Public Relations, CJN 405 – Communication Theory, CJN 477 – Advanced Public Relations, CJN 487 – Media Relations

Select 4 additional courses from departmental offerings, with at least 2 of these courses at the 300 level or above.

Concentration in Theatre

Information regarding this concentration is listed in a separate section located at the conclusion of the course listings in Communication and Journalism.

All students majoring in Communication and Journalism must have their programs approved by an advisor from the department and thereafter keep in close touch with the department with respect to their programs. The department selects from among its faculty a freshman advisor and then assigns each student a permanent advisor in their sophomore year.

Honors in Communication: Majors in the Department who have completed 15 hours of coursework in the Department, who have a Communication average of 3.4 or higher and who have an overall cumulative average of 3.0 or higher may enroll in CJN 506 – HONORS SEMINAR. Completion of Honors Seminar with a grade of B+ or better would entitle the student to Departmental Honors. For further details see the Chairperson of the Department.

Walter M. Burse Forensic Society:

The Department of Communication and Journalism sponsors and supervises the Walter M. Burse Forensic Society. The purpose of this organization is to help students develop and master techniques of argumentation and oral communication. After working on campus, members participate in intercollegiate debate and speech tournaments at other colleges and universities throughout the United States. The Forensic Society offers training for competition in debate and individual speaking events and consistently ranks among the nation's best forensic programs.

Each year, the Department of Communication and Journalism sponsors High School Debate and Speech Tournaments and an Intercollegiate Speech and Debate Tournament. This past year students on the team traveled to competitions in Greece, Florida, Colorado, Alabama, Washington, D.C., New York 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 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. *1 term – 3 semester hours. Normally offered every semester.*

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 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. C b*

CJN 217 – Gay and Lesbian Studies. Examines the portrayal of homosexuality in political, social and cultural discourse. Analyzes the role of media and symbolic construction in the shaping of public values, opinions and social movements. *1 term – 3 semester hours. Normally offered alternate years.*

CJN 218 – Photojournalism. An introduction to 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 226 – World Cinema. Filmmaking around the globe, including masterpieces of cinema from European, Asian and other nations (with subtitles). *1 term – 3 semester hours. Normally offered alternate years.*

CJN 235 – Argument & Advocacy. Modern applications of argument in political, social, and legal situations. Emphasis on development of arguments, analysis, use of evidence and delivery of oral and written arguments. *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 – Introduction to Mass Communication. This introduction to the mass communication process examines the history, development and problems of the various mass communication media and their impact on the social, political, and economic life of their audience. *1 term – 3 semester hours. Normally offered yearly.*

CJN 257 – Broadcasting. Intensive training in broadcast performance situations for radio and television. Students will write and record stories for the broadcast media. Special attention is given to developing an effective vocal style. *1 term – 3 semester hours. Normally offered yearly.*

CJN 259 – Sports Public Relations. The application of Public Relations strategies and techniques in college and professional sports. *1 term – 3 semester hours. Normally offered yearly.*

CJN 265 – Team and Small Group Communication. Analysis of the concepts and theories of communication in small groups and teams. Improvement of problem-solving, decision-making, analysis and evaluation skills in the team environment. The study and practice of merging trends in team dialogue, team learning, team development and leadership. *1 term – 3 semester hours. Normally offered alternate years.*

CJN 275 – Advanced Public Speaking. Intensive training in public speaking techniques employing a variety of speaking situations. *1 term – 3 semester hours. Normally offered every semester.*

CJN 285 – Media and Popular Culture I. 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. Focus is on the period from 1950-1970. *1 term – 3 semester hours. Normally offered yearly.*

CJN 286 – Media and Popular Culture II. 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. Focus is on the period from 1970 to the present. *1 term – 3 semester hours. Normally offered yearly.*

CJN 287 – Media Criticism. Critical examination of various mass media including film, television, radio, music, newspapers and magazines. Theories of media criticism discussed and applied to specific media or media products. *1 term – 3 semester hours. Normally offered yearly.*

CJN 289 – Film Studies I. Film history from 1895-1940. Includes an introduction to the language and technology of filmmaking. *1 term – 3 semester hours. Normally offered yearly.*

CJN 313 – Reporting. The principles and techniques of basic news reporting are studied and applied. Also an introduction to and analysis of interpretive reporting, "alternative" and "new" journalism. *Prerequisite: CJN 113. 1 term – 3 semester hours. Normally offered yearly.*

CJN 314 – Professional Writing. Provides students with an opportunity to develop their writing style for a professional audience. Memo writing, report writing, letter writing and other common writing situations for business professionals are considered. *1 term – 3 semester hours. Normally offered yearly.*

CJN 315 – Media Writing. Development and integration of writing from concept to final media production. *1 term – 3 semester hours. Normally offered yearly.*

CJN 318 – Advanced Photojournalism. An in-depth analysis of the field of Photojournalism. Emphasis is placed on the development of photo essays and the visual impact of photography on the print media. *Prerequisite: CJN 218. 1 term – 3 semester hours. Normally offered yearly.*

CJN 319 – Sportscasting. Instruction in the methods and practice of Sportscasting and sports news reporting. Students will analyze and critique sports broadcasting and produce demonstration sportcasts for television or radio. *1 term – 3 semester hours. Normally offered alternate years.*

CJN 326 – Film Studies II. Film history from 1940-1980, including the films of World War II, European Art film, the end of Hollywood studios and American mavericks. *1 term – 3 semester hours. Normally offered yearly.*

CJN 335 – Persuasion. Analysis of persuasive techniques particularly those used by communicators in their attempt to gain public acceptance. *1 term – 3 semester hours. Normally offered yearly.*

CJN 341 – Desk Top Publishing. Designed to introduce students to computerized publishing processes, this course focuses on the creation of text using word processing software, page make-up and design using desk-top publishing software, use and manipulation of photographs and graphic elements, and final output of published material using different processes. Students produce documents, brochures, newsletters and specialty publications. *Prerequisites: CJN 113, CJN 357, CJN 377 or permission of the instructor. 1 term – 3 semester hours. Normally offered yearly.*

CJN 342 – Internet Communications. Introduces students to the various forms of communication on the Internet (including electronic mail, Usenet newsgroups, Internet Relay Chat, etc.), practical uses of the World Wide Web (locating people, places and free software), and using the Internet for research purposes. Some familiarity with a Windows environment is helpful. This is *not* a Macintosh-based course. *1 term – 3 semester hours. Normally offered yearly.*

CJN 343 – Magazine Writing. Basic writing techniques, styles and strategies for Magazine Journalism. *1 term – 3 semester hours. Normally offered alternate years.*

CJN 345 – The Job Search and Career Planning. Development of employment search skills and career strategies, including self-assessment, research, networking, interviewing, resume and cover letter construction and the establishment of a career path. *1 term – 3 semester hours. Normally offered yearly.*

CJN 350 – Communication Ethics. The study of the ethics of decision making in various communications fields, including public relations, advertising, print journalism, broadcasting and interpersonal and organizational communication. *1 term – 3 semester hours. Normally offered yearly.*

CJN 355 – Media Production. Practical exposure to methods of production and production equipment of the mass media. Relationship between production techniques and relevant theories of mass media are examined. *1 term – 3 semester hours. Normally offered yearly.*

CJN 357 – Advertising. Theoretical and practical applications of communication are considered in terms of advertising strategies and campaigns for media. *1 term – 3 semester hours. Normally offered yearly.*

CJN 359 – Advertising Copy. Continuation of Advertising, with special emphasis on practical advertising and advertising campaigns. *Prerequisite: CJN 357 or consent of the instructor. 1 term – 3 semester hours. Normally offered yearly.*

CJN 365 – American Cinema. A study of classic American narrative cinema, from silent films through the era of the studio system. The course focuses on a different genre each time it is taught. *1 term – 3 semester hours. Normally offered yearly.*

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 yearly.*

CJN 377 – Public Relations. 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 400 – Media Effects and Uses. Emphasizes the theoretical and practical research on major issues in the media. Examines theories of media effect, violence, attitude change, advertising and marketing. *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, scientist, psychologist, sociologists, philosophers and others. *Prerequisite: Senior standing for majors,*

12 semester hours for non-majors. 1 term – 3 semester hours. Normally offered every semester.

CJN 413 – Media History. Surveys the American mass media from an historical perspective, with an emphasis on the social, political and economic environments in which those media developed and operated. 1 term – 3 semester hours. Normally offered alternate years.

CJN 415 – Review Writing. Analysis and critique of movies, theater, music, art and food. 1 term – 3 semester hours. Normally offered yearly.

CJN 427 – New Media and New Markets. Explores current trends in advertising and public relations. Examines new media choices in cable, direct response and the Internet and their impact on these professions. Includes an analysis of new markets in Generation: X, Generation: Y, the international and ethnic communities. 1 term – 3 semester hours. Normally offered alternate years.

CJN 435 – Debate. The practical applications of argument as applied in a debate setting. Research, use of evidence, critical thinking and analysis skills are developed through intensive examination of a major public policy issue. *Prerequisite:* CJN 235. 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 the 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 455 – Advanced Media Production. Focus on specialized production techniques including integration of lighting, sound and visual imagery for total production effect. *Prerequisite:* CJN 355. 1 term – 3 semester hours. Normally offered yearly.

CJN 465 – Film and Society. The study of the relationship between film and society. The course features filmmakers who emphasize political, historical, racial, gender and other important social issues. 1 term – 3 semester hours. Normally offered alternate years.

CJN 475 – Organizational Development. Focuses on the theories or organizational evolution from a communication perspective. 1 term – 3 semester hours. Normally offered alternate years.

CJN 477 – Public Relations II. Public Relations campaign management. The focus is on the application of techniques and strategies in the development

and implementation of a public relations campaign. Includes the application of new technologies to the public relations process. *Prerequisite:* CJN 377 or consent of the instructor. 1 term – 3 semester hours. Normally offered yearly.

CJN 485 – Rhetoric of Protest and Reform. Examines the persuasive strategies of social reform movements with special emphasis on the civil rights, women's rights and gay rights movements in the United States. 1 term – 3 semester hours. Normally offered alternate years.

CJN 487 – Media Relations. Examines the relationships among public and private sector organizations and the media. The course focuses on issues management, the role of public relations and the perspective of media professionals in the discussion of public issues. 1 term – 3 semester hours. Normally offered alternate years.

CJN 489 – Political Communication. Examination of special circumstances created by politics and their impact on attempts at persuasion. Case studies of famous politicians and political campaigns are combined with discussion of current trends in media and politics. 1 term – 3 semester hours. Normally offered alternate years.

CJN 491 – Special Topics. Current issues in the fields of communication and journalism. 3 semester hours. Normally offered yearly.

CJN 492 – Women in Struggle on Film.

CJN 495 – Advanced Legal Communication. Detailed study of communication in the courtroom. Emphasis on presentation of opening statements and final summations through mock trial exercises. *Prerequisite:* CJN 439 or equivalent. 1 term – 3 semester hours. Normally offered alternate years.

CJN 503 – Experiential Learning in Communication. Practicum, independent study and internship projects and their availability prior to the start of each semester. *Prerequisite:* 12 semester hours *Communications and Journalism* or permission of the Departmental Chairperson. 1-2 terms – 1-9 semester hours. Normally offered every semester.

CJN 506 – Honors Seminar. Students seeking departmental honors are required to participate in this seminar which will entail research and presentation of an approved research project. Students will work on an independent basis under the supervision of a faculty member selected by them individually. 1 term – 3 semester hours. Normally offered every year.

THEATRE

Suffolk Student Theatre

Suffolk Student Theatre (SST) is a fully integrated program that provides training and experience in theatre production and performance. Each year, Suffolk Student Theatre presents a major play as well as the Student Directed One-Act Play Festival. Students interested in production work alongside professional designers and technicians. Acting students receive additional voice and movement instruction with some of Boston's leading professionals. Recent SST productions include Edward Albee's *A ZOO STORY*, David Mamet's *BOBBY GOULD IN HELL*, Chekov's *THE THREE SISTERS*, Shakespeare's *A MIDSUMMER NIGHT'S DREAM*, Maria Irene Fornes' *SPRING-TIME*, Brecht's *THE THREE PENNY OPERA*, Peter Shaffer's *EQUUS*, Anna Deavere Smith's *FIRES IN THE MIRROR*, and Moliere's *SGANARELLE*.

All SST performances are presented at the C. Walsh Theatre.

Students may also earn course credit as production interns for C. Walsh Theatre and Boston Music Theatre Project professional programming.

C. Walsh Theatre

The C. Walsh Theatre at Suffolk University is a cultural center for the greater Boston area. We present full seasons of professional performing arts programming, including innovative theatre, dance, music, musical theatre, performance art, and special benefits. In 1995, C. Walsh Theatre presented the American premiere of the American Repertory Theatre's production of Pulitzer Prize winning playwright David Mamet's *The Cryptogram* which then moved to New York to win Obie for Best New American Play.

The Boston Music Theatre Project

The Boston Music Theatre Project (BMTP) at Suffolk University is the only professional organization in the greater Boston area dedicated solely to music theatre in development. BMTP seeks out new work of exceptional promise and nurtures that work in its formative stages through readings and workshop productions.

CJN/THETR 119 – Voice Improvement. Uncomfortable speaking to an audience? Self-conscious about your accent? The methods taught in Voice Improvement will help you shed bad vocal habits and increase your confidence as a public speaker. The course includes practical techniques for improving your breathing, articulation, and projection, as well as regular practice speaking to an audience of your peers. Essential for careers in business, communications, law, public service, and acting. *1 term – 3 semester hours. Normally offered yearly.*

THETR 203 – Movement for Actors. Explore physical acting through improvisation and a series of exercises that will expand your ability to perform spontaneously and unselfconsciously. *1 term – 3 semester hours. Normally offered yearly.*

THETR 223 – Introduction to Singing. This course will attempt to deal with the anxieties and uncertainties provoked by the prospect of singing in public. Students will concentrate on techniques of breathing, relaxation, and awareness of the voice through exercises and the performance of songs. Students will present occasional workshop performances throughout the term and a public recital at the end of the semester. *1 term – 3 semester hours. Normally offered yearly.*

THETR 225 – Introduction to Theatre Arts. An understanding and appreciation of theatre through reading and analyzing a selection of the world's greatest plays. Lecture/discussions include theatre history and an examination of how plays were actually produced from 5th Century Greece to contemporary Broadway and regional theatre. *1 term – 3 semester hours. Normally offered yearly.*

THETR 229 – Acting I. This introduction to acting prepares students for work in production and develops skills in all forms of communication. The first part of the course uses improvisational exercises based on the Stanislavski method to teach fundamental acting techniques. The second half of the course applies those techniques to scene work from major American plays. *1 term – 3 semester hours. Normally offered yearly.*

THETR 327 – Theatre Workshop. Students earn course credit for training that includes hands-on work in theatre production. Students are supervised by professionals in acting, stage management, set, costume and lighting design, set construction, electrics and marketing. The course includes a theatre tour in the fall and guest lecturers in the spring. Students may earn credit for either acting or production responsibilities. While all students must attend the lectures, crew calls and rehearsals vary with each production. *Multiple terms – 1-3 semester hours. Normally offered every semester.*

THETR 329 – Acting II. A continuation of Acting I, with special emphasis on characterization. Exploration of a diverse range of classical and contemporary acting styles with strong emphasis on the theatrical use of the body and the voice. *1 term – 3 semester hours. Normally offered alternate years.*

THETR 425 – Directing. An introduction to the theoretical and practical aspects of play directing. The course prepares students for directing in media that includes video, film, radio, and the stage. Students in this course are eligible to direct productions for the Suffolk Student Theatre One-Act Play Festival in the fall and to stage manage and/or assistant-direct the SST major production in the spring. *1 term – 3 semester hours. Normally offered alternate years.*

THETR 491 – Arts Administration. The last twenty-five years have seen extraordinary growth in the number of performing and visual organizations. As a result, skilled and dedicated are in short supply. This survey course will provide a fundamental overview of the managing, marketing, fundraising, and financial management of an arts organization. *1 term – 3 semester hours. Normally offered yearly.*

Concentration in Theatre (36 hrs./12 courses)

Required Courses (5): THETR 119 – Voice Improvement, or THETR 229 – Acting I, THETR 225 – Introduction to Theatre Arts, CJA 315 – Media Writing, or CJA 415 – Review Writing, THETR 327 – Theatre Workshop, CJA 405 – Communication Theory.

Options (4 from list): THETR 119 – Voice Improvement, THETR 203 – Movement for Actors, THETR 223 – Introduction to Singing, CJA 226 – World Cinema, THETR 229 – Acting I, CJA 285 – Media and Popular Culture I, CJA 289 – Film Studies I, THETR 329 – Acting II, CJA 365 – American Cinema, CJA 377 – Public Relations, THETR 429 – Directing, THETR 491 – Arts Administration.

Electives: Select 3 courses from Departmental Offerings 200 Level and Above

COMPUTER SCIENCE

Computer Science Faculty

Professors: Cohn, Ezust (Department Chair), Myrvaagnes, Ștefănescu

Assistant Professor: Orlandic

Senior Lecturers: Bruen, Butler, Fratto, Trivedi, Walton, Wolf, Woodruff

The Department of Mathematics and Computer Science offers major, minor, grad prep and graduate 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.

Combined BS/MS The combined BS/MS degree program in Computer Science permits strong Computer Science majors to begin taking graduate courses in the senior year and significantly reduce the amount of time needed to earn a masters degree. Qualified Computer Science majors can apply to be admitted to the combined BS/MS degree program after completion of the first four courses in the undergraduate major sequence. Once admitted, each student will need to work out a curriculum plan with a faculty advisor. Well prepared students should be able to complete the combined BS/MS program in five years.

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 courses 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 University Physics I, II

L151-L152 University Physics 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	Credits
First-Year English	6
Integrated Studies	6
MATH 161-162.....	6
PHYS 151-152 & L151-L152.....	8
CMPSC 131-132.....	6
	32

Sophomore	Credits
Second-Year English	6
Ethics / Rhetorical Communication	6
Language (B.A.) or Humanities (B.S.).....	6
MATH 261	3
CMPSC 253	3
CMPSC 265	3
Free Elective	3
	30

Junior	Credits
Social Sciences	6
MATH 281-282.....	6
CMPSC 333	3
CMPSC 355	3
Cultural Diversity	6
Free Electives	6
	30

Senior	Credits
Humanities	3
Social Sciences	3
Humanities (B.A.) or Free Elective (B.S.)	3
CMPSC 353	3
CMPSC 363	3
Computer Science Electives	6
SCI 301	3
Free Electives	6
	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

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 the department chair to determine whether or not computer science courses taken elsewhere are admissible as minor electives.

COMPUTER SCIENCE COURSES

CMPSC 110 – *Thinking, Learning and Problem Solving Students work in teams on activities that stress critical thinking, problem solving and self-assessment. In the process, basic math, reading, writing, presentation, and technology skills will be sharpened. Rather than taking lecture notes, students will work together in teams to solve a variety of problems using PC:SOLVE software. Areas explored may include graphical analysis, data analysis, finance, modeling, and others. Teams will make presentations to teach topics which they have researched. Focus is on team functioning. *No prerequisites. 1 term – 3 credits. Several sections offered each semester.*

**This course cannot be applied toward a departmental concentration in Computer Science by School of Management students.*

CMPSC 121 – *Introduction to Computer Programming For students who have little previous experience with computers, this course provides an introduction to computers and their uses and to programming in the C language. 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. Several sections offered each semester.*

**This course cannot be applied toward a departmental concentration in Computer Science by School of Management students.*

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 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 DECstations. *Prerequisite: CMPSC 132. 1 term – 3 credits. Normally offered each semester.*

CMPSC 265 – Data Structures and Algorithms

Includes topics such as strings, stacks, queues, lists, trees, graphs, sorting, searching, hashing, dynamic storage allocation. Most programming will be done in the C language. *Prerequisite: CMPSC 253 (or ENGNR 351) or consent of instructor. 1 term – 3 credits. Normally offered each semester.*

CMPSC 331 – Object-Oriented Programming This course deals with object-oriented programming, with emphasis on both fundamental concepts and applications. Most programming will be done in the C++ language. *Prerequisite: CMPSC 132 and a working knowledge of C (or the consent of the instructor). Normally offered each semester.*

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. Offered as the need arises.*

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. *Corequisites: CMPSC 253. 1 term – 3 credits. Normally offered each fall 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 353, and a working knowledge of C. 1 term – 3 credits. Normally offered each spring 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, 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 Com-

puter Science Directed readings, lectures, seminars and research in areas of special interest. Content and credits to be arranged.

ECONOMICS

Economics Faculty

Professor: Tuerck (Chairperson)

Associate Professors: Jaggia, Mohtadi, Shannon, Kelly-Hawke

Assistant Professors: Baek, Haughton, Fetzer

Master Lecturers: Foglia, Kafi

Senior Lecturers: Keefe, Kezim, Laszlgzhu

The Department offers majors in Economics and International Economics (offered jointly with the Department of Humanities and Modern Languages). The Department also offers a minor in Economics and in Quantitative Economics.

Major in Economics

The Department offers the B.A. and B.S. degrees in Economics.

General Major Requirements	Sem. Hrs.
Economics 101 (Principles of Economics-Micro)	3
Economics 102 (Principles of Economics-Macro)	3
Statistics 250 (Applied Statistics)	3
Economics 311 (Intermediate Micro Theory)	3
Economics 312 (Intermediate Macro Theory)	3
Economics 383 (Money and Banking)	3
Economics 384 (Research Methods in Economics)	3
Economics 385 (Econometrics)	3
Economics 394 (Seminar in Economics)	3
Any three 400-level economics courses	9
	36

Major in International Economics

The Department of Economics offers jointly, with the Department of Humanities and Modern Languages, the B.A. and B.S. degrees in International Economics. Refer to the appropriate section of this catalog.

Minor in Economics

Course requirements for the minor in Economics are as follows:

Course	Sem. Hrs.
Economics 101 Principles of Economics-Micro	3
Economics 102 Principles of Economics-Macro	3
Statistics 250 Applied Statistics	3
Economics 311 Intermediate Micro Theory	3
Economics 312 Intermediate Macro Theory	3
Any other 300 or any 400-level economics course	3
	18

Minor in Quantitative Economics

Course requirements for the minor in Quantitative Economics are as follows:

Course	Sem. Hrs.
Economics 101 Principles of Economics-Micro	3
Economics 102 Principles of Economics-Macro	3
Statistics 250 Applied Statistics	3
Economics 384 Research Methods in Economics	3
Economics 385 Econometrics	3
Either Economics 431 Managerial Economics or Economics 401 Seminar: Topics in Econometrics	3
	18

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 101 – 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. *No prerequisites. Required of all majors in Economics. 1 term – 3 semester hours. Normally offered every semester.*

Economics 102 – Principles of Economics-Macro.

Introduction to the theory of income determination, national income analysis and international trade. The role of labor and capital in aggregate economic activity. Problems of unemployment and inflation. Functioning and impact of the monetary system. Monetary and fiscal policies for economic stabilization. International transactions and their influence on the domestic economy. U.S. balance of trade deficits and exchange rate fluctuations. *No prerequisites. Required of all majors in Economics. 1 term – 3 semester hours. Normally offered every semester.*

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 231 – The Spanish Economy.

Overview of the history of the Spanish economy in the 20th century. Economic liberalization and its effects on the Spanish economy. The entry of Spain into the EEC. The effects of economic and monetary integration on Spanish trade and monetary policy. Discussion of macroeconomic and international trade theory as it applies to the Spanish economy. *No prerequisites. 1 term – 3 semester hours.*

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 101-102. 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 101-102. 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 101-102. Required of all majors in Economics. 1 term – 3 semester hours. Normally offered every semester.*

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 101-102, 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 401 – Seminar: Topics in Econometrics.

This course covers topics that go beyond a typical introductory econometrics course. These topics include distributed lag models, forecasting, qualitative and limited dependent variables, and simultaneous equation models. *Prerequisite: EC 385. 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 101-102. 1 term – 3 semester hours. Normally offered every year.*

Economics 403 – Industrial Organization. Analysis of the structure, conduct, and performance of American industry. Consideration of monopoly, oligopoly, and monopolistic competition. Review of U.S. antitrust law and other regulatory laws for their effects on industrial performance. *Prerequisite: EC 101-102. 1 term – 3 semester hours.*

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 101-102. 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 101-102. 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 101-102. 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 101-102. 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 101-102. 1 term – 3 semester hours. Normally offered every year.*

Economics 443 – Topics in International Economics. Topics in international trade and finance. Discussion of comparative advantage, tariff and non-tariff trade barriers, regional trading organizations, and determinants of exchange rate fluctuations. *Prerequisite: EC 101-102. 1 term – 3 semester hours.*

Economics 444 – Comparative Economic Systems. Capitalist theory and institutions, and Marxist theories of socialism and communism. Comparative analysis of U.S. and foreign economic systems, with special reference to Russia, China, Japan, Germany, France, England, and Sweden. *Prerequisite: EC 101-102. 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: Dahlborg, Mahoney,
Shatkin, Thayer, Winters

Assistant Professors: Sartwell, Tow,
Zulauf, Flaherty

Instructor: Carroll

Senior Lecturer: Meggison

Lecturers: Argento, Baccari,
Belmonte, Bond, Bortman, Burke, Busse,
Carty, Cohen, Davis, Drew, Feinman,
Forrester, Forsgard, Grain, Hirbour, Kaplan,
Keck, LaBrecque, McGowan, O'Shea, Smith,
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

Paralegal Studies

Certificate Programs

Paralegal Studies

Minor Concentrations

Elementary Education

(Provisional Teacher Certification
with Advanced Standing)*

Paralegal Studies

Secondary Education

(Provisional Teacher Certification
with Advanced Standing)*

**Students will pursue a bachelor's degree through the College of Liberal Arts and Sciences in a liberal arts or interdisciplinary 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 Provisional Teacher Certification with Advanced Standing in Massachusetts and other states participating in the Interstate Certification Compact.

* 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).

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.

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 332, 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 and secondary education instructional materials and teacher support resources. Holdings include many of the new 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 Teacher Certification with Advanced Standing through teacher education programs. Prospective teachers experience all the varied roles of the classroom teacher. The elementary and secondary practicum are full-time for a minimum of 10 weeks and include at least

250 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 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 332, EHS 333, EHS 334, EHS 335, EHS 336, and EHS 433.)
4. **Prerequisites: Secondary Education.** All students in Secondary Education must successfully complete a 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). **These deadlines must be adhered to in order to ensure a practicum placement.**
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.
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 communities in which they presently reside.

Other Student Requirements

All students of Education and Human Services programs seeking Massachusetts Department of Education Provisional Certification with Advanced Standing will develop and maintain portfolios of course and experience related items showing their progress and accomplishments as students of their respective programs. Such items might include, but should not be limited to the following:

Term Papers	Journals
Observation Reports	Projects
Placement Reports	Examinations
Audio/Video Tapes	Sample Lesson Plans
Supervision Evaluations	Papers/Essays
Publications	Units of Instruction
Learning Activity Packages	Resume

This portfolio will be presented at an Exit Interview, at the conclusion of the student's Suffolk University experience. The student, the program director and other interested persons will attend the interview.

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.

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 with Advanced Standing. (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 Special Needs and Developmental Education, the Elementary Method Course in Reading and the Elementary Method course in Competencies and Creative Arts allow the student opportunities to observe and participate in actual classroom settings. Students who graduate from this program are certified (provisionally) to teach in grades 1 through 6 in Massachusetts and other states belonging to the Interstate Certification Compact.

***N.B. Students minoring in Elementary Education must major in a Liberal Arts area in accordance with the Massachusetts State Department Regulations for provisional certification with Advanced Standing. Standard or permanent certification will require an undergraduate degree, teaching experience under the supervision of a mentor teacher, and a masters degree or the equivalent. 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 Teacher Certification with

Advanced Standing

24/27 hours

Sophomore Year

Sem. Hrs.

[Fall Semester]

- EHS 332: Special Needs and Developmental Education.....3 hours
(pre-practicum field based component 8 hours)

Junior Year

Sem. Hrs

[Fall Semester]

- EHS 333: Science, Physical Ed and Health.....3 hours
OR
- EHS 336: Mathematics and Its Teaching3 hours
(given alternative years)

[Spring Semester]

- EHS 334: Language Arts and Social Studies.....3 hours
- EHS 335: Reading and Its Teaching3 hours
(pre-practicum field based component; 20 hours)

Senior Year

Sem. Hrs.

[Fall Semester]

- EHS 433: Competencies for Elementary School Teaching and Creative Arts3 hours
(pre-practicum field based component; 55 hours, 1 full day per week or two 1/2 days per week)
- EHS 333: Science, Physical Ed and Health.....3 hours
OR
- EHS 336: Mathematics and Its Teaching3 hours
(given alternative years)

[Spring Semester]

- EHS 434 Practicum: Elementary Education Student Teaching6/9 hours
(250 hours, 10 to 12 weeks, 5 days a week)

Secondary Education Program Minor Leading to Provisional Certification with Advanced Standing as Secondary School Teacher

Program Advisor:

Dr. Stephen Shatkin

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

Each student's program is evaluated, and a program is planned and monitored through periodic meetings between the student and an advisor from the Education & Human Services Department and an advisor from the relevant academic discipline. The Education sequence of the program leading to secondary school teacher provisional certification with advanced standing is comprised of the following 30 semester hours of courses:

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

At least 3 of these courses (EHS 503, 504, 505, 507) must be taken prior to enrollment in EHS 500: Practicum.

Paralegal Studies Programs

Program Advisors:

Lynne D. Dahlborg, J.D., *Program Director*
Allan M. Tow, J.D., Mary M. Flaherty, J.D.

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.

Awards to Paralegal Students:

The West Publishing Co's Outstanding Paralegal Student Award is given to one student in the Certificate program and one in the Degree program each spring. Criteria includes grade point average, service to the University and completion of at least one-half of the academic schedule.

Each semester, students with excellent performance and demonstrated proficiency in the study of Legal Research and Writing (EHS 361 or EHS 382) are given an award to recognize excellence in legal research and writing. One student each semester in each section of Legal Research & Writing or Advanced Legal Research & Writing is awarded a certificate.

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-seven hours (thirteen courses) in their paralegal major, and the required courses for the chosen degree. Of the thirteen major courses, students *must* take six required courses and an internship working as a paralegal in their senior year, plus accompanying seminar and may choose six of the twenty-four paralegal electives offered.

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.

Bachelor of Science Degree

Freshman	Sem. Hrs.
IS 111	Social Sciences and Humanities I3
IS 112	Social Sciences and Humanities II3
ENG 101	Freshman English I3
ENG 102	Freshman English II3
MATH ____	Freshman Math (Math 130, 134, 146 or 164)3
CMPSC ____	Computer Science (CMPSC 110, 120, 121 or 131)3
CJN 103	Rhetorical Communication3
_____	Free Elective3
_____	Free Elective3
PHIL ____	Ethics (PHIL 119, 123 or 127).....3
	30

Sophomore	Sem. Hrs.
ENG 213	Literary Masters of England I.....3
ENG 214/215/ 216	Literary Masters of England II.....3
_____	American Literature/World Lit3
_____	Natural Science Requirement (plus Lab) ...4
_____	Natural Science Requirement (plus Lab) ...4
EHS 360	Fundamentals of Legal Assisting3
EHS 364	Introduction to Law and the Legal System 3
_____	Cultural Diversity Req.3
HUM ____	Humanities Req. (HUM 101, 102, 103, 105, 106, 111, or 112).....3
_____	Social Science Requirement3
_____	Free Elective3
	32

Junior	Sem. Hrs.
EHS 361	Legal Research & Writing I.....3
EHS 362	Civil Litigation & Procedure3
EHS 363	Law of Contracts3
EHS 385	Legal Research and Writing II3
EHS ____	Paralegal Elective3
EHS ____	Paralegal Elective3
_____	Social Science Requirement3
_____	Humanities Requirement3
_____	Integrated Natural Science3
_____	Free Elective3
	30

Senior	Sem. Hrs.
EHS 381	Experiential Learning for Paralegals3
EHS L381	Issues in Legal Workplace1
EHS ____	Paralegal Elective3
EHS ____	Paralegal Elective3
EHS ____	Paralegal Elective3
EHS ____	Paralegal Elective3
_____	Social Science Requirement3
_____	Humanities Requirement3
_____	Cultural Diversity Requirement3
_____	Free Elective3
_____	Free Elective3
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Bachelor of Arts Degree

Freshman	Sem. Hrs.
IS 111	Social Sciences and Humanities I3
IS 112	Social Sciences and Humanities II3
ENG 101	Freshman English I3
ENG 102	Freshman English II3
MATH ____	Freshman Math (Math 130, 134, 146 or 164)3
CMPSC ____	Computer Science (CMPSC 110, 120, 121 or 131)3
CJN 103	Rhetorical Communication3
_____	Free Elective3
_____	Free Elective3
PHIL ____	Ethics (PHIL 119, 123 or 127).....3
	30

Sophomore	Sem. Hrs.
Foreign Language Requirement.....	3
Foreign Language Requirement.....	3
ENG 213 Literary Masters of England I.....	3
ENG 214/215/ Literary Masters of England II/.....	3
216 American Lit/World Lit	3
Natural Science Requirement (including lab)	4
Natural Science Requirement (including lab)	4
EHS 360 Fundamentals of Legal Assisting	3
EHS 364 Introduction to Law and the Legal System....	3
Cultural Diversity Requirement	3
Social Science Requirement	3
	32

Junior	Sem. Hrs.
EHS 361 Legal Research & Writing	3
EHS 362 Civil Litigation & Procedure	3
EHS 363 Law of Contracts	3
EHS 385 Legal Research and Writing II	3
EHS _____ Paralegal Elective	3
EHS _____ Paralegal Elective	3
Social Science Requirements	3
Humanities Requirement	3
SCI 301 Integrated Natural Science	3
Free Elective	3
	30

Senior	Sem. Hrs.
EHS 381 Experiential Learning for Paralegals	3
EHS L381 Issues in Legal Workplace	1
EHS _____ Paralegal Elective	3
EHS _____ Paralegal Elective	3
EHS _____ Paralegal Elective	3
EHS _____ Paralegal Elective	3
Social Science Requirement	3
Cultural Diversity Requirement	3
Humanities Requirement	3
Free Elective	3
Free Elective	3
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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 six required courses and may choose four of the 24 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 Sequence6 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 2133 hours
 5. Speech (CJN 103) or Ethics
(PHIL 119, 127 or 123).....3 hours
 6. Social Science/Humanities Req12 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 (6 Required & 4 Elective) ..30 hours
 8. Cultural Diversity (Doubled counted)3 hours
- TOTAL.....65 hours
Major courses do not begin until the Sophomore year.

Transfer students working towards an Associate's degree *must* take five PL courses at Suffolk and two of four courses must be required.

Certificate in Paralegal Studies

Program Advisors:

Lynne D. Dahlborg, J.D., *Program Director*
Allan M. Tow, J.D., Mary M. Flaherty, J.D.

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: 6 required courses and 4 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 starred* courses below especially recommended for beginning students.

Students are then encouraged to take EHS – 361 Legal Research & Writing I as their third paralegal course, and Legal Research & Writing II as their fourth course.

Required Courses:

*EHS 360 – Fundamentals 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

EHS 385 – Legal Research & Writing II

**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

EHS 383 – Immigration Law
EHS 384 – Intellectual Property
EHS 385 – Legal Research & Writing II
EHS 386 – Law Office Management with Computers

EHS 387 – Bankruptcy Law
EHS 388 – Securities Law
EHS 389 – Worker's Comp
EHS 390 – Employment Law
EHS 391 – Domestic Violence, Abuse & Neglect

Minor in Paralegal Studies

Students may elect a minor by completing a total of 18 credit hours of Paralegal courses, distributed as follows:

EHS 360 – Fundamentals of Legal Assisting (3 credits)
EHS 361 – Legal Research and Writing (3 credits)
EHS 364 – Introduction to Law and the Legal System (3 credits)
Any other Paralegal courses (9 credits)

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 service project requires 35 hours per semester of educational tutoring in an elementary school. Open to all majors. 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 332 – Special Needs and Developmental Education. Explores developmental stages and the learning processes of the typical and atypical elementary school child. Topics addressed include: language, cognitive, emotional and social development, children with special needs, IEPs and family involvement, and inclusive education. *1 terms – 3 semester hours. Normally offered yearly.*

Education and Human Services 333 – 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 – 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 elementary school age child as an individual and group member. Required. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 335 – Reading and Its Teaching. Investigates reading; process and skills with emphasis on literacy, readiness, grouping, phonics, word recognition, comprehension and whole language. Two hours per 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 336 – Mathematics and Its Teaching. Application of the discovery approach in planning experiences for the development of concepts in mathematics for children grades one to six. Materials investigated are: Cuisenaire Rods, Attribute Blocks, Pattern Blocks, Chip Trading, Geoblocks, and Fraction Bars. Required. *1 term – 3 semester hours. Normally offered alternate years.*

Education and Human Services 340 – Independent Research: Early Childhood. Conference hours held with students and readings directed to specific areas of research in early childhood education. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 360 – Fundamentals of Legal Assisting. Introduces the student to the responsibilities of paralegals and to the culture of the legal profession. Topics include the development of paralegalism as a profession, the definition of the 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 & Writing I. How to use the law library, perform legal research, write legal analysis in memorandum form, and use computers as a research tool. Initial focus is on learning how to find legal materials, including federal and state case law, statutory law and administrative law. Use of finding tools such as digests, encyclopedias, and ALR will be studied, as will shepardizing. Focus also on legal writing, from letters through memoranda. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 362 – Civil Litigation and Procedure. The Rules of Civil Procedure dictate the steps taken in state and federal lawsuits. This course will acquaint students with rules and the practical requirements of rules, from filing a complaint to clarifying a judgement 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, contract 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 civil, criminal and constitutional law, with special focus on procedural law and the federal and state court systems. Limitations of the courts, forms of remedies, the law of equity and institutional sources of American law will also be studied. Introduction to judicial case briefs and brief writing. *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. *Prerequisite is EHS 360 or 364 or permission of instructor: 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. *Prerequisite is EHS 360 or 364 or permission of instructor: 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. *Prerequisite is EHS 361 or permission of instructor: 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. *Prerequisite is EHS 361 or permission of instructor: 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. The role of paralegals in a family law office will be studied. *Prerequisite is EHS 361 or permission of instructor: 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. *Prerequisite is EHS 361 or 364 or permission of instructor: 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 CH 93 A, Consumer Protection Statute and remedies available to consumers. The role of paralegals in consumer law will be studied. *Prerequisite is EHS 361 or 364 or permission of instructor: 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. *Prerequisite is EHS 361 or 364 or permission of instructor: 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. *Prerequisite is EHS 362 and 361 or permission of instructor: 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.*

Education and Human Services 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.*

Education and Human Services 378 – Alternative Dispute Resolution. For the Paralegal, the roles of arbitration, mediation and negotiation in legal disputes and litigation will be studied. The course will teach techniques on how to prepare a case for ADR. Case studies and exercises will focus on areas of environmental law, personal injury law and domestic relations among others. Prerequisite is EHS 361 and EHS 362 or permission of instructor. *1 Term – 3 semester hours. Normally offered alternate years.*

Education and Human Services 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.*

Education and Human Services 380 – Administrative Advocacy and Procedure. Students will prepare and present cases in simulated trials and hearings. Materials and discussions will focus upon the role of the student advocate as an actor as well as participant in the administrative theater. Case studies and hands-on exercises will focus especially on environmental law, immigration law, various public entitlements (SSA disability, Workers’ Comp. and Unemployment) and the Americans with Disabilities Act. *1 Term – 3 semester hours. Normally offered alternate years.*

Education and Human Services 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 L381. Prerequisite: Senior status and 15 hours in Paralegal Studies or permission of instructor. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services L381 – 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.

Education and Human Services 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. Normally offered yearly. 3 semester hours.

Education and Human Services 383 – Immigration Law. For the paralegal, a study of the immigration and nationality laws of the United States involving a history of immigrant migration, the evolution of this country’s policies toward aliens and the interplay of the three administrative agencies which administer those laws: Justice Department, Labor Department and State Department. Topics include the immigrant selection system; the issuance of non-immigrant

visas; grounds of excludability of aliens and waiver of excludability; grounds for deportation; change of status, and refugee and asylum states. Materials will also cover expulsion proceedings, appeal processes, naturalization and expatriation. Special emphasis upon the paralegal's role in representing and communicating sensitively with aliens. *Prerequisite: EHS 361 and 364 or permission of the instructor.*

Education and Human Services 384 – Intellectual Property. For the paralegal, a survey of the law of the protection of ideas, trade secrets, inventions, artistic creations and reputation. The course will briefly review the bases for patent, trademark, copyright and trade secret protection, the distinction between the various forms of intellectual property and the statutory and common law methods of enforcing rights. Paralegals and other laypersons may practice before the Federal Patent and Trademark Office and so this course will include practical study of these areas of law. *Prerequisite: EHS 361 and 364 or permission of the instructor.*

Education and Human Services 385 – Legal Research & Writing II. Building on the skills begun in EHS 361-Legal Research & Writing I, this course continues the focus on learning how to find legal materials and how to summarize research results. Writing skills will be strengthened through various exercises and revisions. Skill development in writing legal memoranda and using computer assisted legal research will be emphasized. *1 term – 3 semester hours. Normally offered yearly. EHS 361 or permission of instructor.*

Education and Human Services 386 – Law Office Management with Computers. The rapid advances in technology have greatly affected the operation and management of every law office. The paralegal is often an instrumental and central figure in ensuring that an office functions smoothly and efficiently through the use of computers. Software applications which assist in the management of case loads, client information, documents, time and billing, accounting and other facets of law office practice will be covered. Building on the skills that students have acquired in EHS 375 (Computers and the Law), students will learn how to use these software applications through hands-on experience in the computer lab. The course will also cover recent computer developments in document imaging, document generation, the Internet and the World Wide Web. *1 term – 3 semester hours. Normally offered alternate years. Prerequisite: Experience with computers, EHS 375 or CMPSC 110 or permission of instructor.*

Education and Human Services 387 –

Bankruptcy Law. Paralegals can play a primary role in the practice of bankruptcy law, which requires specialized knowledge of the bankruptcy court's unique jurisdiction and rules of procedure. Paralegals as well as other legal professionals also need to understand the role and powers of the Trustee, the rights and duties of creditors and debtors, the effect of automatic stay provisions, preferences, fraudulent transfers, liquidation and distribution. Additional areas for study include creditors' claims and priorities as well as debtors' discharge and exemptions within the context of petitions for individuals (Chapter 7), corporate reorganization (Chapter 11) and wage earner plans (Chapter 13). Students will be able to work with automated bankruptcy practice systems on the computer. *1 term – 3 semester hours. Prerequisite: EHS 364 and EHS 361 or permission of instructor. Normally offered alternate years.*

Education and Human Services 388 – Securities

Law. In the world of high finance and corporate matters, paralegals often work behind the scene at significant tasks. An introduction to the statutes and regulations of the federal securities law and blue sky laws, with special emphasis on the responsibilities paralegals can assume in corporations, mutual funds companies or other businesses in this field. Special focus will center upon the federal securities laws with particular attention on registration, disclosure and liability provisions of the Securities Act and the Securities Exchange Act and on due diligence and reporting requirements. *1 term – 3 semester hours. Prerequisite: EHS 361 and EHS 366 or permission of instructor. Normally offered alternate years.*

Education and Human Services 389 – Worker's Compensation.

Explores the legal, administrative, economic and social foundations of the Worker's Compensation system. Emphasis on the Massachusetts statutory and regulatory environment, as well as the dispute resolution process and evolving case law. Special focus on the paralegal's role in worker's compensation, including client interviews, information gathering, and hearings before the Department of Industrial Accidents. *1 term – 3 semester hours. Prerequisite: EHS 361 and EHS 362 or permission of instructor. Normally offered alternate years.*

Education and Human Services 390 – Employment

Law. The nature of the employment relationship and an overview of constitutional and federal statutory provisions which affect the employment relationship will be studied. Particular emphasis on the Civil Rights Act, the Age Discrimination in Employment Act and the Americans with Disabilities Act. Statutory provisions regarding benefits and

employment-related entitlements will also be studied. Special focus on the paralegal's role in an employment law office, including legal research, analytical skills and employment litigation. *1 term – 3 semester hours. Prerequisite: EHS 361 and EHS 364 or permission of instructor. Normally offered alternate years.*

Education and Human Services 391 – Domestic Violence, Abuse & Neglect. An opportunity to learn the history of domestic violence including battering, child abuse and child neglect and the legal response to it. Focus will be on Massachusetts law and its response, especially the Abuse Prevention Act, its application and enforcement, and on laws protecting children from abuse and neglect. Filings, law office issues and special issues in dealing with battered women and abused and neglected children will be included with the psychological issues, cultural issues and advocacy possibilities. *1 term – 3 semester hours. Prerequisite: EHS 369 or permission of instructor. Normally offered alternate years.*

Education and Human Services 433 – Competencies for Elementary Teaching and Creative Arts. Basic competencies of elementary 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 a minimum of ten weeks and include at least 250 clock hours in a public school setting. Required of all students minor-ing in Elementary Education. (See Special Regulations concerning the Elementary Education Minor and Special Regulations concerning the Practicum). *1 term – 6 or 9 semester hours. Normally offered yearly.*

Education and Human Services 500 – Practicum (Secondary Student Teaching). The practicum experience is for 250 clock hours of experience as a teacher in a secondary school setting. The course may be taken by undergraduate seniors. 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 (10 hours) required. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 505-506 – Curriculum and Methods of Secondary Education. Introduction to basic competencies of secondary school classroom teaching. Assessment through field experiences of learning activities in public school settings. Development of classroom materials and media. Analysis and demonstration of group and individualized instruction. Motivation and classroom dynamics. *30 hours of field experience in EHS 505, 15 in 506. 2 terms – 6 semester hours. Normally offered yearly.*

Education and Human Services 507 – 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. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 515 – Office Administration/Training Internship. Business/office administration and education majors will be placed in internships relating to their area of interest/expertise in office management, personnel, training 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 516 – Office Administration Training Projects. Individualized, self-directed projects related to office administration/training, e.g. telecommunications, records management, business communication, office facilities planning. Students will meet with a project advisor throughout the semester. *1 term – 3 semester hours. Normally offered each semester.*

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 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.*

ELECTRICAL AND COMPUTER ENGINEERING

Department of Electrical and Computer Engineering

Professor: Johnson (Chairman)

Associate Professors: Demir, Zatet

Assistant Professors: McCormack, O'Brant, Shatz

Head of Laboratories: Rodin

Part-time Engineering Faculty: Du, Kochocki

Staff Assistant: Cheryl Akstin

The name of the department reflects the close coupling between the disciplines of Electrical Engineering and Computer Engineering. The philosophy of the department is that Electrical Engineering is a core discipline with many specialty areas – one of which is computer engineering. All students obtain BS degrees in Electrical Engineering and those who want to specialize in Computer Engineering do so by appropriate choice of electives in their last two years. The transcript states that the student satisfied the degree requirements for all Electrical Engineering majors and satisfied the specialization requirements for Computer Engineering.

The Electrical and Computer Engineering department has established a curriculum and sequence to satisfy six goals of the program:

1. To provide majors a basic background in the areas of English, Humanities, and Social Sciences which will allow them to function well in an information-based, multi-cultural society, which depends heavily on communication skills.
2. To broaden the students' perspectives about the theory and practice of engineering by including educational opportunities abroad.
3. To provide our graduates with a strong theoretical background so that the most capable are ready for graduate study leading to the Ph.D. in Electrical Engineering or a related field.
4. To provide our graduates with the necessary laboratory skills and computer expertise so that those who so choose can enter the work force and begin their engineering careers.
5. To establish outreach programs with local secondary schools which will encourage women and minorities to pursue careers in engineering.
6. To provide a nurturing learning environment in engineering, consistent with the university's mission, and appropriate support mechanisms for students of diverse backgrounds to succeed in the engineering profession.

The curriculum which is described below has been very successful in meeting these program goals. The department has many foreign students and they are held to the same rigorous standards in their English, Humanities, and Social Science requirements as American born students. This has allowed them to obtain internships during school and jobs later where communication skills are essential (sales, documentation, etc.). The department has exchange agreements with the Ecole Nationale Supérieure De L'Electronique et De Ses Applications (ENSEA) near Paris, Ecole Nationale Supérieure de Physique de Marseille (ENSPM), the Institut Universitaire de Technologie in Marseille, France, the Electrical Engineering Department at the University of Wales, College of Swansea, and the Moscow Institute of Radio

Engineering and Electronics in Russia. Over the last few years, we have had students from Suffolk going abroad and students from the other institutions coming to Suffolk to do senior projects and courses. The result has been an increased awareness of engineering practice in other countries, and a very broad based set of credentials to present to employers and/or graduate schools who are looking for distinguishing traits among top students. The fundamental theoretical training in the courses and strong laboratory and computer skills result in our graduates having placement in top companies (Draper Laboratories, HNU Systems, Mitre Labs, Polaroid Corporation, Varian Corp., etc.) and graduate schools (M.I.T., Tufts University, Boston University, etc.).

Requirements for the Bachelor of Science in Electrical Engineering

Students must satisfy course requirements in two broad areas:

General requirements of all majors in the College of Liberal Arts and Sciences, and departmental requirements which include a programming requirement in addition to the specifications of the Accreditation Board for Engineering and Technology (ABET). The ABET requirements include Math and Basic Science requirements and Engineering topics requirements. The Math and Basic Science requirements include 32 credit hours and are straightforward and clear from the course listings below. The Engineering topics, however, require discussion.

Engineering topics: (48 hrs)

Courses in engineering topics include subjects in the engineering sciences and engineering design. The details and ways of identifying them are explained below along with the methodology of integrating engineering design throughout the curriculum.

There is a logical flow of courses in engineering topics which is indicated in the catalog by the first digit of the course number. A 101-199 level course can be taken in the first year and has no prerequisites. A 201-299 course cannot be taken sooner than the second year due to prerequisites. Similar constraints exist for 300 and 400 level courses.

Engineering Sciences: These courses are characterized by creative application of mathematics and basic sciences to the practice of engineering. They fall into two groups for purposes of the student majoring in Electrical Engineering – those within the major discipline and those outside it. To make this distinction clear, the courses which the faculty have characterized within the Electrical Engineering discipline are listed as ECE courses followed by a number and are listed in this section of the catalog. Those engineering courses outside the major discipline are indicated as engineering science and labeled as ENS. They are shown in the section of the catalog under Engineering Sciences and are used to satisfy breadth requirements (at least one ENS Course is required).

All ECE courses contain elements of electrical engineering – some are purely electrical engineering and others contain significant topics in computer engineering. There is a core of ECE courses which all students must take and then a group of electives which include both ECE and ENS courses.

Engineering Design: Engineering design is at the heart of the engineering discipline and its definition has been clearly specified by the national Accreditation Board for Engineering and Technology. It is the process of devising a system, component or process to solve a problem. The process must include certain elements: establishment of objectives and criteria, synthesis, analysis, construction, testing, and evaluation. The curriculum required for the EE major does not teach this by means of a single course but by an

integration of the concepts into a sequence of courses. Both ECE and ENS courses may carry significant design components. Each such course will include one or more of the following features and the courses together will cover all of the features: student creativity, open ended problems, development and use of modern design theory and methodology, formulation of design problem statements and specifications, consideration of alternative solutions, feasibility considerations, production processes, concurrent engineering design, detailed system descriptions, constraints such as economic factors, safety, reliability, aesthetics, ethics, and social impact.

The integration of the design experience into the curriculum begins with the first semester course: Introduction to Engineering Design. Here the principles of design are a focus and are illustrated with simple student projects. Building on this knowledge of engineering design, additional experience is provided in courses Circuit Theory I and II and the corresponding laboratories and Digital Electronics. In the junior year, more advanced courses such as Microprocessors, Computer-Aided Design, and Electronic Devices make use of the student's existing knowledge of electronics, mathematics, and computers to strengthen the development of design methodology. Finally in the senior year, Digital Signal Processing, Communication Systems, and the Engineering Project provide the integration of design principles learned in previous courses.

There are other elective courses in Engineering Topics where the student obtains additional design experience, but those previously mentioned are required of all the students. The Engineering Project is the major capstone design course which the student must take and requires the student to draw from the experience and knowledge obtained in previous courses

and to focus on standards of design as practiced in the profession. This course is most often done one-on-one with an engineering faculty member, although it is possible for two students to work together. Groups larger than two are discouraged.

General Requirements of all majors (42 hours)

English and Literature

ENG 101, ENG 102 – 6 hrs

ENG 213 (English Literature) – 3 hrs

ENG 214 or 215 or 216 (ENG LIT option) – 3 hrs

Integrated Studies

IS 111 and IS 112 – 6 hrs

Ethics:

PHIL 119, or 123 or 127 – 3 hrs

Speech:

CJN 103 – 3 hrs

Humanities:

Humanities option A – 3 hrs

Humanities option group B – 6 hrs

Social Sciences:

History option – 3 hrs

Social Science options group B – 3 hrs

Economics or Government option – 3 hrs

Departmental Requirements for the Electrical Engineering Degree

Computer Skills (C Programming): (3 hrs)

CMPSC 131 – 3 hrs

Mathematics and Basic Science: (32 hrs)

Calculus I, II, III – 9 hrs

Multivariable Calculus – 3 hrs

Differential Equations – 3 hrs

Math Methods for Engineers I,II – 6 hrs

University Physics I,II and laboratories – 8 hrs

General Chemistry – 3 hrs

Engineering Topics (49 hrs)

ECE 103 Introduction to Engineering Design – 3 hrs

ECE 105 Circuit Theory I – 3 hrs

ECE L105 Circuit Theory I Lab – 1 hr

ENS202 Scientific Writing/Reporting – 1 hr**ECE203 Digital Electronics – 4 hrs****ECE205 Circuit Theory II – 3 hrs****ECEL205 Circuit Theory II Lab – 1 hr****ECE206 Electronic Devices – 3 hrs****ECEL206 Electronic Devices Lab – 1 hr****ECE251 Microprocessors – 4 hrs****ECE315 Computer Aided Design – 3 hrs****ECE325 Linear Systems – 3 hrs****ECE403 Electromagnetic Theory – 3 hrs****ECE410 Communication Systems – 3 hrs****ECE 411 Engineering Project – 4 hrs****ECE 430 Digital Signal Processing – 3 hrs****ENS Engineering Science elective – 3 hrs
(outside electrical engineering discipline)****ECE or ENS electives – 3 hrs****Senior****Sem. Hrs.**

Social Science Division Requirement II	3
Scientific Writing/Reporting	1
General Chemistry	3
Electromagnetic Theory	3
Digital Signal Processing	3
Micro Economics	3
Communication Systems	3
Engineering Project	4
Engineering Science Elective	3
Engineering Elective	3

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Specialization in Computer Engineering

In order to obtain a concentration in Computer Engineering, the student must develop competence in computer system design and computer communications, along with some additional expertise in elective areas of interfacing, architecture, graphics, software engineering and operating systems. The major design experience, ECE 411, must be chosen to emphasize computer engineering. A student who chooses a specialization in Computer Engineering will normally complete more than the usual 126 hours for the Electrical Engineering degree.

In addition to the ECE 251 Microprocessors and ECE 315 Computer Aided Design required of all students receiving a BS in Electrical Engineering, the student must satisfy the following requirements:

ECE 330 Computer Engineering
ECE 390 Data and Computer
Communications

Two courses from the following group:

ENS 300 Networking Systems
ECE 352 Microprocessor Interfacing
ENS 353 Architecture of Computer
Systems (Same as CMPSC 353)
CMPSC 355 Operating Systems
ENS393 Neural Networks
ENS 433 Introduction to Software
Engineering (Same as CMPSC 433)
Other ECE or ENS options with
approval of the department chairman.

Freshman**Sem. Hrs.**

English I, II	6
Integrated Studies I, II	6
Calculus I, II	6
University Physics I, II and Labs	8
Introduction to Engineering Design	3
Circuit Theory I and Lab I	4

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Sophomore**Sem. Hrs.**

English Literature I, II or Eng. 215 or Eng. 216	6
Rhetorical Communication	3
Ethics Requirement	3
Calculus III	3
Circuit Theory II and Lab II	4
Computer Science I	3
Digital Electronics	4
Mathematical Methods I	3
Multivariable Calculus	3

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Junior**Sem. Hrs.**

Humanities Division Requirements I, II, III	9
Social Science Division Requirement I	3
Ordinary Differential Equations	3
Microprocessors	4
Linear Systems	3
Mathematical Methods II	3
Computer Aided Design	3
Electronic Devices	3
Electronic Devices Lab	1

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Honors Program

The honors program is designed to challenge the most academically capable students. It will also automatically provide these students with additional preparation for standardized examinations required for graduate school and board certification.

Requirements:

To graduate with honors in the department, the student must enroll no 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 courses 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. At the end of the senior year, the student must pass an oral examination administered by the honors committee.

ELECTRICAL AND COMPUTER ENGINEERING COURSES

ECE 103 – Introduction to Engineering Design

Emphasis on the fundamental elements of the design process as defined by ABET – establishment of objectives and criteria, synthesis, analysis, construction, testing, and evaluation. Topics include project management, cost analysis, computer use in engineering, engineering standards, safety, reliability, and ethics. Student team project required. *No prerequisites, usually offered in the fall term – 3 credit hours.*

ECE 105 – Circuit Theory I Introduction to circuits, basic concepts, resistance, Ohm's law, series and parallel circuits, Kirchoff's laws, network theorems, alternating current, capacitance, inductance, steady state analysis of AC circuits, power and resonance, transformers, computers analysis using PSPICE, amplifiers, oscillators, filters. *No prerequisites, usually offered in the spring term – 3 credit hours.*

ECE L105 – Circuit Theory I Laboratory Experiments and instrumentation to illustrate the basic concepts covered in ECE 105. *Prerequisites: ECE 105 (concurrent), usually offered in spring term – 1 credit hour.*

ECE 203 – Digital Electronics Design is an important part of the course. An introduction to the design of digital circuits. Combinational logic circuit design, Logic gates, Boolean algebra, Karnaugh maps, arithmetic circuits, code converters, decoders, encoders multiplexers, Sequential logic circuit design, flip-flops, counters, registers, timers, Programmable logic devices, analog to digital and digital to analog conversion techniques and devices, Integrated design practices. Laboratory experience included. The design process is included in the laboratory component of the course: formulation of design problem statement and specifications, consideration of alternative solutions, realistic constraints such as economic factors, safety, reliability. *Prerequisites: PHYS 152. 1 term – 4 semester hours. Normally offered yearly.*

ECE L204 – Instrumentation 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: ECE 206, ECE 203. 1 term – 2 semester hours. Offered yearly.*

ECE 205 – Circuit Theory Analysis and design of lumped networks. Resistive elements, superposition, nodal analysis, dependent sources, equivalence theorems. Energy storage elements, dynamics of first and second order networks, transient responses, phasors, sinusoidal steady state analysis, frequency response, two-port networks. Matrix equation formulation and the state equation. Computer simulation using PSPICE. Laboratory experience included as ECE L205. *Prerequisite: PHYS 152, ECE 105 (or instructor's consent).* 1 term – 3 semester hours. Offered yearly.

ECE L205 – Circuit Theory Laboratory Laboratory experiments illustrating the principles covered in ECE 205. The students will use Pspice to simulate and design laboratory experiments. Student creativity will be used to modify, improve, and critique existing designs. Should be taken concurrently. *Prerequisite: Concurrent ECE 205.* 1 term – 1 semester hour. Offered yearly.

ECE 206 – Electronic Devices Physics of semiconductors, introduction to transistors, bi-polar and field effect devices, device characteristics, operating point location, biasing and stabilization, large signal analysis and design techniques, small signal analysis and design techniques, design application to amplifiers, switching circuits, oscillators, phase and frequency locked loops, multi-vibrators, and electro-optic electronics. Design an important part of the course. Laboratory experience included as ECE L206. *Prerequisite: ECE 205.* 1 term – 3 semester hours. Offered yearly.

ECE L206 – Electronic Devices Laboratory Laboratory experiments illustrating the principle covered in ECE 206. The students will use Pspice to simulate and design laboratory experiment. Student creativity will be used to modify, improve, and critique existing designs. Should be taken concurrently. *Prerequisite: Concurrent ECE 206.* 1 term – 1 semester hour. Offered yearly.

ECE 225 – Mathematical Methods for Engineers I Engineering fundamentals and applications of probability and statistics. Measures of variation, Bayes' rule, discrete random variables, Binomial distribution, Poisson distribution, moments, continuous random variables, bivariate probability distributions, covariance of two random variables. Also sampling distributions, estimation of means, two tailed tests, analysis of variance, hypothesis testing, linear regression, multiple regression analysis, engineering models, statistical processes and quality control, and production and system reliability. *Prerequisites: Calculus III, ECE 205.* Normally offered in the spring term. 3 credit hours.

ECE 251 – Microprocessors Computer number system, overview of the 8086 internal architecture. Assembly language program development tools – MASM, TASM and DOS DEBUG, standard program structures in 8086 assembly language strings, procedures and macros, 8086 instruction description and assembler directives. Use of a logic analyzer to observe microprocessor signals timing diagrams, interrupts. Overview of newer generation microprocessors (286, 386, Pentium). Extensive laboratory work using an SDK-86 microprocessor system. There will be an end-of-semester design project that will involve students creativity, design of open ended projects, formulation of alternative solutions, detailed system description, realistic constraints (economic factors, safety, reliability, aesthetics, ethics, and social impact). *Prerequisite: ECE 203.* 1 term – 4 semester hours. Offered yearly.

ECE 300 – Networking Systems Course includes both theoretical and practical components. Study of distributed system structures (topology, communication, network types, operating systems, etc.), distributed file systems (such as remote services, caching, file replication, etc.) and protection. Laboratory exercises, using Novell Netware, Windows NT (setting up software, setting up domains, sharing resources, configuring the registry, configuring TCP/IP, installing and configuring remote access service). Design problem required to be carried out under realistic conditions and involves problem definition, solution analysis and alternatives, cost analysis and social impact. Troubleshooting techniques studied. *Prerequisites: Calculus III, ECE 205, 251.* Normally offered in the spring term – 3 credit hours.

ECE 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: ECE 206, ECE 251.* 1 term – 1 semester hour. Normally offered in alternate years.

ECE 307 – High Speed Electronic Circuit Design Lumped vs. distributed parameter network systems. The nature of parasitic and mutual energy storage and their effect on circuit performance and design. The design of conducting paths viewed from transmission line theory. The implication of ground planes, ground bounce and layer stacking and their inclusion in practical circuit design techniques. The effect of terminating networks at the interfaces between circuit sections. The design characteristics of circuits and transmission media of different types. Effect of power system output products on circuit performance. Effects of timing margins, clock skew, crosstalk, and timing bus interfaces. Interfaces between analog and

digital systems and their interaction to circuit performance. *Prerequisites:* ECE 206, ECE L206. 1 term – 3 semester hours. Offered yearly.

ECE 310 – Special Topics in Engineering Selected topics in Computer Engineering or Electrical Engineering. Offered to upper level students who have completed Differential Equations, Microprocessors, and Electronic Devices or by permission of instructor. *Prerequisites:* ENGNR 206, ENGNR 251, MATH 373. 1 term – 3 semester hours. Normally offered alternate years.

ECE 315 – Computer-Aided Design This course concentrates on the use of engineering software, such as Pspice and Matlab, in the engineering design process. The systems that are studied include low pass, high pass, band pass and band stop Butterworth and Chebyshev analog filters. The design of lead/lag compensation networks for control systems is also included. *Prerequisites:* Linear Systems. Normally offered in the spring term – 3 credit hours.

ECE 320 – Fiber Optics Topics include optical filters, structures and waveguide fundamentals, signal degradation in optical fiber, optics and materials, optical sources, photodetectors, optical fiber characteristics, power loading and coupling, link bandwidth, transmission link analysis, link design. Some laboratory work is included. *Prerequisites:* Calculus III, ECE 205. Normally offered in the fall term – 3 credit hours.

ECE 325 – Linear Systems Classification of systems, derivation of the system model, state variable description, impulse response, convolution, frequency response of discrete and continuous systems, Fourier transforms, Fourier methods for discrete signals, Fast Fourier transform, Laplace transforms, Z transform, analysis of control systems. *Prerequisites:* Math 373, ECE 206. 1 term – 3 semester hours.

ECE 326 – Mathematical Methods for Engineers II Engineering problem solving using numerical solutions to differential equations. Matrices, introduction to complex variables, contour integration, numerical methods, probability, statistics, discrete mathematics, and engineering applications of mathematical software packages. *Prerequisites:* MATH 373, ENGNR 206. 2 terms – 6 semester hours. Offered yearly.

ECE 330 – Computer Engineering Design of central processor unit, basic computer organization. Bus structures and design, study of hard wired and microprogrammed control units, DMA and interrupts, design of I/O interface and controllers, memory management hardware, CD ROM storage and retrieval. *Prerequisites:* ECE 206, ECE 203, ECE 251. 1 term – 3 semester hours. Normally offered yearly.

ECE 335 – Control Systems Laplace transform review, feedback in control systems, stability, Bode and Nyquist plots, Root Locus design and PID controllers. Digital control systems. MATLAB and use of other software packages for analysis and design. Some laboratory work required. *Prerequisites:* ECE 325. 1 term – 3 semester hours.

ECE 350 – Hardware / Software Interfacing Labview and C++ for hardware control, Object oriented programming interface for SUN's, PC's and shared peripherals, timelines, cost analysis, top-down structures, quality control, fault detection, and documentation, case studies of good and bad designs, systems engineering projects. *Prerequisites:* CMPSC 132, ECE 203, ECE 206, ECE 251. 1 term – 3 semester hours. Normally offered in alternate years.

ECE 352 – 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 an analog to digital converter, interfacing assembly language modules to higher level languages such as C. Extensive laboratory work. There will be an end-of-semester design project that will involve students' creativity, design of open ended projects, formulation of alternative solutions, detailed system description, realistic constraints (economic factors, safety, reliability, aesthetics, ethics, and social impact). *Prerequisite:* ECE 251. 1 term – 4 semester hours. Offered yearly.

ECE 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. *Prerequisite:* ECE 251. 1 term – 3 semester hours. Normally offered in alternate years.

ECE 390 – Data and Computer Communications The course emphasizes basic principles and topics of fundamental importance concerning the technology and architecture of this field, as well as providing a detailed discussion of leading-edge topics. Included are: data transmission, transmission media, data encoding, data link control, circuit switching, packet switching, ISDN, frame relay, ATM, local area network technology, communication architecture and protocols. *Prerequisites:* Linear Systems. Normally offered in the spring term – 3 credit hours.

ECE 403 – Electromagnetic Theory Electrostatics and magnetostatics Maxwell's equations, time varying fields, plane wave propagation, reflection, and transmission, applications to transmission lines, antennae, microwave communications, fiber optics. *Prerequisites:* ECE 326. 1 term – 3 semester hours. Normally offered yearly.

ECE 410 – Communication Systems Review of Fourier analysis techniques. The Hilbert Transform, requirements for distortionless transmission, energy spectral density, power spectral density, amplitude modulation, angle modulation, various digital modulation systems, coding techniques, review of probability theory, noise analysis in communication systems, Matched filter design, associated laboratory work. There will be an end-of-semester design project that will involve students' creativity, design of open ended projects, formulation of alternative solutions, detailed system description, realistic constraints (economic factors, safety, reliability, aesthetics, ethics, and social impact). *Prerequisite:* ECE 325. 1 term – 3 semester hours. Normally offered alternate years.

ECE 411 – Engineering Project This provides the major, meaningful design experience to the student and involves a project which will make use of knowledge from many of the mathematics and engineering topics courses which the student has already taken. The project and its documentation must illustrate use of fundamental elements of the design process – establishment of objectives and criteria, synthesis, analysis, construction, testing, and evaluation. The student must investigate and specify the professional standards in use that relate to the project being done. Investigation into ISO 9000 and ISO 9001 using the World Wide Web required, with a description of what impact these standards have on the design aspect of the project if it were to be ISO compliant. The project report must address issues of realistic constraints including economic factors, safety, reliability, aesthetics, ethics, and social impact. Oral report with transparencies also required with students and faculty invited. *Prerequisites:* ENS 202 Scientific Writing/Reporting, ECE 206 Electronic Devices, ECE 315 Computer Aided Design. 1 term – 4 semester hours, offered both fall and spring semesters. Requires approval of faculty member directing the course.

ECE 430 – Digital Signal Processing Design is an important part of the course. Discrete signals and systems, digital simulation of analog systems, Z transforms recursion equations, finite-order systems, Fourier transforms, line spectra and Fourier series, discrete Fourier series and Fast Fourier Transforms (FFT), sampling and interpolation, mean-square approximations, non-recursive and recursive filters, selected topics on algorithms, design and applications

of digital signal processing. There will be an end-of-semester design project that will involve students' creativity, design of open ended projects, formulation of alternative solutions, detailed system description, realistic constraints (economic factors, safety, reliability, aesthetics, ethics, and social impact). *Prerequisite:* ECE 390, ECE 325. 1 term – 3 semester hours. Normally offered in alternate years.

ECE 460 – Digital Transforms and Their Applications Design is an important part of the course. Processing of 1-D signals and 2-D images using various transforms including non-overlapping transforms such as the Discrete Fourier Transform, Discrete Cosine Transform, Walsh Transform and overlapping transforms such as the Wavelet Transform. Application of Quantization Techniques to speech and image compression will be introduced. *Prerequisites:* ECE 325, ECE 326. 1 term – 3 semester hours. Normally offered in alternate years

ENGINEERING SCIENCE INTERDISCIPLINARY COURSES

The courses in this section all contain elements of creative application of mathematics and science to the solution of engineering problems. Courses which are within the Electrical Engineering discipline are not listed here, but are to be found in the listing for the Electrical and Computer Engineering Department.

ENS 201 – Engineering Mechanics Forces, statics and dynamics of rigid bodies, stress and strain analysis, kinematics, computer aided analysis. Focus on professional standards in practice for design of structures. *Prerequisites:* Physics 151. 1 term – 3 semester hours. Normally offered in the spring semester.

ENS 202 – Scientific Writing and Reporting Course emphasizes creative application of science and mathematics knowledge and language skills to standards of engineering practice in writing scientific reports, documentation procedures for group projects, computer programs, circuit documentation, experiment design. Student writing project based on ISO documentation standards. Presentation of scientific results, library research procedures, e-mail, World Wide Web use, oral presentation required. *Prerequisite:* English 102, two semesters of a laboratory based science course. 1 term – 2 semester hours. Normally offered in the spring semester.

ENS 372 – Robotics and Automation Robotics 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 transfer functions, task planning and programming in a work-space. Rhino XR-2PUMA robot. Laboratory practice is included. *Prerequisites:* ECE 201, ECE 352, ECE 206. 1 term – 3 semester hours. Normally offered in alternate years.

ENS 353 – Architecture of Computer Systems

(Same as CMPSC 353) 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, CMPSC 265 (or permission of instructor). 1 term – 3 semester hours. Normally offered in the spring term.

ENS 393 – Neural Networks Design is an important part of the course. Fundamentals of artificial neural networks. Biological prototypes and electronic neurons, perceptrons, multi-layered nets, non-linear transfer functions. Learning algorithms, back propagation, feedback nets and oscillating neurons. Creative applications of neural net methodology to different types of engineering problems. *Prerequisites:* ECE 251, Math 373. 1 term – 3 semester hours. Normally offered in the spring.

ENS 425 – Heat and Thermodynamics Temperature, thermodynamic systems, heat and the First Law of Thermodynamics, ideal gases, heat engines, 2nd Law of Thermodynamics, reversibility, entropy, enthalpy. Also included are statistical mechanics, phase transitions, chemical equilibrium, Gibbs' theorem, Nernst equation and heterogeneous systems. *Prerequisites:* Differential equations, Physics 152. Normally offered in the fall term. 3 credit hours.

ENS 433 – Introduction to Software Engineering

(Same as CMPSC 433) An introduction to issues associated with long-term large scale programming projects: problem analysis, problem specification, system design, system documentation, testing, etc. Project required. *Prerequisites:* CMPSC 265, Math 282 and a working knowledge of C. 1 term – 3 semester hours.

ENGLISH

Homepage: <http://www.clas.suffolk.edu/english>

Department of English

Professors: Merzlak (Chairperson), Bigelow, Johnson, Mandl, Marchant, McKinley, Millner, Wilkins
Associate Professors: Caputo, Coffler, Hughes, Jurich, Richman
Assistant Professor: Zheng
Master Lecturers: Bennett, Charshoodian, Colburn, Connolly, Dine, Harper, Lemontt
Senior Lecturers: Feldman, Gallant, Hughes, Kennedy, Knoll
Lecturers: Allen, Driscoll, Corr, Fordham, Hurajt, Sanni
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 or its equivalent), and if necessary English 004 (or its equivalent), and follow it with both English 101 and 102. Second-language students with serious writing problems may be required to enroll in additional developmental English courses before enrolling in English 101. Students whose native language is English, but whose SAT scores indicate verbal deficiency, are required to take the two class sessions of English 100 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.

Students should have finished English 101 and 102 or authorized equivalents by the time they have reached 60 credits. Delaying the English requirement may impair performance in upper division courses and make it difficult to graduate on schedule. Upper division students who have not completed all English requirements should do so before they achieve senior status.

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.

Writing Sample During the first class period, all students in first-year and second-year English courses will be asked to provide a writing sample. Students with inadequate reading and writing proficiency will be asked either to attend writing workshops or to withdraw from the course in order to enroll in a remedial English course. Also, during the last weeks of the ENG 102 course, all students will write an open-book in-class essay to indicate their reading and writing proficiency. Students with writing problems will be asked to attend workshops or will enroll in remedial courses which they must pass prior to enrolling in second-year English.

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.

Graduate Credit 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 Majors with Creative Writing Track Available to English majors only. All English majors who wish to pursue a Creative Writing Track will be required to take three Creative Writing workshops offered by the department. They will also be required to take an additional workshop or upper-division literature course (with creative writing project attached) in order to complete the requirements for the Creative Writing Track. Note that the Creative Writing for English majors requires the student to take a total of four courses in **addition** to the English major requirements. English majors who wish to pursue a Creative Writing Track should confer with Professor Marchant, Director of the Creative Writing Program.

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, 090, 091, 100, 101, 102, 103, 213, 214, 215, 216. An English Department Humanities Option course satisfies both the Option and the English Minor Requirement.

Creative Writing Minor in English 18 semester hours. Three courses are to be selected from the Creative Writing workshops offered by the department. Three courses are to be selected from the department's upper-division literature courses (300 & 400 level), subject to the approval of the director of the Creative Writing Program. A list of the literature courses which may count toward the minor will be updated yearly and available in the English Department office. A student who wishes to minor in Creative Writing should confer with Professor Marchant, Director of the Creative Writing Program.

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 100 – Two courses offered in tandem, as follows:

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 Reading Skills, of students with low SAT verbal scores.

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 – 6 semester hours. Offered in fall semester.*

English 001-002 – Writing Skills and Reading Skills, as described above in English 100, but specifically designed for freshman second-language students with low verbal test scores. *1 term – 6 semester hours. Offered in fall semester.*

English 003 – English as a Second Language. Study of the fundamentals of the English language: designed to assist second-language 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 second-language students to speak and write in idiomatic English. *1 term – 3 semester hours. Offered in spring semester.*

English 090 – Intensive Reading Skills Drill. For second-language students who need intensive work in reading comprehension, plus writing. *1 term – 3 semester hours. Offered in fall semester.*

English 091 – Intensive Reading Skills Drill. Further intensive work in reading comprehension, plus writing. For second-language students. *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 101 or 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. Prerequisite: ENG 101 or 100 or 103.*

English 103 – Advanced Freshman English.

Reserved for students who enter Suffolk with high SAT verbal scores or satisfy other criteria and are invited to participate. Frequent written assignments based on readings. *Prerequisite: Instructor's consent. 1 term – 3 semester hours. Offered in fall semester.*

English 113 – Masters of the Drama I. Survey of dramatic literature and the evolution of theatre from its beginnings in classical Greece through the 18th century. *1 term – 3 semester hours. Normally offered yearly.*

English 114 – Masters of the Drama II. Survey of dramatic literature and the evolution of theatre from the 19th century to the present. *1 term – 3 semester hours. Normally offered yearly.*

English 123 – Great Books of World Lit. I. Literary masterpieces from ancient times to the Renaissance, including *The Odyssey*, *The Inferno*, 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. Prerequisite: ENG 102.*

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. Prerequisite: ENG 102.*

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. Prerequisite: ENG 102.*

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 V.S. Naipaul (Trinidad). *1 term – 3 semester hours. Normally offered yearly. Prerequisite: ENG 102.*

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. Prerequisites: ENG 213 or equivalent.*

English 307 – Writing Workshop. A continuation of English 306. *1 term – 3 semester hours. Normally offered every spring. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 309 – Directed Writing. A continuation of English 308. *1 term – 3 semester hours. Normally offered every spring. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 314 – The Bible as Literature II. Study of the New Testament and Apocrypha. Jesus' life and teachings, his concept of his own mission, and Paul's concept of Jesus. Major apocryphal writings as Hebrew didactic literature. *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 317 – Classical Mythology. Ancient Greek and Roman myths, their motifs, themes, and interpretations. *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

English 318 – Classical Epic. Study of Homer's Iliad and Odyssey and Virgil's Aeneid, emphasizing the way in which the works both reflect and reinforce the values and assumptions of the societies which produced them. *Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 343 – The 19th-Century English Novel. Development of the Romantic and Victorian novel. Readings in major works of the Brontës, Dickens, Thackeray, Austen, Eliot and Hardy. *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 345 – Victorian Literature. The study of selected poets and prose writers. Some Victorian fiction. *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

English 346 – Dickens and George Eliot. Close examination of several novels by two of England's major Victorian novelists. *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

English 353 – The Rise of American Fiction. Development of the American imagination in the fiction of Poe, Hawthorne, Melville, Twain, James, Wharton and others. *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

C English 357 – African-American Literature. African-American writing from the beginning through the present. *a 1 term – 3 semester hours. Normally offered every other year. Prerequisites: ENG 213 or equivalent.*

English 359 – Selected African-American Authors. This course focusses upon the literary contributions of a selected number of major African-American authors. *1 term – 3 semester hours. Offered in full semester. Prerequisites: ENG 213 or equivalent.*

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. *Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 367 – Twentieth-Century American Fiction 1920–1950. Novels, short novels, and short stories by Theodore Dreiser, F. Scott Fitzgerald, Ernest Hemingway, William Faulkner, and others. *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 369 – Modern American Drama. Masterworks of the major American playwrights from Eugene O'Neill to the present. *1 term – 3 semester hours. Normally offered every third year. Prerequisites: ENG 213 or equivalent.*

English 373 – English Writers of the 1930's. The social, political and cultural revolution in pre-World War II England as it is reflected in the poetry of Auden and Spender and the fiction of Huxley, Waugh, Isherwood, Bowen, Orwell, and Greene. *1 term – 3 semester hours. Normally offered every third year. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 375 – Poetry Writing Workshop. This is an intensive workshop course in which the student will be required to write original poetry for each class meeting. The focus of the course will be on the student's own work. We will examine the highly individual processes of composition and revision, and the ways writers use to keep their own practice of poetry alive and well. We will also examine as many of the constituent elements of poetry as possible, from image and rhythm, to line and structure. *No prerequisite. 1 term – 3 semester hours. Normally offered yearly. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

C 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. **a and b** *1 term – 3 semester hours. Normally offered alternate years. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 383 – Studies in Short Fiction. Close reading and discussion of major examples of European and American short fiction. *1 term – 3 semester hours. Normally offered every third year. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

English 387 – Women and Literature. 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. ca Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Normally offered every second year. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent. Admission by invitation only.*

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. Prerequisites: ENG 213 or equivalent.*

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. Prerequisites: ENG 213 or equivalent.*

ENGLISH AS A SECOND LANGUAGE PROGRAM

ENGLISH LANGUAGE FOR INTERNATIONALS PROGRAM

No major available.

Courses in these two programs are available **only** to those students placed into the programs. The ENG 003-004 sequence, "English as a Second Language," is through the English department and is not part of the ESL Program.

Academic Directors: Fernanda Rodrigues, Linda Foley-Vinay

Assistant Professor: Da Zheng

Instructors: Hilary Nanda, Janet Oliver

Tutors: Da Zheng, Graduate Fellow (varies by semester)

The English as a Second Language (ESL) Program The ESL Program primarily enrolls Boston public school graduates whose native language is other than English, and leads to a baccalaureate degree. The first year of intensive developmental English courses, within the College of Liberal Arts and Sciences (CLAS), enables students to acquire the academic skills needed for successful completion of college. Upon successful completion of the ESL year, which focuses on reading and writing proficiency, students go on to pursue a B.S. or B.A. degree in CLAS or BSBA degree in the Sawyer School of Management (SOM).

Before the school year begins, students meet with the ESL Program Director, Fernanda Rodrigues, to plan their program. They will also take a series of placement tests to determine the most appropriate level of coursework. The length of time needed to obtain a full degree will depend on how quickly students progress in their language skills and what academic major they wish to pursue.

All students enter a one-year ESL program of the courses described below (Reading Skills, Writing Skills, Integrated Studies, American History, and a math course). ESL students take between 24 and 30 semester hours of coursework. All courses receive academic credit (3 credits/course). Most ENG 021-022/023-024 credits count towards free electives, while HST 081-082/IS 013-014 count towards requirements, as described below. All ESL courses except math are pass/fail and will therefore not count toward the grade point average. Math classes are graded.

All courses are taught in English by Suffolk University professors with experience and training in teaching ESL students. Classes are small, and students receive a great deal of individual attention. The ESL Program helps students become more fluent and idiomatic in their written and spoken English.

All ESL students are required to take a writing examination at the end of the first year of their program. They must pass this examination in order to begin their degree program at Suffolk. Students needing additional help in passing the exam may take special summer courses.

The ESL Director/Advisor, Fernanda Rodrigues, is a resource and advocate for all ESL students. She tests and advises students about appropriate courses, and also advises on personal, financial and educational and career concerns. She is the official advisor for students until students select a major and a major advisor, but remains available for informal advising and assistance throughout each student's time at Suffolk. She arranges programs throughout the year

to help ESL freshmen become familiar with Career Services, to assist them with their Financial Aid forms, and to give them opportunities to socialize with present and former ESL students. Any questions about the ESL Program should be directed to Fernanda Rodrigues at (617) 573-8677.

Tutoring Service There are two ESL master tutors available free of charge to assist students with organizing and editing written assignments. Content area tutoring is also provided to present and former students who need help in other university-level courses. Appointments can be scheduled by stopping by the office or by calling (617) 573-8677.

Computer Lab There is a specialized open computer lab available with hours exclusively for ESL/ELI students, in Ridge-way 417. Specialized software that drills non-native speakers in grammar and vocabulary is available, as is word-processing software. All hours are monitored by ESL Office staff, and some ESL teachers incorporate lab work into their curriculum.

ESL PROGRAM COURSES

English 020-022 – ESL Reading Skills Using a variety of texts drawn from fiction and other disciplines, the course is designed to help students to comprehend advanced material, as well as to recognize literary themes, identify grammatical structures and expand vocabulary. Through reading and analyzing rhetorical styles of writing, students develop the ability to analyze and identify major patterns in literature.

English 021-023 – ESL Writing Skills This course is designed to improve students' writing competence. Its goal is to strengthen the students' use of grammatical structures, both through exercises and essay writing, and to enrich the students' vocabulary. There is a particular emphasis on the construction of the expository essay in its various forms as well as methods of writing and literary analysis. The importance of planning, organizing and revising essays is stressed.

History 081-082 – ESL American History

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 Counterculture.

HST 081-082 together equal HST 181, which completes the CLAS American History requirement.

Integrated Studies 013-014 – ESL Integrated Studies

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 pursue a higher education successfully and independently.

IS 013-014 together equal IS 112, which completes **half** of the CLAS Integrated Studies requirement. Students who continue in a CLAS major must also take IS 111 to complete the requirement.

Mathematics 104 – Precalculus for Management and Social Sciences A selection of topics in algebra and elementary analytic geometry including (but not restricted to): properties of real numbers, linear 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 are stressed throughout the course.

Mathematics 134 – Calculus for Management and Social Sciences 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.

The MATH 104-134 sequence is appropriate for some students in the ESL Program. Students who feel they can take higher math classes should try to place into a higher course, but if that course conflicts with the courses listed above. All ESL students who take this 104-134 sequence will be placed into the same section. All math courses are offered through the math department, and are graded and count towards the GPA.

English Language for Internationals (ELI) Program

The ELI Program is an intensive, non-degree English as a Foreign Language program, designed for international students planning to attend Suffolk University or other American colleges. The program will help students develop their English proficiency and prepare them to take the TOEFL. The ELI courses receive no credit as it is a language immersion program. The program is appropriate for students who need language instruction at the intermediate to advanced level, not those with no knowledge of English.

Students may apply to the ELI program only, or as a condition for acceptance into a degree program. Students who are **academically admissible** to a degree program, but do not meet language proficiency standards, may be conditionally accepted to the degree program contingent upon successful completion of ELI. The University reserves the right to make the full and final determination of when ELI has been successfully completed and when students may matriculate into non-ELI courses. Students who apply only to ELI may apply for admittance to a graduate or undergraduate degree program at a later time. They must meet all requirements for entrance.

The Director officially advises ELI students during the program and offers assistance throughout their time at Suffolk, should they matriculate into a Suffolk degree program. Please call Linda Foley-Vinay, ELI/LRS Program director, at (617) 573-8677.

Computer Lab ELI students are encouraged to use the open computer lab in Ridgeway 415, which has hours exclusively for ESL/ELI students. Specialized software in this lab drills ESL/EFL students in grammar and vocabulary, and word-processing software is available. All hours are monitored by ESL Office staff, and some ESL/ELI teachers incorporate lab work into their curriculum.

Field Trips ELI students are taken on several field trips throughout the semester. Past trips have included the Computer Museum, the State House and the Suffolk County Courthouse.

Tutoring The ESL Office employs two tutors, but the number of available hours varies each semester. ESL students, who are paying full tuition in a degree program, have first priority for tutoring hours. If appointments are available, ELI students are allowed to use them, but it is not guaranteed. If tutoring is not available that semester, the office refers ELI students to private tutors.

Taking Degree Courses At some point, individual students may be allowed to take regular Suffolk University courses for college credit. All students will be tested during Orientation, just prior to the beginning of the program, and also at the end of the program. Those students who are prepared to successfully take courses in a regular degree program will be allowed to take certain courses, up to 6 credit hours, in addition to ELI courses. The University reserves the right to make the final and absolute determination of when a student is prepared to take regular credit courses.

ELI PROGRAM COURSES

CORE CURRICULUM:

ELI 007 – Grammar Offers the fundamentals of English grammatical structures. *6 hrs/wk.*

ELI 008 – Reading/Writing Emphasizes text structures, vocabulary building and analytical skills. *6 hrs/wk.*

ELI 009 – Listening/Speaking Develops comprehension skills, oral presentation techniques and ability to interact in American college classrooms. *4 hrs/wk.*

ELECTIVES (NON-CREDIT):

ELI 017 – TOEFL Preparation Focuses on the language skills and test-taking strategies students need to perform well on the TOEFL. *2 hrs/wk.*

ELI 018 – Academic Writing Provides intensive practice in the writing and revising of expository essays along with critical thinking and analytical skills. *2 hrs/wk.*

FINE ARTS

NESADSU Chairman: Davis

Associate Professors: Brown (Foundation Program Director), Goldstein (Fine Arts Program Director)

Assistant Professors: Bartnick, Martin, Nichter

Instructors: Giuliano, Novick

Master Lecturers: Anderson, Barzaghi

Senior Lecturers: Davidson, Weisberg

Lecturers: Andrade, Fabbris, Thurston

Bachelor of Fine Arts Program

NESADSU offers a four-year Bachelor of Fine Arts (B.F.A.) degree program in Fine Arts. The goal of the B.F.A. Program is the development of artists whose work is reflective of the energy and passions of the individual. The intimate learning environment of NESADSU is designed to further the development of the student's individual vocabulary of expression, with strength, clarity, and discipline. The B.F.A. 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.

Bachelor of Fine Arts Requirements*

Studio Course Work

Foundation Studios – 24 hrs

Fine Arts Program Studios
and Related Courses – 45 hrs

Art History – 15 hrs

Liberal Arts – 38 hrs

Total Credits Required for B.F.A. – 122 hrs

Diploma Program In addition to the B.F.A., NESADSU also offers a three-year Diploma Program in Fine Arts. The Diploma Program is designed for those who wish to pursue an intense professional education leading to a career as a fine artist. The Fine Arts Diploma Program requires completion of the same Foundation and Fine Arts studios as indicated above for the B.F.A. Program, but requires only six credits of Art History, and no liberal arts coursework. Since a total of 78 credits is required, the Fine Arts Diploma Program may be completed in three years of full-time study.

GOVERNMENT

Department of Government

Professors: Bain (Chairperson), Berg, Holleman

Associate Professors: Dushku, O'Callaghan

Assistant Professors: Burke, Cammisa, Harris, Haussman

Lecturers (part-time): Andrews, Blanchette, Brownell, Lombardi, Natoli, Niedzwiecki

The Government Department offers the undergraduate major in both the B.A. and the B.S. degree. Students are given a choice of four tracks, each with a particular focus. Track A and Track D may only be completed in the day program. Track B and Track C are offered to both day and evening students.

Track A – B.A. or B.S. in Political Science

This track is designed to provide students with a broad foundation in the various subfields of political science, and to allow students with the guidance of their advisors to develop individualized curricula to meet their particular interests and goals.

Since it allows for maximum flexibility, this track is particularly well suited to the student who is attempting to "double major"; or to a student who has transferred in several courses in government from other institutions. It is also a good choice for students who are keeping open all of their options for careers and for graduate study, including, but not limited to, the Master's degree in political science, the MPA, the JD, or certification in Education.

Major Requirements	Sem. Hrs.
Government 110 (Introduction to American Democracy) ..3	
Government L110 (Political Research Skills)	1
Government 120 (Research Methodology)	4
Government L210 (The World of Politics – Sophomore Colloquium)	1

Track Requirements	Sem. Hrs.
American Government Group (any course in American political institutions/ processes EXCEPT Gov. 103)	3
Comparative Government Group (any course in country or area studies)	3
International Relations Group (any course in international issues, policy, law or institutions)	3
Political Theory Group (any course on political philosophy or thought)	3
Electives	12
Total semester hours	33

Track B – B.A. or B.S. in Public Policy and Public Administration

This track is designed to give students interested in public service careers a basic grounding in the study of public policy and public administration, combined with a general knowledge of government and some relevant technical skills. The track is best suited to those students planning entry level employment in the public sector immediately after graduation, or to those who plan to pursue a graduate degree, such as the MPA or JD.

Major Requirements	Sem. Hrs.
Government 110 (Introduction to American Democracy) ..3	
Government L110 (Political Research Skills)	1
Government 120 (Research Methodology)	4
Government L210 (The World of Politics – Sophomore Colloquium)	1

Core Requirements	Sem. Hrs.
Government 221 (Executive Branch Politics: Public Administration)	3
Government 224 (Public Policy Process)	3
Government 378 (Public Budgeting Systems)	3
Government 473 (American Political Thought)	3
*Electives	12
Total semester hours	33

Note: These electives can be used by the student to either concentrate on a particular aspect of the Track or broaden the Track a cross the scope of public policy, process and administration. Students planning to go on for a Masters degree in Public Administration (MPA) are specifically advised to take Government 431 – Administrative Theory.

Policy Electives

Women and Public Policy
Health Care Policy
Public Policy and Business
Comparative Public Policy
Topics in Public Policy
Race and Public Policy
Environmental Policy and Politics

Process Electives

Public Relations and Lobbying
American Constitutional Law
Community Advocacy
State Court Process and Policy
The American Presidency
Legislative Process
American Parties and Politics
Politics and the Media
Race and Gender in U.S. Electoral Politics
State and Local Government
Urban Politics and Government

Complementary Major Requirement: Internship 6-15 cr. In addition to the 33 credits required in this Track, students **MUST** also complete an experiential education component through either a credit bearing internship of 6-15 hours, or through participation in the cooperative education program. Students who plan to offer equivalent job experience in place of an internship should see an advisor.

PPPA/MPA Guaranteed Acceptance Program Students graduating from the College with a B.A. or B.S. in the Public Policy and Public 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 PPPA track may cross register into SOM for graduate level foundations courses in public administration.

Track C – B.A. or B.S. in Politics, Law, and the Courts

This track is designed to give students interested in law and the courts the opportunity to study and critically analyze state, federal and international legal issues and the institutions in which legal decisions are made. It is appropriate for students with a general interest in law, for preparation toward careers in media or public service, and for those planning further legal studies.

Prelaw advising is regularly available for Government majors who plan to apply to law school.

Major Requirements	Sem. Hrs.
Government 110 (Introduction to American Democracy) ..3	
Government L110 (Political Research Skills)	1
Government 120 (Research Methodology)	4
Government L210 (The World of Politics – Sophomore Colloquium)	1

Core Requirements	Sem. Hrs.
Government 243 (American Constitutional Law)	3
Government 244 (Civil Liberties)	3
Government 343 (State Court Process and Policy)	3
Government 463 (International Law and Organization)	3
Government 473 (American Political Thought)	3
*Electives	9
Total semester hours	33

*Electives strongly recommended for this Track
Government 337 (Public Policy and Business)
Government 347 (Legislative Process)
Government 348 (Law, Race and Gender)
Government 352 (Constitutional Reform)

It is also advised that students take advantage of the many internship opportunities which exist for law related placements, at the local level, in Washington, D.C., or at International sites such as London, for 6-15 credits.

Track D – B.A. or B.S. in International Affairs

The purpose of this track is to give students the preparation and tools necessary to pursue careers in international affairs, including the public sector, private companies, and independent sector organizations which operate in the international environment. It is also suitable for students planning graduate study in political science, law or diplomacy.

Major Requirements	Sem. Hrs.
Government 110 (Introduction to American Democracy) ..3	
Government L110 (Political Research Skills)	1
Government 120 (Research Methodology).....	4
Government L210 (The World of Politics – Sophomore Colloquium)	1

Core Requirements	Sem. Hrs.
Government 261 (Theory and Practice of International Relations).....	3
Government 281 (Introduction to Comparative Politics) ...	3
Government 363 (American Foreign Policy)	3
Government 463 (International Law and Organization).....	3
Total semester hours	12

Country/Area or Issues Electives

(Choose at least 2 courses from Group B)

A. Issues

Women in World Politics
Environmental Policy and Politics
Issues in International Relations
Politics of Pan-Africanism
Topics in Comparative Politics
Government Study Trip
United Nations Seminar
International Internship (6 credits applied to the major)

B. Country/Area Studies

Third World Politics
African Politics
Former Soviet Republics in Transition
Caribbean and Central American Politics
Politics of China
Canadian Politics in the 1990s and Beyond
Politics of Mexico
Politics of Europe
Politics of the Middle East
Japan: Politics and Policy

Complementary Major Requirements 6 cr.

Economics (preferably Macroeconomics – 3 credits)

History (non-U.S. History – 3 credits)

Foreign Language

It is highly recommended that students in this track have experience in a second language. For some students, this second language might be English. For native English speakers, the choice of a second language will depend on individual background and preference, but should be discussed with an advisor.

Honors in Government

Government majors in all tracks 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 (Government 555) 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 petition the honors committee for the option to submit 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.

Waiver of Admissions Examination for MSPS

Students graduating with a major in any Government Track, and with a cumulative grade point average of at least 3.0, are exempted from the requirement to submit scores from either the Graduate Record Examination or Miller Analogies Test when applying for admission to the Master of Science in Political Science program.

Minors

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

Minor Requirements

Core Courses	Sem. Hrs.
Government 110 (Introduction to American Democracy)...	3
Government L110 (Political Research Skills)	1
Government 120 (Research Methodology).....	4
Government L210 (The World of Politics – Sophomore Colloquium)	1
Total Core Requirements	9
(should be completed before enrolling in other courses for the minor)	

Track A. Minor in Political Science

Core Requirements.....	9
Select one course from two of the following four groups ...	6
American Government Group (any course in American political institutions/ processes EXCEPT Gov. 103)	
Comparative Government Group (any course in country or area studies)	
International Relations Group (any course in international issues, policy, law or institutions)	
Political Theory Group (any course on political philosophy or thought)	
Elective.....	3
Total Semester Hours	18

Track B. Minor in Public Policy and Public Administration

Core Requirements.....	9
Government 221 (Executive Branch Politics: Public Administration)	3
Government 224 (Public Policy Process)	3
Government 378 (Public Budgeting Systems).....	3
Total Semester Hours	18

Track C. Minor in Politics, Law, and the Courts

Core Requirements.....	9
Government 243 (American Constitutional Law)	3
Government 244 (Civil Liberties).....	3
Government 343 (State Court Process and Policy)	3
Total Semester Hours	18

Track D. Minor in International Affairs

Core Requirements.....	9
Government 261 (Theory and Practice of International Relations).....	3
Government 281 (Introduction to Comparative Politics).....	3
One elective from A. Issues or B. Country/Area Studies (above)	3
Total Semester Hours	18

GOVERNMENT COURSES

Government 110 – Introduction to American Democracy.

An introduction to the American political system and constitutional framework. Focus will be on the interplay of various institutions (the Presidency, Congress and the Judiciary) in creating public policies. Contemporary public issues will be discussed, as will the role of political theory in shaping American democracy. Attention will be given to the role of the news media, public opinion, political ideology, political parties and interest groups in the American system. *(1 term – 3 semester hours. Offered every year.)*

Government L110 – Political Research Skills.

Application of basic principles of political research. Students perform qualitative and quantitative analytical exercises based on the concepts studied in Government 110. Develops skills of observation, interpretation, data collection and data analysis, including library and computer assisted research and elementary use of computer data-analysis software. *(Prerequisite: Concurrent enrollment in Government 110. 1 term – 1 semester hour. Offered every year.)*

Government 120 – Research Methodology.

Building on the skills learned in L110, students will be introduced to the subfields of political science and learn to analyze political writings. Focus will be on the use of the scientific method for research on politics and government. Students will learn the steps in writing a research paper, including developing the research question and selecting a research design. Attention will be given to the use of statistical analysis and public opinion polling in political research. Involves exercises and projects in addition to normal classroom hours. *(Prerequisites: Government 110-L110 or instructor's consent. 1 term – 4 semester hours. Offered every year.)*

Government L210 – The World of Politics. Sophomore Colloquium.

What does it mean to work in politics? Students will explore the world political careers, issues, and institutions, through guest speakers, field trips, readings, and class discussions. This course is required of all government majors, and should normally be taken during the sophomore year. *(Prerequisite: Government 110. 1 term – 1 semester hour. Offered every year.)*

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 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.) C, b*

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.) C, a*

Government 208 – Politics and Religion. This course explores what major religions say about the status and responsibilities of the state and how, in turn, selective states have, in theory and practice, structured the place of religions in political life. Particular attention is given to issues of politics and religion in the United States. *(1 term – 3 semester hours. Normally offered alternate years.)*

Government 221 – Executive Branch Politics:

Public Administration. An introduction to theory and practice of public administration by examining the structure and politics of the executive branch. Topics include executive branch organization, politics of the bureaucracy, the history of public administration, implementation of public policy; and administrative reform. *(Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered every year.)*

Government 224 – Public Policy Process. An introduction to the process by which public policies are made in the United States. The class will focus on agenda-setting and policy formulation at the federal level, and will include a discussion of the various actors and governmental institutions that impact public policy. Several policy issues will be used as examples to illustrate the process. Some comparisons will be made to state and local policymaking. *(Prerequisites: Government 110-120. 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. (Prerequisites: Government 110-120 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 every year.)

Government 276 – Political Theory. Political thought and philosophy from antiquity to the present, including such thinkers as Aristotle, Locke, Marx and Nietzsche. The course will highlight major watersheds in political theory such as the Renaissance and the Reformation, and will also examine non-Western traditions. (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. (1 term – 3 semester hours. Normally offered alternate years.)

Government 281 – Introduction to Comparative Politics. This course examines various methods of comparing political systems. Institutions such as executive departments, legislatures, court systems and local governmental systems are examined comparatively. It includes analysis of the impact of different economic systems on political/governmental institutions, and on economic circumstances that impact government. It also looks at political socialization

both in terms of process and comparative content. An effort is made to include countries from all regions of the world. (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: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.) **C, b**

Government 306 – Women and Public Policy.

This course examines women's issues and roles in the public policy process. Topics will include policies that affect women, such as child care, sex discrimination, sexual harassment, women's health care and reproductive issues. Emphasis will also be placed on women's roles in the policy process, as citizens, voters and public officials. (1 term – 3 semester hours. Normally offered alternate years.)

Government 323 – 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. 1 term – 3 semester hours. Normally offered every year.)

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. (Prerequisites: Government 110-120 or instructor's consent for non-majors. 1 term – 3 semester hours. Normally offered alternate years.)

Government 337 – Public Policy and Business.

Public Policy-makers interests in formulating and implementing policy in the areas of environmental protection, consumer protection, equal employment opportunity, health care, taxation and competition with a focus on business responsibility will be critically analyzed. Costs and benefits to the public and business will be evaluated. 1 term – 3 semester hours. Normally offered alternate year.

Government 338 – Comparative Public Policy.

A comparative study of policy processes and outcomes in the United States and selected countries. Variations in political culture, ideology, and political and economic institutions will be examined. Policy topics to be discussed vary by semester and may include environmental policy, social welfare policy, health care, economic policy and issues of race and gender.

(Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)

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. *(Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered every third year.)*

Government 343 – State Court 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. *(1 term – 3 semester hours. Normally offered alternate years.)*

Government 345 – New Directions in Advocacy and Lobbying.

In this course we will examine the latest developments in interest group politics, including trends in grassroots organization, mobilization, and lobbying; fundraising; advocacy by nonprofit organizations; the growth of "issues management"; changing regulations; ethical considerations; and the evolving relationships between advocacy and electoral organizations. We will make extensive use of amateur and professional advocates and lobbyists as guest speakers. Students will be expected to write a research paper on some aspect of the current politics of advocacy and lobbying. *(1 term – 3 semester hours.)*

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. *(Prerequisites: Government 110-120 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. *(Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)*

Government 348 – Law, Race and Gender. Covers the 13th, 14th, and 15th amendments, known as the "Reconstruction amendments." This course focuses upon these three critical amendments, with an eye towards their importance in framing race-based rights, and the 14th with regard to gender-based rights. It emphasizes the politics of these amendments' language, ratification, and impact (including their 130-year interpretation by the Supreme Court.) The course treats the U.S. Constitution dynamically, as a political and social educator. It also examines the extent to which the Constitution could be viewed as "race-" or "gender-blind." *(Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.) C, a*

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. *(Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.)*

Government 353 – Politics in Film. A country's popular culture offers significant and accurate insights into the political values, attitudes and beliefs of its people at a given point in time. One form of popular culture, films, can be a powerful disseminator of political messages. This course will examine a number of different eras and political themes as they have been reflected through films in the U.S. *(1 term – 3 semester hours.)*

Government 354 – New Directions in Electoral

Politics. In this course we will examine the latest developments in American electoral politics, including the organization of new parties and the restructuring of old ones; the development of new campaign techniques; the continuing evolution of campaign finance and of proposals to reform it; and the impact of easier voter registration. We will use this year's campaign as a laboratory and make extensive use of campaign professionals as guest speakers. Students will be expected to write a research paper on some aspect of current electoral politics. *(1 term – 3 semester hours.)*

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. (*Prerequisites: Government 110-120 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. (*Prerequisites: Government 110-120 or instructor’s consent. 1 term – 3 semester hours. Normally offered every third year.*)

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. (*Prerequisites: Government 110-120 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. (*Prerequisites: Government 110-120 or instructor’s consent. 1 term – 3 semester hours. Normally offered every third year.*)

Government 359 – Race and Gender in U.S. Electoral Politics. An assessment of the relative influence of racial and gender groups upon U.S. politics in the twentieth century. This includes the periodic mobilization and demobilization of these social groups by the political parties; the contrasts in voting patterns of racial and gender groups; candidacies for office; the groups’ movement beyond party politics into the social movement and interest group arena; and a discussion of the nature of representation and how racial and gender groups are said to be represented in Congress and the state legislatures. (*Prerequisites: Government 110-120 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.*) **C, a**

Government 363 – American Foreign Policy. A decision-making approach to understanding the domestic and institutional context of U.S. foreign policy. Includes analysis of continuity and change since WW II using case studies of critical decisions,

e.g., Korea, Cuba, Vietnam, etc. (*Prerequisites: Government 110-120 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.*)

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. (*Prerequisites: Government 110-120. 1 term – 3 semester hours. Normally 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. (*Prerequisites: Government 110-120 or instructor’s consent. 1 term – 3 semester hours. Normally offered alternate years.*) **C, b**

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. (*Prerequisites: Government 110-120 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. (*Prerequisites: Government 110-120 or instructor’s consent. 1 term – 3 semester hours. Normally offered every third year.*) **C, b**

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. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.*)

Government 391 – Canadian Politics in the 1990s and Beyond. Stresses the continuities and changes in Canadian politics since World War II, which have affected the relationship between the U.S. and its "closest ally and largest trading partner." Topics to be considered are: the nature of Canada's parliamentary system, intergovernmental relations, the three-party system, the rise of Quebec and Western separatism, and Canada's experience under its new Constitution since 1982. The development of NAFTA and the Canadian-U.S. relationship under it will also be discussed. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered every year.*)

Government 393 – Politics of Mexico. Introduction to the government and politics of contemporary Mexico, with special attention to social and economic institutions, parties and social movements, and the influence of Mexico's revolutionary heritage. There will be some analysis of the interaction of US/Mexico relations and the impact of NAFTA on Mexican workers and the economy. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered every year.*) **C, b**

Government 395 – Politics of East European Transition. This course focuses on political developments in all countries formerly called "Eastern Europe" since the break with communism in 1990-91. There will be readings and discussion on matters of economic policy, construction of democratic institutions, foreign policy, and the challenges of dealing with internal ethnic conflicts and differences. At the instructor's discretion, more time will be spent on some countries than others, but every effort will be given to taking a regional perspective as well as delving into some countries with depth. (*1 term – 3 semester hours.*)

Government 431 – Administrative Theory. Theories of public administration and executive branch decision-making. Personnel management; government reorganization; ethics and accountability; public budgeting; program analysis and evaluation; institutional reform; regulatory reform. (*Prerequisites: Government 221 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.*)

Government 433 – Topics in Public Policy. An in-depth examination of issues in American public policy. Topics will vary by semester and may include social welfare policy, environmental policy, campaign finance reform, ideology and public policy, interest groups, health care policy and women in public policy. (*Prerequisites: Government 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. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.*) **C, a**

Government 438 – Environmental Policy and Politics. From Rio to the Boston Harbor Project, this course examines the policies and politics of the environment. It examines the origins of the environmental movement in the United States focusing on the development and present function of government and non-government organizations responsible for the development and implementation of global, national, state and local environmental policies. (*Prerequisites: Government 110-120 or equivalent or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.*)

Government 461 – Issues in International Relations. An in-depth examination of global political and political economy 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. (*Prerequisites: Government 261 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. (*Prerequisites: Government 110-120 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. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.*) **C, b**

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, Friedman, and Dillinger. (*Prerequisites: Government 110-120 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. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered every third year.*)

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. (*Prerequisites: Government 281 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. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.*)

Government 484 – Politics in the Muslim World.

The first segment of the course is devoted to understanding the Muslim world: not only its extent and cultural diversity but also the unity and diversity of Islam as a dynamic world religion (religious beliefs and practices, theology, ethics, law, mysticism) and Muslim history, which provide the "language of politics" within the contemporary "Islamic resurgence." The remainder of the course examines the nature of that resurgence (including but not limited to a variety of Islamist movements and organizations) and its implications for politics where Muslims are a majority (case studies of Iran, Algeria, Pakistan, Malaysia, Egypt, Sudan) or a significant and growing minority as well as for global politics and U.S. policy. (*1 term – 3 semester hours.*) **C, b**

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. (*Prerequisites: Government 110-120 or instructor's consent. 1 term – 3 semester hours. Normally offered alternate years.*) **C, b**

Government 486 – Political Economy of European Integration.

This course examines the different levels of integration in various policy areas currently being implemented or under consideration by the European Community. Case studies are used to explore the factors producing the dynamic for further integration, the political strategies employed by member states, and the impact on policy within the member states. Current challenges facing the European Union, such as the integration of emerging Eastern European states, are examined from both a regional and from a U.S. perspective. (*1 term – 3 semester hours.*)

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. (*Prerequisites: Government 110-120 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. (Prerequisites: instructor's consent and approval of department chairperson. 1 term – 3 or 4 semester hours. Offered every semester.)

Government 507 – Government Study Trip. Specially 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 508 – Study Trip Capstone Seminar.

As a follow-up to a Government sponsored Study Trip (see Government 507), this course would offer a chance for students exposed to a country or a region of the world by their study, to return to the University and do extensive research and writing on a chosen topic related to the area just visited. For example, if students participated in a study trip to Russia, this "Capstone Seminar" would encourage students to reflect on their trip and choose one topic related to Russia and write a deep and serious analytical research paper on it and also have a chance to share their research and writing with other students with similar interests and experiences from the same trip. (1 term – 3 semester hours.)

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. (Prerequisites: Junior standing, instructor's consent, and concurrent enrollment in Government 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 Government 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. (Prerequisites: 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. (Prerequisites: 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. Individual program of reading, research and writing on an approved topic under the supervision of a member of the department, for students in all tracks 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. (Prerequisites: 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

NESADSU Chairman: Davis

Associate Professors: Golly (Program Director)

Assistant Professor: Fuchel

Master Lecturer: Goldberg

Senior Lecturers: Bianco, Moore

Lecturers: Aronson, Dooley, Dube, Froelich, Marosek, Waxman, Weidner, Wielblad

Bachelor of Fine Arts Program

NESADSU offers a four-year Bachelor of Fine Arts (B.F.A.) degree program in Graphic Design. The B.F.A. 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 Program is the conceptual process, employing technology in the form of the computer only after basic design principles have been assimilated. Concentrations are available in illustration, design, and multi-media/broadcast, allowing the student to focus on a particular specialization.

Bachelor of Fine Arts Requirements*

Studio Course Work

Foundation Studios – 24 hrs

Graphic Design Program Studios
and Related Courses – 45 hrs

Art History – 15 hrs

Liberal Arts – 38 hrs

Total Credits Required for B.F.A. – 122 hrs

Diploma Program In addition to the B.F.A., NESADSU also offers a three-year Diploma Program in Graphic Design. The Diploma Program is designed for those who wish to pursue an intense professional education leading to a career as a graphic designer. The Graphic Design Diploma

Program requires completion of the same Foundation and Graphic Design studios as indicated above for the B.F.A. Program, but requires only nine credits of Art History, and no liberal arts coursework. Since a total of 78 credits is required, the Graphic Design Diploma Program may be completed in three years of full-time study.

Electronic Design Certificate Program

The Electronic Design Certificate Program is designed for students who require more focused design and software training to complement existing educational or work credentials. Within the framework of a 15-course (36 credit) sequence, the program provides a foundation of design and typography skills, coupled with extensive exploration of the computer as a design tool. The goal of the program is to provide the student with the basic practical design and electronic skills necessary to secure entry-level employment in the graphic/electronic design field. The Electronic Design Certificate is a part-time program, with evening and weekend course offerings, and may be completed in 8 (continuous) semesters.

For complete information on the B.F.A., Diploma, and Certificate options, please consult the NESADSU listings elsewhere in this catalogue.

HISTORY

History Faculty

Professors: Cavanagh, Greenberg (Chairperson), McCarthy (Education and Human Services), Robbins (Associate Dean)
Assistant Professors: Allison, Plott, Umansky

Instructors: Bellinger, Rice

Lecturers: Ejofodomi, Hannigan, Libertini, Mackey, Wengler, Zybala

Professors Emeriti: Fang

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. (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*

- 270 History, Theology and Literature
- 271 African-American History, 1619-1860
- 272 African-American History, Since 1860
- 291 American Diplomatic History to 1898
- 292 American Diplomatic History Since 1898
- 323 African-American Religious Experience
- 360 Native America: From Pre-History to the Trail of Tears
- 361 Native America: 1832 to the Present
- 371 Women in American History
- 378 Feminism Since 1965
- 379 Environmental History of North America
- 381 American Colonial History
- 382 The American Revolution
- 383 Boston: The Heritage of a City
- 388 Crime in America: 20th Century Case Studies
- 389 American Constitutional History I
- 390 Constitutional History II: From the 14th Amendment to the Present
- 391 The Young Nation: U.S. History 1789-1850
- 392 The American Civil War and Reconstruction
- 393 America: The Old and New South
- 394 Slavery
- 395 Race and Ethnicity in American History
- 397 Southern Women
- 398 Women and the Law in U.S. History
- 482 Culture of the Sixties
- 483 Death, Disease and Healing in American History
- 484 Crime, Law and Society in U.S. History
- 485 History of American Law
- 486 The Vietnam War in History and Image
- 487 History, Literature and the South
- 489 Law, Literature and History
- 494 Politics and Protest
- 495 U.S. in the Twentieth Century: 1898-1945
- 496 U.S. in the Twentieth Century: Since 1945

Track 2. *European History*

- 211-212 British History I, II
- 274 Women in Nineteenth Century Europe
- 275 Women in Twentieth Century Europe
- 301-302 The Ancient World I, II
- 303 Law, Culture and Society in the Ancient World
- 311 Law, Culture and Society in the Middle Ages
- 313 Renaissance Europe
- 314 Reformation Europe
- 315 History of Christianity
- 322 The French Revolution and Napoleon
- 325 Exploration, Colonization and Imperialism
- 326 World Affairs, 1875-1930s
- 328 A Globe in Crisis: World Affairs, 1930 – present
- 340 Modern Asian History
- 384 Military History of the Modern World
- 410 Class and Society in 19th Century Europe
- 411 Europe, 1815-1914
- 412 Europe Since 1914
- 414 Nazi Germany
- 415 Ireland: From the Celts to the Present
- 418 Czechoslovakia and Central Europe
- 421-422 Intellectual and Cultural History of Modern Europe
- 426 Culture and Politics in Europe, 1919-1939
- 428 Extreme Social & Political Thought
- 434 New Europe: Before and After Glasnost

Track 3. *History of Women*

- Womens Studies 111, Women, History and Culture. Counts as a History course for majors.
- 274 Women in Nineteenth Century Europe
- 275 Women in Twentieth Century Europe

- 378 Feminism Since 1965
- 397 Southern Women
- 398 Women and the Law in U.S. History

Track 4. *History and the Law*

- 211-212 British History I, II
- 291 American Diplomatic History to 1898
- 292 American Diplomatic History Since 1898
- 303 Law, Culture and Society in the Ancient World
- 311 Law, Culture and Society in the Middle Ages
- 382 The American Revolution
- 388 Crime in America: 20th Century Case Studies
- 389 American Constitutional History I
- 390 American Constitutional History II: From the 14th Amendment to the Present
- 392 The American Civil War and Reconstruction
- 394 Slavery
- 398 Women and the Law in U.S. History
- 421-422 Intellectual and Cultural History of Modern Europe
- 484 Crime, Law and Society in U.S. History
- 485 History of American Law
- 489 Law, Literature and History
- 494 Politics and Protest
- 495 U.S. in the Twentieth Century: 1898-1945
- 496 U.S. in the Twentieth Century: Since 1945

Track 5. *African and African-American History*

- 261 African History to 1800
- 262 Modern African History Since 1800
- 263 Race and Politics in South Africa
- 270 History, Theology and Literature
- 271 African-American History, 1619-1860
- 272 African-American History Since 1860
- 323 African American Religious Experience
- 324 African History: Selected Topics
- 325 Exploration, Colonization and Imperialism
- 393 America: The Old and New South
- 394 Slavery
- 395 Race and Ethnicity in American History
- 396 The African Diaspora
- 397 Southern Women

III. *History Courses Outside the Concentration* (4 courses, 12 credits)

These courses should be chosen through discussion with an advisor. The main goal is to broaden understanding by turning a student's attention toward people and parts of the world outside the area of concentration. For example, students with a concentration in History and the Law could satisfy this requirement by taking certain courses in African History, Women's History, or Latin American History.

Honors in History

In order to be considered for Honors in History a student must satisfy the following criteria:

1. Students interested in the Honors program should consult with the Chair of the History Department before the first semester of their Junior year. Qualifying students must have a 3.5 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. "C" "b"*

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. "C" "b"*

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. "C" "b"*

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. "C" "b"*

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. "C" "b"*

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. "C" "b"*

History 270 History, Theology and 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, Julie Dash, W. E. B. Dubois, and others. *1 term – 3 semester hours. Normally offered alternate years. "C" "a"*

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. "C" "a"*

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. "C" "a"*

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. Closed to Freshmen except with written permission of instructor. "C" "b"*

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. Closed to Freshmen except with written permission of instructor. "C" "b"*

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. "C" "b"*

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. "C" "b"*

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. "C" "b"*

History 291 American Diplomatic History to

1898 U.S. foreign policy from the American Revolution to 1900. Emphasized are: America's relations with Europe, the Caribbean and Far East; the War of 1812; the Monroe Doctrine and Manifest Destiny; the Civil and Spanish-American Wars. *1 term – 3 semester hours. Normally offered alternate years.*

History 292 American Diplomatic History Since

1898 Modern U.S. foreign policy emphasizing Dollar Diplomacy. World War I and the League of Nations, disarmament, the Good Neighbor Policy, the menace of imperial Japan and Hitler, and the quest for international security since World War II. *1 term – 3 semester hours. Normally offered alternate years.*

History 301-302 The Ancient World I, II

A problem-centered approach to the political, social, intellectual and cultural development of the Ancient Near East, Egypt, Greece, the Hellenistic World, the Roman Republic and the Roman Empire, emphasizing readings from ancient authors. *2 terms – 6 semester hours. Normally offered every third year.*

History 303 Law, Culture and Society in the

Ancient World This course presents an overview of primitive law and legal codes in Mesopotamia and Egypt, followed by a comparative analysis of the legal systems of the Hebrews, the Greeks and the Romans. The central goal will be to analyze the ways in which legal cultures distinctive to particular societies are shaped. *1 term – 3 semester hours. Normally offered in alternate years.*

History 311 Law, Culture and Society in 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. "C" "a"*

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. "C" "b"*

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 A Globe in Crisis: World Affairs, 1930s – present An examination of pivotal developments in modern world history. Topics will include the Great Depression and its impact; the transformation of the Soviet Union; fascism; the origins and global impact of the Second World War; the origins of the Cold War; the collapse of the European empires; nationalism and revolution in the postwar underdeveloped world; the postwar economic boom; the rise of automobile and consumer societies in Europe, America and Japan; the Korean and Vietnam wars; the changing role of youth in the culture and politics of the 1960s; the end of the economic boom and the international politics of petroleum in the 1970s; changing roles for women; the rise of Reaganism and Thatcherism; late century revolutions in communications, transportation, and production; postmodernism; the collapse of the Soviet Union; the global arms race; and the social, political and environmental trajectories of late-20th century patterns of development. (This course is part of a two-semester sequence on modern world history from 1875 to the present. Either may be taken separately.) *1 term – 3 semester hours. Offered alternate years. "C" "b"*

History 340 Modern Asian History A survey of Asian history and culture, exploring historical developments in Southern, Southeast, and East Asia from the 1700s to the present. Topics will include the role of religion in Asian society; women and culture; change and continuity in China; India since 1700; Japan's isolation and emergence; colonialism and independence; and the development of national and economic power. *1 term – 3 semester hours. Normally offered alternate years.*

History 360 Native America: From Pre-History to the Trail of Tears This course will examine the native people of North America before and after the European conquest. Topics will include native Americans' relations with one another; their reactions to the Europeans; European and native American perceptions of one another; "white Indians" and "noble savages"; resistance and assimilation; the United States and Indian removal. *1 term – 3 semester hours. Normally offered alternate years. "C" "a" or "b"*

History 361 Native America: 1832 to the Present This course will consider Native Americans from the period of removal to the present. Topics will include the Seminole, Black Hawk, and Plains Indian wars; nineteenth-century European and Euro-American anthropology and ethnography; romantic views of Indians; assimilation and the reservation movement; twentieth-century cultural images of Native Americans; the American Indian Movement. *1 term – 3 semester hours. Normally offered alternate years. "C" "a"*

History 371 Women in American History The activities and influence of women in America from the colonial period to the present. Major themes: women's health; political change; sexuality; work roles; and the impact on women of social class and race. *1 term – 3 semester hours. Normally offered alternate years. "C" "a"*

History 378 Feminism Since 1965 Topics include: The legacy of 1920's feminism; The Feminine Mystique; the New Left and Women's Liberation; Women of Color and the Feminist Movement; birth control; abortion rights; the law and the ERA; anti-pornography versus pro-sex debates. *1 term – 3 semester hours. Normally offered every third year. "C" "a"*

History 379 Environmental History of North America This course will explore the history of North America from an ecological perspective. Topics include: biological consequences of European settlement; agriculture and ecology; the forest ecosystems of the North; the conquest of the West; industrialization and nature; ecological consequences of urbanization; and the ecology of suburban, consumer culture. *1 term – 3 semester hours. Normally offered every third year.*

History 381 American Colonial History The course emphasizes the founding and settlement of the American colonies; their social, economic, and political development; the British-French struggle for control of the North American continent; the Great Awakening; the background and causes of the American Revolution. *1 term – 3 semester hours. Normally offered every third year.*

History 382 The American Revolution This course provides an analysis of the background, progress and results of the American Revolution. Emphasis is placed upon military aspects of the War for Independence, and on post-war efforts to establish a permanent workable American government. *1 term – 3 semester hours. Normally offered every third year.*

History 383 Boston: The Heritage of a City The development and influence of Boston from its foundation in 1630: the Massachusetts Bay Colony, cradle of the American Revolution; Boston as a Yankee merchant capital, Brahmin cultural center, immigrant melting pot, and modern metropolis. *1 term – 3 semester hours. Normally offered alternate years.*

History 384 Military History of the Modern World Western warfare from the Renaissance the present, stressing strategy and tactics, weapons development and use. In-depth study of Greek, Roman, and medieval warfare, the American Revolutionary War, Napoleonic campaigns, the American Civil War, World Wars I and II, and the Nuclear Age. *1 term – 3 semester hours.*

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. "C" "a"*

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. "C" "a"*

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. "C" "a" or "b"*

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. "C" "a"*

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. "C" "a"*

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. 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 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 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 495 The United States in the Twentieth Century: 1898-1945 America's emergence as a world power; the Progressive era; U.S. intervention in World War I and its consequences; the Great Depression of the 1930s and the New Deal; World War II period. *1 term – 3 semester hours. Normally offered alternate years.*

History 496 The United States in the Twentieth Century: Since 1945 Post-World War II changes in American society; origins and impact of the Cold War and American globalism; the Civil Rights movement; Vietnam and the upheavals of the 1960s; economic changes of the late-20th century; the assault on the New Deal order. *1 term – 3 semester hours. Normally offered alternate years.*

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.*

HUMANITIES

Department of Humanities and Modern Languages

Professors: Hastings, Mendez-Herrera, Collins Weitz

Associate Professors: Kelton, Kostopulos-Cooperman, Smythe (Chairperson)

Lecturers: Chadburn, Chiasson, Garcia Denson, Gemmato, Giuliano, Kalogeris, Mayer, Plotkin, Steck

Lab Instructor: Marko

Professors Emeriti: Boudreau, Fang, Fehrer, Petherick

Courses with a Humanities (HUM) designation are offered within the Department of Humanities and Modern Languages. The 100 level courses provide an introduction to the study of civilization as seen through art, music, and/or literary expression. Courses 200 and above provide focus on the art or music of historic periods or on specific issues.

Major and Minor Requirements in Humanities

The Department offers the B.A. degree. All majors in Humanities require 30 hours of course work. The major is available in three tracks: Art History, Music History, and General Humanities. Minors require 18 hours of course work and are available in Art History and Music History.

Humanities Major – Art History Track

1. *Core Requirement* (2 courses, 6 hours credit): 105-106 Art History I & II
2. *Track Requirements* (8 courses, 24 hours credit), chosen from among the following Humanities courses:

- 305 Art of Greece and Rome
- 306 Art of the Middle Ages
- 307 Art of the Renaissance
- 308 Art of the Baroque and Rococo
- 309 Art of the Nineteenth Century
- 310 Art of the Twentieth Century
- 311 Art of the United States
- 320 Art and Architecture of New England
- 321 Women, Art, and Society
- 501 Independent Study (directed by a professor of art history)

Option – a maximum of 2 courses may be chosen from the following:

- a. Art and Design Foundation drawing or painting courses offered by NESAD without a prerequisite
- b. PHIL 219 Philosophy of Art

Humanities Major – Music History Track

1. *Core Requirement* (2 courses, 6 hours credit):
111-112 History of Music I & II
2. *Track Requirements* (8 courses, 24 hours credit), chosen from among the following Humanities Courses:
210 Music of the Twentieth Century
211 Music of the United States
221 History of Women in Music
223 World Music
225 Music Around Boston
227 Jazz
335 Music of Mozart
337 Music of Beethoven
501 Independent Study (directed by a professor of music history)

Option – a maximum of 2 courses may be chosen from any Humanities offering at level 200 or above.

Humanities Major – General Humanities Track

1. *Core Requirement* (4 courses, 12 hours credit), two two-semester sequences chosen from among the following:
101 - 102 Art, Literature Music I & II
105-106 Art History I & II
111-112 History of Music I & II
2. *Supplemental Requirements* (6 courses, 18 hours credit):
Humanities courses at level 200 or above

Minor in Art History

1. *Core Requirement* (2 courses, 6 hours credit):
105-106 Art History I & II
2. *Track Requirements* (4 courses, 12 hours credit), chosen from among the following Humanities courses:
305 Art of Greece & Rome
306 Art of the Middle Ages
307 Art of Renaissance
308 Art of the Baroque and Rococo
309 Art of the Nineteenth Century
310 Art of the Twentieth Century
311 Art of the United States
320 Art & Architecture of New England
321 Women, Art & Society

Minor in Music History

1. *Core Requirement* (2 courses, 6 hours credit):
111-112 History of Music I & II
2. *Track Requirements* (4 courses, 12 hours credit), chosen from among the following Humanities courses:
210 Music of the Twentieth Century
211 Music of the United States
221 History of Women in Music
223 World Music
225 Music Around Boston
227 Jazz
335 Music of Mozart
337 Music of Beethoven

Note on 1997 Change in Course Numbering

The following course numbers have been changed. Course content is not affected.

Old Number	New Number	Course Name
230	320	Art & Architecture of New England
235	335	Music of Mozart
237	337	Music of Beethoven
245	321	Women, Art and Society

Honors in Humanities

Students who have achieved a 3.0 average overall and who have completed 18 hours in Humanities courses with an average of 3.5 or better are eligible for honors in Humanities.

HUMANITIES 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 every year.*

Humanities 101 – Art, Literature, Music I. Presentation and analysis of artistic and literary works of Western Civilization from the Ancient World through the Renaissance. Discussion of the cultural value systems that produced particular movements in the visual arts, literature and music. *1 term – 3 semester hours. Offered every semester.*

Humanities 102 – Art, Literature, Music II. Presentation and analysis of artistic and literary works from Western Civilization movements from the 17th to the 20th Century. Discussion of the cultural value systems that produced particular movements in the visual arts, literature, and music. *1 term – 3 semester hours. Offered every semester.*

Humanities 105 – Art History I. A survey of the art of western civilization from its beginnings in French caves to the scientific developments of the early Renaissance. Works of painting, sculpture, and architecture are presented in their historical context. Course covers Egyptian, Ancient Near Eastern, Greek, Roman, early Islamic, Byzantine, Romanesque, Gothic, and Early Renaissance. Visits to local museums are assigned. *1 term – 3 semester hours. Offered every year.*

Humanities 106 – Art History II. A survey of the art of Europe and America from the 16th century to the 20th century. Works of painting, sculpture, and architecture are presented in their historical context. Course covers the High Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism, Post-Impressionism, Cubism, Surrealism, Abstract Expressionism, Pop, Op, and Post-Modernism. Visits to local museums are assigned. *1 term – 3 semester hours. Offered every year.*

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 every year.*

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 every year.*

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 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 music and symphonies, jazz and American musical theater. Composers include Billings, Beach, Ives, Copland, Bernstein and others. *1 term – 3 semester hours. Normally offered 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. *1 term – 3 semester hours. Normally offered alternate years. Cb*

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. *1 term – 3 semester hours. Normally offered alternate years. Cb*

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 alternate years. Ca*

Humanities 305 – Art of 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, and on engineering achievements, portrait sculpture and wall paintings in the Roman world. *1 term – 3 semester hours. Normally offered alternate years.*

Humanities 306 – Art of the Middle Ages. Religious and secular painting, sculpture, architecture and the minor arts in the context of medieval civilization. Examples of mosaic, ivory carvings, manuscript illumination, enamel work, stained glass, altarpieces, fresco paintings, basilica churches, monasteries, and cathedrals from Early Christian, Byzantine, Barbarian, Carolingian, Ottonian, Romanesque, and Gothic periods are included. Visits to local museums are assigned. *1 term – 3 semester hours. Normally offered alternate years.*

Humanities 307 – Art of the Renaissance. Painting, sculpture and architecture of the 14th, 15th and 16th centuries in Europe viewed in their cultural and political context. Issues covered include the search for ideal form, the tools of realism, the effect of the Reformation on art, the changes in patronage, development of portraiture. Artists include Giotto, Masaccio, Donatello, Van Eyck and Dürer, Leonardo da Vinci, Raphael, Michelangelo, and Titian. *1 term – 3 semester hours. Normally offered alternate years.*

Humanities 308 – Art of the Baroque and Rococo. A study of 17th and 18th century painting, sculpture and architecture in Italy, Spain and Northern Europe. Artists include Rembrandt, Rubens, Caravaggio, Bernini, Poussin, Velásquez, Watteau, Boucher, Fragonard, and Chardin. *1 term – 3 semester hours. Normally offered alternate years.*

Humanities 309 – Art of the Nineteenth Century. A study of Neoclassicism, 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 Cézanne. *1 term – 3 semester hours. Normally offered alternate years.*

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, Corbusier, Gropius and Chagall. *1 term – 3 semester hours. Normally offered alternate years.*

Humanities 311 – Art of the United States. An overview of painting, sculpture and architecture by U.S. artists such as Copley, Stuart, Bulfinch, Jefferson, Whistler, Sargent, Homer, Eakins, Wright, Pollack, Rauschenberg and Wyeth. *1 term – 3 semester hours. Normally offered alternate years.*

Humanities 320 – Art and Architecture of New England. 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. Normally offered every three years.*

Humanities 321 – Women, Art, & Society. This course covers women artists from the sixteenth century to the present as well as the new direction of art-historical scholarship developed by feminist art historians during the last twenty years. *1 term – 3 semester hours. Normally offered alternate years. Cab*

Humanities 335 – 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 alternate years.*

Humanities 337 – 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.*

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 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.*

INTEGRATED STUDIES

IS Home Page: <http://www.clas.suffolk.edu/is/is.htm>

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 inter-disciplinary "Integrated Studies" courses in the 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 30 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.

INTERIOR DESIGN

NESADSU Chairman: Davis

Assistant Professor: Clarke (Program Director)

Master Lecturers: Basque, Cobb, Dion, Johnson, Koch, Mead, Robinson, Wilcox

Senior Lecturers: Entin, MacRitchie

Lecturer: Harvey

Bachelor of Fine Arts Program

NESADSU offers a four-year Bachelor of Fine Arts (B.F.A.) degree program in Interior Design. The B.F.A. Program is accredited as a Professional Level Program by the Foundation for Interior Design Education Research (FIDER), a specialized accrediting body recognized by the U.S. Department of Education. It is the goal of the B.F.A. Program in Interior Design 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, communications skills, professional and design skills, along with the liberal arts coursework necessary for reasoned problem-solving.

Bachelor of Fine Arts Requirements*

Studio Course Work

Foundation Studios – 18 hrs

Interior Design Program Studios
and Related Courses – 51 hrs

Art History – 15 hrs

Liberal Arts – 38 hrs

Total Credits Required for B.F.A. – 122 hrs

Diploma Program

In addition to the B.F.A., NESADSU also offers a four-year Diploma Program in Interior Design. The FIDER-accredited Diploma Program is designed for those

who wish to pursue an intense professional education leading to a career as an interior designer. FIDER accrediting standards require that students have at least 30 credits of study in the liberal arts. Therefore the Diploma Program is often most appropriate for students who already have 30 or more credits of previous liberal arts study, or an undergraduate degree in another field, since they can complete the program in three years of full-time study.

The Interior Design Diploma Program requires completion of the same Foundation Studios, Interior Design Studios, and Art History courses as indicated above for the B.F.A. Program, but requires only 30 credits of Liberal Arts (usually completed prior to entry into the Diploma Program).

Decorative Arts Certificate Program

The Decorative Arts Certificate Program is designed to provide students with the creative and practical abilities necessary to attain excellence in the decorative arts and a fulfilling career as a professional interior decorator or retailer. It is appropriate for those students interested in the decorating, rather than the design, of an interior; those with an interest in antiques and decorative objects, fabrics and wall coverings, interior planting and window treatments. The Certificate may be completed part-time in the evenings.

For complete information on the B.F.A., Diploma, and Certificate options, please consult the NESADSU listings elsewhere in this catalogue.

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

Freshman	Sem. Hrs.
English	6
Integrated Studies	6
Math and Computer Science	6
Ethics	3
Rhetorical Communication	3
Humanities Requirement	3
Cultural Diversity Requirement	3
	30

Sophomore	Sem. Hrs.
English	6
Foreign Language	6
Natural Science Requirement	8
Economics 101, 102	6
ACCT 201, ACCT 202	6
	32

Junior	Sem. Hrs.
Foreign Language	6
STATS 250, EC 383, EC 384	9
MKT 310	3
Social Science Requirement	3
Humanities Requirement	3
Cultural Diversity Requirement	3
Free Elective	3
	30

Senior	Sem. Hrs.
Foreign Language	6
EC 441, EC 442	6
IBMK 321, IBMK 421	6
Area Studies Requirement	6
Social Science Requirement	3
Natural Science Requirement	3
	30

B.S. Degree*Suggested Course Sequence*

Freshman	Sem. Hrs.
English	6
Integrated Studies	6
Math and Computer Science	6
Ethics	3
Rhetorical Communication	3
Humanities Requirement	3
Cultural Diversity Requirement	3
	30

Sophomore	Sem. Hrs.
English	6
Natural Science Requirement	8
ACCT 201, ACCT 202	6
Humanities Requirement	6
EC 101, 102	6
	32

Junior	Sem. Hrs.
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
	30

Senior	Sem. Hrs.
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
	30

LATIN AMERICAN STUDIES

No major available

Minor available through the Departments of Government, History and Philosophy, and Humanities and Modern Languages.*

Coordinator: Dr. Kostopulos-Cooperman

Minor in Latin American Studies

The Minor in Latin American Studies includes six courses (18 credit hours) to be chosen from the following disciplines: Government, Hispanic and Brazilian Studies and History.

To fulfill the degree requirements for the Minor in Latin American Studies, students must take at least (1) ONE course from each of the three disciplines listed below. A demonstrated knowledge of Spanish or Portuguese which can normally be fulfilled by the B.A. requirement in language, is expected of all Latin American Studies Minors. Students satisfying the language requirement at Suffolk University must take courses at the appropriate level of proficiency as determined by the Modern Language faculty. All courses will be offered in English, unless otherwise indicated.* The following list of courses will fulfill this requirement (for course descriptions, refer to the appropriate department in this catalog):

I. Government

Government 387 – Caribbean and Central American Politics

Government 526/528/529 – The International Internship Program (see below)

II. Hispanic and Brazilian Studies

Spanish 301 – Hispanic Culture I: The Hispanic World

Spanish 302 – Hispanic Culture II: Latin America

Spanish 402 – Social Literature of Latin America

Spanish 405 – Women's Voices From the Hispanic World

Spanish 406 – Contemporary Hispanic Cinema

Spanish 407 – Latin American Short Narrative (In Spanish)

Spanish 501 – Independent Study

III. History and Philosophy

History 276 – History of Modern Latin America

History 277 – Early Mesoamerican Life and Culture

History 287 – Mexico since the Spanish Conquest

Philosophy 252 – Latin American Philosophy

Students will also have the opportunity to participate in the International Internship Program (GVT 526/528/529) with a placement in Latin America and may enroll in a Foreign Study Program that will partially fulfill the degree requirements for the Minor [a maximum of 6 credit hours].

MATHEMATICS

Mathematics Faculty

Professors: Cohn, Ezust (Department Chair), Hajj, Myrvaagnes, Peterburgsky, VoVan

Associate Professors: Cook, Shukla

Master Lecturers: Donovan, Filan, Kristy, Mana

Senior Lecturers: Borogovac, Brooks, Damjanic, Dodge, Driscoll, Koch, Olia, Sokol, Trivedi

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 38 credits of mathematics plus additional courses in computer science and physics.

Major Course Requirements Mathematics (38 credits)

MATH 161, H161, 162, H162

Calculus I-II and Honors Calculus

MATH 261 Calculus III

MATH 262 Multivariable Calculus

MATH 281 Discrete Mathematics I

MATH 331 Introduction to Abstract Mathematics

MATH 335 Linear Algebra

MATH 432 Abstract Algebra

MATH 462 Real Analysis

Applied Math Elective:

One applied math course chosen from:

MATH 373 Differential Equations

MATH 375 Numerical Methods

MATH 341-342 Probability & Mathematical Statistics I & II

Other Math Electives:

At least 2 electives:

one at the 200 or higher level

one at the 300 or higher level

Complementary Major Requirements Computer Science: (6 credits)

CMPSC 131-132 Computer Science I and II

Physics: (8 credits)

PHYS 151-152, University Physics I and II

L151-L152 and Lab

Grade Point Requirement

The College of Liberal Arts and Sciences requires each candidate for a bachelor's degree to complete all of the necessary courses with a cumulative grade point average (GPA) of at least 2.0 overall and also to earn a GPA of at least 2.0 in the major. To qualify for a degree in Mathematics, the Department of Mathematics and Computer Science further requires each student to earn a GPA of at least 2.0 in MATH courses above the level of Multivariable Calculus (MATH 262).

Mathematics/Education and Mathematics/Computer Science/Education

Completion of one of these programs earns provisional certification as a secondary school teacher. Full certification will then require (in addition to completion of the undergraduate degree program) two years of teaching experience under a mentor teacher plus the completion of a suitable masters degree program.

To qualify for our Mathematics/Education degree a student must satisfy the requirements for the Mathematics major as described above by taking the following electives:

MATH 241 Statistical Analysis
MATH 351 Geometry

and also the following required Education and Human Services courses:

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)].

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

MATH 161,162 Calculus I-II
 MATH 261 Calculus III *or*
 MATH 262 Multivariable Calculus
 MATH 281 Discrete Mathematics I
 MATH 331 Intro. to Abstract Mathematics *or*
 MATH 335 Linear Algebra

At least 1 elective at the 200 or higher level

The Basic Math Exam

All students taking 100-level math courses are required to take and pass our Basic Math Exam (BME). This 40 minute exam is designed to assess basic arithmetic and algebraic skills which are needed in each of these math courses as well as in science courses that follow. Each student must pass the BME once. The exam is generally given in class early in the semester to all MATH 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 by the Math Support Center.

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 F636). In the event that a student earns a passing grade in one of these courses but has not yet passed the BME, that student will receive a grade of "T" for the semester. If a student in this situation does not pass the BME within twelve months (one year), then the "T" 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 is revealed by the Basic Math Exam. Students whose BME scores indicate serious deficiencies in math skills or who are extremely 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 obstacles that have prevented them from dealing successfully with college math.

MATHEMATICS COURSES

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. Several sections normally offered each semester.*

Mathematics 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 are 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. 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 Sawyer School of Management students. This course cannot be taken for credit by a student who already has credit for a more advanced course.*

Mathematics 106 – *Precalculus for the 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. Applications in the life sciences are stressed throughout the course. 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. Normally offered each semester.*

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

Mathematics 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. 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 (3 lecture hours plus 1 recitation hour per week.) Normally offered each semester.*

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

Mathematics 130 – *Topics in Finite Mathematics

[Formerly MATH 105] Topics to be chosen from: linear equations, graphing, linear programming, sets, Venn diagrams, counting and combinatorics, probability theory, conditional probability, Bayes theorem. *Prerequisites: Two years of high school algebra. 1 term – 3 credits. Several sections offered each semester.*

**This course cannot be applied toward a departmental concentration in Mathematics by Sawyer School of Management students.*

Mathematics 132 – *The Art of Mathematics

The best mathematics is like the best literature: it brings a story to life before your eyes and involves you both intellectually and emotionally. Different mathematicians study different topics in different ways. To learn something about mathematics as a whole, it's important to see that there are many different kinds of activities which are appropriately labeled "mathematics." They are all held together by a common bond: that bond is a way of thinking and a way of using reason to approach and solve problems of all sorts. To illustrate the diversity and the common bond, this course will include topics from many branches of mathematics, such as number theory, four dimensional geometry, mathematics of infinity, probability, non-euclidean geometries, graph theory, and the history of mathematics. *Prerequisite: Two years of high school algebra. 1 term – 3 credits. Several sections offered each semester.*

**This course cannot be applied toward a departmental concentration in Mathematics by Sawyer School of Management students.*

Mathematics 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.

**This course cannot be applied toward a departmental concentration in Mathematics by Sawyer School of Management students.*

Mathematics 146 – *Calculus for the Life Sciences 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. Applications in the life sciences are stressed throughout the course. *Prerequisite:* MATH 106 or consent of instructor. 1 term – 3 credits. Normally offered each semester.

**This course cannot be applied toward a departmental concentration in Mathematics by Sawyer School of Management students.*

Mathematics 161 – Calculus I Functions, graphs, analytic geometry of lines and circles, limits, continuity, derivatives, differential calculus of algebraic and trigonometric functions; applications to rate problems, maxima and minima and curve sketching. *Prerequisite:* Solid preparation in high school algebra and trigonometry or MATH 121. 1 term – 3 credits (3 lecture hours plus 1 recitation hour per week.) Normally offered each semester.

Mathematics 162 – Calculus II Antiderivatives; the definite integral with applications from geometry and physics; logarithmic, exponential, and inverse trigonometric functions; techniques of integration. *Prerequisite:* MATH 161. 1 term – 3 credits (3 lecture hours plus 1 recitation hour per week.) Normally offered each semester.

Mathematics H161-H162 – Honors Calculus I and II 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. Normally taken concurrently with the corresponding calculus course. 1 term – 1 credit. Normally offered each semester.

Mathematics 241 – Statistical Analysis A calculus-based introduction to statistical techniques. Topics include: mean, variance, Chebychev's inequality, probability distributions (Bernoulli, binomial, normal, t and f), central limit theorem, confidence intervals, hypothesis testing, regression and correlation. *Prerequisite:* MATH 162. 1 term – 3 credits. Offered once each year as needed.

Mathematics 261 – Calculus III Indeterminate forms, L'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.

Mathematics 262 – Multivariable Calculus Vectors in the plane and in three-dimensional space; lines and planes in three-space; cylindrical and spherical coordinates; calculus of vector-valued functions; calculus of functions of several variables including partial derivatives, gradients and Lagrange multipliers; multiple integrals and line integrals. *Prerequisite:* MATH 261. 1 term – 3 credits. Normally offered each semester.

Mathematics 281-282 – Discrete Mathematics I and II An introduction to mathematical logic, graph theory, combinatorics, and selected parts of modern algebra, with emphasis on applications in computer science. Topics chosen from sets, mathematical logic, combinatorics, graphs, trees, recurrence relations, groups, Boolean algebra, and finite automata. *Prerequisite:* MATH 261, which may be taken concurrently. 2 terms – 6 credits. MATH 281 is normally offered each fall semester. MATH 282 is offered as the need arises.

Mathematics 331 – Introduction to Abstract Mathematics This course is intended to provide a firm foundation for the study of advanced mathematics. Methods of mathematical proof and reasoning and basic conceptual tools (logic, set theory, relations, functions, etc.) are dealt with in some detail. Examples and topics from real analysis will be emphasized. This course is the prerequisite for most upper level mathematics courses and, after completing it, a student will be in a position to determine realistically whether he or she ought to major or minor in mathematics. *Prerequisite:* MATH 262. 1 term – 3 credits. Normally offered each fall semester.

Mathematics 335 – 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 281 or permission of instructor. 1 term – 3 credits. Normally offered alternate fall semesters.

Mathematics 341-342 – Probability & Mathematical Statistics I & II Probability of finite sets; probability and statistics of continuous distributions; statistical inference and statistical models. *Prerequisite: MATH 162. 2 terms – 6 credits. Offered as the need arises.*

Mathematics 351 – Geometry Topics chosen from such areas as foundations of geometry, non-Euclidean geometry, advanced Euclidean geometry, projective geometry, and convexity. *Prerequisite: MATH 331. 1 term – 3 credits. Offered as the need arises.*

Mathematics 352 – Point Set Topology An introductory study of topological spaces including: bases for topologies, metric spaces, separation and countability axioms, connectedness, compactness, product spaces, and continuity. *Prerequisite: MATH 331. 1 term – 3 credits. Offered as the need arises.*

Mathematics 373 – Ordinary Differential Equations A first course in differential equations. Topics generally include separable, homogenous, exact, and linear first order differential equations; integrating factors, higher order linear differential equations, variation of parameters, differential operators, the Laplace transform, inverse transforms, systems of differential equations, power series solutions, Fourier series, and applications. *Prerequisite: MATH 262. 1 term – 3 credits. Normally offered each fall semester.*

Mathematics 375 – Numerical Methods An introduction to the use of computers in solving mathematical problems and illustrating mathematical processes. Topics chosen from: finite differences, solution of nonlinear equations, interpolation, quadrature, curve fitting, splines, Monte Carlo methods, error analysis. *Prerequisites: CMPSC 132 and MATH 262. 1 term – 3 credits. Offered as the need arises.*

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

Mathematics 432 – Abstract Algebra An introduction to elementary group theory, including properties of groups, subgroups, first isomorphism theorem for groups, normal subgroups, finite group classification; elementary properties of rings, such as homomorphisms of rings, ideals, fields, Euclidean algorithm, rings of polynomials, factorization theory, integral domains, associates, primes and units in domains, and other topics in number theory. *Prerequisite: MATH 431. 1 term – 3 credits. Normally offered in alternate spring semesters.*

Mathematics 462 – Real Analysis A detailed treatment of the basic concepts of analysis including the real numbers; completeness and its equivalence to other properties of the reals such as monotone convergence, Archimedean property, Bolzano-Weierstrass theorem; the topology of Euclidean spaces, compactness and the Heine-Borel theorem, connectedness, continuity and uniform continuity, pointwise and uniform convergence of functions, and an introduction to metric spaces. *Prerequisite: MATH 331 or permission of instructor: 1 term – 3 credits. Normally offered each spring semester.*

Mathematics 463 – Integration Theory The Riemann integral is defined and its basic properties developed. The Lebesgue measure is defined on the reals and its relation to the Riemann integral explored (e.g., the Lebesgue criterion and the notion of “almost-everywhereness”). The Riemann integral is then used to construct the Lebesgue integral. Outer measures, measurability, and the abstract Lebesgue integral are studied. *Prerequisite: MATH 462. 1 term – 3 credits. Offered as the need arises.*

Mathematics 481-482 – Complex Analysis I and II Topics include: construction, properties and representations of complex numbers, complex valued functions of a complex variable: continuity, differentiability, analyticity. Conformal mappings, complex integrals, series representations of analytic functions, poles and residues, evaluation of improper integrals by use of contours. *Prerequisite: MATH 462. 2 terms – 6 credits. Offered as the need arises.*

Mathematics 485 – Introduction to Fractal Geometry A study of Dynamical systems (Iterated Function Systems) for functions of one real variable including orbits, attractors, bifurcations, periodic behavior, chaotic behavior, Sarkovskii's Theorem, negative Schwartzian derivative. Application to Newton's Method. Fractals and fractional dimension. Introduction to complex dynamics, Julia sets and the Mandelbrot set. *Prerequisite: MATH 462. 1 term – 3 credits. Offered as the need arises.*

Mathematics 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.*

Mathematics 564-566 – Advanced Studies in

Mathematics Members of the department will hold conference hours with students and will direct their readings and study of topics in mathematics which may be of interest to them. *Prerequisite: Consent of instructor. 1 term – credits to be arranged.*

Mathematics 593 – Seminar Seminars in advanced topics will be offered from time to time by members of the department. *Prerequisite: Consent of instructor. 1 term – credits to be announced.*

MEDICAL SCIENCES

Administration Medical Director: Dr. John Munzenrider, M.D., Massachusetts General Hospital (MGH)

Program Co-Directors: Dr. Walter H. Johnson, Chairman Physics and Electrical Computer Engineering Depts., Kathy McCarthy, RTT, Technical Director Radiation Oncology, Massachusetts General Hospital, Lois Greer, RTT, Assistant Chief Therapist, Massachusetts General Hospital and Dr. Beatrice Snow, Chairman, Biology Dept.

Two majors are available: Medical Biophysics and Radiation Biology. These programs are joint collaborations between the Suffolk University Physics and Engineering Department, the Biology Department, and Massachusetts General Hospital's Department of Radiation Oncology.

The two degrees offer opportunities to two distinct populations of students: those whose interests are inclined toward biology, health science and radiation therapy, (Radiation Biology degree) and those who are more inclined toward mathematics, radiation physics and biophysics with medical applications (Medical Biophysics degree). Each curriculum satisfies the prerequisites for graduate study in the corresponding field of Radiation Biology or Biophysics. Also each program provides an excellent background for students interested in medical school. Some courses and laboratories will be taught at Massachusetts General Hospital, but most courses and laboratories will be on campus at Suffolk University (a few blocks away from Massachusetts General Hospital).

It is possible for some students, selected by the Radiation Oncology Committee (consisting of Massachusetts General Hospital medical personnel and Suffolk University faculty) to enroll in the radiation oncology clinical track. For this group of students,

additional courses and clinical training will be required at Massachusetts General Hospital. When students are at MGH, they are governed by MGH policies. The additional training will include Clinical Radiation Labs I, II and III, each requiring 10 hours per week for 13 weeks, and Practicum I and II which must be equivalent to 13 weeks, 40 hours per week at Massachusetts General Hospital. Students selected for this program must have and maintain a minimum 2.6 grade point average. This training will be required for all students who wish to become licensed radiation therapists, and will be available only to the students selected by the committee. Clinical training is *not* required to obtain the non-clinical versions of the Radiation Biology degree or the Medical Biophysics degree.

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

Requirements (81 hours)

Principles of Cancer Management – 3 hrs
 General Biology I & Laboratory – 4 hrs
 Human Anatomy & Laboratory – 4 hrs
 Bioethical Issues – 3 hrs
 Biostatistics – 3 hrs
 General Chemistry I, II & Laboratory – 8 hrs
 Intro. to Computer Programming – 3 hrs
 Computer Aided Biophysics – 3 hrs
 Calculus for the Life Sciences – 3 hrs
 College Physics I, II & Laboratory – 8 hrs
 Radiation Physics – 3 hrs
 Radiation Biology – 3 hrs
 Medical Imaging – 2 hrs
 Radiation Oncology & Pathology – 2 hrs
 Human Physiology – 3 hrs
 Radiation Sciences Lab – 1 hr
 Clinical Radiation I, II, III – 9 hrs
 Cell Biology – 3 hrs
 Biophysics – 3 hrs
 Clinical Radiation Laboratories I, II, III – 3 hrs

Practicum I, II – 2 hrs
 Scientific Writing – 2 hrs
 Electives – 3 hrs

Requirements for Major in Medical Biophysics / Clinical Track in Radiation Oncology

Requirements (85 hours)

Principles of Cancer Management – 3 hrs
 General Biology & Laboratory – 4 hrs
 Human Physiology – 3 hrs
 Human Anatomy & Laboratory – 4 hrs
 Bioethical Issues – 3 hrs
 Radiation Sciences Lab – 1 hr
 Biostatistics – 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 – 3 hrs
 Radiation Biology – 3 hrs
 Radiation Oncology & Pathology – 2 hrs
 Medical Imaging – 2 hrs
 Clinical Radiation I, II, III – 9 hrs
 Clinical Radiation Laboratories I, II, III – 3 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 (75 hours)

General Biology & Laboratory – 4 hrs
 Human Anatomy – 3 hrs
 Human Physiology – 3 hrs
 Radiation Sciences Lab – 1 hr
 Cell Biology – 3 hrs
 Biostatistics – 3 hrs
 Biophysics – 3 hrs
 General Chemistry I, II & Laboratory – 8 hrs

Organic Chemistry I, II – 8 hrs
 Intro. to Computer Programming – 3 hrs
 Computer Aided Biophysics – 3 hrs
 Calculus for the Life Sciences – 3 hrs
 College Physics I, II & Laboratory – 8 hrs
 Radiation Physics – 3 hrs
 Radiation Biology – 3 hrs
 Medical Imaging – 2 hrs
 Scientific Writing – 2 hrs
 Electives – 12 hrs

Requirements for Major in Medical Biophysics (non-Clinical Track)

Requirements (77 hours)

General Biology & 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 – 3 hrs
 Radiation Biology – 3 hrs
 Computer Aided Biophysics – 3 hrs
 Digital Electronics – 4 hrs
 Computer Science I – 3 hrs
 Calculus I, II, III, – 9 hrs
 Scientific Writing – 2 hrs
 Human Physiology – 3 hrs
 Radiation Sciences Lab – 1 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
General Biology	Prin. of Cancer Mgt.
General Biology Lab	Calculus for Life Science
Social Science I	Social Science Elective II
Intro. to Computer Programming	

Sophomore Year

Fall Semester	Spring Semester
Rhetorical Comm.	Philosophy/Ethics
Biostatistics	College Physics II
College Physics I	College Physics II Lab
College Physics I Lab	General Chemistry II
General Chemistry I	General Chemistry II Lab
General Chemistry I Lab	Cell Biology

Junior Year

Fall Semester	Spring Semester
*Humanities Elective I	Clinical Radiation II
Literary Masters I	Clinical Radiation II Lab
Human Anatomy	Radiation Biology
Human Anatomy Lab	Human Physiology
Radiation Physics I	Biophysics
Clinical Radiation I	Scientific Writing
Clinical Radiation I Lab	
Radiation Sciences Lab	

Practicum I: Practicum I is completed during the summer of Junior Year.

Senior Year

Fall Semester	Spring Semester
*Human. Elective II	Computer Aided Biophysics
*Social Science III	Radiation Oncology & Pathology
Literary Masters II	Medical Imaging
Bioethical Issues	Clinical Radiation III Lab
*Humanities Elective III	Clinical Radiation III

Practicum II: Practicum II is completed during the summer of Senior Year.

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

Suggested Course Sequence – Medical Biophysics – Clinical Track

Freshman Year

Fall Semester	Spring Semester
English I	English II
Integrated Studies I	Integrated Studies II
Calculus I	Calculus II
General Biology	Prin. of Cancer Mgt.
General Biology Lab	*Social Sci. Elective I
	Computer Science I

Sophomore Year

Fall Semester	Spring Semester
Rhetorical Comm.	Philosophy/Ethics
Biostatistics	*Social Sci. Elective II
University Phys. I	University Phys. II
University Phys. I Lab	University Phys. II Lab
General Chemistry I	General Chemistry II
General Chemistry I Lab	General Chemistry II Lab

Junior Year

Fall Semester	Spring Semester
*Humanities Elective I	*Humanities Elective II
Human Anatomy	Scientific Writing
Clin. Radiation I	Clin. Radiation II
Clin. Radiation I Lab	Clin. Radiation II Lab
Math Methods for Biophys.	Human Physiology
Radiation Physics I	Radiation Biology
Radiation Sciences Lab	Literary Masters I

Senior Year

Fall Semester	Spring Semester
*Human. Elective III	Medical Imaging
*Social Science III	Literary Masters II
Bioethical Issues	Computer Aided Biophysics
Biophysics	Radiation Oncology & Pathology
Digital Electronics	Clinical Radiation III Lab
	Clinical Radiation III

**The University Cultural diversity requirement consists of six credit hours to be selected from an approved course list. Some of these may be used 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 111 – General Biology I (Major Concepts)

Important concepts in biology are introduced in this course by examining the relationships and distinctions among species at the cellular level. *3 hours lecture.*

1 term – 3 semester hours.

Biology L111 – General Biology I (Major Concepts)

Laboratory Sessions are designed to familiarize the biology student with biological molecules, and the techniques used in their study. The techniques covered include basic solution preparation, separation and quantitation of molecules, enzyme catalysis, and cell isolation. *3 hours lecture. 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 L203 – Human Anatomy Laboratory

1 term – 1 semester hour.

Biology 204 – Human 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 111, L111, 3 hours lecture 1 term – 3 hours. Normally offered alternative years, Spring term.*

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 – Biostatistics 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 alternate years. Days or evenings.*

Biology L273 – Biostatistics 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.

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.

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, stereochemistry, and the relationship of spectroscopy to structure. 3 hour lecture. *Prerequisite:* Chemistry 112. 2 terms – 6 semester hours. Normally offered yearly, days only.

Chemistry 331/332 – Biochemistry The chemistry of amino acids, proteins, lipids, carbohydrates, and nucleic acids. Emphasis is on structure and function of biomolecules and intermediary metabolism. 3 hours lecture. *Prerequisite:* Chemistry 212, 2 terms – 6 semester hours. Normally offered yearly, days or evenings.

CMPSC 121 – *Introduction to Computer Programming For students who have little previous experience with computers, this course provides an introduction to computers and their uses and to programming in the C language. 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.

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 C) or CMPSC 121 or consent of instructor. 2 terms – 3 credits each. Both courses normally offered each semester.

ECE 203 – Digital Electronics Design is an important part of the course. An introduction to the design of digital circuits. Combinational logic circuit design, Logic gates, Boolean algebra, Karnaugh maps, arithmetic circuits, code converters, decoders, encoders, multiplexers, Sequential logic circuit design, flip-flops, counters, registers, timers. Programmable logic devices, analog to digital and digital to analog conversion techniques and devices, Integrated design practices. Laboratory experience included. The design process is included in the laboratory component of the course: formulation of design problem statement and specifications, consideration of alternative solutions, realistic constraints such as economic factors, safety, reliability. *Prerequisite:* PHYS 152. 1 term – 4 semester hours. Normally offered yearly.

ENS 202 – Scientific Writing and Reporting Course emphasizes creative application of science and mathematics knowledge and language skills to standards of engineering practice in writing scientific reports, documentation procedures for group projects, computer programs, circuit documentation, experiment design. Student writing project based on ISO documentation standards. Presentation of scientific results, library research procedures, e-mail, World Wide Web use, oral presentation required. *Prerequisite:* English 102, two semesters of a laboratory based science course. 1 term – 2 semester hours. Normally offered in the spring semester.

Math 146 – Calculus for the Life Sciences 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. Applications in the life sciences are stressed throughout the course. *Prerequisite: MATH 106 or consent of instructor. 1 term – 3 credits. Normally 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 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 patient. Topics covered in this course include 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 This course will introduce the student to the radiation oncology clinic, topics include cancer treatment techniques. Medical terminology, anatomy, radiation safety, and nursing procedures. *Prerequisite: Principal of Cancer Management and acceptance to the Clinical Certificate Track. 1 term – 3 credits.*

Medical Science L301 – Clinical Radiation I Laboratory *1 term – 1 credit.*

Medical Science 302 – Clinical Radiation II This course is a continuation of MS 301. Topics include medical terminology, anatomy, radiation safety and nursing procedures. *Prerequisite: MS 301. 1 term – 3 credits.*

Medical Sciences L302 – Clinical Radiation II Laboratory Continuation of laboratory work in MS L301. *1 term – 1 credit.*

Medical Sciences 303 – Clinical Radiation III For the senior radiation therapy student, this course will emphasize advanced treatment techniques in Radiation Oncology, including brachytherapy, beam modification, clinical dosimetry and quality assurance. *Prerequisite: MS 302. 1 term – 3 credits.*

Medical Sciences L303 – Clinical Radiation III Laboratory Continuation of laboratory work in MS L302. *1 term – 1 credit.*

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, Projection Radiography, 3D imaging, Radioisotope imaging, ultrasound, and Quality Assurance of diagnostic imaging. *Prerequisite: MS 315, Bio 204. 1 term – 2 credits.*

Medical Sciences 310 – Clinical Practicum I Student radiation therapist will spend thirteen weeks gaining hands on patient care experience in the Department of Radiation Oncology at the Massachusetts General Hospital. Under constant supervision by licensed therapists, the student will be guided toward the application of theory in the real world of cancer treatment. *Prerequisite: MS 301, MS 301L. 1 term – 1 credit.*

Medical Sciences 410 – Clinical Practicum II Student radiation therapists will attend a second-thirteen week session of intense clinical education in the Dept. of Radiation Oncology at the Massachusetts General Hospital. Under constant supervision by licensed therapists, the student will further develop their skills in the use of radiation for the benefit of cancer patients. *Prerequisite: MS 302, MS L302, MS 310. 1 term – 1 credit.*

Medical Sciences 420 – Oncology and Pathology *1 term – 2 credits.*

Medical Sciences 315 – Radiation Physics

Topics covered in this course are: Basic Physics; (energy, mass, matter, SI units) Structure of matter & types of radiations, 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. 1 term – 3 credits.*

Medical Sciences L315 – Radiation Sciences

Laboratory This course will cover a broad range of experiments associated with the Department of Radiation Oncology at Massachusetts General Hospital. Topics include: Quality assurance measurements for radiation therapy, calibration of radiation teletherapy unit using ionization chambers, measurements of dose distribution via film, measurements of dose in a phantom via TLDs, radiation protection survey of therapy installation and brachytherapy sources, and radiation biology. This laboratory should be taken concurrently with MS 315 and MS 316. *1 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, Brachytherapy sources and dosimetry, Brachytherapy application techniques. *Prerequisites: MS 315. 1 term – 3 credits.*

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 101, 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. *1 term, 3 semester hours.*

Medical Sciences 330 – Special Topics in Medical Sciences

This course is usually team taught by Mass. General Hospital and Suffolk University faculty to explore topics which are of current interest in the field. Available in seminar or directed study formats 1, 2 or 3 credits. *Requires permission of instructor and department chairmen.*

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.*

Medical Science 405 – Computer Aided Bio-

physics Application of computer graphics in medical imaging, CD ROM based biophysics, dosimetry calculation, computer controlled instruments. *1 term, 3 semester hours.*

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 or sophomore year. Scholarship benefits are awarded at four levels in the following annual amounts regardless of actual tuition costs: (1) \$12,800, (2) \$9,000, (3) \$5,000, (4) \$3,000. Each applicant is considered for each of these scholarship levels.
2. Every scholarship winner also receives a flat rate of \$450 annually for books, supplies and equipment. Winners also receive \$150 each month up to \$1,500 per year.
3. All Advanced Course cadets receive a monthly subsistence allowance of \$150.00 up to \$1,500 per year, regardless of whether they are on 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 an 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:

Major Bill Callahan

Assistant Professor of Military Science

Northeastern University

430 Parker Street

Boston MA 02115

(617) 373-2372 or 2374

MODERN LANGUAGES

Department of Humanities and Modern Languages

Professors: Hastings, Mendez-Herrera, Collins Weitz

Associate Professors: Kelton, Kostopulos-Cooperman, Smythe (Chairperson)

Lecturers: Chadburn, Chiasson, Garcia Denson, Gematto, Giuliano, Kalogeris, Mayer, Plotkin, Steck

Lab Instructor: Marko

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 conjunction with the International Economics and International Business Studies majors.

Major in French or Spanish

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 301-302 and 303-304, as appropriate. History 101-102 (History of Western Civilization, I, II) are highly recommended for both the French and Spanish Majors.

Minor in French or Spanish

The minor concentration in French or Spanish requires 18 credit hours. Students who wish to minor must consult with a department advisor.

International Economics/ International Business Studies

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.

Minor in Latin American Studies

Requirements for this minor are listed under Latin American Studies in this catalogue.

Foreign Language Placement

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.

Note: Since Foreign Language courses numbered 101, 102, 201, and 202 require progressive skill levels, they may not be taken out of sequential order without permission of the instructor.

Passing CLEP examination in modern languages will not earn credit for language courses offered at Suffolk University.

Honors in Modern Languages

Students who have achieved a 3.0 average in general and at least a 3.5 average in French or Spanish are eligible for honors if they have satisfactorily completed language coursework 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 vehicle for the development of language skills. 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. C b*

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 instructor's permission. 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. *Prerequisite:* Instructor's permission.

Business French Tutorials: French T201-T202, T209-T210, T211-T212, T401-T402. Tutorial studies of the terminology, organization and practice of business in the French-speaking world. One credit per term. *Prerequisite:* Instructor's permission. Offered each semester.

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.

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 instructor's permission. 2 terms – 6 semester hours. Normally offered every year.

SPANISH COURSES

Spanish 101-102 – Elementary Spanish: Introduction to Spanish Language and Culture. 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: Language, Culture and Literature. 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 301 – Hispanic Culture I: The Hispanic World. A survey of Hispanic civilization emphasizing the contributions of Spanish-speaking peoples to the Western tradition in art, thought and letters. The course concentrates on the Iberian peninsula, but also studies briefly the Hispanic minorities in the United States. Abundant use of audio-visual materials. Conducted in English. Texts in English, also available in Spanish. This course is normally required for all Spanish majors and minors. *Prerequisite:* Spanish 201-202 or instructor's permission. 1 term – 3 semester hours. Offered yearly. **C b**

Spanish 302 – Hispanic Culture II: Latin America. A survey of the civilization of Latin America highlighting its historical development, ethnic plurality, and cultural complexity in areas such as politics, religion, sociology, economics, and customs. The course also focuses on the cultural contributions of Spanish-speaking minorities in the United States. Abundant use of audio-visual materials. Conducted in English. Texts in English, also available in Spanish. This course is normally required for all Spanish majors and minors. *Prerequisite:* Spanish 201-202 or instructor's permission. 1 term – 3 semester hours. Offered yearly. **C b**

Spanish 303-304 – Advanced Conversation and Composition I, II. The course aims at vocabulary building, normalization of pronunciation, review of Spanish syntax, extensive writing practice and development of conversational skills through group discussions on subject of interest to students enrolled. Conducted in Spanish. Normally required for Spanish majors and minors. *Prerequisite:* Spanish 201-202 or instructor's permission. 1 or 2 terms – 3 or 6 semester hours. Offered yearly.

Spanish 305 – Translation Practicum. An introduction to some of the basic techniques applied in translating the written word. Examples will be drawn from literature, the mass media and professional sources. *Prerequisites:* Spanish 202 or its equivalent and permission of the instructor. Offered in alternate years.

Spanish 401 – Classical Spanish Literature.

A survey of Spanish literature from El Poema del Cid to the Golden Age with emphasis on cultural currents and their relation to the history of the period. Readings include poetry, drama, and prose. Conducted in English. Texts in English, also available in Spanish. *No prerequisite.* 1 term – 3 semester hours. Normally offered every third year.

Spanish 402 – Social Literature of Latin America.

Reading and discussion of significant literary works related to social themes or problems of Mexico, the Caribbean nations, and South America. Conducted in English. Texts in English, also available in Spanish. *No prerequisite.* 1 term – 3 semester hours. Normally offered every third year.

Spanish 403 – Masterpieces of the Spanish Theater.

Readings from the great dramas of Hispanism, including works of Lope de Vega, Calderon, Zorrilla, Benavente, Lorca, Sastre, and Casona. Conducted in English. Texts in English, also available in Spanish. *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 English, also available in Spanish. *No prerequisite.* 1 term – 3 semester hours. Normally offered every third year.

Spanish 405 – Women's Voices in Latin America.

Through fiction, non-fiction, drama, poetry and film, this course will explore the changing roles of women in Mexico, the Caribbean, Central and South America. Conducted in English. Texts also available in Spanish. *No prerequisite.* 1 term – 3 semester hours. Normally offered every third year. **C b**

Spanish 406 – Hispanic Cinema. A survey of films in Spanish illustrating cultural tendencies in the Hispanic world. Examines major films by Luis Bunuel, Carlos Saura, Pedro Almodovar and other contemporary directors. Class discussion focuses on interviews, reviews, and critical articles. Films in Spanish with English subtitles. Conducted in English. *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 Máriá Luisa Bombal, Julio Cortázar, Rosario Castellanos, Gabriel García Márquez, Juan Rulfo, Luisa Valenzuela, among others. *Prerequisite:* Spanish 201-202 or instructor's permission. Texts available in translation.

Spanish 408 – Latin American Cinema. A survey of films from Argentina, México, Cuba, Brazil and other Latin American countries. Occasionally the course includes films produced in the United States that are directed by Hispanic filmmakers or that illustrate the presence of Hispanic culture in North America. Class discussion focuses on interviews, reviews, and critical articles. Films in Spanish or Portuguese with English subtitles. Conducted in English. *No prerequisite.* 1 term – 3 semester hours. Normally offered every third year.

Spanish 410-411 – Seminar in Hispanic Studies.

A seminar focusing on the culture of Spain or a Latin American nation. Conducted in English. Besides classroom work and weekly discussions, the course normally includes a trip (from ten to fifteen days) to the country under study. Trip expenses are the exclusive responsibility of each student. Students are required to keep a journal of the off-campus experience. A written assignment is required upon completion of the seminar. Interested students should consult the instructor at least one semester in advance. *Prerequisite:* Spanish 101-102 or instructor's permission. 1 or 2 terms – 3 or 6 credits. Normally offered in alternate years.

Spanish 501-502 – Independent Study. Students meet with a department member to pursue advanced studies in areas of particular interest to them. *Prerequisite:* Instructor's permission.

Business Spanish Tutorials: Spanish T201-T202, T301-T302, T303-T304. Tutorial studies of the terminology, organization and practice of business in the Spanish-speaking world. One credit per term. *Prerequisite:* Instructor's permission. Offered each semester.

Tutorial Studies

Foreign Language T090 – T091. 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.

MUSIC COURSES

Humanities Major with Music History Track and Music History Minor available through the Department of Humanities and Modern Languages.

Coordinator: Kelton, Associate Professor

Lecturer: Plotkin

The following courses in Music are offered through the Humanities Department and are cross-referenced under the Humanities section of this catalog.

Courses with music history content are offered in the Department of Humanities and Modern Languages. The equivalent of a music history major is offered as a Humanities Major – Music History Track, requiring 30 hours of course work. The Music History Minor requires 18 hours of course work.

Humanities Major – Music History Track

1. *Core Requirement* (2 courses, 6 hours credit):
111-112 History of Music I & II
2. *Track Requirements* (8 courses, 24 hours credit), chosen from among the following Humanities courses:
210 Music of the Twentieth Century
211 Music of the United States
221 History of Women in Music
223 World Music
225 Music Around Boston
227 Jazz
335 Music of Mozart
337 Music of Beethoven
501 Independent Study (directed by a professor of music history)

Option – a maximum of 2 courses may be chosen from any Humanities offering at level 200 or above.

Minor in Music History

1. *Core Requirement* (2 courses, 6 hours credit):
111-112 History of Music I & II
2. *Track Requirements* (4 courses, 12 hours credit), chosen from among the following Humanities courses;
210 Music of the Twentieth Century
211 Music of the United States
221 History of Women in Music
223 World Music
225 Music Around Boston
227 Jazz
335 Music of Mozart
337 Music of Beethoven

Note on 1997 Change in Course Numbering

The following course numbers have been changed. Course content is not affected.

Old	New	
Number	Number	Course Name
235	335	Music of Mozart
237	337	Music of Beethoven

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 every year.*

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 every year.*

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 every year.*

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 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 music and symphonies, jazz and American musical theater. Composers include Billings, Beach, Ives, Copland, Bernstein and others. *1 term – 3 semester hours. Normally offered 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. *1 term – 3 semester hours. Normally offered alternate years. Cb*

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. *1 term – 3 semester hours. Normally offered alternate years. Cb*

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 alternate years. Ca*

Humanities 335 – 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 alternate years.*

Humanities 337 – 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.*

PHILOSOPHY

Department of Philosophy

Professors: Greenberg (Chairperson),
Outwater, Zuckerstatter

Assistant Professor: Giancola

Lecturers: Bellwoar, Denby, Lee,
Rosenfeld, Torres-Gregory, Walsh

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 212 (Formal Logic); 119 (Ethics) or 123 (Social Ethics) or 127 (Contemporary Moral Issues); 210 (History of Ancient and Medieval Philosophy); 211 (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 210 (History of Ancient and Medieval Philosophy) or 211 (History of Modern Philosophy), 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.

Note on 1996 Changes in Course Numbering

The following list of courses reflects changes to our system of numbering effective September, 1996. Please note the following changes:

Old Number	New Number	Course Name
PHIL 117	PHIL 210	History of Ancient and Medieval Philosophy
PHIL 118	PHIL 211	History of Modern Philosophy
PHIL 114	PHIL 212	Formal Logic
PHIL 130	PHIL 228	Women in Philosophy
PHIL 320	PHIL 241	Medical Ethics
PHIL 214	PHIL 250	Social and Political Philosophy
PHIL 131	PHIL 251	Philosophy of Race and Gender
PHIL 230	PHIL 253	The Philosophy of America
PHIL 215	PHIL 260	Philosophy of Religion
PHIL 124	PHIL 261	Oriental Philosophy
PHIL 222	PHIL 262	Buddhism
PHIL 340	PHIL 263	Native American Religion
PHIL 225	PHIL 265	Women in Spirituality
PHIL 345	PHIL 311	Philosophy of Nature
PHIL 420	PHIL 312	Post-Modernism (Formerly On "Against Reason")

PHILOSOPHY COURSES

Philosophy 113 Informal Logic. An informal introduction to correct reasoning. This course deals with the general nature of argument; aspects of language which have special bearing on logical thought; definition; types of disagreement and methods for resolving them; fallacies; and the elements of inductive reasoning. *1 term – 3 semester hours. Normally offered every year.*

Philosophy 115 Introduction to Philosophy. A general introduction to the nature of philosophical analysis. Lectures, readings, and discussions will focus on representative issues and thinkers from the main areas of Philosophy (such as epistemology, metaphysics, ethics, and the Philosophy of religion). *1 term – 3 semester hours. Normally offered every year.*

Philosophy 119 Ethics. A systematic introduction to the major thinkers and their positions on the main issues of ethics, i.e. What is morality? What are moral values? How do moral judgements differ from other types of statements? Are there objective, universal, absolute moral standards? If so, what are they, and what is their basis? *1 term – 3 semester hours. Normally offered every year.*

Philosophy 123 Social Ethics: The Good Life. An examination of contemporary Western society, particularly American economic life, from the standpoint of various philosophical ideas of the "good life." Current books which exhibit a philosophical approach towards important contemporary social issues will be discussed. *1 term 3 – semester hours. Normally offered every year.*

Philosophy 127 Contemporary Moral Issues. Systematic examination of some basic contemporary moral problems. Topics will be chosen from the following: abortion, euthanasia, suicide, capital punishment, war, civil disobedience, reverse discrimination, pornography, lying, surrogate motherhood, genetic engineering, environmental protection, nuclear weapons, animal rights, etc. Topics will be introduced through background lectures, followed by extended class discussion. *1 term – 3 semester hours. Normally offered every year.*

Philosophy 210 History of Ancient and Medieval Philosophy. The study of philosophical thought from the period of the ancient Greek philosophers through the Medieval thinkers, including such philosophers as Socrates, Plato, Aristotle, Epicurus, Zeno, Parmenides, Pythagoras, Protagoras, Augustine, Aquinas, Anselm, and Abelard. An introductory course designed to equip the student with a well grounded understanding and appreciation of Philosophy. *1 term – 3 semester hours. Normally offered every year.*

Philosophy 211 History of Modern Philosophy.

A study of the major modern philosophical thinkers including Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Hegel and Schopenhauer. *1 term – 3 semester hours. Normally offered every year.*

Philosophy 212 Formal Logic. An introduction to formal (or semi-formal) study of the basic types of deductive arguments (propositional and syllogistic logic). *1 term – 3 semester hours. Normally offered 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 211 or consent of instructor. 1 term – 3 semester hours. Normally offered every third year.*

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 Philosophy of Art. 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 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 228 Feminist Philosophy. This course is an introduction to the philosophy of feminist thought. Feminist theories of epistemology, metaphysics and morality will be examined as critiques of traditional philosophy. Feminist perspectives and methodologies include radical, liberal, postmodern,

as well as more recent trends in ecofeminism. Special emphasis will be placed on explicit and implicit practices of alienation and exclusion as they have unfolded in the "gendering" of thought, truth, and reality. *1 term – 3 semester hours. Normally offered every third year.*

Philosophy 240 Environmental Ethics. An examination of the moral issues involved in the interaction of humans with their natural environment. Topics include: the environmental crisis, human-centered vs. nature-centered ethics, intrinsic value in nature, obligations to future generations, the importance of preserving endangered species and wilderness, radical ecology, ecofeminism, and the role of social justice in environmental issues. *1 term – 3 semester hours. Normally offered every third year.*

Philosophy 241 Medical Ethics. An examination of the moral problems facing health-care practitioners, their patients, and others involved with the practice of medicine in today's society. Issues include euthanasia, the ethics of medical experimentation, the use of reproductive technologies, genetic counseling and genetic engineering, truth-telling and confidentiality in doctor-patient relationships, and the cost and availability of medical care. *1 term – 3 semester hours. Normally offered every third year.*

Philosophy 250 Social and Political Philosophy. An exposition and critical evaluation of the major Western social and political philosophies. Readings from such thinkers as Plato, Aristotle, Machiavelli, Hobbes, Rousseau, Locke, Mill, Jefferson, Marx, and Rawls. *1 term – 3 semester hours. Normally offered alternate years.*

Philosophy 251 Philosophy of Race and Gender. Prejudice of many kinds, such as racism and sexism, is so embedded in our social institutions, and is so "traditional" and pervasive that we often fail to notice it. In this course, we will deal with the history and nature of racism and sexism, as well as with possible solutions to these problems, including affirmative action and busing. Also to be discussed will be homosexuality, pornography and sex roles. *1 term – 3 semester hours. Normally offered alternate years. C a*

Philosophy 252 Latin American Philosophy. A general introduction to Latin America philosophy in its historical development and contemporary trends. Special attention will be given to the issue of whether there is a distinctive Latin American philosophy. The course will include close readings from major Latin American philosophers of the twentieth century. *1 term – 3 semester hours. Normally offered every third year.*

Philosophy 253 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 260 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 261 Oriental Philosophy. The exposition and critical evaluation of Hinduism, Buddhism, Confucianism, Taoism, and Islam. Special attention is given to foundation principles as well as to the similarities and differences of each of these philosophies to basic ideas in Western philosophy. *1 term – 3 semester hours. Normally offered alternate years. C b*

Philosophy 262 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. C b*

Philosophy 263 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. C a*

Philosophy 265 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. C b*

Philosophy 270 The Yoga Sutras of Patanjali: Light of the Soul.

The Yoga Sutras form the basis of what is today more commonly called Raja Yoga. They are based on the writings of the Hindu sage and master Patanjali (800 B.C.) who was the first to compile a systematic account of the Yoga teachings and their philosophical meaning. At the core of the teachings is the belief that liberation is to be obtained by "absolute control over the mind." This course is a theoretical inquiry into the fundamental forms and structures of this ancient system of practice. *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 311 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 312 Post-Modernism. 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 211 or consent of instructor. 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, 210, or 211. 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 or 210 or 211 or 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 318 Philosophy of Law. Readings will include the works of such 20th century legal philosophers as H.L.A. Hart, Dworkin and Rawls as well as that of leading jurists such as Oliver Wendell Holmes and Learned Hand. Issues discussed will revolve around considerations of how the legal system should operate in arriving at just decisions. *1 term – 3 semester hours. Normally offered every third year.*

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 every third year.*

Philosophy 414 Profiles in Philosophy. A detailed exposition and evaluation of the views of one major philosophical thinker or of one major group of philosophical thinkers. Readings from both primary and secondary sources. *Prerequisite: one course in Philosophy (other than Philosophy 113) or consent of instructor. 1 term – 3 semester hours. Normally offered every third year.*

Philosophy 415 Aristotle's Metaphysics: Profiles in Philosophy. This course is an investigation into what Aristotle rightly called Primary Philosophy or Divine Science. Aristotle's *Metaphysics* understood, as the science of "Being qua Being," not only forms the basis of all other sciences but also claims as its proper object the universality and primary nature of all Being. Aristotle's notion of form, causality and substance will be critically examined as to how they

relate to a distinct and immovable Entity. Special attention will be placed on the particular problems the question of "Being" raises and its effect on modern thought. *1 term – 3 semester hours. Normally offered every third year.*

Philosophy 416 Plato: Profiles in Philosophy.

This course is an in-depth examination of the philosophy of Plato, starting with a focus on the Philosopher's identity as discovered by sympathetically understanding Socrates' dialogic role in opposition to the Sophists of his day. Recent Platonic scholarship will be introduced to the student, and a detailed explanation of how Plato is no longer understood as "an Idealist:" will be offered after a close look at the text of *The Republic*, *The Statesman*, and *The Symposium*. Emphasis will be on student journals and role playing with regard to Socrates' "verbal behavior." Class attendance and participation absolutely essential. *1 term – 3 semester hours. Normally offered every third year.*

Philosophy 417 Gandhi and Non-Violence:

Profiles in Philosophy. This course will focus on the philosophical principle of non-violence as incorporated into the political and spiritual teachings of Mohandas Gandhi. Students will examine the historical and philosophical origins of the doctrine of non-violence (ahimsa). Special emphasis will be given to its underlying metaphysical, ethical and political claims. Classes will be conducted by means of lecture, primary texts in translation, and class research projects. Students will be expected to be active seekers. *1 term – semester hours. Normally offered every third year.*

Philosophy 514 Advanced Topics in Philosophy.

Students with sufficient background in philosophy and a special interest in areas of philosophy which cannot be covered in regularly offered courses will be guided by senior members of the Department. *Prerequisite: some background in philosophy and the consent of the instructor. 1 term – 3 semester hours. Normally offered every year.*

Philosophy 515 Directed Studies in Philosophy.

A member of the Department of Philosophy will hold conference hours with advanced students who have a special interest and will direct their reading in areas of philosophical research which may be of interest to them. *Instructor's permission required. 1 term – 3 semester hours. Normally offered every year.*

PHYSICAL EDUCATION

No Major Available

Department of Physical Education

Assistant Professor: Nelson (Director and Chairperson)

Athletics (Varsity) – S.U. sponsors inter-collegiate teams in Baseball, Basketball, Cross-Country, Ice Hockey, and Tennis for men, and Basketball, Cross-Country, Softball, Tennis, and Volleyball for women. Open sports are sponsored in Golf and Soccer. The University is a member of the National Collegiate Athletic Association, the Eastern College Athletic Conference and the Great Northeast Athletic Conference.

Athletics (Intramurals) – Intramural sports are offered for both men and women at Suffolk University. Included in the program are Basketball and Volleyball. The University welcomes the student population to the Fitness Center (Ridgeway 210) for cardiovascular and weight training exercise activities. Aerobics classes are offered throughout the academic year.

PHYSICAL EDUCATION COURSES

Physical Education 133 – Theory and Practice of Athletics. Theory and practice of Football and Soccer, rules and history. Olympic history, ancient and modern. *1 term – 3 semester hours. Normally offered every year.*

Physical Education 134 – Theory and Practice of Athletics. Theory and practice of Baseball, Basketball, and Marathon rules and history. *1 term – 3 semester hours. Normally offered every year.*

PHYSICS

Department of Physics

Professors: Johnson (Chairman), Feldman

Part-Time Faculty: Efroimsky, Giardino, Green, Harris, Humphrey, Marshall, Mohie-Eldin, Moodera, Narayana, Perov

Secretary: Christine Colbert

The Physics Department offers several programs leading to a B.S. degree:

Physics

Physics/Education

Medical Biophysics

Radiation Biology

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, and 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. Research areas include ellipsometry, laser physics, X-ray detectors and neural net signal processing.

Majors are encouraged to participate in the students' club, the Society of Physics Students, which has been successful in obtaining research grants to support student research. Physics majors take part in field trips to the university's research station in Maine and also attend the spring meeting of the New England American Physical Society where students may present papers based on their research work.

Particular courses must be selected in order to fulfill (1) general requirements for all undergraduates in the College of Liberal Arts and Sciences, (2) core requirements of the major, (3) complementary requirements selected by the Physics Department, and (4) free electives.

A transfer student must see the Chairperson of the Department to determine which courses may be accepted for credit toward requirements of the Physics major. A minimum of 16 hours of the core requirements must be taken at Suffolk University.

Requirements for a Major in Physics

Core Requirements: (40 hours)

University Physics I, II – 6 hrs

University Physics Lab I, II – 2 hrs

Classical Mechanics I, II – 6 hrs

Electricity and Magnetism I, II – 6 hrs

Modern Physics I, II – 6 hrs

Mathematical Methods of Physics I, II – 6 hrs

Quantum Mechanics I, II – 6 hrs

Advanced Lab – 2 hrs

Complimentary Requirements: (40 hours)

General Chemistry I, II – 6 hrs

General Chemistry Lab I, II – 2 hrs

Computer Science I – 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 – 7 hrs

Requirements for a 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 Circuit Theory and Circuit Theory Laboratory – 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	Semester Hours
University Physics I, II and Laboratories	8
Computer Science I	3
Freshman English I, II	6
Calculus I, II	6
Freshman Integrated Studies	6
*Social Science I	3
	32

Sophomore	Semester Hours
Electronics Elective	3
*Social Science Option II	3
Calculus III	3
Multivariable Calculus	3
Ethics	3
General Chemistry I, II and Laboratories	8
Math/Science electives	6
	29

Junior	Semester Hours
Classical Mechanics I, II	6
English Sequence III, IV	6
Ordinary Differential Equations	3
Speech	3
Microprocessors	4
*Humanities Option I	3
Math Methods of Physics I, II	6
	31

Senior	Semester Hours
Electricity and Magnetism I, II	6
*Social Science Option III	3
Modern Physics I, II	6
*Humanities Option II, III	6
Advanced Lab	2
Quantum Mechanics I, II	6
Science Electives	1
	30

**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 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 Supérieure 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. 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 Department a student must have a minimum cumulative grade point average of 2.25 in all Physics and related science core requirements.

Medical Sciences

Two majors are available: Medical Biophysics and Radiation Biology. These programs are joint collaborations between the Suffolk University Physics and Engineering Department, the Biology Department, and Massachusetts General Hospital's Department of Radiation Oncology. The core requirements, suggested course sequences, and course descriptions are shown in the section of the bulletin entitled Medical Sciences.

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/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
 and Electronic Devices Laboratory –
 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: (7 hours)

Computer Science I – 3 hrs
 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 Mathe-
 matics 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*

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. *Prerequisites: Concurrent Phys 111, 112. 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. *Prerequisites: Concurrent Phys 151, 152. 2 terms – 2 semester hours. Normally offered yearly.*

Physics 201 – Special Topics in Physics Subjects of current 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. *Prerequisites: Phys 152, 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. *Prerequisites: Phys 152, Math 262. 1 term – 3 semester hours. Normally offered in alternate years.*

Physics 222 – Kinetic Theory of Gases Elements of gas kinetic theory and the distribution law for molecular velocities, distributive averages, mean free path, collisions and scattering, transport properties, equations of state, fluctuations. *Prerequisite:*

Physics 221. 1 term – 3 semester hours. Normally offered in alternate years.

Physics 321-322 – Solid State Physics Properties of solids. X-ray diffraction and crystal structure. Magnetic properties and binding energy in solids, elastic waves in discrete lattices, temperature dependence of the physical properties of solids, and the free electron theory of metals. *Prerequisites: Physics 361, 362, 211, 212. 2 terms – 6 semester hours. Normally offered in alternate years.*

Physics 331-332 Mathematical Methods of

Physics 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. *Prerequisites: Phys 152, 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. *Prerequisites: Phys 152, and Math 373 which may be taken concurrently. 2 terms – 6 semester hours. Normally offered in alternate years.*

Physics 451-452 – Modern Physics Atoms and elementary particles, atomic, molecular and nuclear systems. Quantum states and probability amplitude, wave mechanics, and thermal properties of matter. Atomic spectra and structure, and molecular systems. Nuclear reactions, alpha and beta decay, and high energy physics. *Prerequisites: Physics 361, 362. 2 terms – 6 semester hours. Normally offered in alternate years.*

Physics 455 – Advanced Laboratory Classical and modern experiments in physics; Experiments may include Millikan Oil Drop, Frank Hertz experiment, Zeeman effect, Mossbauer experiment, nuclear spectroscopy, nuclear magnetic resonance, electron spin resonance, laser diffraction and CAMAC data acquisition experiments. *Prerequisites: Physics 451, 452 or equivalent. 1 term – 2 semester hours. Normally offered in alternate years.*

Physics 461-462 – Quantum Mechanics Non-relativistic study of particle systems, wave mechanical treatment, development of the concepts of observables, state vectors, operators and matrix representations. Hilbert space, angular momenta, coupling, symmetries, scattering, and perturbation theory. Harmonic oscillator and Hydrogen atom. *Prerequisites: Physics 361, 362. 2 terms – 6 semester hours. Normally offered in alternate years.*

Physics 471-472 – Electricity and Magnetism

Electrostatic field energy, methods for solution of boundary value problems. The magnetostatic field and magnetic circuits. Electromagnetic field energy, plane waves, wave guides and cavity resonators. Interaction of charged particles with electromagnetic fields. *Prerequisites: Physics 361, 362. 2 terms – 6 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

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. 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. **Ca** *Normally offered every year. 3 semester hours.*

**Psychological Services 508A – Psychology of
Genocide: The Nazi Holocaust and Human
Behavior.**

This course focuses on the psychological, societal and ideological origins of anti-Semitism and genocide. The Nazi holocaust is examined with reference to the intergenerational transmission of hatred, victimization and violence. Students will gain a psychological understanding of how individuals and groups acquire power or become "marginalized" and how genocide and other atrocities can develop in a given society. Attention will also be given to decision-making, choice, responsibility, bystander behavior, identification, and obedience and how these factors impact both individual behavior and societal norms of behavior. Format includes lecture, discussion, guest speakers and site visits when possible. Instructor's consent required. **Cb** *Normally offered each 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: Bursik, Demick (Chairperson), Katz, Webb

Associate Professors: Basseches, DiBiase

Assistant Professors: Harkins, Ray, Sandberg, Wells

Lecturers: Gabriel, Kaplan, Kenney, Korn, Miliora

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

	Sem. Hrs.
PSYCH 114 – General Psychology.....	3
PSYCH 215/L215 – Statistics (with Lab).....	4
PSYCH 216/L216 – Research Methods and Experimental Design (with Lab).....	4
TWO COURSES FROM THE TRADITIONAL CONTENT AREA OF EXPERIMENTAL PSYCHOLOGY (PSYCH 311, 312, 313, 314, 315).....	6
PSYCH 408 – Senior Seminar: History and Systems of Psychology.....	3
ONE COURSE FROM THE APPLIED AREA OF PSYCHOLOGY (PSYCH 321, 344, 346, 350).....	4
TOTAL	24

Concentration Courses:

Students must take three of the six courses listed below:

	Sem. Hrs.
PSYCH 233 – Child Development.....	3
PSYCH 236 – Psychology of the Family	3
PSYCH 332 – Infant Development	3
PSYCH 333 – Adult Development and Aging	3
PSYCH 334 – Adolescent Development.....	3
PSYCH 431 – Advanced Topics in Developmental Psychology	3
TOTAL	9

Major Electives:

Students must take at least one major elective course.

	Sem. Hrs.
Psychology elective course	3
TOTAL	3
OVERALL TOTAL	36

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

	Sem. Hrs.
PSYCH 114 – General Psychology.....	3
PSYCH 215/L215 – Statistics (with Lab)	4
PSYCH 216/L216 – Research Methods and Experimental Design (with Lab)	4
TWO COURSES FROM THE TRADITIONAL CONTENT AREA OF EXPERIMENTAL PSYCHOLOGY (PSYCH 311, 312, 313, 314, 315).....	6
PSYCH 408 – Senior Seminar: History and Systems of Psychology	3
ONE COURSE FROM THE APPLIED AREA OF PSYCHOLOGY (PSYCH 321, 344, 346, 350)	4
TOTAL	24

Concentration Courses:

Students must take three of the six courses listed below:

	Sem. Hrs.
PSYCH 226 – Theories of Personality.....	3
PSYCH 227 – Psychology of Motivation	3
PSYCH 324 – Psychology of Identity and the Self.....	3
PSYCH 325 – Health Psychology.....	3
PSYCH 326 – Abnormal Psychology.....	3
PSYCH 421 – Advanced Topics in Personality Psychology	3
TOTAL	9

Major Electives:

Students must take at least one major elective course.

	Sem. Hrs.
Psychology elective course	3
TOTAL	3
OVERALL TOTAL	36

Concentration in Social Psychology

The concentration in Social Psychology is designed for students who are interested most generally in working with others in groups. This might include careers in psychology, industry, and/or in any field with a focus on group dynamics and interaction. Students selecting the concentration in Social Psychology must take the courses listed below.

Core Requirements

	Sem. Hrs.
PSYCH 114 – General Psychology.....	3
PSYCH 215/L215 – Statistics (with Lab)	4
PSYCH 216/L216 – Research Methods and Experimental Design (with Lab)	4
TWO COURSES FROM THE TRADITIONAL CONTENT AREA OF EXPERIMENTAL PSYCHOLOGY (PSYCH 311, 312, 313, 314, 315).....	6
PSYCH 408 – Senior Seminar: History and Systems of Psychology	3
ONE COURSE FROM THE APPLIED AREA OF PSYCHOLOGY (PSYCH 321, 344, 346, 350).....	4
TOTAL	24

Concentration Courses:

Students must take three of the six courses listed below:

	Sem. Hrs.
PSYCH 241 – Social Psychology.....	3
PSYCH 243 – Industrial-Organizational Psychology.....	3
PSYCH 245 – Consumer Psychology	3
PSYCH 341 – Sociocultural Perspectives on Behavior and Experience.....	3
PSYCH 343 – Environmental Psychology.....	3
PSYCH 441 – Advanced Topics in Social Psychology	3
TOTAL	9

Major Electives:

Students must take at least one major elective course.

	Sem. Hrs.
Psychology elective course.....	3
TOTAL	3
OVERALL TOTAL	36

Note: Students who plan to apply for graduate study in psychology (not social work or counselor education) should arrange their schedules so as to have completed Psychology 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 Master's 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 master's 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 master's 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 master's 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 master's programs is contingent upon appropriate maturity, academic performance, and commitment.

Students admitted to one of the three master's 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 master's degree.

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

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 yearly.*

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. Ca*

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. The cognitive, affective, evaluative, and behavioral determinants of workplace functioning will be examined. 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 301A – 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 301B – 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 301C – 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 301D – 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 301E – 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 301F – 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 301G – 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 301H – 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 301I – 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 301J – 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 every semester. Not to be taken for more than 6 credits.*

Psychology 301K – Research on Ego Development. In collaboration with the instructor, students participate in research on ego development and related aspects of personality development. Possible topics for specialized study include the measurement of ego development using projective tests, the relation of ego level to other personality traits, and the unconscious correlates of ego level as manifested in dreams. *1 term – 3 semester hours. Not to be taken for more than 6 credits.*

Psychology 301L – Research on Psychotherapy and Human Development Over the Life Span. In collaboration with the instructor, students participate in designing and conducting research on processes of psychotherapy and human development, and on the interaction of psychotherapeutic and developmental processes. Selected areas of interest include: how developmental models help us to explain successful and unsuccessful experiences in psychotherapy; what roles psychotherapy plays in addressing developmental issues of different periods of the lifespan; how aspects of the therapist's development affect the nature of psychotherapy processes; and what expertise in psychotherapy is and how it develops. 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 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 alternate years.*

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 321 – 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 322 – Introduction to Freudian Theory. Focuses on the principles and practices of classical Freudian psychoanalytic theory. Discusses basic concepts such as the drives, the psychic apparatus, defense mechanisms, parapraxes and wit, dreams, psychopathology, psychic conflict and normal mental functioning, and classical psychoanalysis today. *Prerequisite: Psychology 114. 1 term – 3 semester hours. Normally offered alternate years.*

Psychology 324 – 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 325 – 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 326 – 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 327 – 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 328 – Eastern Psychology. Examines similarities and differences in behavior and experience across eastern cultures and in comparison with western cultures. Topics include acculturation and adjustment issues of immigrants and sojourners and cross-cultural mental health intervention strategies. *Prerequisite: Psychology 114. 1 term – 3 semester hours. Normally offered alternate years.*

Psychology 329 – 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-psychosocial 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 335 – Cross-cultural Perspectives on Development. Toward clarifying the role of cultural specificity in human development, studies of cognitive, language, social, personality, and moral development in contrasting cultural environments are examined. Secondary topics include: historical and theoretical approaches to cross-cultural psychology; the relation between cross-cultural psychology and other disciplines; cross-cultural approaches to social psychological concepts (e.g., attitudes, values, communication); and issues in the psychological adjustment of culturally diverse individuals and groups (e.g., migrants, minorities). *1 term – 3 semester hours. Normally offered yearly.*

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. Ca*

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 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. *Prerequisite: Psychology 114 and Psychology 215. 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 alternate years.*

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. Ca*

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.*

RELIGIOUS STUDIES

No major available

Director: Dr. Donna Giancola

Minor in Religious Studies

The Religious Studies Program is an interdisciplinary program designed to give students the opportunity to explore the various depths, dimensions and meanings of world religions. Religious thought and doctrines, in both western and non-western cultures, from ancient civilizations to modern times, will be presented as a vehicle for expanding the various ways in which religious ideas and practices can be understood.

The Religious Studies minor contains courses taught in a number of departments in the College of Liberal Arts and Sciences, as well as interdisciplinary field work and directed studies. Courses constituting the minor in Religious Studies are devoted to exploring the intellectual, socio-cultural and aesthetic aspects of religious beliefs and practices.

Curriculum

Requirements for a minor are satisfied by successfully completing 18 semester hours of course work in Religious Studies. For course descriptions, please refer to the appropriate department of this catalog.

Required Core Component.

Select one course (3 semester hours).

- Philosophy 260 – Philosophy of Religion
- Humanities 257 – Humanities and
The Religious Traditions
- Philosophy 310 – Phenomenology of
Religion

Designated Course Component. Select five courses (15 semester hours).

No more than three courses may be taken from one department.

- ENG 313 – The Bible as Literature I
- ENG 314 – The Bible as Literature II
- GVT 208 – Politics and Religion
- HST 315 – History of Christianity
- HST 270 – History, Theology and
Literature
- HST 323 – African American Religious
Experience
- HUM 306 – Art of the Middle Ages
- PHIL 225 – Women in Spirituality
- PHIL 260 – Philosophy of Religion
- PHIL 261 – Oriental Philosophy
- PHIL 262 – Buddhism
- PHIL 263 – Native American Religion
- PHIL 270 – The Yoga Sutras of Patanjali:
Light of the Soul
- PHIL 310 – Phenomenology of Religion
- PHIL 311 – Philosophy of Nature
- SOC 226 – Sociology of Religion

Special Topics

Some students may wish to include specialized research in their minor. They may do so by including as part of their program a “directed study” course or a “field study” project.

**See Religious Studies Committee listing for an advisor.*

Information/Advising

Students wishing to minor in Religious Studies should see the Director of the Religious Studies Program.

Religious Studies Committee:

Director: Donna Giancola, Philosophy;
Gloria Boone, Communications and Journalism;
Mary Burke, Government; James Hannon, Sociology; Ann Hughes, English;
Frederick Marchant, English; Joseph McCarthy, Education and Human Services;
Dennis Outwater, Philosophy; Charles Rice, History, University Chaplain; Lanier Smythe, Humanities and Modern Languages; Beatrice Snow, Biology.

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: Math 130 or 134 or 146 or 161. 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 104 – Lasers And Holography. Survey of wave theory and quantum physics. Principles and classification of Lasers. Lasers in science and technology. Photography versus holography. Transmission and reflection holograms. Applications of holography. *3 semester hours. Prerequisite: Introductory Math Sequence, and Sci 101 or Phys 111 or Phys 151. Offered Spring term. *Does not satisfy natural science requirement.*

Science L104 – Lasers And Holography Lab. Experiments with Lasers. Transmission, reflection and cylindrical hologram preparation and viewing experiments. *1 semester hour. Prerequisite: Sci 104 or taken concurrently. *Does not satisfy natural science requirement.*

Science L105 – Composite Physical Science Laboratory. Combination lecture and laboratory with the same laboratory material as covered in SCI L101 and SCI L102. This is intended for transfer students only who have received course credit in the physical 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: Math 130 or 134 or 146 or 161. 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: Math 130 or 134 or 146 or 161.* 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 121 – Chemical Concepts, Contemporary Issues I. Principles of chemistry with illustrations from everyday life. Basic chemical concepts are used to decode consumer product labels and form a basis for understanding contemporary issues. 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. 1 term – 3 semester hours. Normally offered yearly, days only.

Science 122 – Chemical Concepts, Contemporary Issues II. A continuation of SCI 121, including topics in organic chemistry, biochemistry, polymer chemistry, ecology, air and water pollution, food and food additives, and pharmaceuticals. Basic chemical concepts are used to decode consumer product labels and form a basis for understanding contemporary issues. Specifically designed to satisfy the Science requirement when taken with Science 121, L121-L122. May be used as science credit by non-science majors only. 3 hours lecture. *Prerequisite: Science 121.* 1 term – 3 semester hours. Normally offered yearly, days only.

Science L121-L122 – Chemical Concepts, Contemporary Issues Laboratory I and II. The principles of chemistry and its applications demonstrated through experimentation. Experiments may include field testing and analysis of ocean and river water, testing of consumer products, and crime lab analysis procedures. 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 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 254 – Tropical Ecology. A multidisciplinary course involving readings and discussion followed by an intersession field expedition to a tropical country to include visits to rain forests and coral reef ecosystems as well as ancient Mayan sites and modern Mayan communities. Important sub themes are the human impact on tropical ecosystems and a sustainable future. Designed to fulfill the cultural diversity requirement. 1 term – 3 semester hours. Normally offered alternate years between the Fall and Spring terms.

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 each semester.

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.

SOCIOLOGY

Department of Sociology

Professors: Spitzer, Todd (Chairperson)

Associate Professors: Holley, Manning, Morton, Topitzer

Assistant Professors: Boyes-Watson, Kurtz, Norton-Hawk, Ptacek

Master Lecturer: Skeffington

Lecturers: Hayden, McCauley, Moore, Norg, Ogg, Rosenberg

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 Program

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 – Sociology of Religion
- Sociology 229 – Social Class and Inequality
- Sociology 273 – Women in Contemporary Society
- Sociology 324 – Historical Sociology
- Sociology 326 – Social Movements

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 and Law

Students must also select **two** courses from the following:

- Sociology 235 – Sociology of Law
- Sociology 236 – 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 237 – Drugs and Society
- Sociology 253 – Medical Sociology
- Sociology 273 – Women in Contemporary Society
- Sociology 343 – Child Welfare Services
- Sociology 344 – Community Organization
- Sociology 354 – Death and Dying
- Sociology 355 – Women and Health
- Sociology 356 – Sociology of Aging
- Sociology 357 – Cross-Cultural Medicines

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

The Honors Program in Sociology is an opportunity for students to conduct original research under the guidance of department faculty.

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 early in their Junior year. Admission into the program requires a 3.5 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. The seminar assists students in developing their research proposals. Students are expected to have completed Sociology 214 (Research Methods) and Sociology 215 (Sociological Theory) before beginning the Honors Program. Registration in this course must be approved by the Director of the Honors Program.
3. After completing the Honors Seminar, participants are strongly encouraged to register for Sociology 423 (Independent Study, 3 credits) to conduct their research and analysis.
4. To complete the thesis requirement, honors students conduct an original empirical research project or other scholarly research project. The project is completed in a written thesis and oral presentation.

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. For Majors and Minors only.*

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 yearly.*

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 222 – Women in Struggle on Film. Women's struggles in arenas from war to labor disputes will be examined through films and writings. Societal, historical and cultural contexts of women's roles in films are discussed drawing on film criticism and sociological analyses. *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. Challenges confronting contemporary families and their implications for social policy are examined in such areas as work/family conflicts, gay and lesbian families, welfare, family violence. *1 term – 3 semester hours. Normally offered yearly.*

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 – Sociology of Religion. 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? **Ca** *1 term – 3 semester hours. Normally offered alternate years.*

Sociology 228 – Cultural Diversity and Human Needs. Enables students to examine, as well as develop an awareness and appreciation of, diversity within today’s society. Providing an overview of the major racial, ethnic and cultural groups in the U. S., the focus is on the ways in which cultural awareness enhances professional helping relationships and improves the operation of human services systems. **Ca** *1 term – 3 semester hours. Normally offered yearly.*

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 yearly.*

Sociology 233 – Crime and Delinquency. An in-depth 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 every semester.*

Sociology 235 – Sociology of Law. Law and legal systems are examined in contemporary society. Emphasis is placed upon the manner in which legal structures and processes interact with other social arrangements and are transformed over time. *1 term – 3 semester hours. Fulfills the Social Science Option. Normally offered yearly.*

Sociology 236 – Sociology of Deviance and Social Control. Who and what is deviant? How shall the society respond? The course examines a range of deviance theories and associated social policies. A number of case studies will be used to evaluate these theories, such as body piercing, witchcraft, gay and lesbian sexuality, corporate crime, disability, prostitution, violence against women, racism, anti-Semitism, and gangs. *1 term – 3 semester hours. Normally offered yearly.*

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. Normally offered alternate years.*

Sociology 254 – Orientation to Health Professions. Each student will choose a health or social service profession to research. Historical exploration as well as current information and indepth interview material will be drawn upon for a final research project. *1 term – 3 semester hours. Required for all majors in Health and Human Services. Normally offered yearly.*

Sociology 256 – 259 – Special Topics in Applied Sociology. Specialized topics based on clinical training and experience for professionals. These credits can only be applied to general college elective requirements and are only available to sociology majors. *Content, prerequisites and hours to be announced.*

Sociology 264 – Technology and Society. An examination of the ways in which social structures and processes influence and are affected by modern technology. The transformation of ideas, needs and social practices in technologically advanced societies is considered in conjunction with changes in the way in which we understand the world, the nature of work and leisure, the processing of information and the character of social institutions. *1 term – 3 semester hours. Normally offered alternate years.*

Sociology 273 – Women in Contemporary Society. A critical analysis of theory and research related to the socialization, roles and social participation of women in contemporary society. *1 term – 3 semester hours. Fulfills the Social Science Option. Normally offered yearly.*

Sociology 275 – Women and Crime. A consideration of women as victims of crime, as criminals, and as crime-fighters. A look at the extent and nature of the relationship between women and crime in America. *1 term – 3 semester hours. Normally offered alternate years.*

Sociology 276 – Sex and Society. An examination of human sexuality as experience and institution. Sexuality is considered in relationship to power, love, religion, family, race, gender, sexual orientation, violence and courtship. *1 term – 3 semester hours. Normally offered alternate years.*

Sociology 283 – Sociology of Work and Occupations. A discussion of the world of modern work that includes the origins of contemporary industry and job characteristics, the current industrial and occupational picture, and the future of human labor. Attention is given to conditions of work, problems of alienation, occupational and role changes, and worker control of work life. *1 term – 3 semester hours. Fulfills the Social Science Option. Normally offered alternate years.*

Sociology 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 and the Irish. A look at the Irish in Ireland and America with a special focus on the uniqueness of Irish culture and society and their place in the world community. Attention will be given to Ireland's past, current social conditions, and directions of change, stressing the totality and inter-relatedness of the Irish experience. This case study will illustrate social science concepts such as the peripheral society, the social construction of the immigrant experience, the roles and effects of organizations in a society, and the significance of social context. *1 term – 3 semester hours. 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: The Politics of Protest and Social Change. An exploration of recent and contemporary protest movements. Cases studied may include Civil Rights, women's movement, environmental, militia and new right, gay and lesbian, labor, etc. Movement issues such as goals, tactics, use of violence, use of media, cultural politics, social control and repression will be considered. Under what conditions do protest movements succeed or fail in bringing desired social change? *1 term – 3 semester hours. 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. Normally offered alternate years.*

Sociology 335 – Corrections and Punishment. A sociological exploration of coercive and incapacitative responses to crime. Attention is given to the origins and patterning of segregative controls, the correctional claims of prison systems, alternatives to incarceration and relationships between types of crime, and criminals, and varieties of punitive response. *1 term – 3 semester hours. 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 354 – Death and Dying. An examination of changing definitions of life and death, social factors affecting causes and rates of death, care of the dying and their families, institutionalization, the funeral industry, suicide, crisis intervention, and the impact of technology on the dying process. *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 alternate years.*

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 357 – Cross-Cultural Medicines. An examination of how different cultures understand health and illness. Healing approaches from Asia, Africa and the Americas will be 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 – Diversity Among Women. An exploration of the diverse experiences of womanhood as shaped by race and ethnicity, class, sexuality, age, and physical ability. The course examines the commonalities women share and considers what women's differences suggest about an agenda for change. Issues such as workplace equality, family policy, violence against women, sexuality are studied. How do diverse women, along with men allies, 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 and Law. 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, 214, 215, 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. Normally offered yearly.*

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. The seminar prepares students to design and conduct their thesis research. *A limited enrollment seminar open to Juniors and Seniors. 1 term – 3 semester hours. Offered every year. Sociology Honors Program students only, with the approval of the Director of the Honors Program.*

STATISTICS PROGRAM

No major available

Coordinator: Dr. Jaggia

STATISTICS COURSES

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.

THEATRE ARTS

Director: Dr. Marilyn Plotkins

The major in Theatre Arts is a cooperative program of the Department of Communication and Journalism, the Department of English, and the Department of Humanities/Modern Languages.

Requirements for 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.) Required courses include: Introduction to Theatre Arts, Acting I, Theatre Workshop, Masters of the Drama I and II, and any one Shakespeare course. Please note: The 12 hours of English required for all undergraduate degrees do not count as part of the Theatre Arts major. While courses in Humanities / Modern Languages are not required, independent studies in French, German, and Spanish Drama are available to all Theatre Arts majors.

Theatre Arts majors must participate in at least two Suffolk Student Theatre productions. Majors may also earn additional credits by working as interns for the C. Walsh Theatre, which presents full seasons of professional performing arts programming each year.

Theatre Arts Minor

The Theatre Arts Minor is a cooperative minor between the Departments of Communication and Journalism, the Department of English and the Department of Humanities/Modern Languages. The Theatre 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, and 9 semester hours of Dramatic Literature courses – 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 Drama in the Department of Humanities / Modern Languages. Theatre Arts minors must participate in at least one Suffolk Student Theatre production.

Theatre Arts Minor for English Majors

In the case of English majors who want to minor in Theatre Arts, students must take the full 18 semester hours in Communication and Journalism and 6 semester hours of Dramatic Literature courses provided that they have completed 6 hours in Dramatic Literature from the accompanying list as part of their English major requirement.

English majors who want to minor in Theatre Arts must participate in at least one Suffolk Student Theatre production.

Theatre Arts Major

15 semester hours

Theatre Arts courses in Communication and Journalism

15 semester hours

Dramatic Literature courses in English and Humanities/Modern Languages

Theatre Arts Minor**

9 semester hours

Theatre Arts courses in Communication and Journalism

9 semester hours

Dramatic Literature courses in English and Humanities / Modern Languages

Theatre 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

Arts Administration

Voice Improvement

Experiential Learning in Communication

Major Courses in English and in Humanities/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

Masterpieces of the Spanish Theatre

Required English Courses for Theatre 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 Theatre Arts must take the full 18 hours of Communication and Journalism courses.*

Suffolk Student Theatre

Founding Director: Marilyn Plotkins

General Manager: Celeste Wilson

Technical Director: Tom Behrens

Production Assistant: Chris DeStefano

Suffolk Student Theatre (SST) is a fully integrated program that provides training and experience in theatre production and performance. Students may become Theatre Arts majors or minors or choose a concentration in Theatre as Communication and Journalism majors. Over the past ten years SST productions have included: *THE CRUCIBLE*, *THREE SISTERS*, *A MIDSUMMER NIGHT'S DREAM*, *THE THREEPENNY OPERA*, *EQUUS*, *FIRES IN THE MIRROR* and *LITTLE SHOP OF HORRORS*.

Each fall, SST presents student-directed and designed one-act plays. In addition to participating in student theatre, members of SST may earn course credit as production interns for the C. Walsh Theatre's professional productions.

THEATRE ARTS COURSES

CJN/THETR 119: Voice Improvement. Uncomfortable speaking to an audience? Self-conscious about your accent? The methods taught in Voice Improvement will help you shed bad vocal habits and increase your confidence as a public speaker. The course includes practical techniques for improving your breathing, articulation, and projection, as well as regular practice speaking to an audience of your peers. Essential for careers in business, communications, law, public service, and acting. *1 term – 3 semester hours. Normally offered yearly.*

THETR 203: Movement for Actors. Explore physical acting through improvisation and a series of exercises that will expand your ability to perform spontaneously and unselfconsciously. *1 term – 3 semester hours. Normally offered yearly.*

THETR 223: Introduction to Singing. This course will attempt to deal with the anxieties and uncertainties provoked by the prospect of singing in public. Students will concentrate on techniques of breathing, relaxation, and awareness of the voice through exercises and the performance of songs. Students will present occasional workshop performances throughout the term and a public recital at the end of the semester. *1 term – 3 semester hours. Normally offered yearly.*

THETR 225: Introduction to Theatre Arts. An understanding and appreciation of theatre through reading and analyzing a selection of the world's greatest plays. Lecture/discussions include theatre history and an examination of how plays were actually produced from 5th Century Greece to contemporary Broadway and regional theatre. *1 term – 3 semester hours. Normally offered yearly.*

THETR 229: Acting I. This introduction to acting prepares students for work in production and develops skills in all forms of communication. The first part of the course uses improvisational exercises based on the Stanislavski method to teach fundamental acting techniques. The second half of the course applies those techniques to scene work from major American plays. *1 term – 3 semester hours. Normally offered yearly.*

THETR 327: Theatre Workshop. Students earn course credit for training that includes hands-on work in theatre production. They are supervised by professionals in acting, stage management, set, costume and lighting design, set construction, electrics, and marketing. The workshop includes a lecture component and theatre tours in the fall and special guest lecturers by theatre professionals in the spring. Students may earn credit for either acting or production responsibilities. While all students must attend the lectures; crew calls and rehearsals vary from production to production. Students may earn 1-3 credits per term based on their participation. *Multiple terms – 1-3 semester hours. Normally offered every semester.*

THETR 329: Acting II. A continuation of Acting I with special emphasis on characterization. Students will explore a diverse range of classical and contemporary acting styles with strong emphasis on the theatrical use of the body and the voice. *1 term – 3 semester hours. Normally offered yearly.*

THETR 425: Directing. An introduction to the theoretical and practical aspects of play directing. The course prepares students for directing in media that include video, film, radio, and the stage. Students in this course are eligible to direct productions for the Suffolk Student Theatre One-Act Play Festival in the fall and to stage manage and/or assistant-direct the SST major production in the spring. *1 term – 3 semester hours. Normally offered yearly.*

THETR 491: Arts Administration. The last twenty-five years have seen extraordinary growth in the number of performing and visual organizations. As a result, skilled and dedicated personnel are in short supply. This survey course will provide a fundamental overview of the managing, marketing, fundraising, and financial management of an arts organization. *1 term – 3 semester hours. Normally offered yearly.*

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

WS 111 Women, History and Culture
WS 113 Women, Science and Society

Advanced Topics

Some students may wish to include specialized research in their minor. They may do so by including as part of the 12 elective 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.

Elective Courses

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.

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
GVT 306	Women and Public Policy
HIST 274	Women in 19th Century Europe
HIST 275	Women in 20th Century Europe
HIST 371	Women in American History
HIST 378	Feminism Since 1965
HIST 397	Southern Women
HIST 398	Women and the Law in U.S. History
HUM 221	History of Women in Music
HUM 321	Women, Art, and Society
PHIL 228	Women in Philosophy
PHIL 265	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*; Judith R. Dushku, *Government*; Donna Giancola, *Philosophy*; Kenneth Greenberg, *History*; Melissa Haussman, *Government*; Ann Hughes, *English*; Sharon Kurtz, *Sociology*; Bette Mandl, *English*; Geraldine Manning, *Sociology*; Frederick Marchant, *English*; Michele Plott, *History*; James Ptacek, *Sociology*; Alexandra Todd, *Sociology*; Lauri Umansky, *History*; Margaret Collins Weitz, *Humanities and Modern Languages*.

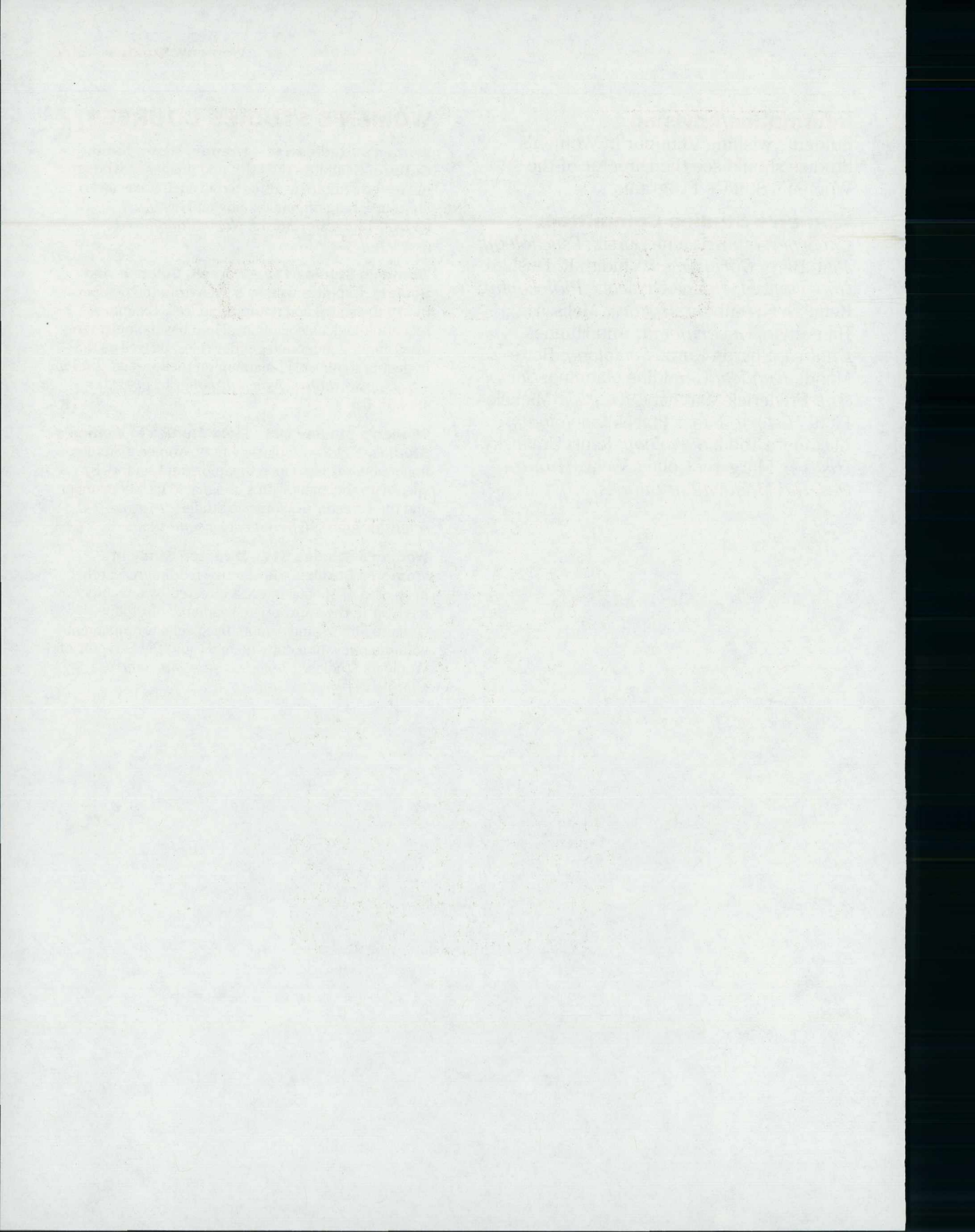
WOMEN'S STUDIES COURSES

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. Ca*

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. Ca*

Women's Studies 503 – Field Studies in Women's Studies. Field work placement in Women's Studies, under supervision. Open to juniors and seniors 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 juniors and seniors 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

THE NEW ENGLAND
SCHOOL
OF
ART &
DESIGN
SUFFOLK
UNIVERSITY

THE NEW ENGLAND SCHOOL OF ART & DESIGN AT SUFFOLK UNIVERSITY

Designing a theatre lobby, creating illustrations for a magazine, showing your work in a gallery – careers in art and design are varied and exciting. Experimentation and creativity are essential to study in this field, and equally important are a clearly defined sense of purpose and a comprehensive education. At The New England School of Art & Design at Suffolk University you will explore your talents while learning to communicate through art. A NESADSU education offers the instruction, facilities and resources you will need to become a successful working professional. And whether you choose interior design, graphic design or fine arts, you will find a flexible program option that works for you.

NESADSU is part of Boston's cultural center and community of artists. Located at 81 Arlington Street, the building is within walking distance of world-class museums, galleries, theaters, cafés and shops. The School occupies approximately 18,000 square feet of newly renovated space, designed and furnished to meet the specific needs of art and design majors. As a student, you'll have access to the resources of the entire University as well.

NESADSU was established in March 1996, by joining The New England School of Art & Design and Suffolk University. NESAD has more than 70 years of providing practical, personalized education to generations of aspiring artists and designers. Combined with Suffolk's liberal arts tradition, academic resources, ideal location

and facilities, the art and design programs offered by NESADSU will inspire and prepare you for a career in the arts.

Our Faculty

As a student at NESADSU, you will have considerable contact with your instructors as well as with fellow students. Average class size is approximately 15, and maximum studio enrollment is 25. In computer classes, which have a maximum enrollment of from 8 to 12, you are guaranteed your own workstation.

NESADSU draws its faculty from the ranks of currently practicing professional artists and designers. With the exception of program directors and several full-time faculty, most of the approximately 60 current faculty members teach part-time while maintaining active involvement in their professions. Because of this they are able to bring a particularly realistic, practical point of view of the profession into the classroom.

Computer Labs

State-of-the-art equipment can be found in three computer labs, two Macintosh-based and one IBM PC-compatible-based. All computers have Internet access. Enrollment in all computer courses is limited to one student per computer and students registered for computer courses are guaranteed regularly scheduled access to the labs outside of class time.

Equipment in the three computer labs includes:

- 18 Power Macs (32mb RAM, 1GB hard drive, CD-ROM drives, 15" monitors)
- 2 Quadras
- 8 Pentiums
(one 486 with 16mb RAM, 500mb hard drive)
- 1 Hewlett Packard plotter
- 2 Hewlett Packard color scanners
- 1 Slide scanner
- 2 Inkjet color printers
- 3 Black-and-white laser printers
- CD-ROM recorder
- 2 17" Monitors
- 1 21" Monitor

Software includes:

- Adobe Dimensions
- Adobe Illustrator
- Adobe Photoshop
- Macromedia Director
- Quark XPress
- Fractal Painter
- Microsoft Word
- AutoCAD
- Microsoft Office
- Adobe Page Mill
- Adobe After Effects
- Adobe Streamline
- Avid Videoshop
- Strata Vision 3D

Preparation for Your Career

The primary objective of NESADSU is to educate and train artists and designers so that they may earn a living through their art work. One of the ways we do this is a system of portfolio reviews. At the end of your first year, the Foundation program director, along with various faculty members, will review your work to date, evaluating strengths and weaknesses regarding your chosen major program. Reviews are required of all BFA and Diploma candidates beginning in the freshman (Foundation) year. During the remaining years, portfolio reviews are held periodically, to

assess your work and plan strategies for improvement. In the senior year, you will use the review experience to present a final selection of work to a panel of designers unaffiliated with the School. Portfolio reviews prepare you for the rigors of the employment market and help develop techniques for successful job placement.

Library

In addition to the resources available at the University library, students have access to the NESADSU library with a focused collection of resources to support and enhance the study of graphic design, interior design, and fine arts. Available to the entire Suffolk University community, its holdings include 5500 books, 55 periodical subscriptions, 140 videotapes, and 50 CD-ROMs. The Library's nearly 20,000 slides, including specialized collections in the history of furniture and interiors, as well as the history of graphic design, afford unique coverage of the fine arts and design.

Of particular interest to interior design students are NCIDQ study guides and videos, ADA handbooks, Sweet's Catalogues, and a file of interior design product brochures providing comprehensive information on product sources and manufacturers' offerings. Type specimen books, paper samples, and picture reference files provide graphic designers with additional information, while fine artists have access to auction catalogues in the fine and decorative arts. The separate Materials Library provides interior design students with a comprehensive collection of fabric samples, wall and floor coverings, plastic laminates, and paints.

Gallery 28

An exhibit space used for showcasing the talents of students, faculty, and alumni, as well as outside artists and designers, Gallery 28 is ideal for opening receptions and social gatherings for the School.

Bachelor of Fine Arts Degree Programs

These programs involve one year of Foundation studies and three years of major program course work, and liberal arts and general academic studies. Majors may be obtained in:

- Interior Design
- Graphic Design
- Fine Arts

The objective of these programs is to enable students to combine intensive professional art and design education with a comprehensive liberal arts component. The combination provides a competitive edge when job-hunting and allows those who wish to pursue an advanced degree in the arts the option of doing so.

In order to earn a BFA, a student must complete 122 credits, of which approximately 58% will be studio courses, 12% art history, and 30% liberal arts studies.

BFA candidates must complete a minimum of 30 credits at Suffolk University in order to be granted a degree.

Please see the individual programs for a list of required courses for your particular program.

B.F.A. Requirements

Interior Design

Studio Course Work	Credits
Foundation Studios.....	18
Major Program Studios and Related Courses	51
	69

Art History	Credits
Ideas of Western Art I & II.....	6
History of Furniture & Architecture	6
Art History Electives	3
	15

Liberal Arts/Academic Studies	Credits
Integrated Studies	6
English	6
Rhetorical Communication or Ethics	3
Math or Computer Science.....	3
Humanities	6
Social Science.....	6
Natural Science	8
	38

Summary	Credits
Studio Course Work	69
Art History	15
Liberal Arts/Academic Studies	38
	122

B.F.A. Requirements

Graphic Design

Studio Course Work	Credits
Foundation Studios.....	24
Major Program Studios and Related Courses	45
	69

Art History	Credits
Ideas of Western Art I & II.....	6
Art History Electives	9
	15

Liberal Arts/Academic Studies	Credits
Integrated Studies	6
English	6
Rhetorical Communication or Ethics	3
Math or Computer Science.....	3
Humanities	6
Social Science.....	6
Natural Science	8
	38

Summary	Credits
Studio Course Work	69
Art History	15
Liberal Arts/Academic Studies	38
	122

B.F.A. Requirements

Fine Arts

Studio Course Work	Credits
Foundation Studios.....	24
Major Program Studios and Related Courses	45
	69

Art History	Credits
Ideas of Western Art I & II.....	6
Art History Electives	9
	15

Liberal Arts/Academic Studies	Credits
Integrated Studies	6
English	6
Rhetorical Communication or Ethics	3
Math or Computer Science.....	3
Humanities	6
Social Science.....	6
Natural Science	8
	38

Summary	Credits
Studio Course Work	69
Art History	15
Liberal Arts/Academic Studies.....	38
	122

Diploma Programs

The Diploma programs in Interior Design, Graphic Design and Fine Arts are designed for those students who have already earned a college degree in an unrelated field and who are now seeking an intensive professional education leading to a career in one of these areas.

All Diploma programs include comprehensive exposure to basic art and design principles and techniques, embodied in the Foundation program, along with two years of intensive training in both the theoretical and practical aspects of either interior design, graphic design or fine arts. The Interior Design Diploma Program includes a compulsory liberal arts component (a minimum of 30 credits). However, students

who have earned an undergraduate degree or who have already earned the 30-credit minimum may have those 30 credits transferred, leaving them to complete the same three years of Foundation and Major program coursework as Graphic Design and Fine Arts students. (Those students interested in Interior Design who have not yet satisfied the liberal arts portion of their program requirements are encouraged to consider instead the Bachelor of Fine Arts Degree Program in Interior Design.)

Students seeking the professional training of the Diploma program in a less concentrated format may pursue the Diploma on a part-time basis. A student registered for fewer than 12 credits per semester is considered part-time. While the length of time required to complete a Diploma program on a part-time basis will vary widely, the recommended maximum is six years, and course requirements are identical to those required of students in the full-time Diploma programs. In either case, completion of the Foundation program or its equivalent is a prerequisite for entry into any of the major programs.

Diploma Requirements

Interior Design

Studio Course Work	Credits
Foundation Studies.....	24
Major Department Studios and Related Courses	51
	75

Art History	Credits
Ideas of Western Art I & II.....	6
History of Furniture & Architecture I & II	6
Electives	3
	15

Liberal Arts/Academic Studies	Credits
.....	30
	30

Summary	Credits
Studio Course Work	75
Art History	15
Liberal Arts/Academic Studies	30
	120

Diploma Requirements

Graphic Design

Studio Course Work	Credits
Foundation Studies	24
Major Department Studios and Related Courses	45
	69

Art History	Credits
Ideas of Western Art I & II	6
History of Graphic Design	3
	9

Summary	Credits
Studio Course Work	69
Art History	9
	78

Diploma Requirements

Fine Arts

Studio Course Work	Credits
Foundation Studies	24
Major Department Studios and Related Courses	48
	72

Art History	Credits
Ideas of Western Art I & II	6
	6

Summary	Credits
Studio Course Work	72
Art History	6
	78

Certificate programs

Shorter-term, part-time, flexible programs with a narrower focus than the BFA or Diploma programs are available in Decorative Arts and Electronic Design. For specifics and requirements, see the

Decorative Arts Certificate Program and Electronic Design Certificate Program.

Continuing Education Division

See the Continuing Education Section for more information on courses for career or personal enrichment.

Foundation Program

The purpose of the Foundation Program is to offer students a challenging view of the diverse and dynamic world of art and design. The aim of the program is to teach students to perceive with freshness and insight, and to execute visual ideas with confidence and precision as they move toward further study in their chosen major program.

Foundation studio courses are designed to cover intensive instructional ground at each class session. They involve supervised studio work time during which students learn to master new techniques, as well as demonstrations which cannot easily be replicated. For these reasons, consistent attendance is mandatory in Foundation courses. Therefore a maximum of four absences per semester in any course will be permitted; five or more will result in a grade of "F" for the course in question. It is the responsibility of the student to negotiate exceptions to this policy, in writing, prior to the end of the semester, with both the Foundation Program Director and the instructor concerned, who may impose additional conditions upon the student. Requests for Incomplete grades must be made prior to the end of the semester and students will have a maximum of 30 days from the last class within which to complete the work in question.

Course Descriptions

Eligibility for registration in Foundation courses with specific prerequisites requires that a grade of C or better be earned in the prerequisite course. The letter "S" preceding a course number indicates a studio course, for which a studio fee will be assessed. See "Tuition and Fees" for further information.

Foundation Requirements

Fall Semester		Credits
ADF S101	Foundation Drawing I.....	3
ADF S143	Color	3
ADF S151	2-Dimensional Design	3
ADF S161	Pictorial Space.....	3
ADF 181	Ideas of Western Art I or	
HUM 105	Humanities 105*	3
TOTAL		15

Spring Semester		Credits
ADF S102	Foundation Drawing II.....	3
ADF S152	3-Dimensional Design	3
ADF 182	Ideas of Western Art II or	
HUM 106	Humanities 106*	3
	<i>Graphic Design and Fine Art Majors add:</i>	
ADF S123	Painting	3
ADF S154	Design: Issues & Process.....	3
	<i>Interior Design Majors add:</i>	
ADI S104	Drafting Studio	3
ADI S106	Design Communications.....	3
TOTAL		15

*BFA candidates only

ADF S101 – Foundation Drawing I

Ordinarily available each semester; 3 credits open to non-majors

Since learning to draw involves learning to see, Foundation Drawing I stresses the development of this essential visual skill. Observational and conceptual exercises explore the use of a broad vocabulary of materials, techniques, and treatments of the drawn image.

ADF S102 – Foundation Drawing II

Prerequisite: ADF S101

Spring semester; 3 credits

This course will build upon and refine the basic skills developed in Foundation Drawing I (ADF S101). More intensive work with the human figure will provide exposure to gesture and anatomy, while color materials such as pastels and oil bars will expand technical possibilities. Issues of expression and interpretation will be introduced as students begin to develop a more sophisticated and personal approach to drawing images and style.

ADF S123 – Painting

Prerequisite: ADF S143

Spring semester; 3 credits

This introductory painting course will familiarize students with the materials and methods basic to acrylic and oil painting. Through a series of in-class exercises and outside assignments students will learn to convey form and space through the languages of realism and abstraction by working both from observation and the imagination. Emphasis will be placed on the development of disciplined technical skills as well as the exploration of painting's potential as a medium of creative visual expression.

ADF S143 – Color

Fall semester; 3 credits open to non-majors

The study of color is supportive of all studio disciplines and is vital to our understanding of all visual media. This course features a hands-on approach to color study as students create, modify, and master colors' hues, values, and strengths through the direct mixing and application of paint. Also explored will be issues of color harmony, chromatic light and space, assimilation, and color psychology, as well as past and present views on the use of color in art and design. This intensive focus on the specific issues of color gives NESADSU students experience with and flexibility in the use of color in their work.

ADF S151 – 2-Dimensional Design

Ordinarily available each semester; 3 credits open to non-majors

The goal of this course is to develop proficiency in the logic and structure of two-dimensional organization. Emphasis will be placed on the essential elements of visual language: line, shape, value, texture, rhythm, and scale. Students will learn to develop dynamic approaches to effective visual communication by combining these divergent elements into a unified whole.

ADF S152 – 3-Dimensional Design

Prerequisite: ADF S151

Spring semester; 3 credits

This course focuses on developing students' vocabulary in the elements and principles of three-dimensional design. Volume, mass, and plane will be explored as students learn to see and think in the round. Studio experiences will include the integration of these elements with natural phenomena such as light, texture, motion, and sound.

ADF S154 – Design: Issues & Process

Prerequisite: ADF S151

Spring semester; 3 credits

This course involves comprehensive design projects which concern more advanced visual issues, executed in a wide variety of media. Decision-making in the creative process and the development of strong design concepts will be emphasized. Areas of study will include: an investigation of the "real world" concerns of fine artists and designers, non-Western imagery and culture, and visual social engagement.

ADF S161 – Pictorial Space

Fall semester; 3 credits open to non-majors

This course begins with a thorough study of the systems of perspective developed during the Renaissance as a means of creating the illusion of three-dimensionality on a two-dimensional surface. Using 1-, 2-, and 3-point perspective students will learn to effectively control the illusion of space. By semester's end, students will have explored both non-Western systems of pictorial space, as well as more contemporary approaches such as Cubism and Abstract Expressionism. By actively engaging such a wide spectrum of approaches to the problems of space depiction, the student will gain a wider view of the nature of space.

ADF 181, 182 – Ideas of Western Art I&II

Fall and spring semesters, 3 credits per semester open to non-majors

This is a two-semester lecture course designed to acquaint the student with the major concepts and ideas of Western art, from prehistoric to contemporary art. The objective of this one-year survey course is to provide a path by which the student may take the ideas and lessons extracted from the study of art history and turn those ideas into meaningful insights to be utilized in the studio.

INTERIOR DESIGN

The objective of the BFA and Diploma programs in Interior Design 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 Interior Design programs strike a balance between the theoretical and practical aspects of design. The theoretical component is essential to creative problem solving; the practical component ensures the marketability of the graduate.

The Interior Design curricula are formulated to provide students with a comprehensive knowledge of theory, history, technology, communication skills, professional and design skills. There are three basic types of courses within the department: studio courses in interior design; lecture courses in interior design subjects; and lecture courses in the liberal arts.

The BFA and Diploma programs in Interior Design at NESADSU are accredited as Professional Level Programs by the Foundation for Interior Design Education Research (FIDER), the national accrediting body for post-secondary interior design programs.

Program Options

- Bachelor of Fine Arts Degree Program in Interior Design
 - Diploma Program in Interior Design
 - Decorative Arts Certificate Program
- Applicants with an interest in interior decoration rather than design, and who desire a less lengthy time commitment, may wish to investigate this non-FIDER-accredited program.

Career Options

NESADSU prepares students for a diverse range of employment options within the interior design profession including:

Commercial/Residential Interior Design Firms

Architectural Firms

Health Care Facilities

Retail Stores

Corporate Offices

Hotels

Furniture Dealerships

Sole Practitioners/Self-employed

Interior Designers

Interior Design BFA Requirements

First Year	Credits
Foundation Program – see page 275	30
TOTAL	30

Second Year – Fall Semester	Credits
ADI S201 Interior Design Studio I	3
ADI 221 History of Furniture and Architecture I	3
ADI 242 Interior Codes & Construction	3
ADI S264 Advanced Design Communication	3
IS 111 Integrated Studies	3
TOTAL	15

Second Year – Spring Semester	Credits
ADI S202 Residential Design Studio	3
ADI 222 History of Furniture and Architecture II	3
ADI 244 Interior Materials & Finishes	3
IS 112 Integrated Studies	3
Art History Elective	3
TOTAL	15

Third Year – Fall Semester	Credits
ADI S304 Furniture Design Studio	3
ADI 352 Building Systems	3
ENG 101 Freshman English I	3
Math or Computer Science	3
Social Science	3
TOTAL	15

Third Year – Spring Semester		Credits
ADI S303	Commercial Design Studio	3
ADI 254	Lighting	3
ENG 102	Freshman English II	3
	Social Science	3
	Rhetorical Communication or Ethics	3
TOTAL		15

Fourth Year – Fall Semester		Credits
ADI S305	Historic Preservation Studio	3
ADI S371	Computer Drafting Studio I	3
ADI 384	Interiors Marketing & Contracts	3
	Humanities	3
	Natural Science	4
TOTAL		16

Fourth Year – Spring Semester		Credits
ADI S401	Independent Studio	3
ADI S372	Computer Drafting Studio II	3
ADI S400	Interior Design Internship	3
	Humanities	3
	Natural Science	4
TOTAL		16

BFA PROGRAM TOTAL 122

Interior Design Diploma Requirements

First Year	Credits
Foundation Program – see page 275	30
TOTAL	30

Second Year – Fall Semester		Credits
ADI S201	Interior Design Studio I	3
ADI 221	History of Furniture & Architecture I	3
ADI 242	Interior Codes & Construction	3
ADI S264	Advanced Design Communications	3
	Art History Elective	3
TOTAL		15

Second Year – Spring Semester		Credits
ADI S202	Residential Design Studio	3
ADI 222	History of Furniture & Architecture II	3
ADI 244	Interior Materials & Finishes	3
ADI 254	Lighting	3
ADI S303	Commercial Design Studio	3
TOTAL		15

Third Year – Fall Semester		Credits
ADI S304	Furniture Design Studio	3
ADI S305	Historic Preservation Studio	3
ADI 352	Building Systems	3
ADI 384	Interiors Marketing & Contracts	3
ADI S371	Computer Drafting Studio I	3
TOTAL		15

Third Year – Spring Semester		Credits
ADI S401	Independent Studio	3
ADI S372	Computer Drafting Studio II	3
ADI S400	Interior Design Internship	3
	Elective	3
	Elective	3
TOTAL		15

LIBERAL ARTS COURSEWORK REQUIREMENT 30

DIPLOMA PROGRAM TOTAL 120

Interior Design Course Descriptions

Courses numbered from 200 on have as a prerequisite the completion of the Foundation Program or its equivalent. Exceptions may be made only with the permission of the instructor concerned. Eligibility for registration in courses with specific prerequisites requires that a grade of C or better be earned in the prerequisite course. The letter “S” preceding a course number indicates a studio course, for which a studio fee will be assessed. See “Tuition and Fees” for further information. Courses in the Interior Design program numbered from 1 to 99 may be applied toward Decorative Arts Certificate Program requirements only, and may not be applied toward the requirements of either the BFA or Diploma programs in Interior Design. Please see the Decorative Arts Certificate Program section for a description of these courses.

Interior Design Studios

ADI S201 – Interior Design Studio I

BFA and Diploma prerequisites: ADF S102, ADF S152, ADI S104, ADI S106; Certificate prerequisites: ADI 03, ADI S104, ADI S106; ordinarily available each semester; 3 credits
This course will focus on design process and the principles and elements of interior design composition. Students will be given a series of projects of increasing complexity, utilizing and building upon the skills developed in the Foundation courses. Class time will include lectures, group discussion, individual critiques, guest critiques by practicing designers, and student work time. Students will be expected to produce process diagrams, plans, elevations, models, and finish boards.

ADI S202 – Residential Design Studio

Prerequisite: ADI S201 spring semester; 3 credits
This course addresses residential interior environments on a large scale. Students will develop client contact and programming skills. Emphasis will be placed on residential precedents, design process, human factors, accessibility, building codes, diagramming, spatial organization, detailing, presentation techniques, furnishings, finishes, and lighting.

ADI S303 – Commercial Design Studio

Prerequisites: ADI S201, ADI 242, ADI S264 Spring semester; 3 credits

This course addresses the precedents utilized in the planning of commercial environments. Students will develop client contact and programming skills common to the interior design profession through a series of projects. Emphasis will be placed on the design process, human factors, accessibility and codes, spatial organization, furniture, office furniture systems specification and budgets, and presentation techniques.

ADI S304 – Furniture Design Studio

BFA and Diploma prerequisites: ADI S201, ADI S264; Certificate prerequisites: ADI S201; ordinarily available each semester; 3 credits
This course addresses furniture ergonomics, materials, construction techniques, manufacturing, and design. Students will research selected topics, and design seating, work/service pieces, and cabinetry. Emphasis will be placed on furniture precedents, research, design process, human factors, accessibility, detailing, documentation, and presentation techniques.

ADI S305 – Historic Preservation Studio

Prerequisite: ADI S202, ADI S303, ADI 222

The historic interiors and preservation organizations in Boston/New England provide us with unique resources in the study of historic preservation. This course addresses research, documentation, preservation technology, materials conservation, and the renovation of historic interior environments. Course material will be presented through lectures, trips to edifices in various states of preservation, and discussions. Students will research selected topics, document a significant interior, and design a renovation of an historic building in the Boston area.

ADI S401 – Independent Studio

Prerequisites: All other required design studios (ADI S201, ADI S202, ADI S303, ADI S304, ADI S305) must be completed prior to registration for Independent Studio; spring semester; 3 credits
This is the final studio in the design studio sequence. Students will apply studio skills learned previously in an independent manner and explore areas of design in greater detail. The studio advisor will guide students and provide critiques. Students will choose a topic or theme within interior design to study, identify one interior precedent representative of the topic to analyze, identify a contemporary interior design problem representative of the topic, program the design problem, and design a solution. The final project will include: 1) a written problem statement and program for the design problem; 2) a graphic analysis of the interior precedent; 3) a design solution with plan, elevations, reflected ceiling plan, a three-dimensional representation, furniture and finish selections. The project document will contain the aforementioned items in an 8 1/2"x11" bound format.

History/Theory

ADI 221 – History of Furniture & Architecture I

(formerly titled History of Design for Interiors I) Ordinarily available each semester; 3 credits
This survey course begins with the Egyptian period and covers furniture and architecture from 2800 BC through the mid-1700's. The goal of this course is to enhance the student's critical comprehension of historic styles. Major emphasis is placed upon chronological stylistic developments, visual characteristics of the period and regional idiosyncrasies of these styles, as well as terminology germane to furniture and architecture. Field trips include visits to the Isabella Stewart Gardner Museum and the Museum of Fine Arts.

ADI 222 – History of Furniture & Architecture II
(formerly titled History of Design for Interiors II)
 BFA and Diploma prerequisite: ADI 221; Certificate prerequisite: ADI 221; ordinarily available each semester; 3 credits

A continuation of *History of Furniture & Architecture I*, this course traces the study of furniture and architecture from the mid-1700's through the 20th century. Students will use their knowledge of period styles covered in History I to compare and contrast furniture and architecture of the last 250 years. Field trips include visits to the Harrison Gray Otis House, Boston State House, the Gibson Museum and the Gropius House.

Technical Knowledge

ADI 242 – Interior Codes & Construction

Fall semester; 3 credits

This course studies various interior construction assemblies on non-load-bearing walls, load-bearing walls, floors, stairs, elevators, fireplaces, ceilings, doors, interior windows, frames, millwork, and fire-related construction. Emphasis will be placed on building codes including state, BOCA, Underwriters Laboratory, and ASTM, state and federal accessibility codes, and construction materials. Students will also be introduced to basic structural concepts and characteristics of structural materials.

ADI 244 – Interior Materials & Finishes

Ordinarily available each semester; 3 credits

Students will study the visual qualities, technical characteristics, and applications of the common materials and finishes used in interior installations. These materials will include floor coverings, bases, moldings, wall coverings, doors, hardware, textiles, window treatments, and ceiling materials. Related fire, health, and safety codes will be discussed. Class material will be presented in the form of lectures, readings, and demonstrations. Students will learn to analyze material / finish installations and prepare an installation of their own. Class will be held in the Materials Library.

ADI 352 – Building Systems

Prerequisite: ADI 242

Fall semester; 3 credits

This course studies mechanical, electrical, and plumbing technology and systems commonly employed in residential and commercial interiors. It will introduce students to the vocabulary, concepts, and basic components of these fields of engineering. This will enable students to integrate these building systems in their design work and communicate ideas effectively with project engineers and contractors. The course will include commonly used heating, ventilating, air conditioning, plumbing

and fixtures, fire sprinklers, electrical supply and distribution, smoke detection, and fire alarm systems. Related mechanical, electrical, and plumbing codes will also be discussed.

ADI 254 – Lighting

Ordinarily available each semester; 3 credits

This course introduces students to the art and technology of lighting. The class material will be presented as a series of lectures, readings, and demonstrations. Students will learn to analyze interior lighting installations, calculate lighting levels for interiors, select appropriate light fixtures, and prepare an installation of their own.

Communication Skills

ADI S104 – Drafting Studio

Ordinarily available each semester; 3 credits

To make ideas reality, designers must create drawings that accurately communicate the finished project. This course teaches students the basic concepts of drawing interior space in measured plans, elevations, and details. Students will become conversant with state-of-the-art drafting tools, drafting papers and films, drawing reproduction, orthographics, plan and elevation projection, axonometric and isometric techniques. Students will learn the skills necessary to produce a basic set of drawings for an interior design installation. Projects will be organized in increasing complexity and will introduce students to studio skills.

ADI S106 – Design Communications

BFA and Diploma prerequisites: ADF S101, ADF S143, ADF S161; Certificate prerequisites: ADI 01, ADI 03, ADI S104; ordinarily available each semester; 3 credits

This course teaches students how to communicate design ideas to clients and associates through visual media. It will include drawing media, freehand sketching, interior perspective, shade and shadow, color, design graphics, plan and elevation rendering, presentation formats, and portfolio formats. Projects will be organized in increasing complexity and will introduce students to skills.

ADI S264 – Advanced Design Communications

Prerequisites: ADI S104, ADI S106

Fall semester; 3 credits

This course is designed to advance presentation board techniques and reinforce the graphic and technical skills introduced in Design Communications. Students will continue to develop their proficiency in free-hand sketching, rendering, and perspective, and will have the opportunity to work with various rendering mediums such as watercolor, pastel, colored pencil, and marker.

ADI S371 – Computer Drafting Studio I*Prerequisite: ADI S104**Fall semester; 3 credits*

This course will provide an introduction to two-dimensional and three-dimensional uses of computers for design presentation and documentation. It will cover layering, templates, menus, blocks, dimensioning, plan projections, and perspective. Students will translate a hand-drafted set of drawings from a previous project into a computer-generated set of drawings.

ADI S372 – Computer Drafting Studio II*Prerequisite: ADI S371**Spring semester; 3 credits*

This course will focus on the drafting and organizational skills necessary to produce a set of contract drawings for interior construction projects on the computer. Students will study the purpose of the individual elements, their relationship to each other, and the composition of the whole set. Students will choose a project completed in a previous studio as a subject and complete a set of contract documents for it.

Professional Skills**ADI 384 – Interiors Marketing & Contracts***Ordinarily available each semester; 3 credits*

Students will learn how to market their skills, write proposals, price services and products, manage furniture and finish vendors, coordinate with architects, engineers, and contractors, review contracts, manage interior installations, and maintain good working relations with clients.

ADI S400 – Interior Design Internship*Prerequisite: senior status**Spring semester; 3 credits**9 hours of design office and classroom experience per week minimum*

With the assistance of the faculty advisor, each student will identify an internship with a local interior design firm. All interns will meet periodically as a group with the faculty advisor to report on experiences. The faculty advisor will reinforce new skills learned in the office and provide counseling. Interns should observe all office procedures including: office management, material and technical library resources, client relations, proposal writing, design contracts, drafting, schematic design, design development, coordination of consultants, working drawings, specifications, construction bidding, construction administration, and furniture installation. Students may not be able to participate in all of the activities noted above but should be able to observe the majority. Students will be required to keep a notebook of their observations.

GRAPHIC DESIGN

Graphic designers convert ideas, information, and emotions into visual symbols designed to influence the way our society perceives people, products, and issues. Utilizing their design skills and their knowledge of typography, illustration, photography, printing, electronic media, and design history, graphic designers produce the visual communications which persuade and inform all of us.

The Graphic Design programs at NESADSU are intended to equip students with the intellectual and practical abilities that will be required of graphic communicators and problem-solvers into the next century. The undeniable impact of the computer on the world of graphic design has caused us to rethink and redesign, and then to fine tune, our curriculum in recent years as we seek to integrate the computer into all facets of graphic design education. The primary emphasis of all courses, however, will continue to be the conceptual, creative process, employing technology only after basic design principles are assimilated.

Program Options

- Bachelor of Fine Arts Degree Program in Graphic Design
- Diploma Program in Graphic Design
- Electronic Design Certificate Program

The professional world of graphic design is often practiced as a number of specialized disciplines, each in part distinct from other applications. The BFA and Diploma programs have therefore been structured so as to allow students to choose a concentration in order that they may devote a significant portion of their studies to the concerns of such a specification. At the same time, the

curriculum gives great weight to those areas in common to all disciplines, such as typography and electronic media. Students in all concentrations take a core of required courses designed to develop and refine the skills relevant to all aspects of graphic design; thus the concentrations do not constitute separate majors but rather variations within a single program.

Concentrations Design

Encompasses such areas as corporate and publication design and various print applications such as brochures and posters.

Multimedia/Broadcast

Provides students with the knowledge and skills necessary to enter the world of television design and production.

Illustration

Focuses on refining the drawing and conceptual skills which compose the illustrator's vocabulary.

Electronic Design Certificate Program

Students who do not wish the extensive training of either the BFA or Diploma programs in Graphic Design, but who require more focused design and software training to complement existing educational or work credentials, may opt instead for the Electronic Design Certificate Program (for details of this program, please see Certificate Program listings further on in this catalogue).

Career Options

Graphic Design graduates may seek employment in any number of areas including:

Advertising Agencies
Television Studios

Design Studios
Multimedia
Publishing
Newspapers and Magazines
Printing
Freelance

Graphic Design BFA Requirements

First Year	Credits
Foundation Program – see page 275	30
TOTAL	30

Second Year – Fall Semester	Credits
ADG S201 Basic Typography	3
ADG S206 Graphic Design I	3
IS 111 Integrated Studies	3
ENG 101 Freshman English I	3
<i>Design Concentration Students add:</i>	
ADG S208 Advertising Design	3
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S210 Principles of Animation	3
<i>Illustration Concentration Students add:</i>	
ADG S214 Introduction to Illustration	3
TOTAL	15

Second Year – Spring Semester	Credits
ADG S202 Computer Typography	3
ADG S207 Graphic Design I	3
IS 112 Integrated Studies	3
ENG 102 Freshman English II	3
<i>Design Concentration Students add:</i>	
ADG S219 Computer Applications in Design	3
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S219 Computer Applications in Design	3
<i>Illustration Concentration Students add:</i>	
ADG S215 Techniques & Concepts of Illustration	3
TOTAL	15

Third Year – Fall Semester	Credits
ADG 224 History of Graphic Design	3
ADG S344 Graphic Design II	3
_____ Humanities	3
_____ Social Science	3
<i>Design Concentration Students add:</i>	
ADG S354 Advanced Computer Applications	3
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S354 Advanced Computer Applications	3
<i>Illustration Concentration Students add:</i>	
ADG S348 Applied Illustration	3
TOTAL	15

Third Year – Spring Semester	Credits
ADG S345 Graphic Design II	3
ADG S400 Internship or	1.5
ADG S410 Thesis Studio	1.5
_____ Humanities	3
_____ Social Science	3
<i>Design Concentration Students add:</i>	
ADG S355 Advanced Computer Applications	3
ADG S365 Art Direction for Photography	1.5
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S211 2D Animation	1.5
ADG S355 Advanced Computer Applications	3
<i>Illustration Concentration Students add:</i>	
ADG S349 Applied Illustration	3
ADG S365 Art Direction for Photography or	1.5
ADG S367 Electronic Illustration	1.5
TOTAL	15

Fourth Year – Fall Semester	Credits
_____ Art History	3
_____ Art History	3
_____ Natural Science	4
<i>Design Concentration Students add:</i>	
ADG S334 Electronic Publication Design	3
ADG S360 Corporate Design	3
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S340 Multimedia/Broadcast Design I	3
_____ Rhetorical Communication or Ethics	3
<i>Illustration Concentration Students add:</i>	
ADG S334 Electronic Publication Design	3
ADG S360 Corporate Design or	3
<i>A senior-level drawing or painting course</i> ...	
TOTAL	16

Fourth Year – Spring Semester	Credits
ADG 337 Professional Practice	3
_____ Art History	3
_____ Math or Computer Science	3
_____ Natural Science	4
<i>Design Concentration Students add:</i>	
_____ Rhetorical Communication or Ethics	3
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S341 Multimedia/Broadcast Design II	3
<i>Illustration Concentration Students add:</i>	
_____ Rhetorical Communication or Ethics	3
TOTAL	16

BFA PROGRAM TOTAL	122
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Graphic Design Diploma Requirements

First Year	Credits
Foundation Program – see page 275	30
TOTAL	30

Second Year – Fall Semester	Credits
ADG S201 Basic Typography	3
ADG S206 Graphic Design I	3
ADG 224 History of Graphic Design	3
<i>Design Concentration Students add:</i>	
ADG S208 Advertising Design	3
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S210 Principles of Animation	3
<i>Illustration Concentration Students add:</i>	
ADG S214 Introduction to Illustration	3
TOTAL	12

Second Year – Spring Semester	Credits
ADG S202 Computer Typography	3
ADG S207 Graphic Design I	3
ADG S228 Conceptual Drawing	1.5
<i>Design Concentration Students add:</i>	
ADG S219 Computer Applications in Design	3
ADG S233 Basic Photography	1.5
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S211 2D Animation	1.5
ADG S219 Computer Applications in Design	3
<i>Illustration Concentration Students add:</i>	
ADG S215 Techniques & Concepts of Illustration	3
ADG S233 Basic Photography	1.5
TOTAL	12

Third Year – Fall Semester	Credits
ADG S344 Graphic Design II	3
<i>Design Concentration Students add:</i>	
ADG S334 Electronic Publication Design	3
ADG S354 Advanced Computer Applications	3
ADG S360 Corporate Design	3
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S340 Multimedia/Broadcast Design I	3
ADG S354 Advanced Computer Applications	3
ADG S360 Corporate Design	3
<i>Illustration Concentration Students add:</i>	
ADG S334 Electronic Publication Design	3
ADG S348 Applied Illustration	3
ADG S360 Corporate Design or	3
<i>A senior-level drawing or painting course</i>	
TOTAL	12

Third Year – Spring Semester	Credits
ADG 337 Professional Practice	3
ADG S345 Graphic Design II	3
ADG S400 Internship or	1.5
ADG S410 Thesis Studio	1.5
<i>Design Concentration Students add:</i>	
ADG S355 Advanced Computer Applications	3
ADG S365 Art Direction for Photography	1.5
<i>Multimedia/Broadcast Concentration Students add:</i>	
ADG S341 Multimedia/Broadcast Design II	1.5
ADG S355 Advanced Computer Applications	3
<i>Illustration Concentration Students add:</i>	
ADG S349 Applied Illustration	3
ADG S365 Art Direction for Photography or	1.5
ADG S367 Electronic Illustration	1.5
TOTAL	12
DIPLOMA PROGRAM TOTAL	78

Graphic Design Course Descriptions

Courses numbered from 200 on have as a prerequisite the completion of the Foundation Program or its equivalent. Exceptions may be made only with the permission of the instructor concerned and the Graphic Design program director. Eligibility for registration in courses with specific prerequisites requires that a grade of C or better be earned in the prerequisite course. The letter "S" preceding the course number indicates a studio course, for which a studio fee will be assessed. See "Tuition and Fees" for further information. Courses in the Graphic Design program numbered from 1 to 99 may be applied toward Electronic Design Certificate program requirements only, and may not be applied toward the requirements of either the BFA or Diploma programs in Graphic Design. Please see the Electronic Design Certificate Program section for a description of these courses.

ADG S201 – Basic Typography*Ordinarily available each semester; 3 credits*

This course will introduce students to the creative use of typography in the design process and will provide them with the skills and knowledge necessary to accurately specify and render type. As the semester progresses, students will be exposed to the latest technological developments impacting typography, as they build upon their knowledge and experience of type.

ADG S202 – Computer Typography*Prerequisite: ADG S201**Ordinarily available each semester; 3 credits*

This advanced course focuses on the translation of the historical knowledge and hand skills learned in Basic Typography in an electronic format. Students will learn how to produce quality type in an electronic format as well as experiment with and explore type through electronic manipulation.

ADG S206, 207 – Graphic Design I*3 credits per semester**Ordinarily available each semester*

Emphasizing the creative process from thumbnail to comprehensive, this course will also introduce the student to the language, tools, and techniques of the professional graphic designer. Attention will be paid to conceptualization, production, and presentation in solving design problems including logos, posters, and brochures. As a survey of graphic design the goal of this course is to deal with typical problems faced by graphic designers in a realistic manner.

ADG S208 – Advertising Design*Fall semester; 3 credits*

An introductory survey of typical problems encountered by the professional advertising designer. The course will stress the development of the methodology most commonly used in advertising design: i.e. the progression from concept to thumbnail, to roughs, to layout. Students will also acquire the skills to perform these steps, such as marker rendering. Emphasis will be placed on print media, including newspaper and magazine advertising, direct mail, billboard, and point-of-purchase.

ADG S210 – Principles of Animation*Fall semester; 3 credits*

This course is designed to teach students to recognize the basic principles of animation that exist in graphic design. Students will develop multimedia and interactive design skills while learning multimedia and special effects technology.

ADG S211 – 2D Animation*Prerequisite: ADG 210**Spring semester; 1.5 credits*

In this course students create more complex and sophisticated design solutions that use animation techniques. During the semester each student will produce multimedia pieces that can be viewed interactively or on video.

ADG S214 – Introduction to Illustration*Fall semester; 3 credits*

In this course students will learn the skills necessary for meeting a client's specific illustration needs in a variety of media used by professional illustrators. The markets available to the illustrator and what media are appropriate for a specific market will be discussed. The course will concentrate on developing the ability to draw real objects and real people, often from a client's specifications. Illustrating from a manuscript or from a layout will also be included.

ADG S215 – Techniques & Concepts of Illustration*Prerequisite: ADG S214**Spring semester; 3 credits*

This advanced illustration course will deal with the principles involved in translating a verbal idea into a viable visual image while attaining a level of finish worthy of publication. Students will be free to pursue individual stylistic and media responses to problems.

ADG S219 – Computer Applications in Design*Spring semester; 3 credits*

In this course students will explore several popular software applications and their use in design. Through a series of design problems, students will learn how and when to use specific software to produce their solutions.

ADG 224 – History of Graphic Design*Fall semester; 3 credits*

The first part of this course will focus on the history of graphic design from prehistoric times to the Industrial Revolution, including the origins of graphic communications in the ancient world, the development of the alphabet, and early printing and typography. The second portion will concentrate on the period from the late 19th century to the present, and will include the Arts and Crafts Movement, the influence of modern art, the Bauhaus and International Style, and contemporary visual systems and image making.

ADG S228 – Conceptual Drawing*Spring semester; 1.5 credits*

This course emphasizes drawing skills as a communicative tool for the designer. While providing a solid foundation for students as they approach technology dependent on these skills, the course also seeks to integrate drawing more fully into the design process.

ADG S233 – Basic Photography*Spring semester; 1.5 credits, open to non-majors*

A thorough introduction to the basics of camera use and control, and darkroom procedures for developing and printing black and white photographs. Emphasis will be placed on learning by doing and the course will involve extensive use of the darkroom. An appreciation for conceptual concerns will be developed by critiques of student work and class discussions of the work of influential photographers.

ADG S334 – Electronic Publication Design*Prerequisites: ADG S202, ADG S219**Fall semester; 3 credits*

This course will focus on the skills necessary to create publications such as books, magazines, annual reports, and catalogues. The goal of this course is two-fold: to further enhance the understanding of typography in regard to publications, and to provide the skills and knowledge necessary to design publications in an electronic environment.

ADG 337 – Professional Practice*Spring semester; 3 credits*

This senior-level course is designed to provide final preparation for employment in the field of graphic design. In addition to helping each student develop a professional portfolio, the course will provide students with practical knowledge of the business aspects of graphic design, as well as access to local and regional professionals through informational interviews, portfolio reviews, and lectures.

ADG S340 – Multimedia/Broadcast Design I*Prerequisite: ADG S211**Fall semester; 3 credits*

This course is intended to give students an introduction to a multimedia design environment, by having them create and produce a complete interactive or broadcast graphics package. The emphasis will be on the creation of a project from storyboards to final graphics.

ADG S341 – Multimedia/Broadcast Design II*Prerequisite: ADG S340**Spring semester; 1.5 credits*

This course is intended as a continuation of the students' experience in multimedia production. The basic objective of the course will be the development of advanced conceptual skills and instruction in the current production technology needed to create a complete professional multimedia or broadcast package.

ADG S344, 345 – Graphic Design II*Prerequisites: ADG S206, 207**Ordinarily available each semester
3 credits per semester*

This continuation of Graphic Design I (ADG S206, 207) will concentrate on increasing sophistication in creative problem-solving abilities. The course will also develop a solid understanding of prepress terms and operations and the impact of technology on those operations, and will provide the knowledge and skills necessary to enable students to make appropriate prepress decisions regarding more complex projects.

ADG S348, 349 – Applied Illustration*Prerequisites: ADG S214, ADG S215**Fall and spring semesters**3 credits per semester*

This senior-level course will concern itself with the preparation of illustrations for specific markets within the advertising, graphic design, and publishing fields. Areas covered will include illustration for trade and textbooks, newspapers, consumer and trade magazines, catalogues and brochures, and a range of advertising applications. Special emphasis will be placed on developing proficiency in a wide variety of media, and on learning different methods of preparing artwork for reproduction. Also included will be such practical considerations as the role of the art director in buying illustrations, developing a "clip file," and shooting photographs for quick reference. As a major portion of the course will deal with the development of the student's own portfolio, an important feature of the course will be guest lectures and critiques from professional illustrators and artists' representatives.

ADG S354, 355 – Advanced Computer Applications

Prerequisite: ADG S219

Fall and spring semesters

3 credits per semester

This course is designed to further explore software applications for specific and experimental effects. It aims to provide the student with the knowledge and skills necessary to choose the appropriate software application and to execute the desired design, focusing on the design itself rather than on the limitations of the computer programs.

ADG S360 – Corporate Design

Fall semester; 3 credits

This course will focus on the creation and application of designs directed to identify, establish, and promote the business community. Specific emphasis will be placed on the analysis and development of corporate identity systems including the development of logotypes, stationery, signage systems, annual reports, and forms. Also included will be graphic design applications to the various advertising, marketing, and public relations pieces associated with corporate design. Emphasis will be given to the role of the artist in the corporate design environment.

ADG S365 – Art Direction for Photography

Spring semester; 1.5 credits

Since the work of the professional designer often involves incorporating photography in advertisements, packaging, collateral, and other areas, this course seeks to address the issues involved, from the initial decision to use photography to the planning and execution of the photographic shoot. Through a series of classroom discussions, lectures by professional photographers, and trips to photography studios, students will learn to creatively and intelligently design with photography.

ADG S367 – Electronic Illustration

Spring semester; 1.5 credits

This course will introduce draw and paint software to those in the Illustration Concentration, giving them the skills with which to translate their illustrative styles to an electronic format. Electronic file formats, scanning, and image manipulation will also be covered.

ADG S400 – Internship

Spring semester; 1.5 credits

4.5 hours per week for the semester

67.5 hours total

Seniors in the Graphic Design Program are required to pursue an internship with a local graphic design firm, whose work is directly related to that student's intended area of professional concentration, or complete a Thesis Studio (see below). Interns will observe and participate in all office procedures permitted by their place of internship and will be required to maintain a notebook of their observations. Students with prior documented work experience in the field may be granted an exception from the internship requirement, with the approval of the Graphic Design Program Director.

ADG S410 – Thesis Studio

Spring semester; 1.5 credits

The Thesis Studio will involve the application of previously learned studio skills in a detailed investigation of a design project or projects relating to the student's intended professional situation.

FINE ARTS

The Fine Arts are a manifestation of the creative mind, influencing and influenced by prevailing social issues, and reflecting the energy of contemporary society. Our role as an institution is to guide our students through the wide range of possibilities open to exploration. Our mission is to assist them in developing clarity and strength in their work, and to give energy and expression to their insights, unifying talent and discipline with ideas and perceptions.

Program Options

- Bachelor of Fine Arts Degree Program in Fine Arts
- Diploma Program in Fine Arts*

Career Options

Fine Arts graduates may, of course, choose to pursue careers as artists, producing, marketing, and selling their work. Many fine artists elect to consult with other design professionals, offering expertise on various aesthetic matters. Arts administration, teaching, and writing on issues of art history or criticism are also avenues open to exploration by the fine artist. The BFA Program in Fine Arts affords students the opportunity to lay the groundwork for graduate-level study, leading to a more advanced level of involvement in these areas.

Fine Arts BFA Requirements

First Year	Credits
Foundation Program – see page 275	30
TOTAL	30

Second Year – Fall Semester	Credits
ADFA S201 Drawing Techniques & Concepts	3
ADFA S251 Printmaking & Paper Studio	3
ADFA S271 Image Development Seminar I	3
IS 111 Integrated Studies	3
ENG 101 Freshman English I	3
TOTAL	15

Second Year – Spring Semester	Credits
ADFA S202 Drawing Techniques & Concepts	3
ADFA S252 Printmaking & Paper Studio	3
ADFA S272 Image Development Seminar II	3
IS 112 Integrated Studies	3
ENG 102 Freshman English II	3
TOTAL	15

Third Year – Fall Semester	Credits
ADFA S241 Abstraction & Sculptural Process	3
ADFA S361 Figure Studio	3
ADFA S371 Image Development Seminar II	3
_____ Art History Elective	3
_____ Art History Elective	3
TOTAL	15

Third Year – Spring Semester	Credits
ADFA S242 Abstraction & Sculptural Process	3
ADFA S362 Figure Studio	3
ADFA S372 Image Development Seminar II	3
_____ Art History Elective	3
_____ Math or Computer Science	3
TOTAL	15

Fourth Year – Fall Semester	Credits
ADFA S342 Advanced Sculpture	3
ADFA S344 Collage & Assemblage	3
_____ Humanities	3
_____ Social Science	3
_____ Natural Science	4
TOTAL	16

Fourth Year – Spring Semester	Credits
ADFA S410 Thesis	3
_____ Humanities	3
_____ Social Science	3
_____ Natural Science	4
_____ Rhetorical Communication or Ethics	3
TOTAL	16

BFA PROGRAM TOTAL	122
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Fine Arts Diploma Requirements

First Year	Credits
Foundation Program – see page 275	30
TOTAL	30

Second Year – Fall Semester	Credits
ADFA S201 Drawing Techniques & Concepts	3
ADFA S241 Abstraction & Sculptural Process	3
ADFA S251 Printmaking & Paper Studio	3
ADFA S271 Image Development Seminar I	3
TOTAL	12

Second Year – Spring Semester	Credits
ADFA S202 Drawing Techniques & Concepts	3
ADFA S242 Abstraction & Sculptural Process	3
ADFA S252 Printmaking & Paper Studio	3
ADFA S272 Image Development Seminar I	3
TOTAL	12

Third Year – Fall Semester	Credits
ADFA S344 Collage & Assemblage	3
ADFA S361 Figure Studio	3
ADFA S371 Image Development Seminar II	3
ADFA S320 Technical Painting or	3
ADFA S342 Advanced Sculpture	3
TOTAL	12

Third Year – Spring Semester	Credits
ADFA S362 Figure Studio	3
ADFA S372 Image Development Seminar II	3
ADFA S410 Thesis	3
ADFA S343 Advanced Sculpture or	3
ADG S233 Basic Photography and	1.5
Elective	1.5
TOTAL	12

DIPLOMA PROGRAM TOTAL	78
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Fine Arts Course Descriptions

Courses in the Fine Arts program have as a prerequisite the completion of the Foundation Program or its equivalent. Exceptions may be made only with the permission of the instructor concerned and the Fine Arts program director. Eligibility for registration in courses with specific prerequisites requires that a grade of C or better be earned in the prerequisite course. The letter “S” preceding a course number indicates a studio course, for which a studio fee will be assessed. See “Tuition and Fees” for further information.

ADFA S201, 202 – Drawing Techniques & Concepts

Fall and spring semesters

3 credits per semester

This is an experimental drawing class which accesses sources from traditional and contemporary art. A variety of materials will be used to explore the figure, the still life, and other subjects.

ADFA S241, 242 – Abstraction & Sculptural Process

Fall and spring semesters

3 credits per semester

This course will involve the theories and concepts of abstract and non-objective painting, as well as the modeling of additive and reductive constructive pieces from various materials. The objective of the course is to refine the students' personal artistic goals by providing them with additional vocabulary in two- and three-dimensional issues.

ADFA S251, 252 – Printmaking & Paper Studio

Fall and spring semesters

3 credits per semester

This course exposes students to the basic printmaking techniques of wood block, silkscreen, and linoleum block, as well as monoprinting, and casted and non-traditional uses of paper as a medium.

ADFA S271, 272 – Image Development Seminar I

Fall and spring semesters

3 credits per semester

This course is designed to aid the student in developing an artistic persona, a sense of self which, when coupled with discussion about the meaning and content of art, form, and value, will give that student a body of ideas from which to create a personal imagery. Weekly visits to contemporary art exhibitions and class discussions of those visits will aid the student in developing a personal artistic statement.

ADFA S320 – Technical Painting

Fall semester; 3 credits

This course will involve an intensive study of either oil- or water-based painting materials and techniques, depending on the student's intended area of concentration. Fine arts as well as illustrative methods and applications will be investigated. Each student will be given several mediums from which to choose and will learn to utilize these with skill.

ADFA S342, 343 – Advanced Sculpture

Prerequisite: ADFA S241, 242

Fall and spring semesters

3 credits per semester

In this course students will explore contemporary sculptural issues, using a variety of found and generated materials. The process of installation, wall, floor, and self-supported pieces, and environmental works will be investigated.

ADFA S344 – Collage & Assemblage

Fall semester; 3 credits

This course deals with imagery and objects, and the relationship between two-dimensional and three-dimensional illusion. The relationship of objects with seemingly different meanings and contexts will also be explored and students will be asked to create unified imagery using found and created materials.

ADFA S361, 362 – Figure Studio

Fall and spring semesters

3 credits per semester

This course investigates the figure from a two-dimensional as well as a three-dimensional viewpoint. Work will be done in wax and paint, focusing on structuring the figure on an illusionistic plane and in real space.

ADFA S371, 372 – Image Development Seminar II

Prerequisite: ADFA S271, 272

Fall and spring semesters

3 credits per semester

A continuation of Image Development Seminar I (ADFA S271, 272), this course will allow the student to develop a body of work based on the concepts and experiences gained in the preceding course.

ADFA S400 – Fine Arts Internship

Fall or spring semester

Credits will vary

An elective course for those who wish to pursue issues of artistic development to a further degree, this internship will involve assisting an established member of the local art community (in his or her studio) in the preparation, marketing, or exhibition of his or her work; gallery internships; art education in schools or art centers. The purpose of the internship will be to give the student experience in real-world aspects of the artistic life for which he or she has so far prepared only in a classroom setting. Participating students will earn credit based on the number of hours devoted to the internship. One credit will be given for every 45 hours of internship time and all hours must be verified in writing for credit to be given.

ADFA S410 – Thesis

Prerequisite: senior status

Spring semester; 3 credits

This required senior-level course will ready the student for a professional career as an artist. Students will learn to make an appropriate photographic and written record of their work, and to approach galleries and curators with a unified presentation.

DECORATIVE ARTS

The Decorative Arts Certificate Program is designed to provide students with the creative and practical abilities necessary to attain excellence in the decorative arts and a fulfilling career as a professional interior decorator or retailer. It is appropriate for those students interested in the decorating, rather than the design, of an interior; those with an interest in antiques and decorative objects, fabrics and wall coverings, interior plantings and window treatments. The certificate may be completed part-time in the evenings.

The program has been designed to cover four major areas: decorative arts composition; history; technology; and drawing and communication skills. It requires the completion of 40 credits of coursework in interior design, decorating, the decorative arts, and related subjects. The program may be completed in two years and one semester, assuming a schedule involving two to three evenings of classes per semester (fall, spring, and summer). Inherent in the design of the curriculum, however, is a great degree of flexibility, meaning that students may combine day and evening course offerings and may register for as many courses per semester as scheduling, prerequisite course requirements, and outside commitments permit.

This non-FIDER accredited certificate should not be regarded as a preparatory program for the Diploma or BFA.

Employment opportunities for program graduates vary widely. Self-employment as a residential interior decorator or work with a residential interior design firm are primary sources, as are furniture retailers that provide decorating services

to clients, and specialty outlets such as bath shops, gift boutiques, fabric stores, or antique shops.

Requirements for Completion of the Decorative Arts Certificate Program

- All students must earn a minimum of 40 credits in order to be awarded a Certificate in Decorative Arts.
- All students must earn a minimum of 28 of the required 40 credits while enrolled in the certificate program at NESADSU, and must satisfy all course requirements of the certificate program. Substitutions for required courses may be made only with the prior written approval of the Interior Design program director.
- While the flexibility inherent in the Decorative Arts Certificate curriculum allows the student to complete the program at his or her own pace, it is recommended that students take no more than five years to complete the program.

Decorative Arts Certificate Requirements

First Semester		Credits
ADI 01	Introduction to Interior Design & Decoration....	2
ADI S104	Drafting Studio *	3
Second Semester		Credits
ADI 221	History of Furniture & Architecture I *	3
ADI S106	Design Communications *	3
Third Semester		Credits
ADI 222	History of Furniture & Architecture II *	3
ADI 03	Color for Interiors	3
ADI 02	Interior Decoration	2
Fourth Semester		Credits
ADI S201	Interior Design Studio I *	3
ADI 04	Textiles & Drapery.....	2

Fifth Semester		Credits
ADI 244	Interior Materials & Finishes *	3
ADI 05	Interior Landscapes.....	2
ADI 06	Decorative Objects	2
Sixth Semester		Credits
ADI 384	Interior Marketing & Contracts *	3
ADI 254	Lighting *	3
Seventh Semester		Credits
ADI S304	Furniture Design Studio *	3
DECORATIVE ARTS CERTIFICATE PROGRAM TOTAL		40

* Indicates a course that fulfills BFA and Diploma requirements as well. For description of these courses, please see pages 284-287 in this catalogue.

Decorative Arts Certificate Program Course Descriptions

Courses numbered from 1 to 99 may be applied toward Decorative Arts Certificate Program requirements only, and may not be applied toward the requirements of either the BFA or Diploma programs in Interior Design.

ADI 01 – Introduction to Interior Design & Decoration

2 credits

This introductory course is designed to aid the student in determining whether to pursue a career in interior design or decorating. With both lectures and studio work, students will learn basic drafting and graphic communication techniques used in the presentation of visual ideas, as well as various elements of interior composition, such as space planning, color, furniture, and finish and materials selection. The final project will be suitable for inclusion in a portfolio.

ADI 02 – Interior Decoration

Certificate prerequisite: ADI 01, 2 credits

This course will explore the components of successful design through lectures and discussions on the study of interior composition. Students will complete projects involving finishes, furnishings, and window treatments, and will practice plans, elevations (based on a given set of drawings), and furniture and finish selections. Individual and group critiques will help develop a sophisticated appreciation of decorative installations.

ADI 03 – Color for Interiors

3 credits

This course will develop in the student a sophisticated sense of the theories of color: its properties, psychology, and impact within a designed interior. The elements of light, space, harmony, and assimilation as they pertain to the use of color in design will be covered through lectures, in-class demonstrations, and class exercises. An understanding of the use of color in interior spaces will translate to the students' own color application projects.

ADI 04 – Textiles & Drapery

2 credits

Textiles are probably the most utilized elements in interior design installations because of their variety of applications. In this class students will examine the technical and visual qualities of fabric: its manufacture, weave, texture, color, and versatility, and will learn how textiles are used as wall coverings, window treatments, upholstery, and accessories. Lectures and demonstrations will foster a discriminating design sense and allow the student to create his or her own portfolio quality textile and drapery installations.

ADI 05 – Interior Landscapes

2 credits

This course will familiarize the interior design student with the history and traditions of interior landscaping through a series of lectures, readings, demonstrations, and field trips. Landscaping for residential and commercial interiors will be covered, as will installations for special events. The role of designers and vendors, as well as such related services as maintenance and restoration, will be included.

ADI 06 – Decorative Objects

2 credits

Well-chosen objects of art can add mood, drama, and personality to a room. In this course students will examine the visual qualities, technical properties, and symbolic characteristics of such installations as sculpture, paintings, frames, clocks, china, glassware, table settings, etc. They will learn to analyze the nature of a room and determine suitable art objects for its decoration. Class material will be presented in lecture form, with supplemental readings.

ELECTRONIC DESIGN

The Electronic Design Certificate Program is designed for students who do not wish the extensive training of either the BFA or Diploma programs in Graphic Design, but who require more focused design and software training to complement existing educational or work credentials. Within the framework of a 15-course sequence, the program provides "real-world" preparation built on a foundation of basic design and typography skills, coupled with intensive exploration of the computer as a design tool. The goal of the program is to provide the student with the basic practical design and electronic skills necessary to secure entry-level employment in the graphic/electronic design field. The Electronic Design Certificate is a part-time program, with evening and weekend course offerings, and may be completed in eight (continuous) semesters. The Electronic Design Certificate Program presumes prior educational background and/or work experience, as proof of one or the other is required for admission to the program. It is not intended for those applicants with only a high school background (for those we recommend our BFA Program in Graphic Design). This certificate is not a preparatory program for the Diploma or BFA.

Requirements for completion of the Electronic Design Certificate Program

- All students must earn a minimum of 36 credits in order to be awarded a Certificate in Electronic Design.
- A student must earn a minimum of 27 of the required 36 credits while enrolled in the Certificate program at NESADSU, and must satisfy all course requirements of the Certificate program. Substitutions

for required courses may be made only with the prior written permission of the Graphic Design program director.

- While the flexibility inherent in the Electronic Design Certificate curriculum allows the student to complete the program at his or her own pace, it is recommended that students take no more than five years to complete the program.

Electronic Design Certificate Requirements

First Semester		Credits
ADF S151	2-Dimensional Design *	3
ADG S20	Introduction to Graphic Design	1.5

Second Semester		Credits
ADG S201	Basic Typography *	3
ADG S04	Quark Xpress	2

Third Semester		Credits
ADG S206	Graphic Design I *	3
ADG S03	Adobe Illustrator	2

Fourth Semester		Credits
ADG S207	Graphic Design I *	3
ADG S202	Computer Typography *	3

Fifth Semester		Credits
ADG S344	Graphic Design II *	3
	Elective	2

Sixth Semester		Credits
ADG S345	Graphic Design II *	3
ADG S06	Basic Adobe Photoshop or	2
ADG S16	Digital Photography	

Seventh Semester		Credits
ADG S17	Electronic Pre-Press	2
	Elective	2

Eighth Semester		Credits
ADG S18	Portfolio	1.5
ELECTRONIC DESIGN CERTIFICATE PROGRAM TOTAL		36

Suggested Electives (Subject to Change)

ADG S12	Introduction to Painter
ADG S340	Multimedia/Broadcast Design I *
ADG S15	Multimedia I

Electives should be taken during the 5th and 7th semesters. Other electives may be substituted with the approval of the Graphic Design program director.

* Indicates a course that fulfills BFA and Diploma requirements as well. For description of these courses, please see pages 281 and 290-293 in this catalogue.

Electronic Design Certificate Program Course Descriptions

Courses program numbered from 1 to 99 may be applied toward Electronic Design Certificate Program requirements only, and may not be applied toward the requirements of either the BFA or Diploma programs in Graphic Design.

ADG 01 – Mac Basics

Non-credit

This introductory course on the Apple Macintosh will provide an overview of the Mac as an artistic tool, as well as a solid foundation in the organization of the Macintosh system. Lectures will familiarize the student with the language of computers, and the class will explore two of the most commonly used programs: Adobe Illustrator and Adobe Photoshop. Weekly assignments and readings will reinforce in-class instruction.

ADG S03 – Adobe Illustrator

2 credits

This software package takes the designer beyond the simplicity of computer "paint" programs into the world of high-resolution imagery and reproduction. Using Illustrator the designer is able to preview artwork on the screen before it is output to a color film recorder (for color prints or slides) or to a laser printer (for prints or color-separated negatives).

ADG S04 – Quark XPress

2 credits

Quark XPress is the software package of choice for many of today's leading graphic design and desktop publishing firms. This program allows the designer to merge graphics and text in a variety of sophisticated ways. In the first half of the course, the student will learn the strengths of this software, which allow it to handle precise typographic refinements. The second half of the course covers the more complex commands utilized in the production of more advanced documents.

ADG S06 – Basic Adobe Photoshop

2 credits

This software package allows the designer to include computer-generated photo montages, collages, and video imagery in presentation packages. The course will cover drawing options, various types of photo-manipulation, and a wide variety of output options, including prints, slides, and video.

ADG S12 – Introduction to Painter

2 credits

Painter by Fractal Design is an exciting tool used in all areas of fine arts and computer graphics, including broadcast design, interface design, and the creation of animation cels and on-air graphics. In this class students will learn to combine natural mediums (oil, watercolor, charcoal, etc.) with computer graphics to create effective broadcast and multimedia designs.

ADG S15 – Multimedia I

2 credits

This course will focus on designing presentations for the desktop computer using Macromedia Director as an animation tool and an interactive presentation authoring system. Students will learn to create an interactive presentation that may be distributed on diskette and CD-ROM and will create graphics and visuals for a working prototype and prepare files for the Web. Also explored will be digital video software and a 3-D modeling and animation generating tool.

ADG S16 – Digital Photography

2 credits

This course begins with an introduction to camera use and control and the basic principles of photography. When photographic skills have been mastered, students will explore the use of digital media to record and manipulate images creatively and interpretively.

ADG S17 – Electronic Pre-Press

2 credits

Adobe Illustrator, Adobe Photoshop, and Quark XPress are sophisticated graphic design packages which respond to printing in a variety of ways. Through a series of lectures, printing assignments using different software applications, and supplemental readings, the student will become familiar with the basics of Macintosh outputting systems, the preparation of files for proofing, final films, on-screen vs. output color usage and Postscript (page-layout) files.

ADG S18 – Portfolio*1.5 credits*

The focus of this course will be the preparation of a portfolio that demonstrates proficiency in graphic design, typography, concept, and craftsmanship. Students will tailor their portfolios to their areas of interest and design concentration.

ADG 20 – Introduction to Graphic Design*1.5 credits*

This is a basic hands-on design class with emphasis on the creative process. Assignments will include logo, advertisement, and poster type design, and course material will include typography, layout, rendering, production, and the computer. In-class critiques will develop the students' problem-solving and design development skills, making this class a must for anyone interested in the field of graphic design.

CONTINUING EDUCATION

The many options of the Continuing Education Division offer opportunities to take one or two courses for career or personal enrichment, or to investigate a possible career change. Continuing Education students are not eligible to earn a Degree, Diploma, or Certificate while enrolled. Should a Continuing Education student wish to change his or her status to that of Degree, Diploma, or Certificate candidate, he or she may petition the Admission Committee for a change of status. Applicable credits will not be transferred or an applicant's status changed, however, until all admission requirements for the program in question are met.

Call NESADSU at (617) 536-0383 for a Continuing Education Division Catalogue detailing fall, spring, and summer courses.

ADMISSION POLICIES AND PROCEDURES

The New England School of Art & Design at Suffolk University welcomes applications from all persons interested in the study of Interior Design, Graphic Design, or Fine Arts. The specialized nature of our programs requires that all who attend NESADSU make a conscious decision to transform their creative abilities and interests into careers in the art or design professions. We at NESADSU are committed to helping prospective students realize their educational and professional goals, and are willing to assist every step of the way, from initial contact on.

The admission process can be both exciting and challenging. It may help to recognize that this process is only the beginning. Portfolios, interviews, transcripts, SAT scores, and essays help the Admission staff make an informed decision about an applicant's potential as a student at NESADSU. None of these components, however, can predict or measure the level of motivation appropriate to the challenges of either an art program or a career in design. Only you will determine that outcome.

The Portfolio

The submission of a portfolio is required for those applying to the Graphic Design and Fine Arts programs. Applicants to the Interior Design program are encouraged to submit a portfolio, but may substitute an essay. (Please read further for guidelines regarding the essay option.)

Freshman and transfer portfolios are regarded as evidence of present, rather than potential, ability.

The admission process allows you to submit a variety of materials and documentation to communicate your current skills, experience, and interests.

The Freshman Portfolio

First-year candidates are required to submit between 12 and 15 pieces of recent, original artwork. Select only the best work that reflects your interests and abilities. There are no specific requirements regarding subject matter, but you must include work from direct observation, such as still lifes, landscapes, interiors, and portraits. The ability to draw and express visual ideas is more important than familiarity with mediums and techniques. Sketchbooks, works in progress, and preliminary sketches may be included to complement finished pieces. Oversized, framed, and 3-D pieces must be presented in slide form. A neatly presented selection of work, with a sheet of trace separating each piece, is recommended. It is not necessary to mat, mount, or shrink-wrap artwork. Do not submit cartoons, work copied from photographs, or more than three computer-generated pieces.

The Transfer Portfolio

A majority of candidates applying to NESADSU have previous college-level experience. If you have taken courses through a regionally accredited college or university, you may qualify for transfer credit. A grade of "C" or better is required for transfer credit to be granted, and a minimum of 10 pieces must be presented from each course for which you are seeking studio transfer credit. For instance, in order to receive transfer credit for Foundation Drawing I, at least 10 drawings from the equivalent class must be submitted. Studio transfer credit is granted for work which meets or exceeds minimal standards for equivalent courses at NESADSU.

Interior Design Essay Option

If you are applying to the Interior Design program and have no college-level studio experience, you may submit an essay in place of a portfolio. The essay must be typewritten, and between 600 and 1000 words in length. Submissions of fewer than 600 words will be returned for revision.

The essay is an opportunity to review your interest in the field of interior design, and should include a well-developed description of your educational and professional goals. This option is available to Interior Design candidates ONLY, and is intended to replace, not supplement, a portfolio. Interior Design candidates who submit an essay do not receive transfer credit for studio courses.

Don't Have a Portfolio?

Consider these options. It's not unusual to start with more motivation than ability! We encourage you to begin your studies by taking Foundation Drawing I and 2-Dimensional Design as a Continuing Education student at NESADSU. Both courses are Foundation year requirements, and a grade of "C" or better will transfer toward your BFA or Diploma program requirements. If you are unable to take classes at NESADSU you may substitute a basic observational drawing course at a regionally accredited college or university. Artwork produced in and out of the course will be reviewed for transfer credit after the course is completed and an official transcript of the course has been received by the Office of Undergraduate Admission at Suffolk University.

All of the above materials should be forwarded directly to:

Office of Undergraduate Admission
Attn: Anne Blevins
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

Slides

We encourage applicants to schedule an interview for portfolio review. However, if you are unable to come in person, you may send slides of your work. Slides must be labeled and numbered in a plastic slide presentation sheet, accompanied by a typewritten list describing the title, dimension, and date of completion for each piece (example: Pears on a Plate, 8" x 6", 9/95). Slides will be returned when accompanied by a stamped, self-addressed envelope. NEVER mail original artwork to the Office of Undergraduate Admission. Every effort is taken to insure the safety of all artwork; however, NESADSU cannot accept responsibility for loss or damage.

Campus Visit

Opportunities to visit Suffolk University are offered with regularly scheduled Information Sessions, Open House Programs, class visit options, the Suffolk Showcase program for accepted students or individual interviews. Please call the Office of Undergraduate Admission to schedule your choice of campus visit. Visiting NESADSU and Suffolk University offers an important opportunity for you to connect with the facilities, housing, financial aid, and student life. Appointments are scheduled throughout the year, with evening and weekend hours available. Freshman portfolios are reviewed and returned during personal interviews. Transfer portfolios may be kept for a week or two for further assessment by major program directors.

All questions regarding BFA and Diploma Program admission policies and procedures should be directed to: Anne Blevins, Associate Director of Undergraduate Admission, Suffolk University, 8 Ashburton Place, Boston, MA 02108-2770, telephone (617) 536-0383 x11.

Certificate Program Admission Requirements

As admission requirements for the Decorative Arts and Electronic Design Certificate programs differ significantly from those of the BFA and Diploma programs, please review the following sections carefully before applying to either of the certificate programs.

Decorative Arts Certificate Program

All applicants must:

1. Have earned a minimum of 30 credits from an accredited post-secondary institution (college or university) or
2. Be recommended by a supervisor or supervisors who will attest in writing to the candidate's successful employment for the equivalent of one year. Written documentation of work experience must employ the guidelines established by CAEL (Council for Adult & Experiential Learning), which are available on request from either the Office of Undergraduate Admission or the Interior Design Office.
3. Submit an essay of 250 to 500 words outlining their interest in the program, and their career interests in the decorative arts and/or their experience in the field.
4. Submit an application.
5. Submit the \$40.00 non-refundable Certificate Program Application Fee.
6. Submit an official transcript of grades from each college or university attended. Applicants with a high school background only must submit a high school transcript showing date of graduation, or evidence of having earned a GED.

Transfer Applicants

Students with previous decorative arts or interior design background are welcome to apply to the Decorative Arts Certificate Program. A maximum of 12 transfer or advanced standing credits may be granted for previous study or work experience, with a minimum of 28 credits to be earned while a student at The New England School of Art & Design at Suffolk University.

Electronic Design Certificate Program Admission Requirements

All applicants must:

1. Have earned a minimum of 30 credits from an accredited post-secondary institution (college or university) or
2. Be recommended by a supervisor or supervisors who will attest in writing to the candidate's successful employment in a related setting for the equivalent on one year. Written documentation of work experience must employ the guidelines established by CAEL (Council for Adult & Experiential Learning), which are available on request from either the Admission or Graphic Design offices.
3. Submit a portfolio of original artwork representing the range of his or her talents and experience. (See p. 297.)
An applicant who does not have a portfolio will be required to take both 2-Dimensional Design (ADF S151) and Introduction to Graphic Design (ADG S20) as a Continuing Education student and will be required to earn a minimum grade of B in each in order to be admitted to the certificate program. Exceptions to this policy may be made only with the written permission of the Graphic Design program director.

4. Have successfully completed NESADSU's Mac Basics course (ADG S01) or an equivalent.
5. Submit an application.
6. Submit the \$40.00 non-refundable Certificate Program Application Fee.

Transfer Applicants

Students with previous graphic design background are welcome to apply to the Electronic Design Certificate Program. A maximum of 9 transfer or advanced standing credits may be granted for previous study or work experience, with a minimum of 24 credits to be completed while a student at The New England School of Art & Design at Suffolk University.

Proficiency in current versions of software programs in use in certificate program coursework must be demonstrated in order for transfer or advanced standing credit to be granted.

All questions regarding certificate program admission policies and procedures should be directed to: Anne Blevins, Associate Director of Undergraduate Admission, Suffolk University, 8 Ashburton Place, Boston, MA 02108-2770, telephone (617) 536-0383, x11.

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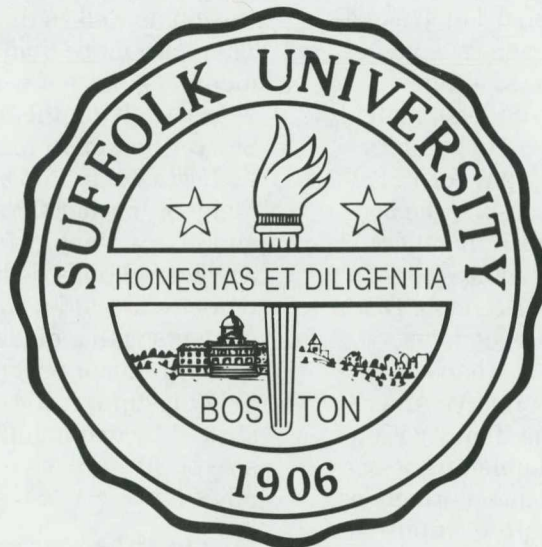
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SUFFOLK UNIVERSITY

Frank Sawyer School of Management
Undergraduate Programs



FRANK SAWYER SCHOOL OF MANAGEMENT

History The Sawyer School of Management was initially 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 Sawyer School offered New England's first Executive MBA Program in 1978.

On September 21, 1995, the Frank Sawyer family, in recognition of the School's significant achievements, made a substantial donation to the School, and the Frank Sawyer School of Management was formally dedicated. Carol Sawyer Parks, daughter of Frank Sawyer and a member of the Suffolk University Board of Trustees, observed that "Suffolk University epitomizes everything my father stood for. Although he never went to college, he had the utmost respect for education and for those who must struggle to pay for it. He was a self-made man, but despite the success he achieved, he always remembered his roots and how hard he had to work to get where he was." John F. Brennan, Dean of the Sawyer School of Management, recognized Mr. Sawyer as "perhaps the quintessential example of creative American entrepreneurship. Armed only with his native intelligence, remarkable business instincts and the highest ethical principles, Frank Sawyer built a corporate empire that today stretches across the world." These qualities and the ideals for which they stand, are embedded in the Sawyer School's mission to provide a quality education in a supportive environment.

The Sawyer School continues to provide a quality undergraduate education that is

responsive to the changing business environment and technological innovations. Annual curriculum review emphasizes currency in course content and the development of skills for life-long learning. Our degree programs are designed to prepare men and women for professional careers in business, government, and nonprofit organizations.

September 1997 marks the 60th Anniversary of the Frank Sawyer School of Management. Today, the Sawyer School serves over 1,000 undergraduate students and 1,200 graduate students. Our student body is representative of every part of greater Boston as well as 82 countries world-wide. There are more than 60 full-time faculty members, 95% of whom hold Ph.D. degrees, giving the Suffolk University Sawyer 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. The Sawyer School's dedication to excellence revolves around a commitment to provide students with a quality faculty and a quality undergraduate program. At the Sawyer School, support for excellence is demonstrated by maintaining an average class size of 30 students and individual faculty advising.

Mission The Sawyer School 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.

Accreditations The Sawyer School of Management is currently accredited by the American Assembly of Collegiate Schools of Business (AACSB), receiving initial accreditation in April 1989. In April, 1995 the School was reaccredited for a ten-year period. In the letter reaffirming AACSB accreditation, the Sawyer School faculty were commended for their dedication to their students. The Sawyer School is also accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), receiving initial accreditation from NASPAA in 1980 and reaccreditation in 1985 and 1991.

Undergraduate Degree Programs The Sawyer School offers programs of study leading to the following degrees:

- Bachelor of Science in Business Administration (BSBA);
- Combined Bachelor of Science in Business Administration/Masters in Business Administration (BSBA/MBA);
- Combined Bachelor of Science in Business Administration/Juris Doctor (BSBA/JD).

Non-Degree Programs

In addition, the Sawyer School offers the following non-degree certificate programs in Accounting to undergraduate students:

- Advanced Accounting Certificate; and
- Intermediate Accounting Certificate.

UNDERGRADUATE DEGREE PROGRAMS

The Bachelor of Science in Business Administration (BSBA) Program

The Frank Sawyer School of Management prepares students for successful business management in a rapidly changing environment. Students are encouraged to develop skills that enable them to meet the various challenges confronting business management and society and allow personal and professional growth throughout their careers. After completing the General Education core, the Business Core, Liberal Arts Electives, Major courses and Free Electives, students are eligible for the Bachelor of Science in Business Administration (BSBA) degree.

The Curriculum

The Sawyer School of Management maintains the theory that foundation knowledge in business is enhanced by exposing students to multidisciplinary study. Typically, the first two years of a business curriculum is comprised mainly of courses in liberal arts and sciences. To introduce and connect students to the Sawyer School of Management experience during these first two years, three interdisciplinary courses in business are included in the curriculum:

- SOM 101 Business Organization and Leadership*
- SOM 120 Computer Literacy*
- SOM 203 Ethical Responsibility in Government and Society *

These interdisciplinary courses provide students with diverse perspectives, building a sense of community across business and liberal arts disciplines.

**Course descriptions can be found under the Multidisciplinary Courses section of this Catalog.*

Educational Objectives Sawyer School students are encouraged to develop competencies in:

- leadership and interpersonal communication;
- managing cultural diversity;
- problem-solving and analysis;
- team learning; and
- applying critical thinking to management problems in a global context

During the first two years of study, the curriculum also emphasizes the development of well-rounded students and fosters an understanding of the ethical and legal environment.

The Sawyer School's **educational objectives** flow from its mission to provide management education that fully prepares students to be productive members of organizations and future managers. Thus, the curriculum links practical experience with classroom experience. Additional experience is gained through student participation in the co-op internship program developed by the Career Services Office, and through class projects. Students learn to frame decisions in the context of the business environment. By working in groups or on individual projects, students develop strong communication skills by conducting a sales presentation, delivering a business proposal, or presenting a company's annual report to its Board of Directors.

In the third year, students complete core business courses in computer information systems, marketing, management, and finance in order to develop a functional understanding of many aspects of business management. During the senior year, students pursue a major field of study which entails completion of a minimum of 18 credit hours beyond the introductory level courses in their chosen area of concentration.

Consistent with its mission, the Sawyer School provides undergraduate students with knowledge and understanding of management concepts and practices through:

- foundation courses in liberal arts and sciences;
- instruction in core business courses;
- specialization in a business field of study;
- close association with the business and government community; and,
- a supportive environment for student learning

Major Fields of Study

The Bachelor of Science in Business Administration (BSBA) degree offers a choice of seven majors to both full and part-time students:

- Accounting
- Computer Information Systems
- Finance
- International Business Studies
- Management
- Marketing
- Business Administration

Double Majors A student may double major in most disciplines of the Sawyer School. 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.

Minor Fields of Study

The Sawyer 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 a Minor. Descriptions of each Minor are listed with the specific Sawyer School major. A minimum of 2 courses must be completed at the Sawyer School of Management. Students may wish to use their free electives to complete a minor in the School of Management.

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

Special Options

Students in good academic standing may spend one or two semesters in study abroad, typically during the junior year. This option enables them to acquire an in-depth knowledge of international business while gaining exposure to the history, language and culture of a region. A select number of students are invited to join the John Griffin Fellowship Program and pursue honors courses in business and liberal arts. A number of students pursue joint programs in business through the BSBA/MBA, or combine business and legal studies through the BSBA/JD program.

Requirements for the BSBA Degree

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;
- a 2.0 average in a major concentration of study; and,
- a minimum of 30 semester hours completed at Suffolk University

Transfer students are required to complete at least 50 percent of the business credit hours toward the degree in the Sawyer School.

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 requires written approval from the Sawyer School of Management Dean's Office.

Distribution Requirements for the BSBA Degree

Credits for the degree must be completed according to the distribution requirements described in items one (1) through five (5) below. Courses are three credits unless otherwise noted.

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

SOM 120	Computer Literacy
ENG 101	Freshman English I
ENG 102	Freshman English II
MA 134	Calculus for Management and Social Sciences
EC 101	Principles of Economics I
EC 102	Principles of Economics II
STATS 250	Applied Statistics
	Cultural Diversity Requirement
	Literature Requirement (6 credits)
	Communications Requirement
	Ethics Requirement
	Natural Science (8 credits)

Within these General Education Core courses, students are encouraged to select courses that meet their career and personal interests. Students may choose only from the approved courses listed in each requirement described below:

Cultural Diversity Requirement (3 credits)

Students choose one course from the following:

- HST 160 Cultural Contacts in World History
- SOC 228 Cultural Diversity and Human Needs
- PHIL 251 Philosophy of Race and Gender
- CJN 216 Intercultural Communication

Literature Requirement (6 credits)

Students select two courses in literature beyond freshman English from among the following:

- ENG 213 English Literature I
- ENG 214 English Literature II
- ENG 215 American Literature
- ENG 216 World Literature in English

Ethics Requirement (3 credits)

Students select one of the following:

- SOM 203 Ethical Responsibility in Government and Society **OR**
- BLW 215 Ethics and Jurisprudence in the Regulatory Environment

Communications Requirement (3 credits)

The communications requirement emphasizes public speaking and the presentation of oral reports. Students may fulfill this requirement by completing one of the following:

CJN 177 Business Communication **OR**

CJN 103 Rhetorical Communication

Mathematics/Statistics Requirement (6 credits)

Students must complete the following courses:

- MA 134 Calculus for Management and Social Sciences **AND**
- STATS 250 Applied Statistics

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. Students may receive transfer credit for MA 104 towards a free elective or liberal arts elective.

Natural Science Requirement (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. Students who receive transfer credits for Science courses without labs must complete the labs early in their program.

Students should consult the section of this Catalog entitled "Science" or the specific department for course descriptions and prerequisites. In scheduling courses, note that most science courses in the College of Liberal Arts and Sciences require math as a prerequisite.

(2) Liberal Arts Electives (18 credits):

In addition to specified general education core courses, Sawyer School of Management students must complete six general education elective courses (18 credits) from among the many liberal arts offerings in the College of Liberal Arts and Sciences. A student may take any six liberal arts courses to fulfill this requirement; however, at least two of these courses should be taken at the 200-level or higher. These liberal arts electives encourage students to develop their interests by pursuing studies in depth and breadth.

Students may also fulfill their elective requirements by completing a minor in a field of study within the College of Liberal Arts and Sciences. In selecting a minor, it is expected that students will consult with their academic advisors and the Chairperson of the specific department within the College of Liberal Arts and Sciences.

Students who major in International Business Studies must complete five International Liberal Arts Electives. A list of approved International Liberal Arts Electives is provided in the section for majors in International Business Studies.

(3) Business Core (33 credits):

Students complete the following business core courses:

SOM 101	Business Organization and Leadership
ACCT 201	Accounting and Decision Making I
ACCT 202	Accounting and Decision Making II
BLW 214	Introduction to Contracts and Legal Studies
MGT 201	Management Science
CIS 310*	Management Information Systems
FIN 310	Business Finance
MKT 310	Principles of Marketing
MGT 317	Organizational Behavior
MGT 319	Operations Management
MGT 429	Strategic Management

Course descriptions and their prerequisites are provided in the appropriate Department listing.

Prerequisites The Sawyer 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:

- All prerequisites must be satisfied;
- Students must have satisfactorily completed 54 credits in order to register for upper division courses in the Sawyer School (Sawyer School undergraduate courses numbered 300 or higher) for which they have the necessary prerequisites.
- Students must have completed all Freshman and Sophomore required courses prior to registering in Junior-level courses. In particular, students are expected to have completed required English courses before the Junior year.

(4) Major Fields of Study (18 – 21 credits):

The Sawyer School offers seven major fields of study:

Accounting, Computer Information Systems, Finance, International Business Studies, Management, Marketing, and Business Administration. Students must complete six or seven courses in one of these major fields.

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

The number of free electives available to students depends upon the specific major requirements. Free electives may be taken in either the Sawyer School or in the College of Liberal Arts and Sciences. Refer to the description for each Sawyer School major for a listing and description of electives offered by that department.

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

Typical Course Sequence for Most Majors

Described below is the typical course sequence for most majors. There are exceptions in the Accounting and International Business Studies majors. Students should follow their approved Program of Study form provided upon admission to ensure that course requirements are met for the BSBA degree. Typically, a full-time student completes ten courses (30 credits) of course requirements each year in Fall and Spring semesters. Students may progress more quickly by taking courses in the summer sessions.

Freshman (30 credits)

SOM 101	Business Organization & Leadership
ENG 101-102	Freshman English I, II
SOM 120	Computer Literacy
MA 134	Calculus for Management and Social Sciences
STATS 250	Applied Statistics
Communications Requirement	
Diversity Requirement	
Ethics Requirement	
Liberal Arts Elective	

Sophomore (32 credits)

BLW 214	Introduction to Contracts and Legal Studies
ACCT 201	Accounting and Decision Making I
ACCT 202	Accounting and Decision Making II
EC 101	Principles of Economics I
EC 102	Principles of Economics II
MGT 201	Management Science
Literature Requirement (6 credits)	
Natural Science/Lab (8 credits)	

Junior (30 credits)

*CIS 310	Management Information Systems
FIN 310	Business Finance
MKT 310	Principles of Marketing
MGT 317	Organizational Behavior
MGT 319	Operations Management
Major Courses (9 credits)	
Liberal Arts Electives (6 credits)	

Senior (30 credits)

Major Courses (9 credits)	
Liberal Arts Electives (9 credits)	
Free Electives (9 credits)	
MGT 429	Strategic Management

Total Requirements (122 credits)

*Accounting Majors are required to take ACCT 322 Accounting Information Systems in place of CIS310.

Student Resources

Office of the Dean, Sawyer School of Management

Among the many advantages of Suffolk University is its relatively small size, which enables students to maintain their individuality. Within the setting of a major university, the Sawyer School of Management affords an opportunity for extensive personal contacts, if desired. Faculty and administration are readily available to students. The Office of the Dean, Undergraduate Affairs, supports the Faculty in an active academic advising program and in monitoring student academic progress throughout the program of study. Issues discussed may be of academic, financial, career, social or any other nature that concerns the student and may affect present or future progress.

Office Hours Administrative staff are available to assist students regularly throughout the year, and provide extended office hours for student convenience:

Fall and Spring Semesters

Monday through Thursday	8:45 am – 7:15 pm
Friday	8:45 am – 4:45 pm

Summer Sessions

Monday and Tuesday	8:15 am – 7:15 pm
Wednesday, Thursday and Friday	8:15 am – 4:45 pm

Office hours for Sawyer School Faculty

are posted on individual office doors, or by contacting the departments listed below:

Accounting	573 – 8040
Business Law	573 – 8652
Computer Information Systems	573 – 8331
Finance	573 – 8396 (undergraduate) 573 – 8641 (graduate)
Management	573 – 8336
Marketing	573 – 8651
Public Management	573 – 8330

Academic Advising

Academic advising is recognized by the Sawyer School as a critical factor in the

educational development of its students, as well as a natural extension of classroom teaching and an important professional obligation by the faculty. Sound academic advice contributes to a coherent education that satisfies personal and professional goals. Thus, the Sawyer School assigns faculty advisors to all freshman and transfer students, to guide students throughout their academic career.

Academic advising is coordinated by the Sawyer School Associate Dean for Undergraduate Affairs. All undergraduate students admitted to the Sawyer School are assigned a faculty advisor, regardless of major. Because students are responsible themselves for meeting academic goals and requirements, they are urged to take full advantage of the help and information the faculty advisor can offer. In addition, the administrative staff of the Sawyer School Office of the Dean are responsible for advising, course planning and registration for all undergraduate students.

Students should take the initiative in making appointments with their faculty advisor for academic and other counsel. Suffolk University promotes 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. Advisors' office hours are posted on faculty office doors, in individual department offices and in the Sawyer School of Management Dean's Office.

Students are strongly urged to meet with their faculty advisor, especially during registration periods, to discuss academic, personal and professional goals, to review the academic regulations and requirements of the Sawyer School, to plan a specific

program of study, and to have registration forms approved and signed. Students should make appointments with advisors early in the registration period during advisors' office hours.

Students are also encouraged to meet regularly with their advisors throughout the year to discuss their academic program and progress. When meeting with an advisor, students should bring a current transcript and their Program of Study form. 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 assist Sawyer School students interested in pre-law advising. The Sawyer School offers a combined Bachelor of Science in Business Administration/Juris Doctor (BSBA/JD) degree to eligible students.

Computer Facilities

The Office of Academic Computing of the Sawyer School of Management provides regularly scheduled student consultants to answer questions about the use of their facilities and software.

The Sawyer School of Management at web site <http://www.sawyer.suffolk.edu> houses over 200 IBM PC or compatible microcomputers (PCs) on several floors of the Frank Sawyer Building. The majority of the over 75 PCs dedicated to students are installed in a modern computing facility located on the 5th floor. Sawyer School of Management student facilities are comprised of a large public Student Computing Laboratory and an adjacent networked Computerized Classroom.

The Sawyer School of Management Student Computing Laboratory in Sawyer 544 has extensive open hours and is fully staffed

and monitored by Computer consultants. The consultants offer one-on-one peer assistance on the use of pre-stored courseware, software, and hardware required for course related assignments and projects. Hardware available includes PCs, and draft and laser quality printers. PCs operate in the Windows environment using the Microsoft Office spreadsheet, database, wordprocessing, and presentation software suite. A variety of other software is available including SPSS for Windows, and corporate simulations. PCs are configured to operate locally, as part of the Sawyer School Novell local area network, or for access to the high speed university network. The university network connection allows Sawyer School users access to the RS/6000, other Internet hosts, and the World Wide Web using Netscape. The Lexis-Nexis on-line subscription service is also available for use in courses offered through the Sawyer School.

The Sawyer School of Management Computerized Classroom located in Sawyer 522 is used extensively for course instruction and houses 20 networked PCs using Ethernet and the Novell Netware 4.1 operating system. An instructor station on the network is capable of displaying PC output and VHS video signals on a ceiling mounted color projection system. Software is accessed from a dedicated file server operating in Windows with several software packages available. A connection to the university network and a TCP/IP connection allows students direct, high-speed access to the RS/6000, Internet hosts, the World Wide Web using Netscape, Lexis/Nexis, and other services – from this classroom.

Additional resources include two fully-configured systems available in the 4th floor Sawyer School graduate lounge, and limited use PCs for WordPerfect and MS Word wordprocessing – accessible on the 4th floor. Newly constructed case rooms in the

Sawyer building equipped with multimedia PCs and ceiling mounted projection, allow for computer-based student presentations, video sessions, and access to Sawyer School and university network services. A computer and projection system is available to accommodate student presentations. Videoconferencing is also available in some locations through special arrangements with the Sawyer School of Management Office of Academic Computing.

Resources available to students in the **Sawyer Library** include access to PCs, as well as the CD-ROM-based COMPUSTAT database for financial information and downloading to PC diskettes.

Student Activities

Students are encouraged to become active in any of the many organizations or programs available at Suffolk University. All are designed to complement academic and personal growth by fostering involvement in campus life outside of the classroom.

A distinct portion of college memories will revolve upon student involvement in the many social activities found at Suffolk. For example, students can participate in student government by campaigning for class representative for the Student Government Association, or can plan and organize campus social events, by joining the Council of Presidents. Sawyer School students are especially encouraged to participate in academic organizations such as the Accounting Club, Computer Information Systems Club, Finance Association or the Marketing Club, where guest speakers from the business community will speak to students on career issues and employment opportunities, as well as the professional demands facing managers today.

Students are encouraged to explore the opportunities for academic and personal growth in such honors societies such as Beta Gamma Sigma, the Financial Man-

agement Association, Alpha Delta Sigma Honor Society, Alpha Mu Alpha, and the John Griffin Fellowship Program.

For students who would like to become involved 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 Regulations

Program of Study

Students are provided with a Program of Study form upon admission to the Sawyer School. This form outlines the BSBA degree requirements, including all transfer credit granted. The Program of Study form differs for each intended major. Therefore, students should carefully follow the degree requirements outlined on their program. Changes to this form must be approved by the Sawyer School of Management Office of the Dean.

Declaring a Major Typically, students admitted to the Sawyer School of Management are admitted to a particular major. The Sawyer School of Management recognizes that students may postpone choosing a major field until they have completed some core business courses and explored the career options available.

- Students admitted as freshmen or sophomores who initially do not declare a major are admitted as open majors. Open majors must declare a major by the end of the second semester of the Sophomore year.
- Transfer students who have earned 54 credits, and attained junior status, are expected to declare a major at this time.

In some instances, students may change majors several times during their academic career. Faculty advisors are available in each major field of study to assist students in selecting the major that is right for them.

Change of Major Students changing their major within the Sawyer School of Management must complete a "Change of Major" form available from the Sawyer School of Management Dean's Office, Sawyer Building, 5th floor. A faculty advisor in the new major will be assigned at that time.

Internal Transfer Students admitted to the College of Liberal Arts and Sciences students who desire to transfer to the Sawyer School, must first apply and be admitted to the Sawyer School of Management prior to registering for courses. This policy applies to students in degree and non-degree programs, including ELI programs. College of Liberal Arts and Sciences students who wish to enroll in the General Business Studies Minor must also apply to the Sawyer School before registering for any business courses.

Students who are considering a transfer should:

- meet with the Associate Dean for Undergraduate Affairs, Sawyer School of Management, Office of the Dean, 5th floor, and
- complete an internal transfer request form, which may be obtained from the Undergraduate Admissions Office, 8 Ashburton Place, 8th Floor

Once admitted, the Sawyer School Office of the Dean determines whether direct transfer credit may be granted for courses completed in the College of Liberal Arts and Sciences. Students receive an official Program of Study form outlining degree requirements for the BSBA or the General Business Studies Minor, and are assigned a faculty advisor in the Sawyer School of Management.

Transfer and Validation Guidelines

The School of Management faculty develops transfer and validation policies which are incorporated into Guidelines prepared in cooperation with the Undergraduate Admission Office.

In general, transfer credit may be awarded to students who have:

- attended a regionally accredited institution of collegiate rank;
- taken courses equivalent in content to those offered at Suffolk University; and
- taken courses for which a satisfactory grade has been obtained.

Direct Transfer of Credit The Sawyer School will accept direct transfer credit for freshman or sophomore courses taken at regionally accredited two-year and four-year colleges that correspond directly to freshman or sophomore courses offered at Suffolk University. Thus, students wishing to transfer to Suffolk University will receive credit for the following core courses:

ACCT 201	Accounting and Decision Making I
ACCT 202	Accounting and Decision Making II
SOM 120	Computer Literacy
BLW 214	Introduction to Contracts and Legal Studies
EC 101	Principles of Economics I (micro)
EC 102	Principles of Economics II (macro)
MA 134	Calculus for Management and Social Science
STATS 250	Applied Statistics
MGT 201	Management Science
ENG 101	Freshman English I
ENG 102	Freshman English II
Science —	One year (8 credits) of Natural Science and Labs

Two from the following:

ENG 213	English Literature I
ENG 214	English Literature II
ENG 215	American Literature
ENG 216	World Literature in English

One of the following:

CJN 177	Business Communication
CJN 103	Rhetorical Communication

In addition, students who have previously completed a course in ethics and/or cultural diversity may receive direct transfer credit upon submission of appropriate materials for transfer credit evaluation. To satisfy Suffolk University general education or free electives

requirements, students may also receive direct transfer for liberal arts and humanities courses. Courses taken at a two-year or four-year college that are not required at Suffolk University until the junior/senior year may qualify for validation credit.

Validation Credit Selected courses taken elsewhere at the freshman or sophomore level, but offered by Suffolk University at the junior or senior levels, require validation in order to be eligible for transfer of credit. In order to validate a course, students must have:

- earned a grade of C or better in the course to be validated; and
- successfully completed, with a grade of C or better at Suffolk University, an advanced course in the subject field for which the transfer course is a foundation.

Upon completion of the advanced course, a student must complete a Validation of Transfer Credit Form in the Registrar's Office.

The course(s) which may be validated will be listed on the student's Suffolk University transcript and credit evaluation. If a student has taken a junior/senior level course that is not required at Suffolk University, it cannot be validated. Listed below are the courses students may validate:

<i>Students May Validate</i>	<i>By Successful Completion (minimum grade of C) of:</i>
ACCT 321	ACCT 322
CIS 310	CIS 313
CIS 313	CIS 423
CIS 423	CIS 424
FIN 310	FIN 315, FIN 410, or FIN 413
FIN 315	FIN 413
IBMK 321	IBMK 421 or IBFN 417
IBMK 421	IBMK 422
MGT 317	MGT 313 or MGT 325
MKT 310	MKT 313, MKT 315, MKT 317, MKT 319, MKT 415, or IBMK 421

An example of a course validation, as it appears on a student's transcript, is illustrated below:

"Should a student request MGT 317 to be transferred in as a course to be validated, that course will appear on the transcript as MGT 317V, carrying no credit. Once a student successfully completes the validating course (in this example, MGT 313 or MGT 325), the student will receive six (6) credits on the transcript for both the validating course as well as for the transferred course, MGT 317."

Questions regarding transfer credit and validation procedures should be referred to the Sawyer School Office of the Dean, to the attention of Linda Williams, 573-8225.

Academic Standing Committee

In determining satisfactory progress, the Sawyer School of Management expects students to maintain an overall cumulative grade point average of 2.0 and a grade point average of 2.0 in the major field of study. Failure to maintain these degree requirements may result in academic probation or dismissal.

At the conclusion of each semester, including summer sessions, the records of all students failing to make satisfactory progress are reviewed by a representative committee of faculty from the Sawyer School Undergraduate Program Committee and university administrators. At these meetings the committee considers the merits of each case individually, evaluating the severity of the problem and determining what, if any, academic action is warranted. The Committee then notifies each student by mail if an action was taken. A complete description of the actions taken can be found in the section on Academic Standing in this Catalog.

To monitor student progress during the semester, several Early Warning Systems provide feedback to students at risk, faculty advisors and administrators:

- **Roster Project:** in the sixth week of the semester, instructors of all undergraduate courses identify students who are in academic difficulty.
- **Majors at Risk:** students who have received grades below "C" in a major course are identified. In order to continue in the major, students are expected to meet with their faculty advisors and with the Director of Undergraduate Affairs in the Sawyer School Office of the Dean to discuss their choice of major.

Courses at Other Institutions

Once matriculated into a degree program at Suffolk University, students are expected to complete all their course work at the University. Exceptions are made for international study, or where academic hardship merits consideration. In such cases, undergraduate students in the Sawyer School may petition the Sawyer School Office of the Dean to determine whether their situation warrants an exception.

In situations where a student is granted approval, a maximum of six (6) credits of outside courses may be taken at another accredited institution. The following conditions may also apply:

- A student may take no more than six credits of outside course work during the BSBA degree program.
- Students who do not maintain satisfactory progress may not be approved for outside courses.
- Students in their final thirty credit hours of the BSBA program may not be approved for outside courses.

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 Honors List is awarded after the closing of the Fall and Spring semesters.

Highest Class Honors Each spring the Sawyer School 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. A grade of "D", "F" or "I" disqualifies a student, regardless of average.

<i>Class</i>	<i>Minimum Earned Credit Hours at Suffolk University</i>
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 Honors List The Dean's Honors 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 Honors List A part-time student shall be eligible for the Dean's Honors List for part-time students on an annual basis if his or her average is at least a 3.0 or above; has earned a minimum of 12 credits for the year; and has not received 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."

Honor Societies

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 ten percent of Marketing majors, have a minimum grade point average of 3.1, have completed or be currently enrolled in a minimum of two marketing courses (one of which is related to advertising), and be a national member of the American Advertising Federation.

Alpha Mu Alpha The American Marketing Association's Alpha Mu Alpha National Marketing Honorary is awarded to those Marketing students graduating within the academic school year who have achieved a grade point average ranking in the top ten percent of all senior marketing students.

Beta Alpha Psi Beta Alpha Psi, the national honor society and scholastic and professional accounting fraternity, was organized February 12, 1919, at the University of Illinois. The purpose of Beta Alpha Psi includes the following: recognition of out-

standing 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, and must maintain 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 five percent of the junior class, upper ten percent of the senior class, or upper twenty percent of the masters class. Students are elected to membership and publicly recognized during the spring semester.

Financial Management Association National Honor Society This 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 have completed three 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.

The John Griffin Fellowship Program

The Griffin Fellowship Program is a special honors program of the Suffolk University Sawyer 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 are challenged by the difficult problem.

Griffin Fellows benefit from many exceptional opportunities at the Sawyer 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 unique program enriches the student's understanding of the business world and the global environment.

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

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

Special Benefits and Privileges Griffin Fellows receive special academic opportunities, guidance and recognition throughout their college careers. They participate in honors 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 Sawyer 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 honors courses are designated on their official transcripts.

Academic Opportunities The keystone of the Griffin Fellowship is a series of special courses and seminars that Griffin Fellows experience. As freshmen, they participate in honors sections of the Business Organization and Leadership and the Computer Literacy courses. In the sophomore and junior years, each Fellow takes interactive challenge courses. The one credit challenge courses are tuition free for students registered in 12 to 17 credits a semester. Seminar topics are proposed by Griffin Fellows in consultation with the Griffin Oversight Committee.

As seniors, Griffin Fellows participate in a special honors section of the senior capstone course MGT 429 Strategic Management.

Academic Requirements To remain in the program, a Griffin Fellow must maintain a cumulative grade point average of 3.3 or better. To graduate as a Griffin Fellow, a student must have successfully completed three Challenge Courses plus Honors MGT 429 Strategic Management.

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, Sawyer School of Management, in collaboration with the Griffin Oversight Committee.

Special Programs

International Study (Study Abroad)

The Sawyer School of Management encourages qualified students to explore study abroad opportunities during the junior year. Eligible students in the BSBA program who

desire to increase their foreign language proficiency and/or live and study in another culture, may be permitted to study for one semester in an approved institution abroad. The Sawyer School also encourages qualified students to consider institutions with which the School is affiliated or has developed transfer articulation agreements.

Application should be initiated in the Sawyer School Office of the Dean a year prior to the term of study abroad. Interested students should contact Susan C. Atherton, Associate Dean, Faculty and Undergraduate Affairs.

Minor in General Business Studies for CLAS Students

The Sawyer School of Management offers a minor in General Business Studies for Suffolk University 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 Sawyer School 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

Sawyer School Academic Advisor

A student seeking to Minor in General Business Studies should consult with the Sawyer School Office of the Dean. CLAS students will be assigned an academic advisor within the Sawyer School of Management to discuss courses and obtain approval of specific course selection. Any substitution for 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. In addition:

- A minimum of 9 semester hours (including at least one 300-level course at Suffolk) must be completed in the Sawyer School of Management.
- A student may transfer up to 9 semester hours based on equivalent course work taken prior to enrollment at Suffolk University.
- A maximum of 30 semester hours of business school credits may be counted towards the completion of a CLAS degree.
- All prerequisite courses must be completed prior to taking 300-level courses in the Sawyer School.

JOINT DEGREES

Combined Bachelor of Science in Business Administration/Master of Business Administration (BSBA/MBA)

The combined BSBA/MBA degree 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.

Students may declare their intention to apply for the Combined BSBA/MBA program when they first apply for admission to the Sawyer School of Management at Suffolk University. Admission to the Sawyer School of Management MBA program at Suffolk University should be completed during the student's junior year. The process for application to the MBA program includes:

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

In order to be considered for admission to the joint program, the student must have a cumulative undergraduate grade point average of 3.0 (B), as well as a cumulative grade point average of 3.0 (B) in the Sawyer School of Management.

Degree Requirements Students enrolled in the joint program must complete the credit distribution requirements for both degrees. A minimum of 152 credit hours is required in the combined program. In instances when a student is not eligible for

a waiver of a graduate course, this may entail completion of additional graduate business core courses beyond the 152 credits.

BSBA Requirements (122 credits)

General Education Core Courses (44 credits)
 Liberal Arts Electives (18 credits)
 Business Core Courses* (33 credits) – The capstone Strategic Management course, MGSM 775, is taken at the graduate level
 Business Major Courses (18-21 credits)
 Free Electives (6-9 credits)

MBA Requirements (30 credits)*

Multidisciplinary Course, MBA 700 (3 credits)
 Graduate Business Electives (18 credits)
 Free Electives (9 credits)

**Assuming that students are eligible to waive all graduate core requirements*

Graduation Requirements Each degree program requires a minimum of ten courses (30 credits) taken within the Sawyer School of Management at Suffolk University. These minimum requirements must be met for students to be eligible for degree approval.

Waivers BSBA/MBA students may waive up to a maximum of 19 credit hours of MBA Foundation and Core courses curriculum (except for MGSM 775 and MBA 700). The waiver policy is described in detail in the MBA program section of this Catalog.

For more information about the Combined BSBA/MBA Program, contact Associate Dean Susan C. Atherton, Sawyer School of Management, Suffolk University, 8 Ashburton Place, Boston, MA 02108, (617) 573-8307.

Combined Bachelor of Science in Business Administration/Juris Doctor (BSBA/JD)

The combined program allows focused students to complete both the BSBA and the JD degrees in six years and embark earlier on their legal career. Undergraduate students currently enrolled in the Sawyer School of Management who have completed three years of the BSBA and have outstanding academic records are eligible to apply for the combined BSBA/JD degree program.

The combined program is only open to those students who have attended Suffolk University since their freshman year on a full-time basis. Interested students should declare their intent to apply for the joint program during their freshman year and contact the Sawyer School Pre-Law Advisor, Associate Professor Anthony Eonas. Formal application must be made during the first semester of the student's third year (junior status). Students should refer to the Suffolk University Law School Catalog for the Law School application procedure.

Students may receive their Bachelor of Science in Business Administration (BSBA) degree upon the satisfactory completion of the first year of law school. Please note that students in this program shall pay Law School tuition when matriculated in the Law School.

Joint Degree Requirements

A minimum of 122 credits of undergraduate course work is required for the BSBA. The first three years of the BSBA are completed in the Sawyer School, with the final 30 credits taken in the Law School. Two additional years of law school course work completes the JD degree requirements as outlined in the Law School Catalog. A typical program of study would entail course requirements as outlined below.

BSBA Requirements (122 credits)

General Education Core Courses (44 credits)

Business Core Courses (33 credits)

Business Major Courses (18-21 credits) – Accounting and Finance majors complete 21 credits of major course work

First year Law School courses (30 credits) – satisfies BSBA Liberal Arts and Free Elective requirements

JD Requirements

The final two years of the joint degree program are completed in the Law School according to the degree requirements as outlined in the Law School Catalog.

Interested students may contact the Pre-Law Advisor, Professor Anthony Eonas, (617) 573-8652 or Associate Dean Susan C. Atherton, (617) 573-8307.

Accounting Certificate Program

The Accounting Department offers two certificates in accounting, the Advanced and the Intermediate Certificate. Both Certificate Programs are 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 bachelors 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.

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 (3 credit hours)

ACCT 410	Accounting Theory and Practice
ACCT 415	Not-for-profit Accounting and Control
ACCT 422	Advanced Taxation
BLW 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.

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 above, 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.

ACCOUNTING

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 with which they must comply. 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. Students must register for ACCT 560 Experiential Component, during or immediately following the semester in which they complete the required 150 hours. The experiential component carries no academic credit, and will be graded pass/fail. Approval of this experience must be obtained from both the Accounting Department and Career Services Office.

All the required accounting courses, and selected electives, are offered 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 either part- or full-time study, in day or evening courses.

Accounting Major Required Courses (24 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 412	Advanced Accounting II
ACCT 413	Auditing
ACCT 421	Taxation

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

Accounting Elective Courses

ACCT 410	Accounting Theory and Practice
ACCT 415	Not-for-Profit Accounting and Control
ACCT 422	Advanced Taxation
ACCT 510	Directed Individual Study

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 and 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

This course presents 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 is made. 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

Prerequisite: ACCT 322 Intermediate Accounting II

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

This course includes coverage 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 is conducted. 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

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 is made. Expertise in the preparation of tax returns is developed.

ACCT 422 – Advanced Taxation

Prerequisite: ACCT 421 Taxation. Generally offered in the Spring.

The impact of taxation on business planning and decision making as well as 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, which includes a reading list and description of requirements for grading of the 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.

ACCT 560 – Experiential Component

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 majors must register for the experiential component during the semester in which they will complete the required 150 hours.

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.

Sawyer School of Management Requirements

Every Sawyer School student is required to take BLW 214 Introduction to Contracts and Legal Studies. Any Business Law course other than the required BLW 214 may be utilized as a free elective irrespective of the Sawyer School 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 Legal and Financial Aspects of Business Organizations
- BLW 316 Legal Aspects of Commercial and Employment Transactions
- BLW 550 Special Topics in Legal Studies

BUSINESS LAW COURSE DESCRIPTIONS

BLW 214 – Introduction to Contracts and Legal Studies

Required Course

An introduction to the field of legal studies including the organization and operation of the American legal system together with an examination of the law of contracts and agency as examples of the legal system in practice. Particular attention is given to the ways in which contract and agency law manifest important ethical precepts concerning various social interactions.

BLW 215 – Ethics and Jurisprudence in the Regulatory Environment

A survey of the historical, ethical, social and governmental influences which have helped to shape the modern regulatory system. Taught by professionally qualified attorneys, this law and ethics course draws on a diverse array of interdisciplinary materials to explore the objectives and practice of government regulation both domestically and internationally. Non-business students are encouraged to register for this course.

BLW 315 – Legal and Financial Aspects of Business Organizations

Prerequisite: BLW 214 Introduction to Contracts and Legal Studies

The formation, strategic use, and financial implications of alternative forms of business organization, namely partnerships, corporations, trusts, subchapter "S" corporations, and the new limited liability hybrids.

BLW 316 – Legal Aspects of Commercial and Employment Transactions

Prerequisite: BLW 214 Introduction to Contracts and Legal Studies

A study of the key elements of modern commercial law related to carrying on a successful business enterprise including sales of goods, employment law, financing, security, and insurance transactions.

BLW 550 – Special Topics in Legal Studies

The special topic content and objective will be announced as the course is scheduled.

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 Sawyer School of Management students.

The expansion of low-cost, powerful computer systems has significantly increased career opportunities for individuals with skills in both business applications and computer information technologies. Practical experience with microcomputers in all management functions is included in this major. Opportunity is provided through Sawyer School of Management elective courses to emphasize certain areas of management applications, or to minor in other departments. 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 at least 320 hours of approved professional computer information systems experience. This may be acquired through an internship, part or full-time employment, or a cooperative education position arranged by the Career Services Office. The course CIS 520, Internship can also satisfy this requirement. Students must register for CIS 560 Experiential Component, which provides no semester hour credit nor requires any tuition, yet is required for graduation.

Major Requirements

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 Courses (18 credits):

Students must complete:

CIS 313	Systems Analysis and Design
CIS 314	Structured Programming
CIS 423	Database Management
CIS 424	Systems Prototyping Project

Students select two from:

CIS 212	End User Computing
CIS 425	Networks and Telecommunication
CIS 426	Network Management
CIS 510	Directed Individual Study in CIS
CIS 550	Special Topics in Computer Information Systems

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.

Computer Information Systems Minor (9 credits)

The CIS minor 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 423	Database Management
CIS 424	Systems Prototyping Project
CIS 425	Networks and Telecommunications
CIS 510	Directed Independent Study in Computer Information Systems
CIS 550	Special Topics in Computer Information Systems

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 core course covers computing technology and concepts, and develops skills in working with personal computers. Topics include hardware and software terminology, applications of word processing, spreadsheets, databases, presentation graphics, and the Internet; and the ethical, legal and social concerns about computers in society. A hands-on laboratory is integrated into the course. Students are encouraged to acquire their own personal computer.

CIS 212 – End-User Computing

Prerequisite: SOM 120 Computer Literacy or equivalent This course introduces the concepts of end-user computing, and develops skills in the application of desktop computer software in all business functions. These objectives are satisfied through lectures, class discussions, and advanced hands-on assignments. Students become proficient in applying computer-based productivity tools including MS Excel, MS Access and the Internet.

CIS 310 – Management Information Systems

Prerequisite: ENG 102 Freshman English II; 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 ACCT 332 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, with emphasis on Microsoft Visual Basic. (Transfer credit may be granted with two lower-level programming courses, or requirement waived with one course plus programming work experience.)

CIS 423 – Database Management

Prerequisite: One of the following: 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. Additional topics include strategies for managing an organization's information resources through data/database administration in a client/server environment. Students learn to design databases and develop data models. Specific database management systems are examined and applied to business problems through exercises and projects using Microsoft Access. Students learn to state queries in the industry standard Structured Query Language. 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. Recent semester projects have included developing Internet Web pages using HTML and applications of Visual Basic programs. (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 and hands-on laboratory access to local and wide area network services. Term projects encourage students to relate the course to their career objective or current employers' needs.

CIS 426 – Network Management

Prerequisite: CIS 425 Telecommunications and Networks

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 and Microsoft NT 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.

CIS 510 – Directed Individual Study In Computer Information Systems

Prerequisite: CIS 310 Management Information Systems plus two other CIS courses

This course 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 520 – Computer Information Systems Internship

Prerequisites: Junior or Senior Status and permission of instructor

This project-based course provides a work experience component for junior and senior CIS majors or minors, and allows the student to apply information technology in a practical context, thereby bridging the gap between education and practice. Students are assigned to a specific project working with a local business or agency. Students should spend a minimum of 8 hours per week on the job during the 15 week semester. Written reports, including a proposal accepted by both the supervisor/employer and instructor, mid-term progress report, and final report are required. This course can only be used as a free elective.

CIS 550 – Special Topics in Computer Information Systems

Prerequisite: CIS 310 Management Information Systems

The special topics content and objective will be announced as the course is scheduled.

A special topics course offered recently by Professor Patricia Carlson is **Electronic Commerce**. This course covers the newest technology in today's business world involving the marriage of computers and communications for strategic applications to innovative business processes. The topics covered include: electronic mail, electronic data interchange (EDI), the Internet and the World Wide Web, electronic publishing, vendor managed inventory, and others. Students develop a good understanding of the evolving impact of combining computers with communications in today's business world.

CIS 560 – Experiential Component

(zero credit hours)

CIS majors are required to have at least 320 hours of approved professional computer information systems experience in order to graduate. This experience may be acquired through an internship, part-time or full-time employment, or cooperative education through the Career Services Office. CIS majors must register for CIS 560 during or after the semester in which they will complete the required hours. A CIS Faculty member must approve a written report from the student's employer on a pass/fail basis.

FINANCE

Finance majors learn the main functional areas including corporate finance, financial institutions, investments, international finance, speculative markets, insurance, real estate and other related innovations. The Finance major exposes the student to the primary concepts necessary to gain the managerial skills and analytical tools to solve problems in managing portfolios, analyzing security investments, providing funds for a business, and controlling and planning the flow of these funds within the enterprise. The major in Finance consists of a minimum of 21 semester hours of course work entailing four required courses, and three Finance electives.

Finance Major Courses: (21 credits)

Students are required to complete:

- FIN 311 Intermediate Finance
- FIN 315 Principles of Investments
- FIN 319 Money and Capital Markets
- FIN 419 Problems of Managerial Finance

In addition, students select three from the following:

- 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
- FIN 550 Special Topics in Finance

Finance Minor (9 credits)

Consists of any 3 of the following courses, beyond completion of FIN 310:

- FIN 311 Intermediate Finance
- FIN 313 General Insurance
- FIN 315 Principles of Investments
- FIN 317 Real Estate
- FIN 319 Money and Capital Markets
- 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 419 Problems of Managerial Finance
- FIN 432 Financial Institutions

FINANCE COURSE DESCRIPTIONS

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

FIN 210 – Personal Finance

Prerequisite: 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

Prerequisites: ACCT 202 *Accounting and Decision Making II*, EC 211-212 *Principles of Economics (micro-macro)*, STATS 250 *Applied Statistics*

A study of the functions of business finance. Focuses on basic financial principles such as time value of money, risk and return tradeoffs, and asset valuation.

FIN 311 – Intermediate Finance

Prerequisite: FIN 310 *Business Finance*

Intermediate Finance expands on basic financial concepts and introduces more advanced topics. Material emphasizes solutions to problems of capital structure, investment and financing. Other major topics include working capital management, derivative corporate securities, and corporate restructuring.

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. Focuses on 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 efficient frontier and diversification. Also studies portfolio construction and management, and the trade-off of risk versus return.

FIN 415 – Capital Budgeting

Prerequisite: FIN 311 *Intermediate Finance or permission of the instructor*

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, computer work 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.

INTERNATIONAL BUSINESS STUDIES

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 markets.

The International Business Studies Major curriculum exposes the student to an array of international business issues encountered while conducting business across national and cultural boundaries. Specific functional managerial issues (e.g., finance, marketing, strategy formulation) in export-import and other forms of international business are covered in specifically designed courses. These courses are complemented by special topics and Directed Individual Study Courses in the international area to provide the 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 an International Business Minor.

International Business Major Courses (18 credits):

Students are required to complete:

IBMK 321 Introduction to International Business

Five additional courses must be selected from the courses listed below. Any exceptions must be approved by the International Business Advisor.

IBFN 417 Multinational Financial Management
 IBMK 421 International Marketing
 IBMK 422 Export Marketing Management
 IBMK 430 International Business Strategies
 IB 510 Directed Individual Study
 IB 550 Special Topics in International Business

International Business Studies Double Major

Students may Double Major in International Business in combination with any of the other Sawyer 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 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 in International Business

Typical Course Sequence for Major in International Business Studies

The International Business Studies Major differs from other majors in that it requires completion of six (6) credits of Language Study, and a minimum of five International Liberal Arts Electives.

Freshman (30 credits)

SOM 101 Business Organization and Leadership
 ENG 101 Freshman English I
 ENG 102 Freshman English II
 SOM 120 Computer Literacy
 MA 134 Calculus for Management and Social Sciences
 STATS 250 Applied Statistics
 Communications Requirement
 Ethics Requirement
 Language Study (6 credits)

Sophomore (32 credits)

ACCT 201	Accounting and Decision Making I
ACCT 202	Accounting and Decision Making II
BLW 214	Introduction to Contracts & Legal Studies
EC 101	Principles of Economics I
EC 102	Principles of Economics II
MGT 201	Management Science
Literature Requirement (6 credits)	
Natural Science/Lab (8 credits)	

Junior (30 credits)

CIS 310	Management Information Systems
FIN 310	Business Finance
MKT 310	Principles of Marketing
MGT 317	Organizational Behavior
MGT 319	Operations Management
IBMK 321	Introduction to International Business
International Business Major Course	
International Liberal Arts Elective (7 credits)	

Senior (30 credits)

International Business Major Courses (12 credits)	
Business Electives (6 credits)	
Free Elective	
International Liberal Arts Elective (6 credits)	
MGT 429 Strategic Management	

Language Study (6 credits):

Two Language courses must be completed for this major. Students who are proficient in a foreign language must provide proof of proficiency. In instances where the language requirement has been satisfied, students may be permitted to substitute two business or International Liberal Arts Electives. For more information, consult the Sawyer School Office of the Dean.

Business Electives (6 credits):

Two business electives must be completed in the Sawyer School of Management.

Free Elective (3 credits):

Students must complete one free elective which may be selected from courses offered in the Sawyer School of Management or the College of Liberal Arts and Sciences.

International Liberal Arts Electives (15 credits):

Students must complete five international liberal arts electives. These courses, by their nature, satisfy the diversity requirement in the Sawyer School of Management. The list of International liberal arts electives is updated as new courses are approved by the faculty. Any exceptions to this list must be approved through the Office of the Dean, Sawyer School of Management. The following is the current list of approved international liberal arts electives:

Economics:

EC 441	International Trade
EC 442	International Monetary Economics
EC 444	Comparative Economic Systems

English:

ENG 123-124	Great Books of World Literature I, II
ENG 403	The Modern European Novel

Government:

GVT 261	Theory/Practice of International Relations
GVT 283	Third World Politics
GVT 383	African Politics
GVT 385	Former Soviet Republic in Transition
GVT 387	Caribbean/Central American Politics
GVT 389	Politics of China
GVT 463	International Law and Organization
GVT 467	Politics of Pan Africanism
GVT 483	Politics of Europe
GVT 485	Politics of the Middle East
GVT 487	Japan: Politics and Policy
GVT 526	International Internship
GVT 528-529	International Seminar I, II

History:

HST 121-122	World History I, II
HST 245	Middle East Since 1258
HST 262	Modern African History Since 1800
HST 276	History of Modern Latin America
HST 278	Mexico Since the Spanish Conquest
HST 301-302	The Ancient World I, II
HST 325	Exploration, Colonization & Imperialism
HST 411	Europe, 1815-1914
HST 412	Europe Since 1914
HST 421-422	Intellectual/Cultural History of Modern Europe
HST 434	New Europe: Before and After Glasnost

Philosophy:

PHIL 261	Oriental Philosophy
PHIL 262	Buddhism

Modern Languages:

FR 101-102	Elementary French
FR 201-202	Intermediate French
FR 209-210	Contemporary French Civilization I, II
FR 211-212	The French Speaking World I, II
FR 309-310	French Culture/Literature I, II
FR 401-402	Seminar in French Translation
GER 101-102	Elementary German
GER 201-202	Intermediate German
ITAL 101-102	Elementary Italian
ITAL 201-202	Intermediate Italian
SPAN 101-102	Elementary Spanish
SPAN 201-202	Intermediate Spanish
SPAN 303-304	Advanced Conversation and Composition I, II

Business French Tutorials

Business Spanish Tutorials

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

Prerequisites: MKT 310 Principles of Marketing; IBMK 321 International Business

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 Management

Prerequisites: MKT 310 Principles of Marketing; IBMK 321 International Business

Recommended: IBMK 421 International 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.

IBMK 430 – International Business Strategies

Prerequisites: Sawyer School of Management required courses; IBMK 321 International Business and one other International business course

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.

Management Major

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

Management Major Required Courses (12 credits)

MGT	419	Problems of General Management
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Plus 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

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)

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	510	Directed Individual Study
FIN	313	General Insurance
FIN	315	Principles of Investment
FIN	317	Real Estate
FIN	410	Analysis of Financial Statements
IBFN	417	Multinational Financial Management
MKT	313	Sales Management
MKT	317	Consumer Behavior
MKT	319	Marketing Research
IBMK	321	International Business
CIS	313	Systems Analysis and Design

**if not used as a required course*

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

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

Prerequisites: ENG 102 *Freshman English II*; 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, and 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*

A comparison of union-management objectives, functions, and structures and their impact on managerial authority. An analysis of the collective bargaining process and the problems involved in the negotiation, interpretation and administration of collective bargaining agreements.

MGT 325 – Career and Life Planning for Management

Prerequisite: SOM 101 *Business Organization and Leadership*. *Restricted to Seniors or by permission of the instructor*

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. This course is designed primarily for seniors; however, students with junior status may be admitted with permission of the instructor.

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 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 Operations Management; restricted to last semester seniors or by permission of instructor; offered fall and spring semesters

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 Operations Management; 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.

Marketing Major Courses (18 credits)

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

Students complete the following required courses: (9 credits)

MKT 317	Consumer Behavior
MKT 319	Marketing Research
MKT 419	Marketing Policies and Strategies

Students select three courses (9 credits) from the following:

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
IBMK 430	International Business Strategies
MKT 423	Retail Management
MKT 425	Merchandise Management
MKT 510	Directed Individual Study

Marketing Minor (9 credits)

Consists of any 3 of the following courses, beyond the completion of MKT 310:

MKT 313	Sales Management
MKT 315	Promotion Management
MKT 317	Consumer Behavior
MKT 319	Marketing Research
MKT 415	Advertising Campaign Management
IBMK 421	International Marketing
IBMK 422	Export Marketing Management
MKT 423	Retail Management
MKT 425	Merchandise Management

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

Prerequisites: ENG 102 Freshman English II; ACCT 202 Accounting for Decision Making I, EC 211-212 Principles of Economics I or II, STATS 250 Applied Statistics

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; 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 courses are 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.

MKT 520 – Marketing Internship.

Prerequisites: Junior Status and permission of instructor

A project-based course that provides a work experience component for junior and senior marketing majors or minors, and allows the student to apply marketing theory in a practical context, thereby bridging the gap between education and practice. Students are assigned to a specific project working with a local business in an area of interest, for one semester generally. Students should expect to spend a minimum of 8 hours per week on the job during the 15 week semester. Written reports, including a proposal accepted by both the supervisor/employer and instructor, mid-term progress report, and final report are required. This course can only be used as a free elective.

BUSINESS ADMINISTRATION

This multidisciplinary business studies approach is designed for students who need broad-based skills to succeed in the fast-paced, ever-changing world of business. Business Administration majors develop a customized program of study, choosing courses from several disciplines to satisfy their career interests. The challenges of an increasingly global, competitive business environment, innovations in technology and changes in demographic diversity, require future business leaders to have broad managerial skills as well as specialized knowledge in business. The major in Business Administration permits students to respond to these challenges.

Students who wish to explore multidisciplinary studies in business take courses from more than one business discipline. Some combinations of courses that students may wish to consider are:

- legal studies in business and ethical responsibility
- computer information systems and financial services
- international business and marketing
- international business and finance

Students who work in family businesses, manage a small business or are beginning new ventures within a corporate setting may select courses in entrepreneurship and CIS, small business management and finance, or small business management with an emphasis on marketing. The multidisciplinary approach also appeals to students who wish to combine international business studies with one of the functional areas of business.

Faculty from all disciplines offer **special topics** courses that provide an integrative approach to business education, focusing on developing concepts that apply across all business disciplines, and building strong leadership and decision-making skills through multidisciplinary study. Students are encouraged to explore **internship** opportunities that allow the application of business concepts across all disciplines.

Students interested in the Business Administration major should first meet with the Associate Dean, Undergraduate and Faculty Affairs, in the Sawyer School of Management to discuss their specific interests. Each student is assigned an faculty advisor who will work with the student to develop a customized Program of Study.

Business Administration Required Courses: (18 credits)

Six courses, beyond the business core courses, are completed by students in this major. Students must complete advanced courses from at least two of the business disciplines offered in the Sawyer School of Management. A customized Program of Study is developed in consultation with the Sawyer School Office of the Dean.

MULTIDISCIPLINARY COURSES

The Sawyer School of Management, consistent with its mission, requires students to take interdisciplinary courses which integrate key concepts from several functional disciplines into a coherent whole, stressing the translation from the theory to the practice of management and business. These courses are listed below.

SOM 101 – Business Organization and Leadership

A broad introduction to business organization and business leadership using the 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

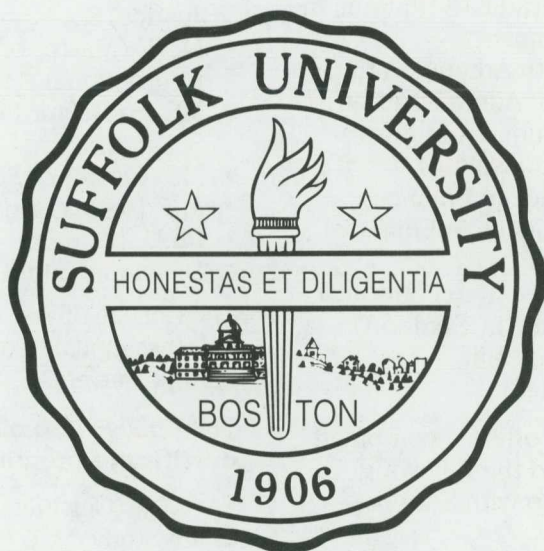
This course covers computing technology and concepts, and develops skills in working with personal computers. Topics include hardware and software terminology, applications of word processing, spreadsheet, file management and presentation graphics. Also considers the ethical, legal and social concerns about computers in society. A hands-on laboratory is integrated into the course. 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.

SUFFOLK UNIVERSITY

Graduate Programs



GRADUATE PROGRAMS

Suffolk University offers the following Graduate Degree Programs through the Frank Sawyer School of Management and the College of Liberal Arts and Sciences:

Frank Sawyer School of Management

The Frank Sawyer School of Management offers the following **graduate degree programs**:

- MBA (Master in Business Administration)
- EMBA (Executive MBA)
- Accelerated MBA for Attorneys
- Accelerated MBA for Music Management Majors
- MBA/Health
- MBA and GDPA (Master in Business Administration and Graduate Diploma in Professional Accounting)
- MHA (Master in Health Administration)
- MPA (Master in Public Administration)
- MPA/MS (Master in Public Administration/Mental Health Counseling)
- MSF (Master of Science in Finance)
- MSFSB (Master of Science in Financial Services and Banking)
- MSA (Master of Science in Accounting)
- MST (Master of Science in Taxation)
- MSES (Master of Science in Entrepreneurial Studies)

The Sawyer School also offers a combined MBA/GDPA program and the following **joint degree programs** with Suffolk University Law School:

- JD/MBA (Juris Doctor/Master in Business Administration)
- JD/MPA (Juris Doctor/Master in Public Administration)
- JD/MSF (Juris Doctor/Master of Science of Finance)

A Graduate Diploma in Professional Accounting (GDPA) is offered as well as the following **certificate programs**:

- ACT (Advanced Certificate in Taxation)
- APC (Advanced Professional Certificate)
- CASPA (Certificate of Advanced Study in Public Administration)
- CPASF (Certificate Program of Advanced Study in Finance)

College of Liberal Arts and Sciences

The College of Liberal Arts and Sciences offers the following **graduate degree programs**:

- MA (Master of Arts in Communication)
- MSCJ (Master of Science in Criminal Justice)
- MSIE (Master of Science in International Economics)
- MSPS (Master of Science in Political Science)
- MS (Master of Science in Education)
- M.Ed. (Master of Education)
- Ph.D. (Doctoral degree in Clinical-Developmental Psychology)

The College offers a **joint degree program** in International Economics (MSIE/JD) with Suffolk University Law School.

The College also offers the following **certificate programs**:

- CAGS (Certificate of Advanced Graduate Study)
- Human Resources Certificate

Admission Requirements

Required credentials for admission include:

- a completed application form;
- the appropriate non-refundable application fee (Sawyer School of Management; \$50); (College of Liberal Arts – \$35; Ph.D. \$50);
- a current resume;

- two letters of recommendation;
- official transcripts of all prior academic work;
- a statement of Professional Goals;
- official score reports:

GMAT (Graduate Management Admissions Test) for all Sawyer School of Management Programs except MPA and the Accelerated MBA for Attorneys; The MBA/JD and MSF/JD require the GMAT and the LSAT.

GRE (Graduate Record Examination) or MAT (Millers Analogies Test) for all College of Liberal Arts and Sciences Programs except Education and Criminal Justice. The **PhD** in Clinical Psychology requires the general and subject tests of the GRE *and* the MAT.

The **LSAT** (Law School Admission Test) is required for all joint degree programs with Suffolk University Law School.

International Applicants Suffolk University welcomes qualified international students to its full-time graduate programs. In addition to the requirements outlined above, the candidate must submit:

- an explanation of the grading system is submitted if the candidate's undergraduate education was not received in an American institution,
- official TOEFL test score; if English is not the candidate's native language, (this requirement is waived for permanent residents of the United States and those candidates possessing a baccalaureate degree from a U.S. college or university;
- a statement of Financial Resources certifying that sufficient funds exist to cover the candidate's academic and living expenses.

Deadlines and Notification Excluding the Executive MBA, MSF, MSFSB, MSCS, MSIE and Ph.D. Programs, all graduate programs admit students to the Fall, Spring, and Summer semesters of the academic calendar. The Executive MBA, MSF, MSFSB, MSIE and MSCS degree programs admit students in the Fall and the

Spring only. The Ph.D. program admits students to the Fall semester only.

Deadlines for full and part-time admission:

Fall Semester

March 15 (if applying for financial aid)

June 15

August 15

(Executive Programs only)

November 15

February 15

(Executive Programs only)

Spring Semester

Summer Sessions

April 15

Applications submitted after these dates will be considered on a space-available basis only.

The Graduate Admissions Committee relies on a variety of factors to determine a candidate's potential for success in graduate school.

Entry-level, mid-career, and career-change applicants are regarded as viable candidates.

The Graduate Admission Committee evaluates each application as they become complete and makes an effort to notify candidates of their admission decision within four to six weeks.

Admitted students, wishing to enroll in a graduate program at Suffolk University, remit a \$100 (\$200 for Ph.D. and Executive Programs) non-refundable deposit, to reserve a place in the entering class. The non-refundable deposit is credited to the tuition bill at the time of registration.

Non-degree Graduate Student Status

The College of Liberal Arts and Sciences and the Sawyer School of Management offer an opportunity for students intending to pursue a graduate degree, to take a maximum of two graduate courses before applying for degree candidacy. Courses must be selected with the advisor's consent. The **Management Advancement Professional**

Studies option (MAPS) allows experienced, academically qualified individuals to take two MBA core courses with permission of the Director of the MBA program prior to formal admission to the MBA.

Tuition and Costs For information regarding tuition and costs for graduate studies, please refer to the section in this bulletin entitled Tuition and Fees.

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 "B" or better in all courses attempted. Failure to maintain this average can lead to academic dismissal. Refer to the Communications & Journalism Graduate section of this catalog for specific academic standing information for the Masters of Arts Degree. Refer to the Sawyer School of Management Graduate section of this catalog for specific academic standing information.

Grading System

<i>Letter Grade</i>		<i>Grade Point Average</i>
A		4.0
A-	Satisfactory	3.7
B+	Performance	3.3
B		3.0
<hr/>		
B-		2.7
C+	Unsatisfactory	2.3
C	Performance	2.0
F		0.0
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I	Incomplete	
L	Non-Evaluative Grades	
W	Withdrawal	

Upon the receipt of an "F" grade, a student must petition the respective Dean's Office to register for further courses. Failure to petition will result in automatic dismissal.

The "F" grade remains in the student's 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.

Normally, degree requirements can be completed within five years.

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 are 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) 523-0116.

E-Mail: grad.admission@admin.suffolk.edu

SUFFOLK UNIVERSITY

Frank Sawyer School of Management
Graduate Programs



FRANK SAWYER SCHOOL OF MANAGEMENT

History Marking its 60th Anniversary in September 1997, the Sawyer 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 Sawyer School offered New England's first Executive MBA Program in 1978.

Mission Statement The Frank Sawyer 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.

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. The Sawyer School, 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 Sawyer School offers programs of study leading to the following degrees:

- Master in Business Administration (MBA)
- Master in Business Administration/Health (MBA/H)
- Accelerated MBA for Attorneys
- Executive MBA (EMBA)
- Master of Science in Entrepreneurial Studies (MSES)
- Master in Health Administration (MHA)
- Master in Public Administration (MPA)
- Master of Science in Accounting (MSA)
- Master of Science in Finance (MSF)
- Master of Science in Financial Services and Banking (MSFSB)
- Master of Science in Taxation (MST)

The Sawyer School also offers a combined MBA and GDPA program and the following **joint degree programs**:

- Juris Doctor/Master in Business Administration (JD/MBA)
- Juris Doctor/Master in Public Administration (JD/MPA)
- Juris Doctor/Master of Science in Finance (JD/MSF)

A Graduate Diploma in Professional Accounting (GDPA) is offered as well as the following certificate programs:

- Advanced Certificate in Taxation (ACT)
- Advanced Professional Certificate (APC)
- Certificate of Advanced Study in Public Administration (CASPA)
- Certificate Program for the Advanced Study in Finance (CPASF)

Information on our programs can be accessed on our Internet address:
<http://www.sawyer.suffolk.edu>

Internships The MBA internship program allows you to earn three academic credits by spending eight or more 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 Sawyer 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 France, Puerto Rico, China, London, Prague, Bristol, Milan, Dublin, Egypt 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.

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 MST Association offers seminars/programs for students and opportunities for networking.

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.

Financial Management Association National Honor Society The 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 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 made during the first month of the fall and spring semesters.

Master in Business Administration (MBA) Program

The MBA program is nationally accredited by the American Assembly of Collegiate Schools of Business (AACSB). The MBA Program is offered in a full or part-time format; in a "Saturday-only" executive format; and as a joint degree (JD/MBA) with the Suffolk University Law School.

Based upon a strong core, the MBA program provides a pragmatic and theoretical framework within its curriculum. Additional breadth and depth is provided through a dozen specializations and over 100 advanced elective courses in selected functional areas of management. Students explore areas of special interest by selecting from a broad range of elective course offerings, through co-ops, internships, and directed individual study opportunities.

The MBA Degree consists of 18 workshops and courses (or 54 credits). A student with strong prior academic preparation in business or management typically completes the MBA program in 10 to 15 courses, depending on waiver review. A student without prior academic preparation in business or management enrolls in all MBA core courses and completes the degree with 18 courses.

Management Advancement Professional Studies (MAPS) On a limited, selective basis, individuals with strong undergraduate academic performance and work experience have the opportunity to enroll in two MBA core courses before formally applying for admission. The MAPS Program requires a personal interview with the Director of the MBA Program and submission of a letter of recommendation. These two courses are applied towards the MBA degree if the applicant meets all admission requirements for the Sawyer School MBA Program.

Advising Full-time MBA students are assigned individual advisors upon entry into the MBA program. Both full and part-time students are encouraged to discuss their academic interests, goals and concerns with the Director of the MBA Program, Associate Dean of Graduate Studies and other Sawyer School of Management administrators, department chairpersons, faculty and staff of the Graduate Admissions Office.

The Associate Dean in the Office of Graduate Studies and the Director of MBA Programs are available to assist students with their programs of study. The Office of the Dean maintains evening hours during the semester to handle immediate student concerns.

Office Hours

Office of the Dean

Fall and Spring Semesters	Monday through Thursday 8:45 am – 7:15 pm Friday 8:45 am – 4:45 pm
Summer Sessions	Monday and Tuesday 8:15 am – 7:15 pm Wednesday, Thursday and Friday 8:15 am – 4:45 pm

Office hours for **Sawyer School faculty** are posted on individual faculty office doors, or by contacting the departments listed below:

Accounting	573 – 8040
Business Law	573 – 8652
Computer Information Systems	573 – 8331
Finance	573 – 8396 (undergraduate) 573 – 8641 (graduate)
Management	573 – 8336
Marketing	573 – 8651
Public Management	573 – 8330

Degree Requirements The faculty will recommend to the President and Trustees of Suffolk University the degree of Master of Business Administration upon satisfactory completion of the following conditions:

- all graduate courses are satisfactorily completed, and
- an overall average of 3.0 ("B") or better is achieved for the entire graduate program.

Degree requirements are normally completed within five years after the start of graduate work.

MBA Requirement Students are required to complete a minimum of ten (10) courses at the Sawyer School of Management.

MBA Residency for Full-time Students

As part of the MBA Required Course, MBA 700, new full-time MBA students will attend a two-day residency program at a local conference center. The Program held on a weekend early in the semester, allows students to meet MBA faculty, engage in self and career assessment exercises, participate in mock classes and case presentations, and form small group/faculty advising teams.

MBA Part-time Orientation/Residency

New part-time MBA students attend a full-day Saturday program early in the semester. This program provides students with an opportunity to learn about support services, faculty expectations and classroom pedagogy. As part of MBA 700, students will participate in small group case exercises and presentations.

MBA Curriculum

(18 courses or 54 credits)

The MBA Curriculum contains the following requirements:

Foundation Workshops* (5 workshops or 5 credits)

Course Number	Course Title
ACCT W700	Accounting
FNEC W700	Introductory Economics
CIS W700	Computer Literacy for Management
MGOB W700	Communications
MGQM W700	Basic Statistics

**may be waived*

Required Courses* (2 courses or 6 credits)

MBA 700	Tomorrow's Manager
MGSM 775	Strategic Management

** Required Courses are not waived*

Core Courses* (10 courses or 25 credits)

Course Number	Course Title
ACCT 700	Introductory Accounting
FIN 750	Managerial Finance
FNEC 700	Managerial Economics
MGOB 755	Human Behavior and Organization Theory
MGOM 750	Operations Management
MKT 750	Marketing Management
CIS 700	Computers in Management
LS 750	Legal and Social Environment of Business
MGOB 700	Management Communications
MGQM 700	Statistics and Quantitative Methods

**may be waived*

Electives (6 courses or 18 credits)

Six (6) Elective Courses at the 800 level are required to complete the MBA. One must be an international course

Waiver Policy Foundation Workshops and Core courses may be waived. The Required MBA Courses (MBA 700, Tomorrow's Manager and MGSM 775, Strategic Management) cannot be waived.

To waive a **Foundation Workshop** a student must:

- pass a competency exam, or
- successfully complete equivalent undergraduate coursework with a grade of "C+" or better.

To waive a **Core Course** a student must:

- pass a department proficiency examination; or
- complete equivalent academic course work (with a grade of “B+” or better at the undergraduate level or “B” or better at the graduate level).

Core Course Waivers permit a waiver of graduate core courses on a one-for-one basis, with previous coursework, assuming content and grade criteria are satisfied. Alternatively, two undergraduate courses with grades of “B” and equivalent course content would permit a waiver of a graduate course.

All waiver requests are evaluated upon a student’s acceptance into the MBA Program and are waived during the student’s first semester. A student receives credit for each course waived, thereby reducing the total number of courses for the MBA degree. Unless a proficiency exam is passed in the functional area of the core course waived, the student must complete an elective in the same functional area as the course waived.

Transfer Credit Transfer credit is granted for core courses if:

- the graduate level course(s) is (are) completed at an AACSB accredited college or university;
- the course(s) was (were) taken within the last five years; with a grade of “B” or better; or if
- the course(s) is (are) not used towards another degree.

Academic Standing A grade point average of 3.0 (“B”) or better 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:

Graduate Warning A graduate warning is issued:

- if the student’s grade point average falls below a 3.0 (“B”) for the first time and/or
- if the student fails to complete an “I” grade(s) within one year.

Dismissal A student is dismissed if:

- a graduate warning has previously been issued and the student’s cumulative grade point average falls below 3.0, (“B”) after completion of two or more semesters;
- a student receives a cumulative total of two “C” grades; placing their grade point average below 3.0
- a student receives an “F” grade. The “F” grade remains in the cumulative grade point average even if the course is retaken. *The student must seek permission from the Office of the Dean before registering for further courses. Failure to petition will result in dismissal;* and/or
- a student receives a cumulative total of two “F” grades

Students can appeal to the Office of the Dean and the faculty Graduate Programs Committee for readmission based on special considerations following the procedures outlined in the Academic Standing section of this catalog.

Reentry to the MBA Program Students who left the program in good academic standing and choose to return to the MBA program after an absence of a year or more, do not require a new application for admission. Individuals absent for five or more years do. Previous MBA coursework is reviewed for currency and content to determine if credits earned previously are retained upon reentry. To reenter the MBA Program contact the Graduate Admissions Office.

Accelerated MBA Program Assuming strong undergraduate preparation in business, the waiver policy allows a student to complete the MBA Program in as few as 10

courses (30 credits) and in a year or less of full-time study. Excluding the MBA Required Courses (MGSM 775, Strategic Management and MBA 700, Tomorrow's Manager), a student can waive Foundation Workshop and Core Courses under the criteria discussed under Waiver Policy.

Accelerated MBA Program for

Attorneys The Accelerated MBA Program for Attorneys is open to graduates of ABA-approved law schools. Students in their final year of law school (third year day students/fourth year evening students) can apply for provisional acceptance into this program, however, acceptance is conditional upon satisfactory completion of the Juris Doctorate (JD) or equivalent degree. The GMAT exam is not required. The Accelerated MBA Degree Program for Attorneys consists of 30 to 39 credits (depending upon waiver eligibility).

Attorneys, based on previous law school course work can shorten the MBA program by 5 courses. Sawyer School coursework is completed on either a full or part-time basis. Students with prior undergraduate or graduate level business school coursework may be eligible for waivers or transfer credits in accordance with the policies set forth under the Waiver Policy section on the preceding pages.

Ten (10) MBA courses (or 30 credits) must be completed at the Sawyer School of Management.

Curriculum:* (30 to 39 credits)

Foundation Workshops**	4 credits
Required Courses	6 credits
Core Courses**	20 credits
Electives	<u>9 credits</u>
TOTAL	39 credits

**curriculum descriptions are listed on the preceding page*

***may be waived*

Accelerated MBA Program for Music

Management Majors The Frank Sawyer School of Management at Suffolk University offers an Accelerated MBA Program for Music Management majors at the Berklee College of Music. The program provides qualified students, the opportunity to waive 4 or 5 specified core courses, shortening the MBA program by one semester.

Master in Business Administration/ Health Administration (MBA/H)

There is a great demand for managers responsible for health care planning and oversight for the private sector. The Master of Business Administration/Health Administration degree prepares students with the skills and knowledge necessary to meet this demand.

MBA/H Curriculum: (30 – 54 credits)

MBA Foundation Workshops* (5 courses or 5 credits)

Course Number	Course Title/
ACCT W700	Accounting
FNEC W700	Introductory Economics
CIS W700	Computer Literacy for Management
MGOB W700	Communications
MGQM W700	Basic Statistics

** may be waived*

Required MBA Courses* (2 courses or 6 credits)

MBA 700	Tomorrow's Manager
MGSM 775	Strategic Management

**Required Courses are not waived*

MBA Core Courses* (10 courses or 25 credits)

ACCT 700	Introductory Accounting
FIN 750	Managerial Finance
FNEC 700	Managerial Economics
MGOB 755	Human Behavior and Organization Theory
MGOM 750	Operations Management
MKT 750	Marketing Management
CIS 700	Computers in Management
LS 750	Legal and Social Environment of Business
MGOB 700	Management Communications
MGQM 700	Statistics and Quantitative Methods

** may be waived.*

Public Policy Courses (3 courses or 9 credits)

Select three (3) 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
PAD 910	Directed Individual Study

Health Administration Courses (3 courses or 9 credits)

Select three (3) 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.

Executive MBA (EMBA) Program

The Sawyer School also offers an Executive MBA program – the first in New England in – its 22nd year, which maintains its position as and the *only* “Saturday-only” Executive MBA program in New England.

Rigorous, challenging, and practical, the Executive MBA provides currently employed professionals the opportunity to achieve senior managerial positions in business, government and not-for-profit organizations. The 15 – 24 month Program is designed for those who possess a business background and for those who do not.

Composed of four ten-week terms (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.

EMBA Requirement Students are required to complete a minimum of eleven (11) courses at the Sawyer School of Management.

EMBA Management Seminar During the first term, students attend a two-day Management Seminar held at a local conference center. The Management Seminar provides students with the foundation for a team learning experience that continues throughout the Executive MBA Program.

EMBA Curriculum (18 courses or 54 credits)

The Executive MBA Curriculum contains the following requirements:

Foundation Workshops *(5 courses or 5 credits)

Course Number	Course Title/
ACCT W700	Accounting
FNEC W700	Introductory Economics
CIS W700	Computer Literacy for Management
MGOB W700	Communications
MGQM W700	Basic Statistics

**may be waived*

Required Courses* (3 courses or 9 credits)

EMBA 700	The Executive Manager
MGLS 802	The Washington Campus
MGSM 775	Strategic Management

** Required Courses can not be waived.*

Core Courses* (10 courses or 25 credits)

Course Number	Course Title/
ACCT 700	Introductory Accounting
FIN 750	Managerial Finance
FNEC 700	Managerial Economics
MGOB 755	Human Behavior and Organization Theory
MGOM 750	Operations Management
MKT 750	Marketing Management
CIS 700	Computers in Management
LS 750	Legal and Social Environment of Business
MGOB 700	Management Communications
MGQM 700	Statistics and Quantitative Methods

** may be waived*

Electives (5 courses or 15 credits)

Five (5) Elective Courses at the 800 level are required to complete the Executive MBA.

One must be an international course

Special Study Program The International Business Seminar allows students a unique opportunity to study “doing business in a global economy”. Before visiting the host country, students immerse themselves in the economy, the business environment, and the culture of the host country. Students spend one week at the host school, participating in lectures, case studies, discussions, and company sight visits. This week also allows Executive MBAs and European business leaders to discuss differences between the American and European Economy, the cultural aspects of doing business internationally, and the barriers and pitfalls of international business. Upon their return to Suffolk, students will complete a group project based upon their experiences. Thus far, EMBA students traveled to: Barcelona, Aix-en-Provence, France, Dublin and the Czech Republic.

Admission In addition to the MBA admission requirements indicated on the previous pages, the Executive MBA program requires an interview with the Program Director and a minimum of five years managerial or professional experience. New students are admitted to the Executive MBA Program in the Fall and Spring.

For additional information, contact Peter J. Nowak, Director of Executive Programs by telephone (617) 573-8660, or send email to: pnowak@suffolk.edu.

The Juris Doctor/Master in Business Administration (JD/MBA) Program

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 program is offered through the Sawyer School of Management and the Suffolk University Law School.

Admission The JD/MBA program is restricted to full-time students. Candidates must meet the admission requirements established by the Suffolk University Law School and the Sawyer School of Management. The LSAT is required by the University Law School. The Sawyer School of Management accepts the LSAT in lieu of the GMAT for JD/MBA students only. Applicants may apply to the program during their first or second year of enrollment in the Law School or as a first-year MBA student. The Law School requires candidates for admission to have a bachelor's degree from an accredited college or university and to have taken the LSAT by February of the year of application. Applications must be submitted to the Law School by March 1. For further information, contact the Graduate Admissions Office, Suffolk University, 20 Ashburton Place Boston, Massachusetts 02108-2770, (617) 573-8302 or Suffolk University Law School Admissions Office, 41 Temple Street Boston, Massachusetts 02114-4280, (617) 573-8144.

Accreditation Suffolk University is accredited by the New England Association of Schools and Colleges (NEASC). The Sawyer School of Management's Master in Business Administration programs are nationally accredited by the American Assembly of Collegiate Schools of Business (AACSB) and the Law School is an accredited member of the Association of American Law Schools (AALS) and is accredited by the American Bar Association (ABA).

Curriculum Requirements Curriculum requirements of the JD/MBA degree is determined by the respective schools. Currently, 114 credits are required to complete the joint degree: 42 credits from the MBA Program and 72 credits (up to 12 credits can be transferred from the MBA degree and applied towards the JD degree) from the Law School.

All **summer credits** applied to the final semester of the joint degree program have been determined based on the semester credits of each individual program so as not to permit students to enroll in fewer than two credits in the final semester.

All joint degree candidate are subject to II (G) of the Rules and Regulations limiting credit for ungraded activities to two credits per semester. Any student who is not in good academic standing is disqualified from the joint degree programs. 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.

Program of Study

The Program of Study is approved by the Associate Deans of the respective schools. Specific information on the JD/MBA programs including current practices and procedures, are provided during the admissions process. Curriculum requirements are arranged according to the following schedule:

Curriculum – Track 1**Year 1/Fall**

MGOB W700	Communications
MGOB 700	Management Communications
FNEC W700	Introductory Economics
MGQM W700	Basic Statistics
CIS W700	Computer Literacy for Management
CIS 700	Computers in Management
MBA 700	Tomorrow's Manager*
ACCT W700	Accounting
ACCT 700	Introductory Accounting

*cannot be waived

Spring

MGOM 750	Operations Management
FIN 750	Managerial Finance
MGOB 755	Human Behavior & Organization Theory
MKT 750	Marketing Management
FNEC 700	Managerial Economics
MGQM 700	Statistics & Quantitative Methods
LS 750	Legal & Social Environment of Business

Summer Session I

Any remaining MBA Core Courses

Year 2/Fall

2040 AD	Contracts
2050 AD	Torts
2060 AD	Property
2070 AD	Civil Procedure
2080 AD	Criminal Law
1000 AD	Legal Practice Skills

Spring

2040 AD	Contracts
2060 AD	Property
2070 AD	Civil Procedure
2080 AD	Criminal Law
1000 AD	Legal Practice Skills

Year 3/Fall

2130 AD	Fiduciary Relations
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In addition to fiduciary Relations which is taken in the first semester of the second year of Law School, 2140 AD Professional Responsibility may be taken at any time during the second or third year of Law School.

At the first year of Law School, students must complete at least three courses from the Base Menu, as specified by the Law School

Year 4/Fall/ Spring

MGSM 775 Strategic Management
Electives in law and management.

A student enrolled in Year 3 must enroll in at least 10 credit hours of 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.

All SSOM 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 42 hours in the Sawyer 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.

Track #3 – The course requirements of Track #3 of the JD/MBA Program are the same as the Track #1, however, in Track #3, years 2 and 3 precede year 1.

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 Sawyer 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.

MBA COURSE DESCRIPTIONS

Unless indicated otherwise, all courses are worth three (3) credit hours.

Foundation Workshops

ACCT W700 Accounting Workshop (1 credit)

This workshop introduces the accounting model of the firm and the accounting data processing and procedures used to produce accounting statements. Students learn about the structure and information content of each of the principal financial statements of the income statement, the balance sheet and the statement of cash flows and how they interrelate. Next students learn how to construct and interpret some of the main financial measures of performance that managers use to appraise the health of a business and set business goals. Finally, student are introduced to two important analytical methods used in managerial decision, namely cost-volume-profit analysis and discounted cash flow. The workshop uses computer-based, self-programmed learning supplemented by two intensive tutorial sessions.

CIS W700 Computer Literacy for Management Workshop (1 credit)

This workshop introduces the terminology and management implications of computer hardware, software and applications, as well as hands-on skills with word processing, spreadsheets, database management and presentation aids, using Microsoft Office products. The terminology/implications component is accomplished with lecture/discussions, textbook readings and interpretation of current technology announcements. The Microsoft Office applications skills are developed with hands-on tutorials and student projects using the computer teaching classroom, plus extensive outside exercises for use of the computer laboratory or the students own computer. Additional tutorial sessions are available for students who need extra help. These separate workshop elements may be waived by a written exam for the terminology and implications, and by a hands-on exam for the Microsoft Office applications.

FNEC W700 Introductory Economics Workshop (1 credit)

This workshop develops the skills needed for FNEC 700. Topics covered include the fundamentals of economics, scarcity, choice, opportunity, cost efficiency, the market system, analysis of supply and demand, and elasticity.

MGOB W700 Management Communication Workshop (1 credit)

This workshop provides an opportunity for self-assessment of oral and written communication skills. Additional emphasis will be given to standard formats of business communication such as memos, letters, and presentations. Students with at least five years of professional managerial work experience may be eligible to waive this workshop.

MGQM W700 Basic Statistics Workshop (1 credit)

This workshop will introduce the student to the general concepts of descriptive and inferential statistics. It will cover in some detail basic probability theory, including its application to random variables. It is designed to acquaint the student with the fundamental theoretical background and the basic concepts required for mastery of subsequent topics in statistics.

Core Courses

ACCT 700 Introductory Accounting (2 credits)

Prerequisite: ACCT W700 Accounting Workshop.

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. Students choosing an accounting concentration are advised to substitute ACCT 801 for this course and take ACCT 804 as an elective. Course Descriptions for these courses are listed in the Graduate Programs in Accounting section of this Catalog.

CIS 700 Computers in Management (2 credits)

Prerequisite: CIS W700 Computer Literacy for Management.

This course covers the operational and strategic applications of information technology in all management functions. It presumes familiarity with the computer technology and hands-on skills covered in CIS W700. Case studies, lecture/discussions, advanced readings, guest speakers and student projects will address current and anticipated management issues in computer information systems. Student group research presentations will enhance skills in team projects and communications, while sharing the CIS experiences of classmates and of local cooperating client firms and agencies. Traditional topics of information systems management include software evaluation, systems acquisition and project management, and emerging issues such as the Internet, electronic commerce, global systems and outsourcing.

FIN 750 Managerial Finance

Prerequisite: ACCT 700 *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 700 Managerial Economics (2 credits)

Prerequisite: FNEC W700 *Introductory Economics*.

This course studies microeconomics and macroeconomics analysis with emphasis on business decision making with respect to domestic and international production and business. Micro topics covered include consumer choice, cost analysis, market structures, international trade, comparative advantage, and exchange rates. Macro topics discussed include national accounts, the determinants of output, employment and inflation, fiscal policy, central banking and monetary policy.

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 700 Management Communications (2 credits)

Prerequisite: MGOB W700 – *Management Communication Workshop*

This course focuses on the content and process of communication within organizations. Includes communication theory, impediments to communications within organizations, and interpersonal communications 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 700 Statistics and Quantitative Methods (2 credits)

Prerequisite: MGQM W700 – *Basic Statistics Workshop*

Assuming students are familiar with basic probability theory and the notions of descriptive statistics, this course focuses on inferential statistics and its applications. Specifically, the notions of confidence intervals and hypothesis testing are explored in detail. They are then applied to regression analysis, including multiple regression. If time permits, other applications will be discussed.

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.

Required Courses**MBA 700 Tomorrow's Manager**

Prerequisite: *Foundation Workshops, FNEC W700 and MGQM W700 can be taken concurrently.*

This course provides a perspective for the Sawyer School MBA program through its focus on the evolving nature of organizations and their managers. The course is structured around current business issues which will be critical for effective management in the future. Students are exposed to the factors which have changed the face of management in this decade, and which will continue to affect management practice. The issues are introduced through the integration of seemingly unrelated components of the functional areas of the firm essential to more effectively achieve company goals.

MGSM 775 Strategic Management

Prerequisites: All core 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

Students select a total of six (6) electives from the functional areas listed below. A student may choose a specialization by taking up to four (4) courses (including core courses) in a functional area of interest. Beyond the area of specialization, a student can only select two electives in a functional area. At least one elective must be a course offered in the International Business functional area.

Students can complete the innovative MBA/Health Administration (MBA/H) program by clustering their electives in public policy or health administration.

In addition to the following MBA Electives, MBA students are provided the opportunity to take two (2) MPA electives to fulfill MBA elective requirements. A petition is not required. Course descriptions are listed in the Public Management department. Students are also eligible to select courses listed in the Graduate Programs of Finance section of this Catalog.

Accounting (AC) Functional Area:

MBA students are encouraged to choose additional electives from the course offerings listed under the Graduate Programs in Accounting section of this Catalog. 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.

ACCT 804 – Cost and Managerial Accounting

Prerequisite: ACCT 700 *Introductory Accounting* or ACCT 801 *Graduate Accounting I*

Concepts and practice of cost measurement, standard costing and control, goal-setting, planning and decision-making. Also, current topics affecting the supply and use of accounting information such as total quality management, just-in-time inventory methods, the multinational environment and interactions between accounting measurement and management incentives.

ACCT 810 – Taxation and Corporate Decisions

Prerequisite: ACCT 700 *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.

ACCT 824 – Corporate Financial Analysis and Reporting

Prerequisite: ACCT 700 *Introductory Accounting* or ACCT 802 *Graduate Accounting II*; FIN 750 *Managerial Finance*

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 825 – Planning and Control Systems

Prerequisite: ACCT 700 *Introductory Accounting* or ACCT 801 *Graduate Accounting I*

Use of financial information for strategic and long-range planning, resource allocation and monitoring performance; measurement and strategy; organizational issues around performance measures and incentives.

ACCT 861 – Accounting Theory and Practice I

Prerequisite: ACCT 700 *Introductory Accounting* or ACCT 801 *Graduate Accounting I*

Theories and practice of income measurement and valuation of assets and liabilities; accounting policy-making process; aspects of professionalism and ethics.

ACCT 865 – Information Technology and Accounting

Prerequisite: ACCT 804 *Cost & Managerial Accounting*

Technologies of information management and their impact on accounting; organizational issues, including the implementation of adequate internal controls and the provision of accounting information to managers.

ACCT 870 – Field Research in Accounting

Prerequisite: Faculty Approval

A research project, usually related to an internship in public accounting, industry, commerce or government.

ACCT 871 – Not-for-Profit Accounting and Control

Prerequisite: ACCT 700 Introductory Accounting or ACCT 801 Graduate Accounting I

Planning, budgeting and reporting for government and its agencies, medical, educational, religious and other not-for-profit organizations.

ACIB 872 – International Accounting

Prerequisite: ACCT 700 Introductory Accounting or ACCT 801 Graduate Accounting I

Translation of foreign subsidiary accounts and their consolidation with a U.S. parent corporation's financial accounts; the accounting profession, accounting practice, and the development of accounting standards in an international context. Includes financial planning, budgeting and control in a multinational company.

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 and Approval of Dean's Office.

**Legal and Social Environment (LS)
Functional Area:****BLLS 800 – Business Law**

The philosophy and practice of substantive law affecting the formation, operations and discharge of commercial transactions and contracts, and business associations, including agency, partnership, corporation and trust forms of association. Aspects of property law as well as international dimensions are considered.

BLLS 810 – Domestic and International Aspects of Commercial Transactions

Prerequisite: LS 750 Legal and Social Environment of Business

Principles of contracts, commercial transactions, and negotiable instruments including the Uniform Commercial Code, the United Nations Convention on Contracts for the International Sale of Goods, import-export transactions, and letters of credit. Emphasis on strategically structuring, negotiating, and executing sales, employment and other commercial transactions.

MGLS 818 – Managing In the External Environment

Prerequisite: LS 750 Legal and Social Environment of Business

The relationship between internal business strategic processes and external influences from consumers, government and society. Case studies of direct and indirect business/government/societal relations are used to identify and solve problems facing business administrators in highly complex and changing environments, with a focus on formulating long-term strategic processes.

BLLS 820 – Domestic and International 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 joint ventures.

BLLS 830/BLIB 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, from both the business and legal perspectives.

BLLS 850 – Banking Laws

Recent legislative reforms of the financial institutions industry, including: Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), Omnibus Crime Bill of 1991. Laws affecting the competitiveness of financial institutions in today's markets, including: capital requirements, interstate banking, securities trading, studied.

BLLS 860 – Securities Regulation

An introduction to the federal securities laws, with particular attention focused on the registration, disclosure and liability provisions of the Securities Act of 1933 and the Securities Exchange Act of 1933. The Securities and Exchange Commission in civil enforcement actions will be studied.

PAD 850/BLLS 870 – Alternative Dispute Resolution

This course covers alternative dispute resolution. mediation, arbitration, mini-trial, summary jury trial, etc. Applications in labor, business, and governmental disputes are reviewed using role-playing exercises and video tapes. Alternative dispute resolution and its legal context is critically evaluated as a growing option to resolve disputes and manage litigation costs.

Computer Information Systems (CS) Functional Area:**CIS 810 – Management of Information Technologies**

Prerequisite: CIS 700 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 815 – Database Management

Prerequisite: CIS 700 Computers in Management 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 address an organization's information management problems. Techniques for data modeling and logical design will be emphasized, using both the entity-relationship approach and the object oriented approach. The role of the information repository in effective data management will also be covered. Additional topics include strategies for managing an organization's resources through data/database administration and using a client/server environment. Specific DBMS's, including the industry standard Structured Query Language (SQL) and Microsoft Access, will be described, used, and applied to business problems.

CIS 824 – Microcomputer Technology and Applications

Prerequisite: CIS 700 Computers in Management Covers microcomputer hardware and software beyond the introductory course, tradeoffs and trends relevant to management applications, and the interface between microcomputers, mainframes and telecommunications networks. Discussions and projects will emphasize design and customization of software applications involving spreadsheet models, database packages and telecommunications. Students will be exposed to Microsoft Excel, Access, and the Internet. Emphasizes the management of end-user computing and implementing client/server architecture.

CIS 825 – Telecommunications

Prerequisite: CIS 700 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 Information Systems

Prerequisite: CIS 700 Computers in Management The special topic content and objective will be announced as the course is scheduled. An example of a special topics course offered recently is Electronic Commerce. Recent developments in computer and communications technology enable important innovations in Electronic Commerce. These include: Electronic Data Interchange, Electronic Mail, Bar Coding, Electronic Publishing, Electronic Banking, Vendor Managed Inventory and others. The course covers the technology, economics and business impact of these applications, and how they relate to the emergence of client-server architecture, the Information Highway, Open Systems and concepts of Business Process Re-Engineering. Guest speakers, case studies and a major term project will be included.

CIS 910 – Directed Individual Study

Prerequisite: CIS 700 *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.

Managerial Economics (EC)**Functional Area:**

Students enrolled in the MBA program can specialize in managerial economics by taking three (3) graduate courses in economics beyond FNEC 700, offered in the Sawyer School of Management.

In the event that an economics course is not offered by the Sawyer School, the Director of Graduate Programs in Finance may authorize MBA students specializing in managerial economics to take a course through the Department of Economics in the College of Liberal Arts and Sciences.

FIN 800 – Financial Statement Analysis for Financial Institutions

The focus is on financial statement analyses of the financial services industry. Bank financial statement analysis with an emphasis on off-balance sheet lending and borrowing, capital structure issues, and savings and loans are studied. Innovations in mortgage-backed securities and asset-based financing techniques are analyzed. Additionally, the tax implications of various derivative securities is studied. Case studies and computer based assignments may be used.

FIN 801 – Money and Capital Markets

Analysis of the markets for financial assets, including the money market and various bond and stock markets. Topics include determinants of the level and structure of interest rates. The Federal Reserve impact on markets. How financial institutions operate with respect to their sources and uses of funds. Essentials of the regulatory structure of financial markets, transactions costs, and interrelations among markets.

FIN 818 – Econometrics

Prerequisite: FIN 750 *Managerial Finance*

An introduction to mathematical statistics and basic econometrics. Covers fundamental econometrics tools as well as hypothesis testing, analysis of variance, linear regressions, simultaneous equations and models of qualitative choice. Requires significant reliance on the computer and relevant empirical work in finance.

FIN 841 – Financial Forecasting

Prerequisite: FIN 750 *Managerial Finance*

The nature, techniques and problems of business forecasting. Covers indicators of business activity, short-run econometrics forecasting models, and the construction of aggregate forecasts as well as forecasts of major economic sectors. Includes long-term predictions and the application of aggregate and sector forecasts to particular industries and firms.

FNEC 900 – Special Topics in Managerial Economics

A comprehensive analysis of timely special issues in the field of economics for management. Specific topics are announced when the course is scheduled.

Entrepreneurship/Small Business (ES) Functional Area:**MGES 826 – New Venture Creation**

This course introduces the practice of entrepreneurship – the creation of value through innovation. We discuss how entrepreneurs combine ideas, concepts, technologies and procedures in new ways to produce highly profitable products and services. Innovation always begins with an idea, but successful ideas must be taken to the point where the what, when, where, and how the new venture will proceed are clearly specified. During the semester we discuss the information needed to succeed, where it's found and how it's used. As a means of reinforcing the points, each student will research and produce a new venture plan.

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 830 – Small Business Management and Entrepreneurship

This course focuses on the nature of the entrepreneurial organization; its volatility and flux, where standard operating procedures are lacking and organizational structure, culture and leadership style are created anew each day. Successful small business management requires that a series of developmental challenges be identified and addressed if the venture is to succeed.

MGES 832 – Venture Capital Finance

This course is designed for people who wish to become involved in the venture capital market as investors, intermediaries, or as owner-managers of emerging growth companies seeking to raise funds. The purpose of the course is to define the venture capital market and to show where it fits within the domestic and international economic and financial system, to show how its characteristics relate to modern financial theory and practice, and to educate interested parties in the operational aspects of the venture financing process and the development of emerging growth companies.

MGES 834 – Management of Technology and Innovation

This course examines the management process of creating, developing, designing and implementing new products and technology. The course focuses on the full range of activities from laying a foundation of technical knowledge in research, through the creation and design of new products or process concepts, to the integration of marketing, manufacturing, engineering and project management, in the development process and, finally to the successful commercial introduction of new products and processes.

MGES 836 – Managing the Family Business

The business, personal and interpersonal issues associated with a family-owned and managed firm are explored in this course. Topics evaluated in the course include: the competitive strengths and weaknesses in a family firm; dynamics of family interactions and the family business culture; conflictive resolution; estate planning; and planning for succession.

MGES 838 – Managing Growing Businesses

The objective of the course is to provide a series of concepts, frameworks, and heuristics that enable students to anticipate and deal with the problem and opportunities that accompany growth in an owner-managed, privately-owned, entrepreneurial firm. The course focuses on the decisions made by owner-managers in order to turn their emerging businesses into self-sustaining organizations, from the first sale to \$100 million in sales. As such, it is designed to build on the skills and strategic perspective developed in the New Ventures and Entrepreneurship course. In the owner-managed, growing firm, the implementation challenges include the functional management of marketing, human resources, operations, and finance, as well as those that are particular to the growing firm: establishing and sharing the vision; customer and product development; managing and control systems, managing transitions and troubled times, professionalizing the growing business and the changing role of the founders. The course focuses primarily on the founding entrepreneur(s), but it will also address the issues faced by professional managers who join the firm after start-up.

MGES 910 – Small Business Management Practicum

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.

Finance (FIN) Functional Area:

MSF/MSFSB students are eligible to take any of the following MBA finance electives provided the student meets the course prerequisite and obtains the approval of the Graduate Programs in Finance Program Director.

FIN 800 – Financial Statement Analysis for Financial Institutions

The focus is on financial statement analyses of the financial services industry. Bank financial statement analysis with an emphasis on off-balance sheet lending and borrowing, capital structure issues, and savings and loans are studied. Innovations in mortgage-backed securities and asset-based financing techniques are analyzed. Additionally, the tax implications of various derivative securities is studied. Case studies and computer based assignments may be used.

FIN 801 – Money and Capital Markets

Analysis of the markets for financial assets, including the money market and various bond and stock markets. Determinants of the level and structure of interest rates. The Federal Reserve impacts on markets. How financial institutions operate with respect to their source and uses of funds. Essentials of the regulatory structure of financial markets, transactions costs, and interrelations among markets.

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

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 805 Capital Management;
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 805 Capital Management;
FIN 810 Investment Analysis

This course includes theory of decision-making and current readings in business finance and investments, supplemented by special problems and a research project. The course is designed to encourage students in finance to develop a solid understanding of the important contributions to the literature.

FIN 820 – Financial Institutions

Prerequisite: FIN 805 Capital Management

The characteristics, structure and function of money and capital markets, with emphasis on management of assets and liabilities of depository and non-depository institutions. The course includes institutional and analytical topics as well as case studies.

FIN 823 – Financial and Economic Forecasting

Prerequisites: FIN 750 Managerial Finance

The nature, techniques, and problems of business forecasting. The course covers indicators of business activity, short-run econometric forecasting models, and the construction of aggregate forecasts as well as forecasts of major economic sectors. Also included are long-term predictions and the application of aggregate and sector forecasts to particular industries and firms.

FIN 825 – Multinational Financial Management

Prerequisite: FIN 750 Managerial Finance

In this course, you will study corporate financial decisions in an international setting. The focus will be placed on foreign exchange management and capital budgeting.

FIN 841 – Financial Forecasting

Prerequisite: FIN 750 Managerial Finance

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 evaluations criteria. There is significant reliance on the computer in this course.

FIN 851 – Working Capital

Prerequisite: FIN 805 Capital Management

Theoretical and practical issues involved in the management of current assets and liabilities, with emphasis on the formulation and the financing aspects of a working capital policy.

FIN 891 – Seminar In Finance

Prerequisites: FIN 750 Managerial Finance;
FIN 805 Capital Management

This course includes theory of decision-making and current readings in business finance and investments, supplemented by special problems and a research project. The course is designed to encourage students in finance to develop a solid understanding of the important contributions to the literature.

FIN 893 – Independent Study

Prerequisite: Instructor's approval

A student proposes a direct 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 to registration.

FIN 900 – Special Topics In Finance

Prerequisite: Instructor's approval.

All 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: Instructor's 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 810 – Multinational Financial Decision Making

International business transactions and their effect upon income and assets. Importance is placed upon business plans, accounting, treasury, economics, taxation, finance and ethics.

ACIB 872 – International Accounting

Prerequisite: ACCT 700, Introductory Accounting or ACCT 804, Cost and Managerial Accounting.

Translation of foreign subsidiary accounts and their consolidation with a U.S. parent corporation's financial accounts. The accounting profession, accounting practices, and the development of accounting standards in an international context. Financial planning, budgeting and control in a multinational company.

FNIB 825 – International Finance

Prerequisite: FIN 750 *Managerial Finance and FNEC 700, 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.

BLLS 830/BLIB 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.

MGIB 810 – International Business

Principles of international business and the characteristics distinguishing it from domestic business. Included are problems of international law, monetary matters, finance, cultural and political issues, and the complexities of multinational corporation formation and operation.

MKIB 817 – International Marketing

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

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.

MGIB 850 – International Management Overseas Seminar

Prerequisite: Core courses and permission of instructor.

The seminar is designed to develop students' awareness, understanding and knowledge of managing in an international context. The format will consist of several preparatory sessions at Suffolk and an intensive one week seminar outside the United States. Topics will include, but are not limited to, managing cultural and structural differences, geo-political-economic considerations, international human resources and strategic management issues. The scheduling and the host country destination, as well

as content emphasis will vary from term to term. A maximum of two off-campus courses is permitted subject to the 30 credit residency requirement.

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.

**Operations Management (OM)
Functional Area:**

Courses to be announced at a later date.

**Organizational Behavior (OB)
Functional Area:****MGOB 820 – Career Strategy**

Prerequisite: MGOB 755 *Human Behavior and Organization Theory*

The course focuses on the nature of careers and their strategic implications at individual, company and societal levels of analysis. You will be encouraged to consider the material from both personal and managerial perspectives. The linkages among company strategy, structure and career systems will be explored, as will the functioning of careers in modern, dynamic, network-driven economies.

MGOB 825 – Human Resource Management

Prerequisite: MGOB 755 *Human Behavior and Organization Theory*

For practitioners and students interested in understanding the roles and skills involved in human resources management. The course brings students up-to-date on the role and focus of human resources as well as provides an understanding of the relationship between human resources and other management functions.

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) assess-

ment 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 850 – Management Consulting

Prerequisite: MGOB 755 Human Behavior and Organization Theory

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 relationships 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 700 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 700 Statistics and Quantitative Method

An examination of the latest forecasting techniques, from simple smoothing to autogressive, integrative time series models, and 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 700 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 spin-offs. The course assumes no prior background in either business strategy or technology/science, but students with such backgrounds are 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.

A management internship project with a local business or institution, which is similar to an initial assignment given to a graduate MBA in his/her first job. The course is usually for three (3) credit hours and completed in one semester.

Marketing (MK) Functional Area:

MKT 810 – Marketing Research for Managers

Prerequisite: MKT 750 Marketing Management
The role of research in marketing decision-making, including the cost and value of information. The course uses cases and problems to explore problem definition, research design, sampling, questionnaire design, field methods, data analysis, and reporting.

MKT 813 – Advertising and Promotion Management

Prerequisite: MKT 750 Marketing Management
The role, scope and tools of promotion, including the communication process and the limits of persuasion. The course covers promotional campaign management, including the formulation of objectives, resource allocation, message and media strategy measurement and evaluation.

MKT 814 – Strategic Marketing

Prerequisite: MKT 750 Marketing Management
The tools of analysis, planning and control used to manage the marketing process, firm needs assessment through formulation of the offering, pricing, promotion and distribution. Employs case analysis and projects.

MKT 815 – Consumer Behavior

Prerequisite: MKT 750 Marketing Management
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.

MKIB 817 – International Marketing

The application of marketing principles and practices to competition in global markets. The course emphasizes the skills necessary for cross-cultural marketing.

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 830 – Marketing on the Internet

Prerequisites: Marketing 750 Marketing Management or Permission of the Instructor; and access to the Internet via home, office, or Suffolk University Computer Lab.

The course explores how the Internet, including the World Wide Web, can be used as an effective marketing tool. Case studies from contemporary on-line businesses will be presented and discussed. Students will develop an Internet Marketing Plan involving Intelligence gathering, target market analysis, and evaluation of the marketing mix for achieving the stated objectives. Finally, issues of security, privacy, and ethics will be discussed. The course will have the following learning components: lecture, guest presentations, and student development of an Internet Marketing Plan.

MKT 840 – Direct Marketing

Prerequisite: MGQM 700, Statistics and Quantitative Methods and MKT 750, Marketing Management

The many aspects of direct marketing, including solo mail, catalogs, direct response TV and radio, and telemarketing in consumer and business-to-business contexts. Includes prospecting techniques, mailing list development, list testing, database management, positioning and creative strategies, and statistically based list segmentation models. Knowledge of hypothesis testing and some familiarity with regression analysis, decision trees and ANOVA are assumed.

MKT 900 – Special Topics in Marketing

An in-depth analysis of timely special issues in the field of marketing. Specific topics are announced when the course is scheduled.

MKT 910 – Directed Individual Study

A student proposes a directed study project, generally for three credit hours and completed during one semester. The student and faculty advisor must concur on a written proposal and final report, and the project must be approved by the Office of the Dean prior of registration.

Master of Science in Entrepreneurial Studies (MSES) Program

This program is designed for people with a special interest in creating or joining a new venture, for people wishing to join a non-traditional, innovative, "growth" company, and for post MBA's seeking a more entrepreneurial perspective or contemplating a career transition into a more entrepreneurial work setting.

The Sawyer School's MSES Program, the only Master of Science degree of its kind in the country, is a select, specialized program.

The Program specifically focuses on new ventures, small businesses, growing businesses, family businesses, high tech businesses, and international enterprises. It also focuses on corporate renewal as well as entrepreneurship in the decentralized and divisionalized firm. Entrepreneurial activity is broadly interpreted as opportunity-seeking behavior oriented toward business innovation. It can occur at any level of any type of company.

Admission Admission requirements to the MSES program, are listed in the Graduate Programs section of this Catalog.

Applicants pursuing an advanced degree from an AACSB accredited business school or an advanced degree in other areas from schools accredited by their professional accreditation agencies may be considered on an individual basis dependent upon approval by the academic program directors. In rare instances the department may consider other qualifications. Students who have completed the business/management curriculum as part of their prior undergraduate or graduate degree program may be

eligible for advanced standing based on course waivers or qualifying examinations for the skill level courses.

Waivers Core and Required MBA courses may be waived with credit by passing a proficiency exam administered by the department, or completing equivalent academic coursework at the undergraduate or graduate level and receiving a grade of "B+" or better (undergraduate) or "B" or better (graduate).

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 a student has been accepted, and the student must waive courses during the first semester. The student will receive credit for each course waived, thereby reducing the total number of courses he or she must take.

Transfer Credits Transfer credit may be granted for core courses completed at the graduate level,

- if the coursework was completed within the last 5 years in a college of business administration of an AACSB accredited college or university, and
- the student received a grade of "B" or better

Courses may not have been used towards another degree. Only 6 credits of transfer credit will be granted.

MSES Requirement Students are required to complete a minimum of ten (10) courses at the Sawyer School of Management.

Degree Requirements The faculty will recommend to the President and Trustees of the University the award of the MSES degree providing the following conditions are satisfied.

- all graduate courses are satisfactorily completed.
- an overall average of 3.0 ("B") or higher is achieved for the entire graduate program.
- all degree requirements are completed within five years after the start of graduate work.

Academic Standing A 3.0 ("B") or better grade point average is required to complete the MSES. Students are expected to earn a 3.0 in all courses attempted. It is the student's responsibility to monitor his or her academic progress. Formal guidelines for academic performance in graduate courses are as follows:

A **Warning** is issued to a student:

- after completing a semester in which the student's grade point average falls below 3.0 for the first time; or
- a student fails to complete "I" grade(s) within one year

A student will be **dismissed**:

- after completing 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;
- a cumulative total of two "C" grades is received; placing the student's grade point average below 3.0
- after receiving an "F" grade: *The student must petition the Dean's Office before taking any further courses. Failure to petition will result in dismissal;*

- after receiving a 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 Program Committee for re-admission based on special considerations following the procedures as outlined in the academic standing section.

Curriculum The curriculum for the MSES has two parts. Part One includes a set of MBA Core and Required courses which provides the student with a general business background. Students may waive any or all of these courses. Part Two, includes a set of entrepreneurial studies "major" courses; four (4) required courses and two (2) electives. Students may choose from electives offered in the SSOM departments or in any other SSOM graduate program.

The MSES Curriculum consists of 30 – 51 credits:

MBA Foundation Workshops* (5 credits)

ACCT W700 Accounting
MGQM W700 Basic Statistics
MGOM W700 Communication
CIS W700 Computer Literacy for Management
FNEC W700 Introductory Economics

** may be waived*

MBA Core and Required Courses * (28 credits)

MGOB 700 Management Communications
FNEC 700 Managerial Economics
ACCT 700 Introductory Accounting
CIS 700 Computers in Management
MGQM 700 Statistics and Quantitative Methods
MGOM 750 Operations Management
MGOB 755 Human Behavior and Organizational Theory
MKT 750 Marketing Management
LS 750 Legal and Social Environment of Business
FIN 750 Managerial Finance
MBA 700 Tomorrow's Manager

** may be waived*

Four (4) Required MSES Courses (12 credits)

- MGES 826 Entrepreneurship and New Venture Creation
 MGES 828 The Entrepreneurial Firm
 MGES 875 Strategic Management
 MGES 910 Practicum in Entrepreneurship

Two (2) Elective MSES Courses (6 credits)

- MGES 830 Small Business Management
 MGES 832 Venture Capital Finance and Investment
 MGES 834 Management of Technology and Innovation
 MGES 836 Managing Family Businesses
 MGES 838 Managing Growing Businesses

MSES PROGRAM COURSE DESCRIPTIONS

MGES 826 – New Venture Creation

This course introduces the practice of entrepreneurship – the creation of value through innovation. We discuss how entrepreneurs combine ideas, concepts, technologies and procedures in new ways to produce highly profitable products and services. Innovation always begins with an idea, but successful ideas must be taken to the point where the what, when, where, and how the new venture will proceed are clearly specified. During the semester we discuss the information needed to succeed, where it's found and how it's used. As a means of reinforcing the points, each student will research and produce a new venture plan.

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 830 – Small Business Management and Entrepreneurship

This course focuses on the nature of the entrepreneurial organization: its volatility and flux, where standard operating procedures are lacking and organizational structure, where culture and leadership style are created anew each day. Successful small business management requires that a series of developmental challenges be identified and addressed if the venture is to succeed.

MGES 832 – Venture Capital Finance

This course is designed for people who wish to become involved in the venture capital market as investors, intermediaries, or as owner-managers of emerging growth companies seeking to raise funds. The purpose of the course is to define the venture capital market and to show where it fits within the domestic and international economic and financial system, to show how its characteristics relate to modern financial theory and practice, and to educate interested parties in the operational aspects of the venture financing process and the development of emerging growth companies.

MGES 834 – Management of Technology and Innovation

Management of Technology and Innovation examines the management process of creating, developing, designing and implementing new products and technology. The course focuses on the full range of activities from laying a foundation of technical knowledge in research, through the creation and design of new products or process concepts, to the integration of marketing, manufacturing, engineering and project management, in the development process and, finally to the successful commercial introduction of new products and processes.

MGES 836 – Managing Family Businesses

The business, personal and interpersonal issues associated with a family-owned and managed firm are explored in this course. Topics evaluated in the course include: the competitive strengths and weaknesses in a family firm; dynamics of family interactions and the family business culture; conflictive resolution; estate planning; and planning for succession.

MGES 838 – Managing Growing Businesses

The objective of the course is to provide a series of concepts, frameworks, and heuristics that enable students to anticipate and deal with the problem and opportunities that accompany growth in an owner-managed, privately-owned, entrepreneurial firm. The course focuses on the decisions made by owner-managers in order to turn their emerging businesses into self-sustaining organizations, from the first sale to \$100 million in sales. As such, it is designed to build on the skills and strategic perspective developed in the New Ventures and Entrepreneurship course. In the owner-managed, growing firm, the implementation challenges include the functional management of marketing, human resources, operations, and finance, as well as those that are particular to the growing firm: establishing and sharing the vision; customer and product development; managing and control systems, managing transitions and troubled times, professionalizing the growing business and the changing role of the founders. The course focuses primarily on the founding entrepreneur(s), but it will also address the issues faced by professional managers who join the firm after start-up.

MSES 900 – Special Topics in Entrepreneurship

The special topic content and objective will be announced as the course is scheduled. An example of a special topics course offered recently is **Women in Entrepreneurship**.

PAD 900 – Special Topics in Public Management

The special topic content and objective will be announced as the course is scheduled. An example of a special topics course offered recently is **Entrepreneurial Non-profit**.

MGES 910 – Practicum in Entrepreneurship

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.

GRADUATE PROGRAMS IN PUBLIC MANAGEMENT

Master in Public Administration (MPA) Program

Offered by the Department of Public Management, the MPA Program provides a pragmatic approach public management education and administration.

The program emphasizes and allows students to develop knowledge and expertise and enables students to perform managerial and administrative work at all levels of government or in a public service institution.

Accreditation Established in 1974, the MPA Program is one of only six in New England to be fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).

Advising Students in the MPA program are assigned an individual full-time public management faculty member as an academic 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 public service;
- who work in public service and are interested in further study and advancement; and
- who work in not-for-profit agencies.

Scheduling The program accommodates both full and part-time students. Most 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. Some courses are offered in the afternoon, usually starting at 2:00 pm. There is also an **Accelerated MPA Program** which meets on Saturdays in both Boston and at Cape Cod Community College in Barnstable, Massachusetts.

Admission Admission Requirements are listed in the Graduate Programs sections of this Catalog.

Waivers Course waivers do not reduce the total number of courses a student must complete to earn a MPA degree. Students complete an elective, usually in the same functional area as the course waived.

MPA Required Courses (except PAD 758 and PAD 759) may be waived on the basis of:

- a proficiency examination administered by the Department of Public Management or
- by completing equivalent academic coursework at the undergraduate or graduate level with a grade of "B+" or better (undergraduate) or "B" or better (graduate).

This will permit a waiver of required courses on a one-for-one basis with previous coursework, assuming content and grade criteria are satisfied. Alternatively, two undergraduate courses with grades of "B" or

better in both courses and equivalent course content permit a waiver of one graduate course. Official transcripts and course syllabi or catalog descriptions are necessary to verify grades and course equivalence.

Waiver requests are evaluated once a student is accepted to the MPA Program and by the end of the student's first semester. Waiver petition forms and policy guidance are obtained from the MPA Coordinator and academic advisors. The Department Chairperson and the student's academic advisor will approve all waiver requests and the MPA Coordinator will notify the Registrar regarding the disposition of all waiver requests.

Transfer Credits Students may transfer up to 6 credits completed at an graduate level NASPAA accredited academic program. Transfer credit may be granted for core courses (except PAD 758 and PAD 759) and elective courses. To be eligible:

- graduate courses must be completed within the last 5 years, and
- the student earned a grade of "B" or better

Graduate courses for transfer credit must be similar in content and requirements to courses currently being offered by the MPA Program. Transfer courses can not be used towards another degree.

Transfer credit petition forms and policy guidance can be obtained from the MPA Coordinator and academic advisors. The Department Chairperson and the student's academic advisor will approve all transfer credit requests. The MPA Coordinator will notify the University Registrar regarding the disposition of all transfer credit requests.

Degree Requirement 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.

- all graduate courses are satisfactorily completed
- an overall average of 3.0 ("B") or higher is achieved for the entire graduate program
- all degree requirements are completed within seven years after the start of graduate work

Academic Standing A 3.0 ("B") 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.

A student is **dismissed**:

- upon completion of two or more semester in which the cumulative grade point average falls below 3.0 ("B") and a warning was previously been given;
- if a student receives a cumulative total of two "C" (2.0) grades; or
- if a student receives a grade of "F"

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.

Curriculum:

The MPA curriculum is a 45-credit program (15 courses) accredited by the National Association of Schools of Public Affairs and Administration. The program offers concentrations in health administration, disability studies, finance and human resources, non-profit, and state and local government.

The curriculum consists of nine (9) required courses and six (6) electives in the general MPA curriculum.

Foundation courses PAD 711, 712, and 713 are taken before all other required courses. It is suggested that all other required courses be taken in numerical sequence. PAD 758, Internship in Public Management or PAD 759, Practicum Seminar in Public Management should be taken in the last year.

MPA Required Courses

Course Number	Description
PAD 711**	Foundations of Public Organizational Administration
PAD 712 **	Foundations of Public Policy Analysis
PAD 713**	Foundations of Public Financial Administration
PAD 714	Legal Basis of Public Management
PAD 715	Quantitative Analysis
PAD 716	Public Service Human Resource Management
PAD 717	Organizational Effectiveness in Government
PAD 718	Financial Decision Making
PAD 758	Internship in Public Management*
or	
PAD 759	Practicum Seminar in Public Management*

**Pre-career students take PAD758; In-service students take PAD 759. Both should be taken in the last year.*

***Foundation courses PAD 711, 712, and 713 are taken before all other required courses. It is suggested that all other required courses be taken in numerical sequence.*

Elective Courses (6 courses)

Course Number	Description
PAD 809	Economic/Financial/Administrative Strategies of Public Service
PAD 811	Politics of the Federal Bureaucracy
PAD 812	Managing State Government
PAD 813	Administrative Strategies of Local Government
PAD 814	Intergovernmental Relations
PAD 815	Client and Community Relations
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	Public Management Information Systems
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 827	Financing State and Local Government
PAD 828	Disability Policy in Historical Perspective
PAD 829	Environmental Policy and Administration
PAD 830	Public Liaison Strategies
PAD 831	Public Service and the Law
PAD 832	Disability Issues
PAD 834	Disability and Public Policy
PAD 835	Marketing Health Services
PAD 836	Health Economics
PAD 838	Ethics in Management
PAD 839	Leadership and Decision Making
PAD 840	Comparative Public Policy
PAD 842	Public Sector Labor and Workplace Law
PAD 844	Management of Non-Profits
PAD 850	Alternative Dispute Resolution
PAD 900	Special Topics in Public Administration
PAD 910	Directed Individual Study

Specialized MPA Concentrations & Curriculum

The specialized 17-course, 51-credit curriculum consists of 9 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 concentrations. The elective requirements for each specialized concentration are listed below.

MPA/Health Administration Concentration

The MPA/Health Administration concentration is designed to meet the present and expanding needs of managers in the area of hospital administration, public health, research, health planning, medical education, insurance and health care.

The curriculum integrates the disciplines of public management and health care 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 related to the health field. The concentration is ideal for those seeking advancement or preparing for careers in public or private health care organizations. The MPA/H Concentration consists of the following:

Five (5) 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	Public Service and the Law
PAD 834	Disability and Public Policy
PAD 835	Marketing Health Services
PAD 840	Comparative Public Policy
PAD 900	Special Topics (if related to health administration)
PAD 910	Directed Individual Study

MPA/Disability Studies Concentration

The MPA/Disability Studies concentration is designed to meet the present and expanding needs of managers and policy analysts in the area of disability studies. 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.

The required disability studies courses include:

PAD 823	The U.S. Health System
PAD 828	Disability Policy in Historical Perspective
PAD 831	Disability Rights
PAD 832	Public Service and the Law
PAD 834	Disability and Public Policy

Plus three (3) of the following disability studies elective courses:

PAD 809	Economic, Financial, Administrative Strategies of Public Service
PAD 815	Client and Community Relations
PAD 816	Analysis of Public Policy
PAD 819	Grants-in-Aid and Grants Management
PAD 821	Human Services Integration
PAD 824	Health Financial Management
PAD 840	Comparative Public Policy
PAD 900	Special Topics (if related to disability studies)
PAD 910	Directed Individual Study

MPA/Finance and Human Resources Concentration

The MPA/Finance and Human Resources concentration is designed to meet the present and expanding needs of managers in the area of finance and human resources.

Five (5) finance and human resources required courses include:

PAD 809	Economic, Financial, Administrative Strategies of Public Service
PAD 818	Public Sector Labor/Management Relations
PAD 819	Grants-in-Aid and Grants Management
PAD 822	Public Management Information Systems
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 824	Health Financial Management
PAD 840	Comparative Public Policy
PAD 842	Public Sector Labor and Workplace Law
PAD 850	Alternative Dispute Resolution
PAD 900	Special Topics (if related to finance or human resources)
PAD 910	Directed Individual Study

MPA/State and Local Government Concentration

The MPA/State and Local Government concentration is designed to meet the present and expanding needs of managers in the areas of state and local government. Persons seeking advancement or preparing for a career in the field of state and local government as an appointed or elected official, may wish to customize the MPA Program in a way which recognizes an interest in these fields. The curriculum covers the field of public administration with special attention given to state and local government.

Five (5) state and local government required courses:

PAD 809	Economic, Financial, Administrative Strategies of Public Service
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	Public Management Information Systems
PAD 827	Financing State and Local Government
PAD 840	Comparative Public Policy
PAD 842	Public Sector Labor and Workplace Law
PAD 850	Alternative Dispute Resolution
PAD 900	Special Topics (if related to state or local government)
PAD 910	Directed Individual Study

MPA/Non-Profit Management Concentration

The MPA/Non-Profit Management concentration is designed to meet the career interest for those interested in the management of non-profit agencies. 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 (5) required non-profit management required courses:

PAD 815	Client and Community Relations
PAD 819	Grants-in-Aid and Grants
PAD 838	Ethics in Management
PAD 844	Management of Non-Profit Organizations
PAD 900	Entrepreneurial Non-Profit

(When the last two courses are finally accepted into the curriculum they will have permanent course numbers.)

Plus three (3) of the following elective courses:

PAD 809	Economic, Financial, Administrative Strategies of Public Service
PAD 816	Analysis of Public Policy
PAD 818	Public Sector Labor/Management Relations
PAD 821	Human Services Integration
PAD 822	Public Management Information Systems
PAD 823	The U.S. Health System
PAD 834	Disability and Public Policy
PAD 840	Comparative Public Policy
PAD 835	Marketing Health Services
PAD 900	Special Topics (if related to non-profit management)
PAD 910	Directed Individual Study

Master in Public Administration/Master of Science in Mental Health Counseling (MPA/MS)

The Department of Public Management (MPA), in conjunction with the Department of Education and Human Services (EHS) in the College of Liberal Arts and Sciences, offers a joint degree program in public administration and mental health counseling (MPA/MS). The MPA/MS meets the needs of public and private sector human service workers who wish to strengthen their direct service skills and who expect to assume management and leadership roles in the organization.

The MPA/MS degree program consists of twenty (20) courses or sixty (60) credits. The student takes ten (10) courses from the Public Management curriculum listed below and (10) from the Mental Health Counseling curriculum also listed below.

Curriculum

The curriculum consists of seven (7) required MPA courses:

PAD 711	Foundations of Public Organizational Administration
PAD 712	Foundations of Public Policy Analysis
PAD 713	Foundations of Public Financial Administration
PAD 714	Legal Basis of Public Management
PAD 715	Quantitative Analysis
PAD 717	Organizational Effectiveness in Government
PAD 718	Financial Decision Making

Plus three (3) of the following MPA electives:

PAD 815	Client and Community Relations
PAD 818	Public Sector Labor/Management Relations
PAD 819	Grants-in-Aid and Grants Management
PAD 821	Human Services Integration
PAD 823	US Health System
PAD 834	Disability and Public Policy
PAD 835	Marketing Health Services
PAD 838	Ethics in Management
PAD 840	Comparative Public Policy

and any special topic course related to non-profits.

Eight (8) required EHS courses:

EHS 712	Life Span Development
EHS 713	Counseling: Theory and Practice
EHS 715	Methods of Research
EHS 716	Psychological Diagnosis
EHS 717	Psychological Testing
EHS 737	Interpersonal Skills Laboratory
EHS 738	CHR Practicum I
EHS 739	CHR Practicum II

Plus two (2) EHS electives:

EHS 714	Psychology of Vocational Development
EHS 721	Training and Development
EHS 724	Human Relations in Organizations
EHS 726	Family Therapy
EHS 727	Substance Abuse Counseling
EHS 728	Professional Orientation: Ethical/Legal Issues
EHS 729	Human Sexuality Seminar
EHS 733	Counseling Diverse Populations
EHS 734	Counseling Psychology Seminar
EHS 735	Group Counseling
EHS 736	Consultation
EHS 750	Independent Study: CHR

Admission

Candidates must meet the entrance requirements for both the MPA and the MS programs. Application for the joint program is submitted during the first year of matriculation. Degrees will be awarded when all degree requirements for both degrees are fulfilled.

Master of Health Administration (MHA) Program

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 an 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 other courses, with the approval of the department chairperson, may be substituted for required courses based on a student's knowledge, expertise, and experience.

Required courses:

PAD 711	Foundations of Public Organizational Administration
PAD 712	Foundations of Public Policy Analysis
PAD 713	Foundations of Public Financial Administration
PAD 716	Public Service Human Resource Management
PAD 823	The U.S. Health System
PAD 824	Health Financial Management
PAD 826	Health Systems Analysis and Planning
PAD 836	Health Economics

Plus two (2) electives consisting of any other Public Management courses depending upon the student's background and training.

The Juris Doctor/Master in Public Administration (JD/MPA) Program

The JD/MPA Program is designed to integrate professional education in law and public administration for those seeking to obtain skills and concepts necessary for public and not-for-profit sector management. The JD/MPA is offered by the Sawyer School of Management and the Law School.

Admission The JD/MPA is restricted to full-time students. Candidates must meet the admission requirements established by the Suffolk University Law School and the Sawyer School of Management. The LSAT is required by the University Law School. Applicants may apply to both programs before entering Suffolk University, during their first or second year of enrollment in the Law School or as a first-year MPA student. The Law School requires candidates for admission to have a bachelor's degree from an accredited college or university and to have taken the LSAT by February of the year of application. Applications must be submitted to the Law School by March 1. For further information, contact the Graduate Admissions Office, Suffolk University, 20 Ashburton Place Boston, Massachusetts 02108-2770, (617) 573-8302 or Suffolk University Law School Admissions Office, 41 Temple Street Boston, Massachusetts 02114-4280, (617) 573-8144.

Accreditation Suffolk University is accredited by the New England Association of Schools and Colleges. The Sawyer School of Management's Master in Public Administration programs are accredited by the National Association of Schools of Public Affairs and Administration (NASPAA). The Law School is an accredited member of the Association of American Law Schools (AALS) and is accredited by the American Bar Association (ABA).

Curriculum Requirements The requirements for the JD/MPA program are determined by the respective schools. The JD/MPA degree will be granted upon completion of 120 credit semester hours of work: 80 credit hours are completed in the Law School and a minimum of 33 credit hours are completed in the Sawyer School of Management's MPA curriculum. The remaining 7 credit hours may be completed within the MPA or Law School curriculum.

All summer credits applied to the final semester of the joint degree program have been determined based on the semester credits of each individual program so as not to permit students to enroll in fewer than two credits in the final semester.

All joint degree candidate are subject to II (G) of the Rules and Regulations limiting credit for ungraded activities to two credits per semester. Any student who is not in good academic standing is disqualified from the joint degree programs. 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.

Programs of Study

Specific programs and course selections are arranged through the Associate Dean of each respective School. Curricula requirements are arranged by year according to the following schedule:

JD/MPA Curricula**Year 1/Fall**

PAD 711	3	Foundations of Public Organizational Administration
PAD 712	3	Foundations of Public Policy Analysis
PAD 713	3	Foundations of Public Financial Administration
PAD 716	3	One Elective Public Service Human Resource Management
	<u>15</u>	

Spring

PAD 718	3	Financial Decision Making
PAD 715	3	Quantitative Analysis
	9	Two Electives
	<u>15</u>	

Year 2/Fall

3	Contracts
3	Torts
2	Property
2	Civil Procedure
3	Criminal Law
2	Legal Practice Skills
<u>15</u>	

Spring

3	Contracts
2	Torts
3	Property
2	Civil Procedure
4	Constitutional Law
1	Legal Practice Skills
<u>15</u>	

Year 3/Fall

3	Commercial Law
3	Equitable Remedies
2	Evidence
2	Wills and Trusts
3	Business Association
2	Professional Responsibility*
<u>15</u>	

Spring

3	Commercial Law
2	Evidence
3	Wills and Trusts
3	Business Association
5	Electives**
<u>16</u>	

Year 4/Fall

LAW/MPA	3	Internship***
	3	Practicum Seminar in Public Management
LAW/MPA	9	Electives**
	<u>15</u>	

Spring

LAW/MPA	14	Electives**
Total	<u>120</u>	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 SSOM 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 Sawyer School of Management.

***Internship (pre-career) – May be waived in some cases.

Track #2 – The course requirements of Track #2 of the JD/MPA Program are the same as Track #1, however, in Track #2, years 1 and 2 are reversed.

Track #3 – The course requirements of Track #3 of the JD/MPA Program are the same as the Track #1, however, in Track #3, years 2 and 3 precede year 1.

REQUIRED COURSE DESCRIPTIONS

Frequency and scheduling of courses is subject to change based upon 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 (statistics, survey research and cost benefit analysis) 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 economics and its interrelationship within the family of governments. This course covers the interrelated modules of political economy concepts and impacts and taxation-theory and reality. A foundation of the basic precepts of budgeting and 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.

Evaluation and policy analysis methods used in public management. Includes evaluation and survey design, statistics, resource optimization techniques, and utilization outcomes measures. Computer use for most assignments.

PAD 716 Public Service Human Resource 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 Classicist, 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 (Students take either PAD 758 or PAD 759)

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 (Students take either PAD 758 or PAD 759)

The capstone course for working professional students. Its purpose is to provide each student with an opportunity to transport the management skills they have learned into the realities of their professional life. This directed study includes library research, professional and organizational data collection, and personal interviews with opinion leaders in the student's field/organization.

Electives

PAD 809 Economic, Financial and Administrative Strategies of Public Service

The theory and application of financial and managerial practices in public service. The strategies of economic development and how it affects the financial condition of the community will be discussed. Financial applications of revenue and expenditure forecasting, capital planning and debt management will be fully explored. Intermingled within these topics will be the independent issues of relevance, such as Trust Fund Management, Procurement and Land Management.

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 inter-governmental 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

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 non-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 inter-related; 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, and PAD 718, Financial Decision Making, (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 Disability Policy in Historical Perspective

This course examines the growth of policies pertaining to disability and their historical context including 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 Public Service and the Law

The purpose of this course is to investigate the rights of disabled persons and other public service consumers 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 public service consumers 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 included market economics, the market for health services, third-party payers, competition products differentiation, market research, and marketing new health services and products.

PAD 836 Health Economics

This course explores the economic basis of the U.S. medical service system necessary to understand its operation and to formulate health policy. Topics covered include markets, demand for health services, physician and hospital economics, health care financing, and cost containment.

PAD 838 Ethics in Management

Ethical, moral, and legal dilemmas in public and private managerial operations is the focus of this course. The "gray areas" of decision-making provide case studies for exploration of effective ethical practices. Management approaches to deter fraud, waste, abuse, and corrupt practices are identified as are the tools and strategies to strengthen the organizational ethic and culture in business and government. Ethical management strategies designed to improve productivity within organizations are explored.

PAD 839 Leadership and Decision Making

Effective approaches to leadership will be gained through examination of leadership models, styles and strategies. Decision-forcing cases, role-playing, and the critiques of current decision making in public and private organizations will be used. Emphasis is placed on the values and ethics of successful managerial leadership in public, private and not-for-profit sectors.

PAD 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 in other nations. The course consists of classroom lectures and independent research on the Suffolk campus as well as at a university related center in another country. 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. This course may be taken twice, for a maximum of six credits.

PAD 842 Public Sector Labor and Workplace Law

Workplace and labor law affects every public manager's ability to achieve the mission of the organization. Ignorance of these laws is a constant source of misunderstanding, mismanagement, and controversy. Ignorance is not a legal defense when managers are challenged by employees or by their representatives. This course surveys some of the more significant legal requirements associated with labor-management relations and workplace issues in the public sector.

PAD 844 Management of Non-Profits

This course will explore the role of the third sector and its relationship to American society including an in-depth discussion of philanthropy, volunteerism, governance, policy making, evolution of mission, implementation of operations, leadership, and ethics.

PAD 850/BLLS 870 Alternative Dispute Resolution

This course covers Alternative Dispute Resolution including mediation, arbitration, mini-trial, summary jury trial, etc. Applications in labor, business, and governmental disputes are reviewed using role-playing exercises and video tapes. Alternative Dispute Resolution and its legal context is critically evaluated as a growing option to resolve disputes and manage litigation costs.

PAD 900 Special Topics

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.

Accelerated Program

The Public Management Program is open to anyone accepted to the regular MPA or MHA programs. Classes meet on Saturdays in a format which allows for eight courses to be taken in twelve months while a part-time student.

International Study

The Department of Public Management makes available two weeks of comparative study of public policy in the United States at university centers in other nations. As part of the requirements for PAD 840, the student researches a topic of interest such as: urban policy, gerontology, health, human services, labor relations, women's issues, or the environment; and then meets with professionals in the host country.

Students in the past have traveled to Dublin, Ireland, Bristol, England and Puerto Rico.

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 (5) courses at the 800 (elective) level, to be completed within five years with a grade point average of 3.0 ("B") or better.

In addition to the present five (5) course CASPA the Public Management Department offers a CASPA with an area of concentration in health administration, disability studies, finance and human resources, state and local government, and non-profit management. 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.

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.

GRADUATE PROGRAMS IN ACCOUNTING

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. The program also prepares students who expect to continue their studies with an accounting doctoral program. 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.

Admission Admission requirements for the MSA Degree Program are listed in the Graduate Program section of this Catalog.

The MSA is designed for candidates possessing an undergraduate degree in Accounting. Candidates with an undergraduate degree in a subject other than accounting must complete 12 credits of accounting and finance preparation courses as part of the degree requirements for the MSA.

Waivers A student may waive **accounting and finance preparation courses** with credit by:

- completing equivalent courses at an accredited business school and achieving a grade of "B" (3.0) or better, or
- passing a proficiency exam

A student may waive **foundation workshops** by:

- achieving a grade of "C+" or better in equivalent courses, or
- demonstrating significant work experience in the respective workshop area

A student may waive **MBA 700, Tomorrow's Manager** if they hold a management or business degree.

Transfer Credits Of the thirty (30) credit hours required for the MSA, a maximum of nine (9) may be transferred from another AACSB-accredited graduate program, providing these credits have not been applied toward another degree. A minimum of 21 credits must be earned at Suffolk University.

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

The curriculum builds upon an undergraduate degree in accounting. Courses may be taken in any sequence, depending on designated course prerequisites. Students must have their Programs of Study approved by their faculty advisor and by the Director of Graduate Programs in Accounting.

The MSA consists of 30 – 49 credits:**MBA Foundation Workshops*
(4 courses or 4 credits)**

MGQM W700 Basic Statistics
 MGOB W700 Communication
 CIS W700 Computer Literacy for Management
 FNEC W700 Introductory Economics

**may be waived*

**MBA Required Course*
(1 course or 3 credits)**

MBA 700 Tomorrow's Manager

**may be waived*

Accounting and Finance Preparation Courses* (4 courses or 12 credits)

ACCT 801 Graduate Accounting I
 ACCT 802 Graduate Accounting II
 ACCT 804 Cost and Managerial Accounting
 FIN 750 Managerial Finance

**may be waived*

**MSA Required Courses
(6 courses or 18 credits)**

ACCT 824 Financial Reporting and Analysis
 ACCT 825 Planning and Control Systems
 ACCT 861 Accounting Theory & Practice
 ACCT 865 Information Technology & Accounting
 ACIB 872 International Accounting
 MGSM 833 Strategic Management of Innovation
 and Technology

Electives (4 courses or 12 credits)

Only two (2) may be accounting courses.

ACCT 803 Graduate Accounting III
 ACCT 805 Graduate Auditing
 ACIB 810 Multinational Financial Decision
 Making
 ACCT 871 Not-for-profit Accounting and
 Control
 ACCT 880 Special Topics in Accounting
 ACCT 900 Individual Study
 ACCT 910 Accounting Internship
 BLS 800 Business Law
 TAX 801 Issues in Federal Taxation

A student may choose to take any other graduate management elective not included in the MSA with the approval of the academic director.

MSA Career Tracks

The following MSA career tracks and electives are available:

Public Accounting

ACCT 803 Graduate Accounting III
 ACCT 805 Graduate Auditing
 BLS 800 Business Law
 TAX 801 Issues in Federal Taxation
 (The above courses complete the content required for the CPA exam in Massachusetts.)

Private For-profit Sector Controllorship

BLS 800 Business Law
 TAX 801 Issues in Federal Taxation
 TAX 862 Taxation of Corporations
 FIN 812 Capital Budgeting

**Public and Private Not-for-profit
Sectors Controllorship**

ACCT 871 Not-for-profit Accounting and
 Control
 TAX 801 Issues in Federal Taxation
 TAX 872 Tax-exempt Organizations
 One PAD course

International

FNIB 825 International Finance
 ACIB 810 Multinational Financial Decision
 Making
 TAX 801 Issues in Federal Taxation
 TXIB 865 Taxation of Transnational
 Transactions

Forensic Auditing

ACCT 805 Graduate Accounting
 (other courses are in the development stages)

The Graduate Diploma in Professional Accounting (GDPA)

The Graduate Diploma in Professional Accounting provides an economical way for students to gain a sound understanding and competence in the practice of accounting.

The Program allows students to concentrate in one of three options: public accounting; controllership (corporate, not-for-profit, and government); and international. Students pursuing the public accounting option attain the accounting educational requirements in Massachusetts to sit for the Certified Public Accountant (CPA) examinations.

Waivers A maximum of three (3) of the nine (9) GDPA courses may be waived by equivalent courses with a grade of "B" or better previously taken at an AACSB accredited school.

Transfer Credits Transfer credit may be granted for a maximum of nine (9) 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 see the Director of Graduate Programs in Accounting, upon admission.

Curriculum The GDPA curriculum consists of 27 credits: seven (7) required courses and two (2) elective courses. Courses can be taken in any sequence, depending only on specified course prerequisites. Students must however, have their proposed Programs of Study approved by the Director of Graduate Programs in Accounting.

GDPA Required Courses (7 courses or 21 credits)

ACCT	801	Graduate Accounting I
ACCT	802	Graduate Accounting II
ACCT	804	Cost and Managerial Accounting
ACCT	865	Information, Technology & Accounting
ACIB	872	International Accounting
BLLS	800	Business Law
TAX	801	Issues in Federal Taxation

Electives (2 courses or 6 credits)

Students first select a career track and then choose two (2) courses from the electives listed below:

Public Accounting Track

ACCT	803	Graduate Accounting III
ACCT	805	Graduate Auditing
ACCT	861	Accounting Theory & Practice I

Controllership Track

ACCT	825	Planning and Control Systems
ACCT	862	Accounting Theory & Practice II
TAX	862	Taxation of Corporations (corporate controllership) or
ACCT	871	Not-for-profit Accounting and government and not-for-profit)

International Track

ACCT	825	Planning and Control Systems
FNIB	825	International Finance
ACIB	810	Multinational Financial Decision-Making

Combined MBA and GDPA

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 students to develop a foundation in accounting, thereby preparing them for positions of leadership in public accounting, and accounting and financial management positions in industry, commerce, not-for-profit and governmental organizations.

An MBA student may choose at any time before graduating, to enter the Combined MBA and GDPA Program. Students will be awarded the GDPA when degree requirements have been met for both the MBA and GDPA.

Students choosing this combined program choose electives from the Accounting MBA functional area and complete an additional 3 courses to earn the GDPA. The program is designed for students considering the CPA or the CMA professional qualification.

Waivers and Transfer Credits MBA

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 Admission Requirements are listed in the Graduate Programs section of this catalog.

Advising Students will see the Director of Graduate Programs in Accounting.

Curriculum The curriculum consists of 39 – 63 credits, made up of the required MBA core courses. Students may substitute ACCT 801 Graduate Accounting I for ACCT 750 Introductory Accounting. Students can take up to three courses from any functional area other than accounting. Students can choose one of three career tracks: public accounting; controllership, including corporate, not-for-profit, and government controllership; and international.

Combined MBA and GDPA Curriculum**MBA Foundation Workshops* (5 credits)**

ACCT	W700	Accounting
MGQM	W700	Basic Statistics
MGOM	W700	Communication
CIS	W700	Computer Literacy for Management
FNEC	W700	Introductory Economics

** may be waived*

MBA Core Courses *(25 credits)

MGOM	700	Management Communications
FNEC	700	Managerial Economics
ACCT	700	Introductory Accounting (ACCT 801 may be substituted for ACCT 700)
CIS	700	Computers in Management
MGQM	700	Statistics and Quantitative Methods
MGOM	750	Operations Management
MGOM	755	Human Behavior and Organizational Theory
MKT	750	Marketing Management
LS	750	Legal and Social Environment of Business
FIN	750	Managerial Finance

** may be waived*

MBA Required Courses (6 credits)

MBA	700	Tomorrow's Manager
MGSM	775	Strategic Management

Required MBA/GPA Courses (9 credits)

ACCT	802	Graduate Accounting II
ACCT	804	Cost and Managerial Accounting
ACCT	865	Information Technology and Accounting

MBA Electives (9 credits)

Students choose 3 courses in any area of business other than accounting

Accounting Electives (9 credits)

Students choose 3 courses from the appropriate option

Public Accounting

ACCT	803	Graduate Accounting III
ACCT	805	Graduate Auditing
ACCT	824	Financial Analysis and Reporting
ACCT	825	Planning and Control Systems
ACIB	872	International Accounting (satisfies the MBA International requirement)
TAX	801	Issues in Federal Taxation

Controllership

ACCT	824	Financial Analysis and Reporting
ACCT	825	Planning and Control Systems
TAX	862	Taxation of Corporations (for corporate career paths) or
ACCT	871	Not-for-profit Accounting (for government or not-for-profit career paths)
FIN	808	General Theory in Corporate Finance

International

ACCT	825	Planning and Control Systems
ACCT	810	Taxation and Corporate Decisions
ACIB	872	International Accounting (satisfies the MBA International requirement)
FNIB	825	International Finance
MGIB	810	International Business

The Master of Science in Taxation (MST) Program

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.

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.

Courses waived and/or transferred must be replaced with appropriate electives. In order to qualify for the Master of Science in Taxation degree, all students are required to complete a minimum of ten courses within the Sawyer School of Management.

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.

The GMAT exam may be waived if the candidate holds a CPA or professional certificate in a related field; a JD or Masteris from accredited School of Management; signing work-related experience and appropriate GPA.

Advising Students are assigned advisors from the accounting faculty upon admission into the program.

MST 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 consists of seven (7) required tax courses and three (3) elective courses. The program also accommodates students with no accounting background, through a three (3) accounting core courses. The number of

courses required for the MST can therefore be between 10 and 13, depending on a student's accounting preparation. The MST consists of 30 credits of coursework within the Sawyer School of Management.

Accounting Core Courses* (9 credits)

ACCT	801	Graduate Accounting I
ACCT	802	Graduate Accounting II
ACCT	803	Graduate Accounting III

**may be waived*

Tax Required Courses (21 credits)

TAX	801	Issues in Federal Taxation
TAX	861	Tax Research
TAX	862	Taxation of Corporations
TAX	863	Taxation of Pass-through Entities
TAX	864	Tax Practice and Procedure
TAX	867	Advanced Topics in Corporate Taxation
TAX	871	Taxation of Estates, Trusts and Gifts

Electives (9 credits)

Students select three (3) electives from the following:

TXIB	865	Taxation of Transnational Transactions
TAX	866	State and Local Taxation
TAX	870	Federal Income Taxation of Estates and Trusts
TAX	872	Tax Exempt Organizations
TAX	873	Tax Planning and Compensation
TXIB	874	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	878	Estate Planning Techniques
TAX	879	Personal Financial Planning
TAX	880	Special Topics in Taxation
TAX	910	Directed Study

Any other 800 level course offered in the Sawyer School of Management (with appropriate faculty approval)

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 to devote much more effort and study to developing an area of special expertise. Moreover, they need to be continually active in studying tax matters as they evolve.

The ACT is offered to encourage continued study and development of specialized competence in selected areas of tax practice.

Candidates must hold a graduate degree in a management subject or law to be admitted to the program.

Five (5) 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.

ACCOUNTING AND TAXATION COURSE DESCRIPTIONS

Unless otherwise noted, all courses are worth 3 credits.

ACCT 700 Introductory Accounting (2 credits)

Prerequisite: ACCT W700 Introductory Accounting

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

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 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 700, 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.

ACIB 810 International Taxation and Corporate Decisions

International business transactions and their effect upon income and assets. Importance is placed upon business plans, accounting, treasury, economics, taxation, finance and ethics.

BLLS 800 Business Law

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 824 Financial Analysis and Reporting

Prerequisite: ACCT 700 Introductory Accounting or ACCT 802 Graduate Accounting II and FIN 750 Managerial Finance

Financial analysis methods; research relevant to financial reporting and analysis; use of financial information in a variety of decision-making situations such as lending decisions and risk analysis, and equity valuation for mergers and divestitures.

ACCT 825 Planning and Control Systems

Prerequisite: ACCT 700 Introductory Accounting or ACCT 801 Graduate Accounting I

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 700 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 700 *Introductory Accounting* or ACCT 802 *Graduate Accounting II*; FIN 700 *Managerial Finance* or FIN 808 *General Theory in Corporate Finance* or FIN 818 *Econometrics* MGQM 700 *Statistics and Quantitative Decision Making* or MGQM 850 *Decision Sciences*

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 700 *Introductory Accounting* or ACCT 802 *Graduate Accounting II*

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 700 *Introductory Accounting*, or ACCT 801 *Graduate Accounting I*

Translation of foreign subsidiary accounts and their consolidation with a U.S. parent's accounts. The accounting profession, accounting practices, and the development of accounting standards in an international environment. Financial planning, resource allocation and control in a multinational company.

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

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

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*

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 870 Federal Income Taxation of Estates and Trusts

Prerequisites: TAX 801 *Issues in Federal Taxation* and TAX 861 *Tax Research*

Concepts, principles and practices of income taxation of decedents' estates and trusts. Topics covered include grantor trusts, charitable trusts and income in respect of a decedent.

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*

U.S. taxation of foreign national taxpayers doing business in the United States. Business, investment and financing planning from a tax perspective for foreign corporations doing business in the United States. Tax treaties and issues of income determination in foreign controlled corporations.

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 878 Estate Planning Techniques

Prerequisites: TAX 871 *Taxation of Estates, Trusts and Gifts* and TAX 870 *Federal Income Taxation of Estates and Trusts*

Topics covered include use of living trusts, joint ownership, life insurance, charitable dispositions, inter vivos gifts, and the marital deduction. Problem areas discussed include the valuation and disposition of closely-held businesses. Students participate in class discussions and are required to submit a written estate plan for a hypothetical client.

TAX 879 Personal Financial Planning

Prerequisites: TAX 801 *Issues in Federal Taxation* and TAX 861 *Tax Research*

Topics covered include legal, economic, cash flow, tax, investment and insurance ramifications of life and death. Emphasizes tools and techniques necessary to maximize benefits generated from net worth, cash flow and employment and minimize the loss resulting from unforeseen contingencies, death and retirement. Students participate in class discussions and are required to submit a written financial plan for a hypothetical client.

TAX 880 Special Topics in Taxation

In-depth analysis of timely issues in taxation. The specific topics and prerequisites of a Special Topics Course will be 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.

GRADUATE PROGRAMS IN FINANCE

Master of Science in Finance (MSF) Program

The Master of Science in Finance (MSF) Program is designed to prepare students for a 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 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).

The MSF is a cohort program and runs on a four-quarter-a-year calendar enabling students to take two courses per quarter. The MSF course schedule was created with the students' professional career objectives in mind. Courses are offered in the evening, making it possible to combine work and education. For student convenience and planning, each entering MSF class will meet on the same evening throughout the program. Classes run from 4:30 to 7:10 and 7:15 to 9:55, meeting eleven times during each quarter. In addition, there are two Saturday sessions per quarter, with classes

meeting from 9:00 to 11:30 and 1:30 to 4:00. All meals are provided.

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 will be contacted by the MSF office to schedule the interview once all necessary documents are filed with Graduate Admissions.

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 for admission to the MSF program without loss of course credit. Upon admission to the program and completion of the MSF requirements, these students will be awarded an MSF degree in lieu of 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 Master of Science in Finance Program, please contact Suffolk University, Office of Graduate Programs in Finance, 8 Ashburton Place, Boston, MA 02108-2770, (617) 573-8641.

MSF Curriculum:

The MSF Curriculum consists of 30 – 48 credits:

Prerequisite Management Courses* (18 credits)

Students may begin taking required MSF courses provided that, in addition to demonstrating adequate mathematics proficiency (equivalent to one college-level calculus course), they have successfully completed or waived the following:

ACCT	W700	Accounting Workshop
ACCT	700	Introductory Accounting
FNEC	W700	Introductory Economics Workshop
FNEC	700	Managerial Economics
MGQM	W700	Basic Statistics Workshop
MGQM	700	Statistics and Quantitative Methods
FIN	750	Managerial Finance
MKT	700	Marketing Management
MGOB	755	Human Behavior and Organizational Theory
MGOM	750	Operations Management
LS	750	Legal and Social Environment of Business
CIS	W700	Computer Literacy in Management Workshop
CIS	700	Computers in Management Information

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 700, FNEC 700, MGQM 700 and FIN 700 prerequisites.

Students accepted in the March quarter are expected to have completed the four courses listed above. All remaining prerequisite deficiencies must be made up before graduation. Prerequisite courses are not inclusive in the MSF program's GPA.

MSF Required Courses (21 credits):

These courses *must* be taken in sequence.

FIN	808	General Theory in Corporate Finance
FIN	810	Investment Analysis
FIN	812	Capital Budgeting
FIN	814	Options and Futures
FIN	816	Financial Institution Management
FIN	818	Econometrics
FIN	820	Financial Policy

Elective Courses (9 credits):

Three electives can be selected from the following list:

FIN	825	Multinational Financial Management
FIN	831	Portfolio Theory
FIN	841	Financial Forecasting
FIN	851	Working Capital
FIN	863	International Financial Markets and Banking
FIN	871	Advanced Banking Theory
FIN	880	Investment Banking
FIN	881	Real Estate
FIN	882	Financial Engineering
FIN	885	Risk and Insurance
FIN	891	Seminar in Finance
FIN	895 or 897	MSF Thesis
FIN	910	Directed Individual Study

For additional Finance course offerings, please refer to the elective courses listed under the Master of Science in Financial Services and Banking Program. 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 run on a semester basis and include the following:

ACCT	824	Financial Analysis and Reporting
BLLS	830	Managing in the International Environment
CIS	810	Management of Information Technologies
MKT	810	Marketing Research for Managers
PAD	838	Ethics in Management

Advising Upon entering the MSF Program at Suffolk, students will be assigned an academic advisor by the Finance Department. Additionally, students are invited to discuss academic and career interests with their advisor. Prior to registering each quarter, students are required to meet with their advisor. Advisors office hours are posted in the Finance Department, 6th floor of the Sawyer Building.

Master of Science in Financial Services and Banking (MSFSB) Program

The Master of Science in Financial Services and Banking (MSFSB) Program prepares its graduates to perform successfully in commercial banking, investment banking, international banking, asset securitization, cash management, accounts receivable and payable management, as well as the creation of complex derivative products, their use for risk exposure control, and their marketing to corporate clients. The MSFSB program consists of sixteen courses: six prerequisites courses, six MSFSB required courses and four MSFSB elective courses. MSFSB elective courses allow students to concentrate in specialization areas like bank management and financial services management. Students with an MBA and holders of Bachelor Degrees in business may qualify to waive all prerequisite courses. Other students may waive some of the prerequisites based on prior academic qualifications. MBA degree holders may be able to complete the program in less than one year, while other students with a strong academic background in business may take as little as 15 months. The MSFSB is a cohort program and runs on a four-quarter-a-year calendar, enabling students to take two courses per quarter. The MSFSB course schedule was created with the students' professional career objectives in mind. Courses are offered in the evening, making it possible to combine work and education. For student convenience and planning, each entering MSFSB class will meet on the same evening throughout the program. Classes run from 4:30 to 7:10 and 7:15 to 9:55, meeting eleven times during each quarter. In addition, there are two Saturday sessions per quarter, with classes meeting from 9:00 to 11:30 and 1:30 to 4:00. All meals are provided.

Admission Requirements In addition to the requirements listed in the Graduate Programs sections of this Catalog, candidates require an interview with the Academic Director of the Graduate Programs of Finance or a finance faculty member as the final step of the Admission Requirements. Once the application process has been completed and submitted to the Graduate Admissions Office, the candidate will be contacted by the Office of Graduate Programs in Finance to arrange for an interview. For more information about the Master of Science in Financial Services and Banking Program, please contact Suffolk University, Office of Graduate Programs in Finance, 8 Ashburton Place, Boston, MA 02108-2770, (617) 573-8641.

MSFSB Curriculum

The MSFSB consists of 30 - 48 credits:

Prerequisite Management Courses* (18 credits)

Students may begin taking required MSFSB courses once they have successfully completed or waived the following:

FIN	750	Managerial Finance
FIN	801	Financial Statement Analysis
FIN	802	Money and Capital Markets (or equivalent)
MGQM	W700	Basic Statistics Workshop
MGQM	700	Statistics and Quantitative Methods

Two of the following:

MKT	750	Marketing Management
MGOB	755	Human Behavior and Organizational Theory
MGOM	700	Operations Management
LS	750	Legal and Social Environment of Business
CIS	W700	Computer Literacy in Management Workshop
CIS	700	Computers in Management Information

If a student has not completed or waived FIN 730, FIN 740, FIN 750, and MGQM 750, he/she may not begin taking MSFSB courses until that course has been completed. **IMPORTANT:** The prerequisite courses are the same classes offered to the MBA students, therefore they are run on a two-semester calendar year. When registering for prerequisite courses, you must adhere to the MBA registration deadlines.

MSFSB Required Courses (18 credits):

These courses *must* be taken in sequence.

FIN	808	General Theory in Corporate Finance
FIN	810	Investment Analysis
FIN	814	Options and Future
FIN	816	Financial Institutions Management
FIN	818	Econometrics
FIN	820	Financial Policy

Elective Courses (12 credit hours):

FIN	871	Advanced Banking Theory
BLLS	811	Banking Laws*
BLLS	812	Securities Regulation*
MF FIN	882	Financial Engineering
MF FIN	880	Investment Banking
MF FIN	891	Topics in Financial Services: Security Innovation and Risk Management
MF FI	872	Bank Administration
MF FIN	873	Marketing of Financial Services
MF FIN	881	Real Estate Finance
MF FIN	885	Risk and Insurance
MF FIN	910	Independent Study MSFSB Thesis

**Offered by the SSOM Business Law Department*

Advising Students will be assigned a faculty advisor from among the full-time finance faculty. The faculty advisor provides an opportunity for students to express their academic interests, goals and concerns. Students are required to meet with their advisor prior to registering each quarter. The student also has access to a peer advisor, i.e., a student nearing completion of the program. Additionally, students can seek advice from the Program Director, Finance Department Chairman, the Associate Director, and the Sawyer School of Management administrators and staff.

The Certificate Program for Advanced Study in Finance

The Certificate for Advanced Study Program is suitable for the working professionals whose responsibilities are currently or expected to be financial in nature or for those outside of the finance area who desire to understand financial thinking in order to compete effectively in the corporate marketplace. The program can be of benefit even to recent graduates of a Masters program because our new courses are designed to meet the challenges in the field of finance where firms are increasingly becoming sophisticated in their application of financial theory.

Admission Requirements The program is available to individuals with a Master of Business Administration degree or a Master of Science degree in a business specialty. Those with a Bachelor degree in business who have sufficient professional experience and who have demonstrated their ability to do high quality academic work are also encouraged to apply. Consistent with the requirements of the American Assembly for Collegiate Schools of Business, the criteria for admission to the program will be appropriate undergraduate and graduate grade point average and an appropriate score in the Graduate Management Admission Test (GMAT).

CPASF Curriculum

The program requires the completion of five courses at the 800 level selected from the area of Finance for a total of 15 credits. Students can focus on a particular functional area and are able to design their program specifically to satisfy their needs and objectives, with a faculty advisor's approval and consultation. Students can focus on a particular functional area.

Juris Doctor/Master of Science in Finance (JD/MSF) Program

Education in both law and finance is an invaluable tool and affords an advantage to those seeking to succeed in today's highly competitive job market. The joint JD/MSF degree program recognizes the myriad of times where a background in both law and finance would be a tremendous benefit: banking, securities, insurance and corporate finance, among others. The JD/MSF is offered by the Sawyer School of Management and the Suffolk University Law School.

Admission The JD/MSF is open to both full and part-time students. Students must be admitted to the Law School and the Sawyer School of Management. Candidates for the JD/MSF must satisfy the admission criteria set forth by both the Law School and The Sawyer School of Management. The JD/MSF requires the LSAT. The MSF program requires all candidates to take the GMAT within the last five years. The Law School requires candidates for admission to have a bachelor's degree from an accredited college or university and to have taken the LSAT by February of the year of application. Applications must be submitted to the Law School by March 1. Applicants may apply during the first two years of Law School or after the first year as an MSF student. For information on the JD/MSF programs, contact Graduate Admissions Office, Suffolk University, 20 Ashburton Place Boston, Massachusetts 02108-2770, (617) 573-8302 or Suffolk University Law School Admissions Office, 41 Temple Street Boston, Massachusetts 02114-4280, (617) 573-8144.

Accreditation Suffolk University is accredited by the New England Association of Schools and Colleges (NEASC). The Law School is an accredited member of the Association of American Law Schools (AALS) and is accredited by the American Bar Association (ABA).

Curriculum Requirements The joint JD/MSF degree program requires 117 total credit hours: 78 credit hours in the Law School and 39 credit hours from the core curriculum and electives in the Finance Department of the Sawyer school of Management.

All summer credits applied to the final semester of the joint degree program have been determined based on the semester credits of each individual program so as not to permit students to enroll in fewer than two credits in the final semester.

All joint degree candidate are subject to II (G) of the Rules and Regulations limiting credit for ungraded activities to two credits per semester. Any student who is not in good academic standing is disqualified from the joint degree programs. 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.

Programs of Study The JD/MSF consists of 117 credits: 78 credits in the Law School, 89 credits from the core curriculum and electives in the finance department. The JD/MSF credit allocation is similar to the JD/MBA program, with one year at 30 credits (Law School) and the remaining three years at 29 credits per year with a range of 14-15 each semester.

First Year Sawyer School of Management

Fall Semester SSOM (Sept.–Dec.)

Foundation Workshops (may be waived)

- ACCT 700 Introductory Accounting
- FNEC 700 Managerial Economics
- MGQM 700 Statistics and Quantitative Methods
- FIN 750 Managerial Finance
- additional 750 prerequisite courses

Spring Semester SSOM (Jan.–May)

- one additional 750 prerequisite course

Third Quarter MSF (Feb.–May)

- FIN 808 General Theory in Corporate Finance
- FIN 810 Investment Analysis

Fourth Quarter MSF (June–August)

- FIN 812 Capital Budgeting

Second Year Suffolk Law School

Fall Semester – Law School (Sept.–Dec.)

- 2040 AD Contracts
- 2050 AD Torts
- 2060 AD Property
- 2080 AD Criminal Law
- 1000 AD Legal Practice Skills

Spring Semester – Law School (Jan.–May)

- 2040 AD Contracts
- 2050 AD Torts
- 2060 AD Property
- 2070 AD Civil Procedure
- 2090 AD Constitutional Law
- 1010 AD Legal Practice Skills

Third Year Suffolk Law School and Sawyer School of Management

Fall Semester – Law School (Sept.–Dec.)

- 2100 AD Business Association
- 2110 AD Commercial Law
- 2120 AD Evidence
- 2130 AD Fiduciary Relations

First Quarter – MSF (Sept.–Nov.)

- FIN 816 Financial Institutional Management

Second Quarter – MSF (Nov.–Feb.)

- FIN 814 Futures and Options

Spring Semester – Law School (Jan.–May)

- 2100 AD Business Associations
- 2110 AD Commercial Law
- 2140 AD Professional Responsibility
- one 2-credit elective in the Law School

Third Quarter – MSF (Feb.–May)

- FIN 818 Econometrics

Fourth Year Suffolk Law School and Sawyer School of Management

Fall Semester – Law School (Sept.–Dec.)

- electives (13 credits)

First Quarter – MSF (Sept.–Nov.)

- FIN 820 Financial Policy

Spring Semester – Law School (Jan.–May)

- electives (14 credits)

Electives available in the fields of finance and law:

Advanced Commercial Finance
Advanced Corporations
Antitrust Law
Banking Law
Business Planning
Close Corporations (Seminar)
Corporate Finance
Securities Regulation
International Business Transactions I and II
International Finance
Law and Economics
Lawyer as Investment Advisor
Bank Administration
Investment Banking
International Financial Markets and Banking
Multinational Financial Management
Portfolio Theory
Real Estate Finance
Risk and Insurance

JD/MSF Admission Students must meet the admission requirements for both the Juris Doctor, as determined by the Law School, and the MSF, as determined by the finance department of the Sawyer School, including the GMAT exam (see Admission page 15 and the Law School prospectus).

You may apply during the first two years of Law School or after your first year as an MSF student.

COURSE DESCRIPTIONS FOR MSF AND MSFSB DEGREE PROGRAMS AND THE CERTIFICATE PROGRAM FOR ADVANCED STUDY IN FINANCE

MBA students are eligible to take MSF Courses provided the student meets the course prerequisite(s) and obtains the approval of the Program Director.

CORE COURSES

Both the MSF and MSFSB are Cohort Programs. Each student is encouraged to take a minimum of two courses per quarter. The Core Courses are offered in pairs and act as building blocks for the next two courses in the Program's sequence.

MF FIN 808 General Theory in Corporate Finance

Prerequisite: FIN 750 *Managerial Finance*
In-depth analysis of major theoretical issues in finance. Includes 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.

MF FIN 810 Investment Analysis

MBA Prerequisite: FIN 750 *Managerial Finance*; *MSF Prerequisite:* 808 *General Theory in Corporate Finance* (*MSF Students must get the approval of the Academic Director*)

An introduction to markets for investment procedures, valuation models, basic analytical techniques and factors influencing risk/return tradeoffs. This emphasizes the professional approach to managing investment assets.

MF FIN 812 Capital Budgeting

Prerequisite: MF FIN 808 *General Theory in Corporate Finance*, FIN 810 *Investment Analysis*
Techniques and decision-making rules for the evaluation and selection of long-term investment projects by corporations. Also examines the interaction of investment and financing. Includes case assignments and discussion of readings.

MF FIN 814 Options and Futures

Prerequisite: MF FIN 808 *General Theory in Corporate Finance*, FIN 810 *Investment Analysis*
The pricing of options and futures 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.

MF FIN 816 Financial Institutions Management

Prerequisite: MF FIN 814 *Options and Futures*
Major issues in the financial management of financial institutions, with emphasis on 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.

MF FIN 818 Econometrics

Prerequisite: MF FIN 814 *Options and Futures*
An introduction to mathematical statistics and basic econometrics. Covers fundamental econometrics tools as well as hypothesis testing, analysis of variance, linear regressions, simultaneous equations, and models of qualitative choice. Requires significant reliance on the computer and relevant empirical work in finance.

MF FIN 820 Financial Policy

Prerequisite: MF FIN 808 *General Theory in Corporate Finance*, FIN 810 *Investment Analysis*, FIN 812, *Investment Analysis*, MF FIN 814 *Options and Futures*
Financial theories, techniques and models applied to the study of corporate financial decisions. Covers aspects of corporate strategy, industry, structure and the functioning of capital markets. Includes lectures and class discussion based on case studies and assigned readings as well as five written case analyses.

ELECTIVES

MF FIN 825 Multinational Financial Management

Prerequisite: FIN 808 *General Theory in Corporate Finance*
Corporate financial decisions in an international setting, with a focus on foreign exchange management and capital budgeting.

MFSB 800 Financial Statement Analysis For Financial Institutions

The focus is on financial statement analyses of the financial services industry. Bank financial statement analysis with an emphasis on off-balance sheet lending and borrowing, capital structure issues, and savings and loans are studied. Innovations in mortgage-backed securities and asset-based financing techniques are analyzed. Additionally, the tax implications of various derivative securities is studied. Case studies and computer based assignments may be used.

MF FIN 831 Portfolio Theory

Prerequisite: FIN 808 *General Theory in Corporate Finance*, 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 801 Money & Capital Markets

Analysis of the markets for financial assets, including the money market and various bond and stock markets. Determinants of the level and structure of interest rates. The Federal Reserve impacts on markets. How financial institutions operate with respect to their sources and uses of funds. Essentials of the regulatory structure of financial markets, transactions costs, and interrelations among markets.

MF FIN 841 Financial Forecasting

Prerequisite: MF 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 evaluations criteria. There is significant reliance on the computer in this course.

MF FIN 851 Working Capital

Prerequisite: MF 812 Capital Budgeting

Theoretical and practical issues involved in the management of current assets and liabilities, with emphasis on the formulation and the financing aspects of a working capital policy.

MF FIN 863 International Financial Markets and Banking

Prerequisites: MF FIN 825 Multinational Financial Management

An investigation of internationally competitive financial markets in which business managers and investors must make decisions by recognizing national and international constraints and possibilities. Also: techniques, concepts and institutional settings which are useful in analyzing national regulations, dealing practices, taxes, currencies and type of securities.

MF FIN 871 Advanced Banking Theory

Prerequisite: MF FIN 816 Financial Institutions Management

A direct extension of Financial Institutions Management, this course will deepen the understanding of the Institutions area through case studies requiring the application of class material, and a reexamination of key theories through lectures and student research reports.

MF FIN 872 Bank Administration

Prerequisite: MF FIN 808 General Theory in Corporate Finance

Examines financial issues facing depositing institutions using a practitioner approach. Topics include general lending policy, credit analysis, including financial statement, statutory accounting, tax laws, and portfolio management.

MF FIN 873 Marketing of Financial Services

Prerequisite: MF 808 General Theory in Corporate Finance

Examines the role of the service sector in our economy, focusing on consumer and financial services. Topics explored include improving productivity in the service sector and developing strategic plans for service operations.

MF FIN 880 Investment Banking

Prerequisite: MF FIN 808 General Theory in Corporate Finance, FIN 814 Options and Futures, FIN 816 Financial Institutions Management

The course provides a broad overview of the role of investment banking in modern societies such as the U.S. Europe and Japan. The main functions of investment banks such as origination, syndication and distribution of security issues will be analyzed. Topics to be covered include the pricing of new debt and equity issues, and secondary offerings by investment banks. The course will also focus on other activities such as mergers and acquisitions, leverage buyouts, valuation of closely held companies and restructuring of distressed companies. Each of the topics to be covered will be supplemented with a study.

MF FIN 881 Real Estate

Prerequisites: MF FIN 808 General Theory in Corporate Finance, FIN 810 Investment Analysis

Covers the theory and measurement of return and risk on real estate loans, valuation theory, determination of future costs; discounting cash flows in current income producing properties and use of negative cash flows in abandonment decisions. Applies finance theory to decisions in subdivision of land and development of such properties and to problems of investment strategy for lending institutions and government agencies.

MF FIN 882 Financial Engineering

Prerequisites: MF FIN 814 Options and Futures

Provides a framework for understanding, analyzing and valuing modern financial instruments. This course examines several types of derivative securities and their use in managing financial risk. While the interests of issuers, intermediaries, and investors will all be considered in the course, the primary emphasis is on the perspective of corporate financial managers and the use of modern financial technology in the creation of value for shareholders.

MF FIN 885 Risk and Insurance

Prerequisite: MF FIN 808 *General Theory in Corporate Finance*, FIN 810 *Investment Analysis*
Theory, practice and problems of risk-bearing in business, and personal pursuits including life, property, and casualty insurance and dealing with contract analysis and investments as well as corporate risk management. Topics in personal financial planning, estate planning, and the role of wills and investments are reviewed in detail.

MF FIN 891 Seminar in Finance

Prerequisites: MF FIN 808 *General Theory*, FIN 810 *Investment Analysis*, FIN 812 *Capital Budgeting*, FIN 814 *Options and Futures*

This course includes theory of decision-making and current readings in business finance and investments, supplemented by special problems and a research project. The course is designed to encourage students in finance to develop a solid understanding of the important contributions to the literature.

MF FIN 895/897 MSF Thesis

Prerequisite: Instructor's approval

MF FIN 900 Topics in Financial Services

Prerequisites: All Core Courses & MF FIN 871

A continuation of Advanced Banking Theory, again utilizing case studies, student-directed research and presentation and a computer simulation of competing banks in an uncertain economy.

MF FIN 910 Directed Individual Study

Prerequisite: Instructor's approval.

A student-initiated directed study project, generally for three credit hours and completed within one semester. The student and faculty advisor must concur on a written proposal and final report, and the project and final report must be approved by the Office of the Dean prior to registration.

BLLS 850 Banking Laws

(Offered by SSOM Business Law Department of Law School)

Recent legislative reforms of the financial institutions industry, including: Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA), Omnibus Crime Bill of 1991. Laws affecting the competitiveness of financial institutions in today's markets, including: capital requirements, interstate banking, securities trading, studied.

BLLS 860 Securities Regulation

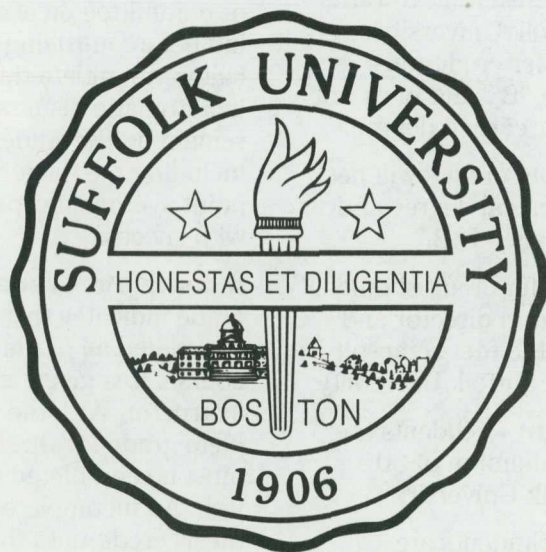
(Offered by SSOM Business Law Department or Law School)

An introduction to the federal securities laws, with particular attention focused on the registration, disclosure and liability provisions of the Securities Act of 1933 and the Securities Act of 1933 and the Securities Act of 1983. The Securities and Exchange Commission in civil enforcement actions will be studied.

For additional electives in related School of Management disciplines please refer to the MBA Finance course listings found in the MBA Program section of this catalog on page **. Selection of these electives requires the prior approval from the Program's Academic Director.

SUFFOLK UNIVERSITY

College of Liberal Arts and Sciences
Graduate Programs



College of Liberal Arts and Sciences

Pass ("P")/Fail ("F") Option

Practica, internships, theses and designated field experiences are taken on a pass/fail basis. Exceptions to this policy are only at the discretion of the respective Program Directors.

A Pass ("P") grade may be applied toward fulfilling degree credits, but will not be applied toward the cumulative grade point average.

Transfer Credit – In all cases, students should consult individual departments for the requirements of a particular program. Unless otherwise stated, the general rule is that a maximum of 6 graduate credits from an accredited institution in the field of specialization will be transferable towards a master's degree at Suffolk University. Courses offered for transfer credit must have a minimum grade of "B," and must not have been part of another earned degree.

A maximum of 24 graduate credits will be transferable toward a doctoral degree and must have a minimum grade of "B."

Students requesting transfer credit should see their respective program director and file such requests within the first semester of a graduate program at Suffolk University.

Residency Requirement – Students are required to complete a minimum of 30 graduate credits at Suffolk University.

Academic Standing – Students are expected to earn a cumulative grade point average of 3.00 ("B"). Individual programs may have higher or additional requirements; refer to the individual graduate program sections of this catalog for additional information.

Students whose cumulative grade point average falls below the required program minimum will have their academic performance reviewed by that program's graduate director or committee on academic standing. Students whose cumulative grade point average falls below the required minimum for a second semester will again have their academic performance reviewed and written notice of dismissal may follow. Students are not permitted to enroll in additional courses without the expressed permission of their respective program's graduate director or committee on academic standing.

Students who receive an "F" grade must petition their respective graduate director or committee on academic standing in writing before enrolling in additional courses. Failure to initiate this petition will result in automatic dismissal. The "F" grade will remain on the student's permanent record, including the negative effects on the grade point average, despite retaking the course with success.

Incomplete Grades – An incomplete ("I") grade indicates that the student has not completed all of the requirements for a course. It is given at the discretion of the instructor. With the exception of an incomplete grade for thesis work, all "I" grades must be completed within one calendar year. An incomplete grade is maintained for thesis credit until the thesis is completed and defended. All master's degree requirements normally must be completed within five years. All doctoral degree requirements normally must be completed within seven years.

Master of Arts in Communication

Department of Communication and Journalism Graduate Faculty

Professor: Boone

Associate Professors: Geisler (Graduate Program Coordinator), Karns, Rosenthal (Chair)

Assistant Professors: Bekken, Guilar

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.

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 and part-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:

Comprehensive Examination Option Requirements

Students selecting this option are required to complete 36 semester hours of approved coursework beyond the B.A./B.S. prior to taking a written comprehensive examination.

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.

Graduate Course Requirements (36 hours)

Core Requirements All students in M.A. in Communication concentrations are required to take 9 hours of Core Requirements. These include:

CJN 701 – Communication Research
CJN 703 – Presentation Skills
CJN 710 – Desktop Publishing

Concentration Requirements

Each concentration in the M.A. in Communication program requires 9 hours of coursework in the area of concentration and nine hours of coursework outside of the area of concentration.

Communication Studies Concentration

CJN 730 – Rhetorical Theory

CJN 731 – Rhetorical Criticism

CJN 735 – Persuasion Theory

Outside of Concentration Requirements:

9 hours in courses numbered 750 or higher.

Organizational Communication Concentration

CJN 750 – Organizational Communication

CJN 755 – Training and Development

CJN 757 – Consulting

Outside of Concentration Requirements:

9 hours in courses numbered 710 – 749.

Public Relations & Advertising Concentration

CJN 770 – Seminar in Advertising

CJN 775 – Crisis Campaign Management

CJN 777 – Public Relations

Outside of Concentration Requirements:

9 hours in courses numbered 710 – 749.

Elective Courses

- Non-thesis option students must take 9 hours of elective credit.
- Thesis option students must take 3 hours of elective credit and 6 hours of thesis credit.

Specialization in Political Communication (45 hours)

Students specializing in *Political Communication* must adhere to the following requirements:

- Core Requirements (see above) 9 hours
- Communication Studies Concentration (see above) 9 hours
- CJN 689, CJN 749 and three Communication Electives 15 hours
- Government Department Courses 12 hours

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.

3 graduate credits

Normally offered yearly

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 685 – Rhetoric of Protest and Reform Examines historical protest and reform movements in the U.S. and the world, focusing on the rhetorical functions and techniques of these movements. Students are expected to analyze specific speeches and/or movements 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.

3 graduate credits

Normally offered alternate years

CJN 691 – Special Topics. Current Issues in Communication.

3 graduate credits

Normally offered yearly

CJN 701 – Communication Research Examination of methods of acquiring information and data in the public relations, advertising and organizational communication fields. Includes exploration of a variety of methods, particularly those used by practitioners in these areas.

3 graduate credits

Normally offered yearly

CJN 703 – Presentation Skills This course is designed to help students better prepare oral presentations in classroom, consulting or other business situations. Focus is on audience analysis, research & creation of presentation, mediated presentations and follow-through.

3 graduate credits

Normally offered yearly

CJN 710 – Desk Top Publishing This course focuses on the creation of text, page make-up and design and the manipulation of photographs and graphic elements in the creation of published materials. Students will produce documents, brochures, newsletters and specialty publications.

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.

3 graduate credits

Normally offered alternate years

CJN 731 – Rhetorical Criticism Explores the process and methods of doing rhetorical criticism, from neo-Aristotelian approaches through cutting-edge contemporary works. Students will be expected to select, justify and employ critical methods in the review of rhetoric.

Prerequisite: CJN 730

3 graduate credits

Normally offered alternate years

CJN 735 – Persuasion Theory 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.

3 graduate credits

Normally offered alternate years

CJN 737 – Argumentation and Advocacy Theoretical foundations and development of argumentation in contemporary society. Conceptual and experimental literature relevant to the use of evidence and philosophical problems in advocacy and argument.

3 graduate credits

Normally offered alternate years

CJN 739 – Small Group & Interpersonal

Communication Exploration of approaches to the study of how small groups communicate and function and study of individuals in dyadic interactions. Some focus on intercultural biases and effects in these areas.

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 749 – Media and Politics Explores the impact of the mass media on the political process, and the impact of politics on the mass media. Focus is on media effects on legislative, judicial and executive branch issues and concerns.

3 graduate credits

Normally offered alternate years

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 775 – Crisis Campaign Management

Explores the process of management of campaigns to deal with crisis situations in organizations, including creative, budgetary, research, and audience needs.

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 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.

May be taken twice for a total of not more than 6 graduate credits.

3 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. Please note that letter grades are not given for thesis credit. Thesis credit is taken on a pass/fail basis only.

**Students must have completed a bachelor's degree in order to register for these courses.*

Master of Science in Computer Science

Department of Computer Science Graduate Faculty

Professor: Donald L. Cohn, Paul Ezust (Department Chair), Eric R. Myrvaagnes, Dan C. Ștefănescu (Graduate Program Director)

Assistant Professor: Ratko Orlandic

The Master of Science in Computer Science program offers a strong applied component in Software Engineering and Databases while providing a thorough grounding in the fundamental concepts of Computer Science. This emphasis on applications is rare among graduate programs in the Boston area. The program is designed for recent graduates of Computer Science and related curricula, current industrial practitioners wanting to advance their knowledge, and candidates from other disciplines with a firm foundational training in math and computer programming who aspire to move into the field of Computer Science. Conveniently located, especially for part-time students who work in Boston, this program offers advantageous flexibility and currency. State-of-the-art courses will prepare successful students to be productive in varied business and industrial settings. Our program thus satisfies the needs of employers who wish to upgrade the skills of critical employees.

Admission Requirements

Candidates admitted for this program should have an undergraduate background in computer science or permission of the department. In order to be ready to take graduate level courses in our program, MS candidates must have a good working knowledge of calculus and must have taken courses equivalent to certain key undergraduate level courses and their prerequisites: Discrete Mathematics, Data Structures and Algo-

rithms, Organization of Programming Languages, and Operating Systems. For graduate students who must take such preparatory courses at Suffolk, credit from at most two of these courses can be counted towards the requirements for the MS degree.

Degree Requirements

Candidates for the degree of Master of Science (MS) in Computer Science (CS) must complete courses totaling 30 credits, with a cumulative grade point average of at least 3.0. Some candidates may need to update or complete their undergraduate computer science background. In such cases, a maximum of six (6) undergraduate credits in CS can be counted towards the requirements for a MS in CS. All candidates are required to take ten courses, including the four core graduate courses and four applied graduate courses (to be chosen from a list supplied by the department). The core graduate courses, Analysis of Algorithms, Compilers, Databases, and Computer Architecture, are designed to provide the necessary depth of understanding of key areas of computer science. The applied graduate courses are designed to present the students with a current view of the applied side of computer science; consequently, their topics will vary periodically depending on current industrial needs and trends. The rest of the requirements can be fulfilled by taking graduate electives, including three (3) credits for the completion of a non-compulsory Master's thesis.

Certificate of Computer Sciences Studies

CS Grad Prep Program

The CS Grad Prep Program (CSGPP) is a path into our graduate program which can be taken by individuals who do not have strong preparation in computer science. It is intended for individuals who have completed a bachelors degree with a major other than Computer Science and who have completed the equivalent of first year calculus (equivalent to our MATH 161-162) and at least a one-semester intensive programming course in C (equivalent to our CMPSC 131).

The CSGPP consists of a rigorous sequence of eight undergraduate math and computer science courses that will bring a student to the point where he or she could begin to take graduate level computer science courses. The CSGPP can be completed in two semesters by a well prepared fulltime student. Upon completing the CSGPP with a GPA of at least 3.0, a full-time student will be awarded a Certificate of Computer Science Studies. A strong performance in the CSGPP will be considered sufficient academic preparation for our Masters Program in Computer Science.

CS Grad Prep Program

(fulltime schedule)

Fall:	CMPSC 132	CS2
	CMPSC 253	Assembly Language
	CMPSC 353	Computer Architecture
	MATH 281	Discrete Math I
Spring:	CMPSC 265	Data Structures
	CMPSC 333	Programming Languages
	CMPSC 355	Operating Systems
	MATH 282	Discrete Math II

GRADUATE COURSE DESCRIPTIONS

Each of the following graduate courses assumes a substantial amount of background in computer science. Each student should confer with a graduate computer science advisor before registering for any of these courses.

CMPSC 623 – Analysis of Algorithms. Basic techniques of design for sequential, parallel and probabilistic algorithms including divide and conquer, greedy method, dynamic programming etc.

CMPSC 627 – Artificial Intelligence. Principles of artificial intelligence as well as state-of-the-art advances in knowledge representation, expert systems, natural language, planning and others.

CMPSC 633 – Software Engineering. Course dealing with issues concerning long term, large scale programming projects: problem specification, system design, documentation, testing and maintenance, software environments.

CMPSC 635 – Operating Systems. Operating system services, multitasking with processes and threads, scheduling, concurrency and synchronization, memory management, input/output, file systems, security and protection, distributed operating systems.

CMPSC 637 – Modern Program Development Techniques. Students will be exposed to current advanced design and implementation techniques and will develop programs using C++.

CMPSC 641 – Databases. Data models, query languages, query optimization, concurrency control, recovery and distributed databases.

CMPSC 645 – Semantics of Programming Languages. Formal models of programming languages, operational, denotational and axiomatic semantics. Applications to abstract interpretation methodology.

CMPSC 647 – Client/Server Systems. Designing client/server applications, communication techniques and protocols, services and service advertising, multi-threaded service architectures, recovery and fault tolerance, transaction processing monitors.

CMPSC 651 – Theory of Computation. Topics in recursive functions, Turing machines, automata, games and hierarchy of problems, probabilistic computations.

CMPSC 661 – Logic Programming. Topics in theoretical and practical aspects of logic programming including semantics, negation, metalevel reasoning, concurrency, expert systems, databases.

CMPSC 665 – Compilers. Basic techniques in lexical analysis, parsing, storage allocation, translation systems, code generation and optimization.

CMPSC 667 – Computer Architecture. Architecture of sequential and parallel computers including topics in data path design, memory organization, instruction set design, pipelining, supercomputers and parallel computers.

CMPSC 671 – Networks. Network topologies, ISO reference model, physical network layer, data-link layer, communication layer and routing, transport and session layers, transport protocols, network security and privacy, distributed network applications.

CMPSC 673 – Parallel Computing and Programming. Topics in programming models, architectures, algorithms and compilation techniques for parallel computers.

CMPSC 685 – Independent Study. Guided study on a topic at an advanced level.

CMPSC 695 – Master's Thesis. Guided research on a topic that has been approved as a suitable subject for a master's thesis.

Master of Science in Criminal Justice

The Master of Science in Criminal Justice degree combines intellectual breadth with a pragmatic, career-oriented focus. It is designed for mid-career working professionals as well as those who seek to break into the fields of probation, policing, corrections, juvenile justice, social policy and related fields.

The Criminal Justice Program is housed within the sociology department, situating the study of criminal justice within one of its foundational disciplines. This allows for an emphasis on the theoretically rich field of criminology and on issues of critical importance to criminal justice, such as class, race and gender or organizations, communities, and family systems.

Department Faculty

Professors: Spitzer (Program Director), Todd (Chairperson)

Associate Professors: Holley, Manning, Morton, Topitzer

Assistant Professors: Boyes-Watson, Kurtz, Norton-Hawk, Ptacek

Master Lecturer: Skeffington (Internship Program Director)

Lecturers: Bresler, Curtin, Klein, Moor, L. Todd

Degree Requirements

Ten courses (thirty semester hours), as indicated below. All courses are three semester hours.

The five core courses emphasize social science foundations and professional ethics. The optional requirements allow students to choose their own areas for specific application of theories and research methods. Finally, electives include graduate courses in communications, government, public administration, psychology, education and human services. These electives allow students to spe-

cialize in areas that are particularly important for criminal justice professionals, including administration and planning, public relations, counseling, and policy development.

Students can gain academic credit (CJ 783) and experience in the field through one of a wide range of internships. A master's thesis is not required but is encouraged. Students may receive up to six credits for thesis research and writing (CJ 723-724).

Full-time students can complete the program in twelve months.

Academic Standing

To receive the degree, candidates must have a cumulative grade point average of B (3.0). Upon completion of a semester, should a student's cumulative grade point average fall below 3.0, the student is subject to an academic warning. If a student's cumulative grade point average falls below 3.0 for two consecutive semesters and/or if the student receives two C grades, the student may be subject to dismissal from the program.

Transfer Credits

In some cases, transfer credits from other graduate degree programs in Criminal Justice 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 Science in Criminal Justice program. Only courses in which students have received a grade of B or better will be considered for acceptance.

Financial Aid

Graduate fellowships and assistantships are available to full-time and part-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 should 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.

Required Core Courses **15 Sem. Hours**

CJ 701	Seminar in Criminology
CJ 703	Advanced Research Methods in the Social Sciences
CJ 705	Class, Race, Gender and Justice
CJ 706	Seminar in Law and Social Control
CJ 708	Ethical Issues in the Criminal Justice Professions

Option Requirements **6 Sem. Hours**

CJ 681	Crime and Communities
CJ 683	Policing in a Free Society
CJ 685	Seminar in Corrections
CJ 686	Seminar in Juvenile Justice
CJ 688	Organizational Issues in Criminal Justice
CJ 690	Seminar in Criminal Justice Policy
CJ 691-694	Special Topics in Criminal Justice

Electives **9 Sem. Hours**

Option Requirements (above) may also be used to satisfy the electives requirement.

CJ 634	Sociology of Policing
CJ 635	Corrections and Punishment
CJ 636	Probation and Parole
CJ 637	Juvenile Justice and the Law
CJ 638	White Collar Crime
CJ 639	Drugs and Society
CJ 675	Women and Crime
CJ 723	Thesis Research and Writing I
CJ 724	Thesis Research and Writing II
CJ 783	Graduate Internship
CJ 800	Independent Study in Criminal Justice
CJN 737	Argumentation and Advocacy
CJN 739	Small Group and Interpersonal Communication
CJN 749	Media and Politics
CJN 777	Public Relations
EHS 724	Human Relations
EHS 727	Substance Abuse
EHS 733	Counseling Diverse Populations
GVT 643	State Judicial Process and Policy
GVT 644	Civil Liberties
PAD 814	Intergovernmental Relations
PAD 821	Human Services Integration
PAD 822	Public Management Information Systems
PAD 830	Public Liaison Strategies
PAD 839	Leadership and Decision Making
PAD 900	Mediation and Negotiation
PSY 712	Lifespan Development
PSY 713	Counseling: Theory and Practice

COURSE DESCRIPTIONS

CJ 634 – Sociology of Policing. A graduate level 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.

CJ 635 – Corrections and Punishment. A graduate level 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.

CJ 636 – Probation and Parole. A graduate level review of correctional theories as they relate to 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.

CJ 637 – Juvenile Justice and the Law. A graduate level analysis of 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.

CJ 638 – White Collar Crime. A graduate level examination of the relationship between crime, business activity, and technology with special attention to the crimes of the powerful and the changing relationships between economic development and criminal activity.

CJ 639 – Drugs and Society. A graduate level examination of the sociological issues revolving around drug use and abuse within American society. Included themes are the role of societal definition 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.

CJ 675 – Women and Crime. A graduate level consideration of women as victims of crime, as criminals, and as crimefighters. A look at the extent and nature of the relationship between women and crime in America.

CJ 681 – Crime and Communities. This course will examine the relationship between crime, criminal justice and the community. Examines the impact of crime on local neighborhoods and community institu-

tions. The role of the community in the criminal justice system and processes of social control are also examined. Topics covered include: local measurement of crime statistics; community policing; prevention and early intervention strategies; community corrections and intermediate sanctions. Strategies for empowering local communities to address the quality of life in the urban environment are also explored.

CJ 683 – Policing in a Free Society. A sociological examination of contemporary police systems. Attention will be devoted to controversial topics in American policing and will involve comparative analyses with policing in other societies. The major focus of the course is around the relationship of the police and public. Some examples of topic areas are: policing multicultural populations; managing police discretion; ethnic and gender relations among police personnel; and the rights of defendant.

CJ 685 – Seminar in Corrections. This course will examine the major issues in the adult correctional system. Traditional incarceration as well as pretrial and post-conviction alternatives will be explored. Covered topics may include: prison and jail overcrowding; issues in classification; mental health and incarceration; substance abuse treatment within the prison setting; prison security and disturbances; vocational and educational programming within prisons; ethics and corrections.

CJ 686 – Seminar in Juvenile Justice. This course examines the array of issues concerned with the administration and operation of the juvenile justice system. The historical, philosophical and legal foundations of the juvenile system will be examined along with the legal and philosophical changes within the system in contemporary period. Special attention will be given to the Massachusetts model of juvenile corrections and treatment.

CJ 688 – Organizational Issues in Criminal Justice. The focus of this course is on administration and management within criminal justice agencies. The organizational structure of the various agencies that constitute the Massachusetts criminal justice system will be examined. The role of supervision and responsibilities of senior management within agencies will be analyzed along with the challenge of coordination between agencies. Areas of inquiry may include: organizational development; management techniques; working with the media and public relations; personal accountability and professional ethics.

CJ 690 – Seminar in Criminal Justice Policy. This course will focus on the policy implications of various sociological theories of crime and punishment. Focus will be on the analysis of various alter-

native policies within the criminal justice system both within the U.S. and in Europe. Attention will be given to the politics of crime control and to the role of the media, citizen groups, and other interest groups in shaping criminal justice policy.

CJ 691-694 – Special Topics in Criminal Justice. Thematic investigations of problems and topics in criminal justice. Special topics include but are not limited to the areas of domestic violence and sexual assault; children and crime; crime, justice and popular culture; restorative justice; community policing and drug policy.

CJ 701 – Seminar in Criminology. Students will read and discuss current research in biology, psychology and sociology on the causes of crime. Students will also analyze data on the incidence and prevalence of crime in the U.S. and on public attitudes about crime and punishment. Requirements include a research paper, a seminar presentation, and participation in seminar discussion.

CJ 703 – Advanced Research Methods in the Social Sciences. This course provides students with the fundamental tools for evaluating, designing and implementing basic and applied empirical research within the area of criminal justice. The association between theories and research methods used in the study of the criminal justice is explored through a variety of related data sources. Topics covered include: the principles of research design; problems of inference; survey design; and basic methods of data analysis. Students will obtain hands-on experience in project design and data analysis.

CJ 705 – Class, Race, Gender and Justice. An in-depth examination of the inequalities within the criminal justice system and its relationship to structural inequalities within the wider society. This course will examine the theoretical and empirical debates on the disparities in law and justice based on race, class and gender. Topics include: wrongful convictions and racial prejudice; the war on drugs and the politics of race; gender and the issue of judicial leniency; victimization and class. Case study materials focus on current debates of seminal issues.

CJ 706 – Seminar in Law and Social Control An exploration of the relationship between contemporary society. Sociological perspectives are applied to the investigation of the creation, transformation and implementation of legal principles and practices. The shifting connections between law and social control in American society are examined through a series of case studies.

CJ 708 – Ethical Issues in the Criminal Justice

Professions. An examination of the ethical issues in the criminal justice system at both the theoretical and applied levels. The course will examine the basic relationship between law and morality; professional ethics within a variety of disciplines; and conditions for the moral and/or legal responsibility of individual practitioners with the criminal justice system. Issues that may be considered in the course include search and seizure rules; issues of confidentiality limits on the use of deadly force; management of relationship with correctional clients; plea bargaining.

CJ 723 – Thesis Research and Writing I. Students initiate research on a topic area of criminal justice under the supervision of a thesis advisor and committee. Research design, organization and literature survey, pretesting and preliminary analysis is completed as a student moves into and through the first stages of the research project.

CJ 724 – Thesis Research and Writing II. Students continue their research with a focus on refining their concepts, analysis and interpretation of findings. Writing is supervised with special attention to the connections between the results and applications to criminal justice issues. Students present findings and the final written product to their thesis committee.

CJ 783 – Graduate Internship. Students are provided with the opportunity to apply graduate level course materials in a supervised field setting consistent with their personal career goals and interests. The course includes a minimum eight hour per week placement, hands-on participant observation experience, a field-note journal, small-group discussion and a final term project.

CJ 800 – Independent Study in Criminal Justice. Students pursue an in-depth research project under the direction of a qualified member of the graduate faculty.

Master of Science in International Economics

Department of Economics Graduate Faculty

Professor: David G. Tuerck, Chairperson
Associate Professors: Shahruz Mohtadi,
 Sanjiv Jaggia, Alison Kelly-Hawke
Assistant Professors: In-Mee Baek, Jonathan
 Haughton, James Fetzer

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 provide students with a solid foundation in economic theory and quantitative methods, and to equip them with the knowledge and functional skills necessary to compete in the global economy. These functional skills include the ability to apply sophisticated statistical methods to estimate and test economic models; the ability to apply advanced forecasting techniques for economic, financial, and marketing research; the ability to construct and use international financial databases and spreadsheets; and the ability to analyze international trade issues and policies, the international monetary system, the foreign exchange market and exchange rate risk management.

Admission Requirements

Students may apply for admission in the Fall or Spring semesters. 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 is 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. Students without these courses may be enrolled in the program by taking these courses at Suffolk University prior to starting the program.

All degree, curriculum, and course descriptions are subject to review and revision.

Curriculum:

EC 710 International Macroeconomics (3 credits)
 EC 720 Applied Microeconomics (3 credits)
 EC 730 International Trade Theory and Policy (3 credits)
 EC 740 International Monetary Economics (3 credits)
 EC 745 International Financial Economics (3 credits)
 EC 750 Econometrics (3 credits)
 EC 760 Economic Forecasting (3 credits)
 EC 770 Economic Integration (3 credits)
 EC 780 Thesis Seminar (3 credits)
 EC 781 Thesis Research (3 credits)
 ACCT 750 Introductory Accounting (3 credits)
 FIN 750 Managerial Finance (3 credits)

Students who have taken undergraduate courses in Principles of Accounting and in

Corporate Finance may waive ACCT 750 and FIN 750, as determined by the Program Director.

The faculty will advise students as to which courses they should complete each semester. This program will be completed in no more than five years.

Academic Standing

To receive the degree, candidates must have a cumulative grade point average of B (3.0). Upon completion of a semester, should a student's cumulative grade point average fall below 3.0, the student is subject to an academic warning. If a student's cumulative grade point average falls below 3.0 for two consecutive semesters and/or if the student receives two C grades, the student is subject to dismissal from the program.

No student may carry more than two grades of incomplete at any one time (exclusive of Incomplete grades for Thesis Research) unless the student has approved excessive incomplete grades from the Department Chairperson and the Program Director.

Students carrying excessive Incomplete grades may, at the discretion of the Department Chairperson or the Program Director, be required to complete the coursework carrying the Incompletes before being permitted to register for additional coursework. No student with outstanding Incomplete grades will be granted the degree.

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 application to the Graduate Admissions Office by March 15 and their financial aid application to the Department of Economics by April 1.

GRADUATE COURSE DESCRIPTIONS

EC 710 International Macroeconomics Study of theoretical concepts for understanding the international financial mechanism and macroeconomic models of the open economy, and the application of these analytical tools to examine the current and past world economic problems. Topics include basic concepts of international finance, fundamental macroeconomic models which explain the determination of equilibrium output, the price level and exchange rates, balance of payments adjustment, effects of money creation, government spending and taxation in an open economy, and international economic interdependence.

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, 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 the neoclassical, the Heckscher-Ohlin and alternative theories of trade. Other topics include the instruments of trade policy, the impact of trade policies on economic welfare and income distribution, the political economy of protectionism, the role of multinational corporations in international trade, and the impact of trade agreements on multinational corporations.

EC 740 International Monetary Economics Analysis of exchange rate movements, foreign currency market behavior and the international monetary system. Topics include theoretical aspects and empirical evidences of basic equilibrium conditions in international financial transactions, various approaches to the determination of foreign exchange rates, an analysis of the behavior of the foreign currency market under uncertainty, the international monetary system, and international monetary integration focused on the evaluation of the European Monetary System. It also emphasizes applications of econometric techniques to test the theories using actual data retrieved from databases of international financial data. *Prerequisite EC 710.*

EC 745 International Financial Economics

An analysis of investment in international financial assets and the risk involved in international investment. Topics include the foreign currency markets and instruments, foreign exchange market efficiency, diversification and valuation of international financial assets, assessment and measurement of exchange risk and economic risk, and analysis of country risk. *Prerequisites* ACCT 750, FIN 750.

EC 750 Econometrics A brief review of statistical methods 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. The consequences of a misspecified model, where the assumptions of a classical regression model are violated, are studied and the appropriate remedial measures are suggested. Further topics include dummy variables, autoregressive and distributed lag models, binary choice models and 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 This course deals primarily with modeling and forecasting of time series data. The focus of the course will be on non-causal (time-series) models, however, causal (econometric) models will also be considered. Various forecasting techniques, including the Decomposition Analysis, Exponential Smoothing and the ARIMA (autoregressive integrated moving average) models will be presented. These techniques will be applied to a wide range of business and economic problems using the actual micro- and macro-economic data. The latter part of the course deals with testing for a unit root, model building with co-integrated variables and other time-series econometrics methods that have been recently applied in international finance. *Prerequisite* EC 750.

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.

EC 780 Thesis Seminar Each student designs a master's thesis under the guidance of a faculty member. The course acclimates each student to the writing styles, formats, structures, rules and requirements of master's level work in economics. Topics include: designing a thesis outline, conducting a literature review, and modeling and theory development.

EC 781 Thesis Research Each student completes the master's thesis that was designed in EC 780. Topics include: data collection, estimation procedures, and the proper reporting of results. *Prerequisite* EC 780.

The following courses are offered by the Frank Sawyer 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. *Prerequisite* ACCT 750.

Juris Doctor/Master of Science in International Economics

Trends toward the "globalization" of economic activity create a need for a program that integrates the study of law with that of international economic and business issues. The Juris Doctor/Master of Science in International Economics (JD/MSIE) program combines the study of law with that of international economics, institutions, markets and trends. It is designed for students who expect to practice law in fields requiring an understanding of the global economy.

Admission Requirements

All candidates for admission to the joint program must satisfy the admission requirements for the JD program and for the MSIE program. The LSAT is required by the Law School and will be accepted in lieu of the GRE or the GMAT by the MSIE program. Applicants must submit an application for admission to each school, a statement of professional goals, a current resume, two letters of recommendation, transcripts of all prior academic work, and LSAT scores. Candidates must have completed undergraduate courses in Principles of Economics and Principles of Statistics prior to enrolling in the program. In certain cases an interview is required. International students must take the TOEFL and provide a statement of financial resources. Application to the joint program may also be made during the first or second year of study in the Law School, or during the first year of full-time study in the MSIE program.

Curriculum

The joint degree program includes all core courses currently required of candidates for the JD degree. Through careful integration of the JD and MSIE curricula, the program permits students to earn both degrees in four years (Law School Day Program) or five years (Law School Evening Program) instead of the five or six years required to complete both degrees separately. This acceleration is achieved through the substitution of appropriate Law School elective courses for some MSIE courses. For the program, the six credit hours of the MSIE thesis is waived. In lieu of the thesis, students must take appropriate law courses. Students may select from a number of tracks to start the program. For further information contact the Law School Admissions Office. Curriculum requirements and course descriptions are subject to review and revision.

Graduate Education and Human Services

Education and Human Services Department

Professors: Ash, Eskedal (Chair),
Lewandowski, McCarthy

Associate Professors: Mahoney, Shatkin,
Thayer, Winters, Dahlborg

Assistant Professors: Sartwell, Tow,
Zulauf, Flaherty

Instructor: Carroll

Senior Lecturer: Meggison

Lecturers: Busse, Caruso, Fahey,
Fanning, Fienman, Forrester, Foster,
Gaskell, Martin, McGowan, Perkins,
Smith, Stryker, Sullivan.

Major Fields of Study – The Education and Human Services Department offers courses leading to the Master of Education, with concentrations in Higher Education Administration, Professional Teacher/Trainer Development and School Counseling; the Master of Science, with concentrations in Business and Adult/Organizational 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 Technology, 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 grade of less than B (3.0), 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 Faculty reserve the right to require the withdrawal of a student from a graduate program if in their 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 Secondary Teacher/School Counselor Certification

The School Counseling and Secondary Education Programs are approved by the Massachusetts Department of Education for "provisional with advanced standing" and "standard" certification in Massachusetts and in states which hold reciprocity through the Interstate Certification Compact.

Application for certification must be made directly to the State Department of Education by the graduate. 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 are now in effect.

All students of secondary education programs seeking Massachusetts Department of Education certification at either Provisional with Advanced Standing or Standard levels will develop and maintain portfolios of course and experience related items showing their progress and accomplishments. Such items might include, but should not be limited to, the following:

- Term papers
- Journals
- Observation Reports
- Projects
- Placement Reports
- Examinations
- Audio/Video Tapes
- Sample Lesson Plans
- Supervision Evaluations
- Papers/Essays
- Units of Instruction
- Publications
- Learning Activity Packages

Résumé

This portfolio will be presented at an exit interview to be scheduled at the conclusion of the student's Suffolk University experience. Those attending it will be the student, the advisor, the program director, and interested others.

Master of Education Degree

Concentration in Administration of Higher Education

Program Advisor:

Dr. Joseph McCarthy

Objectives: Designed to provide competencies for those employed or seeking employment in posts in admissions, alumni, development, financial aid, housing, placement, registrar, and student activities offices from the junior/community college level to the university, and in higher education – related agencies and organizations.

Description: Candidates can generally expect to complete degree requirements in two years of part-time study, although shorter or longer durations are possible. The minimum program requirement is 36 semester hours of credit. Individuals are responsible for planning their programs in consultation with their faculty advisor.

Required Core Courses: 6 Sem. Hrs.

EHS 658 – Systems Thinking **OR**
EHS 711 – Critical Issues in Education
EHS 715 – Methods of Research

Concentration Requirements: 9 Sem. Hrs.

EHS 603 – Leadership **OR**
EHS 625 – Organization and Administration of Higher Education
EHS 626 – Legal Problems of Higher Education
EHS 628 – Financial Aspects of Higher Education

Electives: 12 Sem. Hrs.

EHS 619 – Proposal Writing and Grant Development
EHS 627 – Jr/Community College: Processes and Problems
EHS 629 – College Teaching
EHS 634 – Student Development/Services in Higher Education
EHS 636 – Field Project: Organizational Development in Education
EHS 638 – Field Project: Higher Education
EHS 640 – Readings and Research
EHS 646 – Self-Assessment and Career Development

EHS 651 – Adult and Organizational Learning
EHS 657 – Meeting Management
EHS 712 – Life Span 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 socio-cultural foundations of educational practices 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 their faculty advisor.

Required Core Courses 9 Sem. Hrs.

EHS 651 – Adult and Organizational Learning **OR**
EHS 658 – Systems Thinking **OR**
EHS 711 – Critical Issues in Education and Human Services
EHS 712 – Life Span Development
EHS 715 – Methods of Research

Concentration Requirements: 6 Sem. Hrs.

EHS 504 – Educational Psychology **OR**
 EHS 629 – College Teaching **OR**
 EHS 652 – Methods of Teaching Adult Learners **OR**
 EHS 721 – Training and Development in Human Resources
OR
 EHS 804 – Sociology of Education **OR**
 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 Interpersonal Skills Laboratory and the Counseling and Human Relations Practicum classes, EHS 737 and EHS 738-739. 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 Counseling and Human Relations Practicum and to consult with their advisor regarding their field placement.

Prior to eligibility for the Counseling/ Human Relations Practicum a cumulative average of B or above is required. Any grade less than B (3.0) must be offset by an appropriate honor grade, and all incomplete grades must be successfully completed prior to eligibility for the Counseling and Human Relations Practicum.

During the Interpersonal Skills Lab and the Counseling and Human Relations Practicum aspect of training the provision of earning a grade of less than B that may be offset by an honor grade does not apply. The Interpersonal Skills Lab and the Practicum must be completed with a grade of no less than B by those electing a letter grade. Unsatisfactory performance during the 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. Standard certification may be obtained by completing an additional 600-hour clinical experience (Counseling and Human Relations 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 – Life Span 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 Testing
 EHS 733 – Counseling Diverse Populations
 EHS 737 – Interpersonal Skills Laboratory
 EHS 738 – Counseling/Human Relations Practicum I
 EHS 739 – Counseling/Human Relations Practicum II

Electives: 3 Sem. Hrs.

EHS 603 – Leadership
 EHS 646 – Self-Assessment and Career Development
 EHS 651 – Adult/Organizational Learning
 EHS 716 – Psychological Diagnosis
 EHS 720 – Issues in Human Resources
 EHS 721 – Training and Development
 EHS 724 – Human Relations in Organizations
 EHS 726 – Family Therapy
 EHS 727 – Substance Abuse
 EHS 728 – Professional Orientation: Ethical/Legal Issues
 EHS 729 – Human Sexuality Seminar
 EHS 730 – Diagnosis and Treatment of Personality Disorders
 EHS 734 – Counseling Psychology Seminar
 EHS 735 – Group Counseling: Theory and Process
 EHS 736 – Consultation
 EHS 746 – Advanced Psychological Testing
 EHS 750 – Independent Study: Counseling/Human Relations
 EHS 753 – Independent Study: Counseling/Human Relations
 EHS 755 – Counseling/Human Relations Workshop

Pre-practicum: Students in School Counseling must successfully complete a minimum of seventy-five hours of field-based pre-practicum experience. These experiences are incorporated within the following courses:

EHS 710 – Introduction to School Counseling (15 hrs)
 EHS 711 – Critical Issues in Education (10 hrs)
 EHS 712 – Life Span Development (10 hrs)
 EHS 714 – Psychology of Vocational Development (15 hrs)
 EHS 715 – Methods of Research (5 hrs)
 EHS 717 – Psychological Tests (10 hrs)
 EHS 733 – Counseling Diverse Populations (5 hrs)
 EHS 737 – Interpersonal Skills Laboratory (5 hrs)

Master of Science Degree

Adult and Organizational Learning

Program Advisors:

Dr. Barbara F. Ash, *Director and Professor*;
Dr. Carol A. Zulauf, *Assistant Professor*

General Description: The competency-based concentration in *Adult and Organizational Learning* is designed for professionals in any discipline who may wish to pursue careers in a variety of adult education settings, including business/industry training; consulting; professional associations; government; community-based programs; libraries; hospitals; and post-secondary institutions. The program may be tailored to meet individual needs and career objectives.

General Requirements: The minimum requirement for candidates who hold a teaching certificate and/or a bachelor's degree 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 and Organizational Learning Program

Description: The Adult and Organizational Learning Program focuses on competencies related to adult learning; curriculum and instructional design; marketing programs for adults; program management and evaluation; and continuing education for professionals as mandated by legislation for relicensure.

Required Core Courses:

6 Sem. Hrs.

EHS 651 – Adult and Organizational Learning

EHS 715 – Methods of Research*

**Students are advised to take this core course toward the conclusion of the degree program.*

Concentration Requirements:

9 Sem. Hrs.

EHS 650 – Curriculum and Instructional Design

EHS 652 – Methods of Teaching Adult Learners

EHS 660 – Adult and Organizational Learning Internship **OR**

EHS 662 – Adult and Organizational Learning Seminar

Electives:

15 Sem. Hrs.

EHS 619 – Proposal Writing and Grant Development

EHS 653 – Marketing Continuing Education Programs

EHS 654 – Individualized Instruction and Distance Education

EHS 655 – Continuing Education for the Professions

EHS 657 – Meeting Management

EHS 658 – Systems Thinking

EHS 659 – Reflection and Dialogue

EHS 661 – Adult Learning: Special Topics

EHS 663 – System Dynamics

EHS 664 – Administrative Communication

EHS 665 – Microcomputer Applications

EHS 666 – Instructional Technology

EHS 667 – Critical Business Competencies

EHS 700 – Adult and Organizational Learning: Independent Projects

EHS 712 – Lifespan Development

EHS Human Resources Certificate Program Elective(s)*

SOM Graduate Management Elective**

**Any course may be selected from the Human Resources Certificate Program.*

***Note: Graduate level management course with permission of the 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.*

Graduate Certificate Program in Human Resources

Program Advisors:

Dr. Barbara F. Ash, *Director and Professor*

Dr. Carol A. Zulauf, *Assistant Professor*

Description of the Program: The Graduate Human Resources Certificate is designed to enhance an individual's career opportunities in a myriad of human resource areas including: human resources administration and information systems, employment, compensation, employee benefits, employee relations, policy development, and orientation and training programs.

The sequence of courses provides an academic framework for individuals who are either planning a career in human resources or are interested in transferring to other specialty functions with a human resources organization.

The Graduate Human Resources Certificate Program consists of six courses. Individuals may choose to pursue the program for Continuing Education Units (CEU's) or academic credit. Each course awards three (3) graduate academic credits or four (4) CEU's.

Admissions Requirements: All candidates desiring to be considered for admission to the Graduate Human Resources Certificate Program must satisfy at least one of the following requirements:

1. Hold a bachelor's or advanced degree from an accredited institution, or
2. Be recommended in writing by supervisor(s) who will attest to the candidate's successful employment in a human resource-related setting for the equivalent of three years.

Required

Courses: (18 Semester Hours or 24 CEU's)

EHS 680 – The Human Resources Functions

EHS 681 – Training and Career Development

EHS 682 – Human Resources and the Law

EHS 683 – Recruitment and Selection

EHS 684 – Employee Relations

EHS 685 – Compensation Systems and Employee Benefits

Concentrations in Counseling and Human Relations

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, out reach programs, after care centers, etc.). The concentration in Human Resources trains students to function effectively as human resource specialists in a variety of organizational settings (e.g., training and development, 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 Interpersonal Skills Lab and the Counseling and Human Relations 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 the Counseling and Human Relations 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 Counseling and Human Relations Practicum experience.

Prior to eligibility for the Counseling and Human Relations Practicum a cumulative average of B (3.0) or above is required. Any grade less than B (3.0) must be offset by an appropriate honor 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 grade of less than B that may be offset by an appropriate honor grade does not apply. The Interpersonal Skills Laboratory and the Practicum must be completed with a grade of no less than B (3.0) by those electing a letter grade. Unsatisfactory performance during Practicum results in repeating the course.

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

Program Advisor:

Dr. Glen Eskedal, Program Director

Required Core Courses: 6 Sem. Hrs.

EHS 712 – Life Span Development
EHS 715 – Methods of Research

Concentration Requirements: 18 Sem. Hrs.

EHS 713 – Counseling: Theory and Practice
EHS 716 – Psychological Diagnosis
EHS 717 – Psychological Testing
EHS 737 – Interpersonal Skills Laboratory
EHS 738 – Counseling/Human Relations Practicum I
EHS 739 – Counseling/Human Relations Practicum II

Electives: 12 Sem. Hrs.

EHS 646 – Self-Assessment and Career Development
EHS 710 – Introduction to School Counseling
EHS 714 – Psychology of Vocational Development
EHS 720 – Issues in Human Resources
EHS 721 – Training and Development
EHS 724 – Human Relations in Organizations
EHS 726 – Family Therapy
EHS 727 – Substance Abuse
EHS 728 – Professional Orientation: Ethical/Legal Issues
EHS 729 – Human Sexuality Seminar
EHS 730 – Diagnosis and Treatment of Personality Disorders
EHS 733 – Counseling Diverse Populations
EHS 734 – Counseling Psychology Seminar
EHS 735 – Group Counseling
EHS 736 – Consultation
EHS 746 – Advanced Psychological Testing
EHS 750 – Independent Study: Counseling/Human Relations
EHS 753 – Independent Study: Counseling/Human Relations
EHS 755 – Counseling/Human Relations Workshop
(Course work in related disciplines may be elected subject to approval of faculty advisor.)

Note: Eligibility for Massachusetts licensure as a Mental Health Counselor requires additional course-work. See your advisor for details.

Human Resource Development

Program Advisor:

Dr. R. Arthur Winters, Program Director

Required Core Courses: 6 Sem. Hrs.

EHS 651 – Adult and Organizational Learning **OR**
EHS 658 – Systems Thinking
EHS 715 – Methods of Research

Concentration Requirements: 21 Sem. Hrs.

EHS 714 – Psychology of Vocational Development
EHS 720 – Issues in Human Resources
EHS 721 – Training and Development
EHS 724 – Human Relations in Organizations
EHS 736 – Consultation
EHS 737 – Interpersonal Skills Laboratory
EHS 738 – Counseling and Human Relations Practicum I
EHS 739 – Counseling and Human Relations Practicum II

Electives:**9 Sem. Hrs.**

(See list under "Mental Health Counseling") and
 EHS 713 – Counseling: Theory and Practice
 Students may enroll in graduate level management courses
 with permission of the SOM Associate Dean.

Master of Public Administration/ Master of Science Joint Degree Program

Program Advisors:

Dr. Glen Eskedal
 Professor Sandy Matava

This sixty-credit joint MPA/MS program consists of twenty courses, ten in the graduate Mental Health Counseling Program (MS) and ten in the Public Management Program (MPA). Students must meet the admissions requirements for both programs and declare this joint degree during the first year of matriculation. Degrees will not be awarded until all degree requirements for both degrees are fulfilled.

MPA Required Courses:**21 Sem. Hrs.**

PAD 711 – Foundations of Public Organizational Administration
 PAD 712 – Foundations of Public Policy Analysis
 PAD 713 – Foundations of Public Financial Administration
 PAD 714 – Legal Basis of Public Management
 PAD 716 – Public Personnel Management
 PAD 717 – Organizational Effectiveness in Government
 PAD 717 – Financial Decision Making

MPA Electives:**9 Sem. Hrs.**

PAD 815 – Client and Community Relations in Public Administration
 PAD 818 – Public Sector Labor/Management Relations
 PAD 819 – Grants-in-Aid and Grants Management
 PAD 821 – Human Services Integration
 PAD 823 – The US Health System
 PAD 832 – Disability and Public Policy
 PAD 835 – Marketing Health Services
 PAD 838 – Ethics in Management
 PAD 840 – Comparative Public Policy
 PAD 900 – Any special topics course related to non-profit management

EHS Required Courses:**24 Sem. Hrs.**

EHS 712 – Life Span Development
 EHS 713 – Counseling: Theory and Practice
 EHS 715 – Methods of Research
 EHS 716 – Psychological Diagnosis
 EHS 717 – Psychological Testing
 EHS 737 – Interpersonal Skills Laboratory
 EHS 738 – CHR Practicum I (225 hours)
 EHS 739 – CHR Practicum II (225 hours)

EHS Electives:**6 Sem. Hrs.**

EHS 714 – Psychology of Vocational Development
 EHS 721 – Training and Development
 EHS 724 – Human Relations in Organizations
 EHS 726 – Family Therapy
 EHS 727 – Substance Abuse Counseling
 EHS 728 – Professional Orientation: Ethical/Legal Issues
 EHS 729 – Human Sexuality Seminar
 EHS 730 – Diagnosis and Treatment of Personality Disorders
 EHS 733 – Counseling Diverse Populations
 EHS 734 – Counseling Psychology Seminar
 EHS 735 – Group Counseling
 EHS 736 – Consultation
 EHS 750 – Independent Study: CHR

Concentration in Secondary School Teaching (Master's Degree Programs Leading to Standard 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 with Advanced Standing:** attaining a liberal arts undergraduate degree, supplemented by certain education courses (one of them a practicum).
- 2) **Standard Certification:** performing graduate level study in the academic field, plus pedagogical training and a clinical experience.

Suffolk University offers two graduate programs, both leading to Standard Certification, one for those already "provisionally certified with advanced standing" and the other, a "hybrid program," for those not yet at that level. Both programs also grant students Master of Science degrees.

Each individual's undergraduate and prior 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 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 a (student teaching) graduate practicum (10 weeks) and a standard graduate practicum (13 weeks) in an accredited Massachusetts secondary school. 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 Standard Teacher Certification in Various Secondary Education Academic Areas (for Teachers Provisionally Certified with Advanced Standing) – A 36 Semester Hour Master's Degree Program

Education and Human Services Component 24 Sem. Hrs.

EHS 711 – Critical Issues in Education
 EHS 712 – Life Span Development
 EHS 715 – Methods of Research
 EHS 509 – Cultural Diversity Experience (See * below)
 EHS 705 – Pedagogy I
 EHS 706 – Pedagogy II
 EHS 707 – Standard Practicum: Secondary School Teaching (6 sem. hrs.)

Advanced Academic Courses: 12 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 Standard Practicum comprises one full semester of teaching under the supervision and mentorship of a qualified school-teacher. (See additional requirements and description below.)

"Hybrid" Program Leading to Standard Teacher Certification in Various Secondary Education Academic Areas (For Graduate Students Not Yet Certified Provisionally with Advanced Standing) – 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 – Life Span Development
 EHS 715 – Methods of Research
 EHS 509 – 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 703 – Graduate Practicum Secondary School Teaching (3 sem. hrs.)
 EHS 707 – Standard Practicum: Secondary School Teaching (6 sem. hrs.)

Advanced Academic Courses: (minimum)
9 Sem. Hrs.

For Whom the “Hybrid” Program is Intended:

This program recognizes that college graduates may later decide that they want to attain secondary school teacher certification in one or another academic area and seeks to meet their needs. Often a student may have majored in a non-certifiable teaching area but probably has other useful life experiences (including work and family experience). The “hybrid” program proposes to blend these experiences with graduate courses in the area of certification sought while giving firm pedagogical training leading to Standard Teacher Certification.

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, EHS 704 – Curriculum and Methods of Secondary Education: The Field, is a 75 hour field based experience managed by the student, the secondary education advisor and a school system (or systems) in whose high school(s) the candidate will likely engage in practicum and/or clinical experience in the ensuing semesters.

EHS 703 – Graduate Practicum: Secondary School Teaching, requires a minimum of ten weeks of student teaching in the field, and may only be enrolled in after substantial course credits have been earned in Education and Human Services, including EHS 704 – Curriculum and Methods of Secondary Education: The Field, and EHS 705 – Pedagogy I.

EHS 707 – Standard Practicum: Secondary School Teaching, comprises one full semester of advanced student teaching under the supervision and mentorship of a qualified

schoolteacher, generally in a different setting from that of the practicum (unless employment is a factor). A student in this “hybrid” program, must successfully complete EHS 703 – Graduate Practicum: Secondary School Teaching and EHS 705 – Pedagogy I before engaging in EHS 707 – Standard Practicum.

Normally, the culmination of the education sequence, the standard practicum 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 standard practicum that a student demonstrates ability to translate training into superior professional judgments and techniques.

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 extent of the Field of Knowledge requirements that a given candidate needs in order to satisfy the Massachusetts standards.

General Notes on Practicum:

Application: Students electing the graduate practicum or standard practicum must submit a written application along with a current transcript to the Director of Student Teaching early 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: Practicum placements are made in schools approved by the Education and Human Services Department of Suffolk University. Students must 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 conflicts for the student teacher's appropriate functioning as a professional.

Apprenticeships, Internships

The Education Sequence in Secondary Education, including practica, is 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 while the individual is engaged at the University in taking the necessary courses.

Certificate of Advanced Graduate Study

Program Advisors:

Dr. Glen Eskedal, Counseling and Human Relations; Dr. Joseph McCarthy, Leadership; Dr. Barbara Ash, Business and Technology; Dr. Stephen Shatkin, Secondary Education

The Certificate of Advanced Graduate Study in the Counseling and Human Relations, Leadership, Business and Technology 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 Technology
(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 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 505-506 – Curriculum and Methods of Secondary Education. Introduction to basic competencies of secondary classroom teaching. Assessment through field experiences of learning activities in public school settings. Development of classroom materials and media. Analysis and demonstration of group and individualized instruction. Motivation and classroom dynamics. *2 terms – 6 semester hours. Normally offered yearly.*

Education and Human Services 507 – 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 517 – Business Communications and Report Writing. Specialized writing skills required in the business environment. Business writing styles and overcoming barriers to communications. Composition of résumé, memo-randa, 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 – Critical Business Competencies. Competency assessment. Review of the activities of business with a focus on the major functional areas. Projects will be individualized to specific student needs. Analysis of company reports and other information to evaluate specific aspects of an organization's behavior and performance. *1 term – 3 semester hours. Normally offered summers.*

Education and Human Services 536 – Instructional Technology. Exploration and demonstration of the latest technologies used in the design of instruction, i.e., CBT, CD-ROM, and video. Teaching aids, measurement and evaluation, motivation, classroom dynamics. Analysis and demonstration of group and individualized instruction. Design of courses appropriate for adult learners and training settings. *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 I. Introductory course in the application of microcomputers to business. It assumes no prior computer experience and begins with a brief introduction to DOS and Windows. Hands-on experience using popular word processing software, using WordPerfect 6.0 for Windows. Projects include simulated business applications and problem solving exercises. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 548 – Microcomputer Applications II. This course introduces the student to three popular software applications: WordPerfect 6.0, Excel 5.0 spreadsheet, and desktop publishing. The word processing aspect develops increased productivity through advanced features including macros and merging. The work in Excel explores methods of increasing productivity, managing workbooks, and creating charts. Many desktop publishing features are also presented including the language of typesetters, styles, graphics, columns, and working with fonts and special characters. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 549 – Microcomputer Applications III. Introduction to Microsoft's Access database management package and Powerpoint Presentation software. Hands-on practice in creating and managing a database in a windows environment. With presentation software, utilize the tools necessary to turn facts and figures into compelling overhead displays and printed handouts. *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 yearly.*

Education and Human Services 603 – Leadership. Trait-factor, group and situational theories of leadership are explored via case studies in problems confronting leaders in educational settings. *1 term – 3 semester hours. Normally offered alternate years.*

Education and Human Services 619 – Proposal Writing and Grant Development. Surveys public and private sources of contracted funding for research and development and provides experience in project planning and proposal writing. Management of contractual funds is covered. *1 term – 3 semester hours. Normally offered 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, and the impact of financial considerations on the delivery of educational services. *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 in Education. Intensive study of methods and models of educational change resulting in a detailed prescription for organizational development activities in a specific educational institution or agency. *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 and Instructional Design. Identification of technological developments and trends affecting the design of curriculum for corporate training and continuing education settings. Conducting curriculum needs assessment through interviews, surveys, and literature review. Preparation of design documents and curriculum guides. Additional topics include: delivery systems, program development, budgets, staff selection and roles, and evaluation. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 651 – Adult and Organizational Learning. Introduction to adult learning theories and organizational learning. This course will focus on how the five disciplines of the learning organization will enhance the participant's way of life. Special emphasis will be given to three of the five disciplines: team learning, shared vision, and personal mastery. Adult and organizational learning theories will be applied to the learner's

own area of expertise. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 652 – Methods of Teaching Adult Learners. Methods and techniques and choosing appropriate instructional materials for the adult learner. Teaching and learning styles. Assessing the 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 used for program development, promotional materials, alternative educational delivery systems, pricing and budgetary 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. 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, analysis of professional obsolescence, and enhancement of continuous learning for the professional. Review of literature and research relating to motivation and participation patterns of adult learners. *1 term – 3 semester hours. Normally offered in alternate years.*

Education and Human Services 657 – Meeting Management. Research and current issues 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 658 – Systems Thinking. Exploration of the guiding idea of systems thinking: that behavior of all systems follows certain common principles. Through participative interaction, participants will learn how to map individual problems or areas of concern within their own area of expertise, identify the key leverage point for improved thinking, and develop effective action strategies. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 659 – Reflection and Dialogue. Discovery and exploration of the underlying assumptions guiding our behavior. These tacit assumptions are often unexamined and untested, yet they act as a source of our beliefs and actions. Participants will develop an awareness of their own thinking and reasoning and learn to utilize reflective practices as a resource into their thinking. *1 term – 3 semester hours. Normally offered in alternate years.*

Education and Human Services 660 – Adult and Organizational Learning Internship. Adult and organizational learning majors will be placed in internships relating to their area of interest/expertise in training or adult and continuing education settings. The field site must be approved by the Internship Supervisor. *1 term – 3-6 semester hours. Normally offered each semester.*

Education and Human Services 661 – Adult Learning: Special Topics. Current issues and trends and “cutting-edge” topics in adult/organizational learning and continuing education. Specific topics are announced when the course is scheduled. *1 – 3 semester hours. Normally offered each semester.*

Education and Human Services 662 – Adult and Organizational Learning Seminar. Demonstration of program competencies through the development and presentation of a comprehensive training module. The course also includes the examination of career paths, the development of a resume, and preparation for interviews. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 663 – System Dynamics. Examines the underlying premise of dynamic systems: that structure of that system influences its behavior. Addresses the utilization of system dynamics modeling in making high-level decisions. This course takes the concepts of casual loop diagrams and system archetypes to the next level of operational understanding. *Prerequisite: EHS 658 – Systems Thinking or permission of the instructor. 1 term – 3 semester hours. Normally offered in alternate years.*

Education and Human Services 664 – 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 and interaction. *1 term – 3 semester hours. Normally offered in alternate years.*

Education and Human Services 665 – Micro-computer Applications. This course provides an overview of four of the most popular software packages in the areas of word processing and desktop publishing; spreadsheets; database management; and presentation software. Customized to meet individual student needs, students will select two software packages for in-depth, individualized learning. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 666 – Instructional Technology. Exploration and demonstration of the latest technologies used in the design of instruction, i.e., CBT, CD-ROM, multimedia, the Internet and video. Incorporating the use of these technologies into instruction is studied in depth. *1 term – 3 semester hours. Normally offered in alternate years.*

Education and Human Services 667 – Critical Business Competencies. Competency assessment. Review of the activities of business with a focus on the major functional areas. Projects will be individualized to specific student needs. Analysis of actual company reports and other information in order to evaluate specific aspects of an organization's behavior and performance. *1 term – 3 semester hours. Normally offered summers.*

Education and Human Services 680 – 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, approaches to employee problems, and human resources information systems. The course addresses these subjects in the context of the future implications for the human resource function, which include: the changing workforce, the impact of rapidly changing technology, the world market and its competitive forces, and improving productivity. *1 term – 3 semester hours or 4 CEU's. Normally offered yearly.*

Education and Human Services 681 – Training and Career Development. This course reviews the theories of learning and instructional development for training employees in the business environment. Various types of training programs will include orientation programs, on-the-job training, formal training settings, and self-paced studies. Also, the concepts of career development programs are introduced with a focus on competency modeling and succession planning. The phases of career development programs will be investigated and their applications to special work groups and to the individual. *1 term – 3 semester hours or 4 CEU's. Normally offered yearly.*

Education and Human Services 682 – 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 or 4 CEU's. Normally offered yearly.*

Education and Human Services 683 – Recruitment and Selection. An in-depth examination of the recruitment process from workforce planning through recruiting to final selection. Specific areas covered include: developing position specifications, assessing the labor markets, advertising, employment agencies, internal control systems, candidate relations and assessment, and "closing the deal." *1 term – 3 semester hours or 4 CEU's. Normally offered yearly.*

Education and Human Services 684 – 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 or 4 CEU's. Normally offered yearly.*

Education and Human Services 685 – Compensation Systems and Employee Benefits. Compensation of employees and related benefits are the largest expense for most organizations. This course examines these important areas of human resources and includes: The study of the role of compensation in the business environment. Does it motivate? Does it achieve the organization's objectives? The design of wage and salary programs and performance-based pay packages. The study and analysis of the concepts and principles guiding the design of employee benefit plans. The course will cover retirement plans, insurance, statutory benefits, personnel policies, and the emerging benefits. *1 term – 3 semester hours or 4 CEU's. Normally offered yearly.*

Education and Human Services 700 – Adult and Organizational Learning: Independent Projects.

Advanced, individual, intensive study of a problem in adult and organizational learning. Requires written approval from the Director of Adult and Organizational Learning Programs. *1 term – 3 semester hours. Normally offered each semester.*

Education and Human Services 703 – Graduate Practicum: Secondary School Teaching. The graduate practicum is a ten-week teaching experience in a secondary public school setting. The course may be taken by graduate students seeking provisional certification with advanced standing. See regulations regarding student teaching. *1 term – 3 semester hours. Normally offered each semester.*

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 students in the “hybrid” program. *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 and undergraduate secondary education students seeking provisional certification. *2 terms (Fall followed by Spring) – 6 semester hours. Normally offered yearly.*

Education and Human Services 707 – Standard Practicum, Secondary School Teaching. Supervised teaching and related activities in a high school setting for one full semester. An advanced practicum experience. *Prerequisite: EHS 500 or 703 or equivalent experience. 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 – Life Span Development. Explores the intrapsychic, interpersonal and intracultural developmental tasks and accompanying stresses throughout the life cycle.

Integration of developmental psychology theory, research and implications for management, teaching, learning and remediation will be addressed. *1 term – 3 semester hours. Normally offered in the fall semester.*

Education and Human Services 713 – Counseling: Theory and Practice. Analysis of selected counseling theories representative of the field of counseling psychology. Theories will be selected from the following areas: Psychoanalytic, Psychosocial, Rational, Behavioral/Learning, Person-Centered, and Existential Theory. Treatment goals and techniques will be explored. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 714 – Psychology of Vocational Development. A survey of the various theories of vocational choice and development, and strategies for the implementation of vocational counseling in the school, agency, or business/industrial setting. Historical intervention and current concepts of work and vocational concerns of women and minorities are also investigated. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 715 – Methods of Research. Principles, methods and statistics associated with research. Applications to practical situations in the individual areas of student involvement. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 716 – Psychological Diagnosis. The study of the nature of mental disorders; central concepts and processes. Psychogenesis, psychodynamics, role of anxiety, and clinical assessment using the DSM-IV. *Prerequisite: EHS 713. 1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 717 – Psychological Testing. Evaluating, administering, scoring, interpreting, and reporting results of standardized tests of personality, aptitude and achievement. Self-study, development and assessment of testing programs. Critical issues in testing. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 720 – Issues in Human Resources. An in-depth analysis of significant issues confronting the human resource professional, including: workplace violence, cultural diversity, employment law, performance evaluation, the self-directed workforce, competency requirements for human resources. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 721 – Training and Development.

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 Orientation: Ethical/Legal Issues.

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 Seminar.

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 730 – Diagnosis/Treatment of Personality Disorders.

A theoretical exploration of the nature of personality, a review of the DSM-IV criteria for diagnosing personality disorders and an examination of current treatment approaches. *1 term – 3 semester hours. Normally offered alternate years.*

Education and Human Services 733 – Counseling Diverse Populations.

A survey of problems and issues confronting cultural diversity. The study of ethnicity and sexual orientation as they influence the development of identity. Implications counseling strategies. *1 term – 3 semester hours. Normally offered yearly.*

Education and Human Services 734 – Counseling Psychology Seminar.

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 – Interpersonal Skills 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 – Counseling/Human Relations 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 – Counseling/Human Relations 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 – Counseling/Human Relations 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 – Counseling/Human Relations 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 – Counseling/Human Relations Supervision 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 – Counseling/Human Relations Supervision 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 750 – Independent Study: Counseling/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/ 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 Spring semester.*

Education and Human Services 755 – Counseling/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 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 – to prepare students for political careers. Two concentrations are available: (1) Professional Politics and (2) International Relations/North American Politics.

Department Faculty

Professors: Bain (Chairperson), Berg (Director of Graduate Studies), Holleman
Associate Professors: Dushku, O'Callaghan

Assistant Professors: Burke, Cammisa, Harris, Haussman

Adjunct Faculty: Greco, Natoli, Niedzwiecki, Paleologos, Snyder

Degree Requirements

At the heart of the MSPS are two required graduate seminars in the field of concentration, and required courses in research methods and political ethics. Students select four elective courses, and complete the program with either a graduate internship in politics or a thesis.

Core Requirements

GOV 773 – Ethical Issues in Politics	4 credits
GOV 777 – Advanced Research Methods in Political Science	4 credits
Total core requirements	8 credits

Concentration Requirements

Professional Politics concentration

GOV 747 – Seminar in Legislation and Lobbying....	4 credits
GOV 755 – Seminar in Campaigns and Elections....	4 credits

International Relations/North American Politics concentration

GOV 795 – Seminar in North American Politics	4 credits
GOV 761 – Seminar in International Relations Theory	4 credits
Total concentration requirements	8 credits

Option Requirements

At least 12 credits, chosen to support the student's field of concentration and choice of thesis topic or internship area. In addition to the courses listed below, students may take up to two graduate courses offered by other departments at Suffolk University.

GOV 606 – Women and Public Policy	3 credits
GOV 623 – Political Survey Research	3 credits
GOV 633 – Topics in Public Policy	3 credits
GOV 635 – Health Care Policy	3 credits
GOV 636 – Race and Public Policy	3 credits
GOV 637 – Public Policy and Business	3 credits
GOV 638 – Environmental Policy and Politics	3 credits
GOV 639 – Community Advocacy	3 credits
GOV 643 – State Court Process and Policy	3 credits
GOV 644 – Civil Liberties	3 credits
GOV 645 – New Directions in Advocacy and Lobbying	3 credits
GOV 647 – Legislative Process	3 credits
GOV 653 – Voting Behavior in the United States	3 credits
GOV 654 – New Directions in Electoral Politics	3 credits
GOV 655 – American Parties and Politics	3 credits
GOV 657 – Urban Politics and Government	3 credits
GOV 658 – Politics and the Media	3 credits
GOV 659 – Race and Gender in U.S. Electoral Politics	3 credits
GOV 661 – Topics in International Relations	3 credits
GOV 663 – International Law and Organization	3 credits
GOV 681 – Topics in Comparative Politics	3 credits
GOV 687 – Caribbean and Central American Politics	3 credits
GOV 691 – Canadian Politics in the 1990s and Beyond	3 credits
GOV 693 – Politics of Mexico	3 credits
GOV 785 – Fundamentals of Political Fundraising	3 credits
CJN 689 – Political Communication	3 credits
EC 710 – International Macroeconomics	3 credits
EC 730 – International Trade Theory and Policy	3 credits
EC 740 – International Monetary Economics	3 credits
EC 770 – Economic Integration	3 credits
PAD 815 – Client and Community Relations	3 credits
PAD 825 – Health Politics and Law	3 credits
PAD 830 – Public Liaison Strategies	3 credits
PAD 832 – Disability Issues	3 credits

Other Suffolk University graduate courses may be taken as options with the approval of the Director of Graduate Studies.

Total Option Requirements: 12 credits

THESIS OPTION

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.

GOV 703 – Thesis/Internship Preparation.....3 credits
GOV 757 – Thesis Research and Writing3 credits

INTERNSHIP OPTION

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 or issue advocacy for a government agency, interest group, or non-governmental organization. Internships are available in Massachusetts, with suitable offices in New York or Washington, in Canada, or in Mexico. 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.

GOV 703 – Thesis/Internship Preparation.....3 credits
GOV 723 – Graduate Internship.....3 credits

Total thesis/internship requirements6 credits

Total requirements.....34 credits

Language Requirement

In addition to their course work, all students concentrating in International Relations/North American Politics must demonstrate written and oral proficiency in either French or Spanish. Proficiency will be evaluated by an examination administered by the Department of Humanities and Modern Languages. Students may enroll in language courses for the purpose of mastering the chosen language, but credits in those courses will not be applied toward the degree.

Paradigms**Concentration in Professional Politics****Fall Semester**

Advanced Research Methods in Political Science4 credits
Seminar in Campaigns and Elections4 credits
Option Course3 credits
Option Course3 credits

Spring Semester

Ethical Issues in Politics4 credits
Seminar in Legislation and Lobbying4 credits
Thesis/Internship Preparation3 credits
Option Course3 credits

Summer

Thesis **OR** Internship3 credits
Option Course3 credits

Total34 credits

**Concentration in International Relations/
North American Politics****Fall Semester**

Advanced Research Methods in Political Science4 credits
Seminar in International Relations Theory4 credits
Option Course3 credits
Option Course3 credits

Spring Semester

Seminar in North American Politics.....4 credits
Ethical Issues in Politics.....4 credits
Thesis/Internship Preparation3 credits
Option Course3 credits

Summer

Thesis **OR** Internship.....3 credits
Option course.....3 credits

Total34 credits

MASTER OF POLITICAL SCIENCE COURSE DESCRIPTIONS

Government 606 – Women and Public Policy.

This course examines women's issues and roles in the public policy process. Topics will include policies that affect women, such as child care, sex discrimination, sexual harassment, women's health care and reproductive issues. Emphasis will also be placed on women's roles in the policy process, as citizens, voters and public officials. *Cross-listed as Government 306.*

3 graduate credits

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.)* *Cross-listed as Government 323.*

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.

Cross-listed as Government 435

3 graduate credits

Government 637 – 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.

Cross-listed as Government 337

3 graduate credits

Government 638 – Environmental Policy and Politics.

From Rio to the Boston Harbor Project, this course examines the policies and politics of the environment. It examines the origins of the environmental movement in the United States focusing on the development and present function of government and non-government organizations responsible for the development and implementation of global, national, state and local environmental policies.

Cross-listed as Government 438

3 graduate credits

Government 639 – 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.

Cross-listed as Government 339

3 graduate credits

Government 643 – State Court 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.

Cross-listed as Government 343

3 graduate credits

Government 644 – 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.

Cross-listed as Government 244

3 graduate credits

Government 645 – New Directions in Advocacy and Lobbying.

In this course we will examine the latest developments in interest group politics, including trends in grassroots organization, mobilization, and lobbying; fundraising; advocacy by nonprofit organizations; the growth of "issues management"; changing regulations; ethical considerations; and the evolving relationships between advocacy and electoral organizations. We will make extensive use of amateur and professional advocates and lobbyists as guest speakers. Students will be expected to write a research paper on some aspect of the current politics of advocacy and lobbying.

Cross-listed as Government 345

3 graduate credits

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 653 – Voting Behavior in the United States. Study of the ways in which voting is considered fundamental to representative democracy, and of the ways in which voters make their wishes known. In examining the ways in which voters affect and, in turn, are affected by the political system, the course will emphasize the structural specifics of U.S. political institutions and the electoral system. Traditional theories as to the influences upon voting behavior, such as party cues and issues, will also be discussed. This will lead to an assessment of whether the U.S. system is “caused” by the voters, or whether their behavior is “caused” by the system. (*Prerequisites: Open to graduate students, or to advanced undergraduates in political science with the consent of the instructor.*)

3 graduate credits

Government 654 – New Directions in Electoral Politics. In this course we will examine the latest developments in American electoral politics, including the organization of new parties and the restructuring of old ones; the development of new campaign techniques; the continuing evolution of campaign finance and of proposals to reform it; and the impact of easier voter registration. We will use this year’s campaign as a laboratory, and make extensive use of campaign professionals as guest speakers. Students will be expected to write a research paper on some aspect of current electoral politics.

Cross-listed as Government 354
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 658 – 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”.

Cross-listed as Government 358
3 graduate credits

Government 659 – Race and Gender in U.S. Electoral Politics. An assessment of the relative influence of racial and gender groups upon U.S. politics in the twentieth century. This includes the periodic mobilization and demobilization of these social groups by the political parties; the contrasts in voting patterns of racial and gender groups; candidacies for office; the groups’ movement beyond party politics into the social movement and interest group arena; and a discussion of the nature of representation and how racial and gender groups are said to be represented in Congress and the state legislatures.

Cross-listed as Government 359
3 graduate credits

Government 661 – Issues in International Relations. An in-depth examination of global political and political economy 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.

Cross-listed as Government 461
3 graduate credits

Government 663 – 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.

Cross-listed as Government 463
3 graduate credits

Government 681 – 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.

Cross-listed as Government 481
3 graduate credits

Government 687 – 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.

Cross-listed as Government 387

3 graduate credits

Government 691 – Canadian Politics in the 1990s and Beyond. Stresses the continuities and changes in Canadian politics since World War II, which have affected the relationship between the U.S. and its “closest ally and largest trading partner.” Topics to be considered are: the nature of Canada’s parliamentary system, intergovernmental relations, the three-party system, the rise of Quebec and Western separatism, and Canada’s experience under its new Constitution since 1982. The development of NAFTA and the Canadian-U.S. relationship under it will also be discussed.

Cross-listed as Government 391

3 graduate credits

Government 693 – Politics of Mexico. Introduction to the government and politics of contemporary Mexico, with special attention to social and economic institutions, parties and social movements, and the influence of Mexico’s revolutionary heritage. There will be some analysis of the interaction of US/Mexico relations and the impact of NAFTA on Mexican workers and the economy.

Cross-listed as Government 393

3 graduate credits

Government 703 – Thesis/Internship Preparation. Students work with an instructor to select an internship placement area or thesis topic and develop a research and writing plan in preparation for the internship or thesis. (*Prerequisite: completion of Government 777 or consent of instructor.*)

3 graduate credits

Government 723 – Graduate Internship. The internship option is recommended for students seeking careers in professional politics or international relations. Typically, an internship will involve supervised work at a professional level in a political campaign, on a legislative staff, in an international non-governmental organization, 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. (*Prerequisite: Government 703.*)

3 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.*)

4 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.*)

4 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. (*Prerequisite: Government 703.*)

3 graduate credits

Government 761 – Seminar in International Relations Theory.

Core course for the concentration in International Relations/North American Politics. This course will examine the key concepts of and approaches to world politics. Special attention will be given to the application of these concepts and approaches to the relations among the nation-states of North America. (*Prerequisite: Open to graduate students only.*)

4 graduate credits

Government 773 – 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 interests groups, or consent of instructor.*)

4 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.*)

4 graduate credits

Government 785 – Fundamentals of Political Fundraising.

Political campaigns aim for votes, but they run on money. This course will introduce students to the basic elements of political fundraising: how to identify potential donors, how to approach them, and how to persuade them to contribute. All varieties of fundraising will be considered, from large to small donors, from personal appeals through events to direct mail, along with the basic legal rules about fundraising, such as contribution limits, record keeping, and reporting requirements. Students in this course will also examine the influence of money and PACs on politics and public policy, and will consider the relative advantages and disadvantages of other possible systems of campaign finance, both as practiced today in other countries and as proposed by reformers in the United States. (*Prerequisite: Open to graduate students only.*)

3 graduate credits

Government 795 – Seminar in North American Politics.

Core course for the concentration in International Relations/North American Politics. Students will read and discuss current research on the politics of Canada, Mexico, and the United States, and on the relations among these states. Students will conduct their own research and present it to the seminar. (*Prerequisites: Open to graduate students only; at least one previous course in the politics of Canada, Mexico, or the United States, or consent of the instructor.*)

4 graduate credits

Graduate Department of Psychology

Faculty: Basseches (PSYCH), Bursik (PSYCH), Busse (PSERV), Demick (PSYCH, Chair), DiBiase (PSYCH), Eskedal (EHS), Garni (PSERV), Katz (PSYCH), Korn (PSERV), MacVicar (PSERV), Sandberg (PSYCH), Shatkin (EHS), Webb (PSYCH), Wells (PSYCH), Winters (EHS)

Adjunct Faculty: Gabriel (PSYCH), Harkins (PSYCH), Hyatt (PSYCH), Kaplan (PSYCH), Keuthen (PSYCH), Martin (EHS), Miliora (CHEM), Raftery (EHS), Ray (PSYCH), Shaughnessy (PSYCH), Stryker (EHS)

Affiliated Faculty: Arthur (MGT), Boyes-Watson (SOC), Hannon (SOC), Johnson (PHYS), Jones (MGT), Landau (MGT), Mazen (MGT), Ornstein (MGT), Todd (SOC), Zanzi (MGT)

Major Field of Study

The Department of Psychology offers courses leading to the Doctor of Philosophy in Clinical Psychology with a concentration in Life Span Developmental Psychology.

General Description

The Ph.D. Program in Clinical Psychology is designed to prepare students to work in a range of settings, as clinicians and researchers, with the mental health problems of children, adolescents, adults, and the elderly. The program conforms to the Boulder (scientist-practitioner) model of clinical psychology, providing both a strong theoretical/research background in general psychology and training in necessary clinical skills. Its graduates will function as professional psychologists who can advance understanding of key psychological problems through research and other scholarly activities as well as who can translate their basic knowledge into practical application. In addition, the program offers a concentration in life span developmental psychology

(with course offerings in each of the main periods of development) since it is assumed that knowledge of abnormal functioning is best understood in the context of knowledge of normal functioning.

Accreditation

The Program in Clinical Psychology will seek accreditation from the American Psychological Association once the first cohort of students has completed the five years of training. Further, the program has been designed to comply with all regulations of the Massachusetts Board of Registration of Psychologists so that, with completion of an additional one year, full-time post-doctoral fellowship (or its equivalent), students may sit for the state licensing examination in clinical psychology.

General Requirements

The Program in Clinical Psychology consists of five years of full-time study. The requirements are as follow:

1. *Completion of 96 academic credits* (32 courses: 28 required and four elective) within the first four years of the program. Please note that all courses must be completed with at least a grade of B. Any grade less than a B must be offset by an 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 be offset in this manner. Should a student earn a third C grade (or lower), his or her continuance in the program is contingent upon the review of the committee on Admission and Retention with a recommendation from the Director of Clinical Training. The Department reserves the right to require the withdrawal of a student from

the program if, in its estimation, the probability of his or her success is doubtful. Such factors as academic performance, interest, effort, and suitability for the field enter into the judgement. A course schedule and course descriptions are provided below.

2. *Completion of practicum experiences.*

One of the core components of the Clinical Psychology Program is systematic training in the application of basic knowledge to the solution of human problems. Such training is received through the required practica, which students must successfully complete during the first four years of the program.

3. *Completion of teaching assistantships.*

Another core component of the program is systematic training in teaching.

Toward this end, students may serve as teaching assistants for an undergraduate psychology course during the first three years. Teaching assistantships will not be expected in the fourth year since a teaching component is already built into *Counseling/Human Relations Supervision I* and *Counseling/Human Relations Supervision II*.

4. *A master's thesis.* Students are not admitted into the Clinical Psychology Program for a terminal master's degree. A master's degree is granted, however, usually after the second year once the student has completed 48 credits of course work and an approved master's thesis. This thesis provides students with an opportunity to apply the knowledge gained in research and statistics courses under the supervision of one faculty member who serves as the major advisor; on the recommendation of this advisor, students will defend their thesis in a departmental oral examination. Under most circumstances, students are admitted to the program with a B.A. or B.S. degree; under special circumstances,

students may be admitted with a M.A., M.S., or C.A.G.S. degree (see Director of Clinical Training).

5. *A comprehensive examination.* This examination, which is to be taken at the conclusion of the third year, is designed to assess the student's knowledge and mastery of broad issues in clinical and life span developmental psychology. The examination covers the problem, theory, method, and practice of clinical and developmental psychology. The examination gives students an opportunity to demonstrate their understanding of the interrelations among the diverse perspectives and areas represented in the program and in the field and to demonstrate the attainment of professional competence for further study at the doctoral level. Students who successfully complete the comprehensive examination are admitted to Ph.D. candidacy.

6. *A doctoral dissertation.* The dissertation, which should be completed by the end of the fourth year, is conceptualized as an original empirical project that makes a substantive contribution to the knowledge base of clinical and/or developmental psychology. The dissertation is supervised by a major advisor and a doctoral committee that consists of at least two other faculty members (approved by the department). The committee is responsible for approving the proposal, overseeing data collection and analysis, and reviewing the final written draft. The formal dissertation must be approved by the doctoral committee and a departmental oral defense must also be completed.

7. *An internship.* The internship consists of a one year full-time (or two years half-time) clinical internship in an extramural mental health facility. The internship is the logical extension of prior practicum experiences, designed to complete the student's preparation for functioning as

an independent clinician. In most cases, the internship is done in the fifth year following successful completion of all other degree requirements; however, under special circumstances, a student may opt for an internship during the third or fourth years (see Director of Clinical Training).

Admission Requirements

Students are admitted to the Clinical Psychology Program to work toward the Ph.D. degree only; the program does not offer a terminal master's degree. Applications are due in the Graduate Admissions Office of the university, by February 15, for enrollment the following September. There are no spring semester admissions in this program.

Students wishing to apply for admission must complete the Suffolk University Graduate Admission Application Form. Special attention should be paid to the personal statement, which should include all relevant background experience (in both research and clinical settings), academic interests, and professional goals.

Students must also meet the following requirements: (a) scores on the general aptitude (verbal, quantitative, and analytic) and advanced psychology sections of the Graduate Record Examination (GRE, required); and (b) a minimum of five courses in psychology, preferably including courses in both statistics and research methods (recommended). The program expects to admit eight to ten students each year.

On acceptance, each student will be matched with an academic advisor based on his or her clinical and/or research interests. This advisor will follow the student over the course of his or her graduate education, helping to plan course work as well as research and clinical opportunities.

Summary of Courses

Year 1: Semester I

1. Research Methods
2. Life Span Development
3. Counseling: Theory and Practice
4. History and Systems of Psychology

Year 2: Semester I

1. Proseminar: Biological Bases of Behavior and Experience
2. Statistics II
3. Counseling/Human Relations Practicum I
4. Psychological Diagnosis

Year 3: Semester I

1. Proseminar: Social Bases of Behavior and Experience
2. Statistics III
3. Advanced Psychological Testing I
4. Counseling/Human Relations Internship I

Year 4: Semester I

1. Proseminar: Developmental Psychopathology
2. Brief Psychotherapy
3. Elective
4. Counseling/Human Relations Supervision I

Year 1: Semester II

1. Proseminar: Developmental Theory
2. Statistics I
3. Dialogue Process Laboratory
4. Psychological Testing

Year 2: Semester II

1. Proseminar: Cognitive-Affective Bases of Behavior and Experience
2. Elective
3. Counseling/Human Relations Practicum II
4. Counseling Diverse Populations

Year 3: Semester II

1. Proseminar: Individual Differences in Behavior and Experience
2. Professional Orientation: Ethical/Legal Issues
3. Advanced Psychological Testing II
4. Counseling/Human Relations Internship II

Year 4: Semester II

1. Proseminar: Advanced Topics in Developmental Psychology
2. Elective
3. Elective
4. Counseling/Human Relations Supervision II

GRADUATE COURSE DESCRIPTIONS

Clinical Psychology (Ph.D.)

Psychology 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.*

Psychology 714/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.*

Psychology 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-IV. *Prerequisites: PSYCH 713/EHS 713. 1 term – 3 semester hours. Normally offered yearly.*

Psychology 717 – Psychological Testing. 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.*

Psychology 718 – Research Methods. This seminar will explore the methodological foundations of psychological research including: issues in general scientific practice; measurement; both quantitative and qualitative methods of data collection; research design; relations among problem, theory, and method; and practical and ethical problems in the conduct of research. The seminar will also serve to introduce students to faculty research interests. *1 term – 3 semester hours. Normally offered in the Fall semester.*

Psychology 719 – History and Systems of Psychology. This course examines, from an historical perspective, the major systematic orientations of the field of psychology as an independent discipline including: structuralism; functionalism; Gestaltism; psychoanalysis; behaviorism; cognitivism; and humanism. Attempts will also be made to identify the ways in which these orientations have contributed to contemporary trends in psychology. *1 term – 3 semester hours. Normally offered in the Fall semester.*

Psychology 720 – Proseminar: Developmental Theory. This seminar will present and critique different developmental approaches to behavior and experience. The approaches considered may include: Piagetian theory; organismic-developmental theory; cultural/historical theories; Freudian and neo-Freudian theories; and information processing theory. The implications of these developmental theories for clinical psychology will also be discussed. *1 term – 3 semester hours. Normally offered in the Spring semester.*

Psychology 722 – Statistics I. This first course in statistics is devoted to a review of basic concepts including: descriptive statistics; probability; statistical inference; sampling distribution; elementary techniques of hypothesis testing; and nonparametric statistics. Students will also be required to demonstrate proficiency in computer usage. *1 term – 3 semester hours. Normally offered in the Fall semester.*

Psychology 723 – Statistics II. This course will focus on: experimental design; analysis of variance models; analysis of covariance; and generalized multiple regression. Students will also be required to demonstrate proficiency in computer usage. *1 term – 3 semester hours. Normally offered in the Spring semester.*

Psychology 725 – Statistics III. This course will instruct students in advanced statistical topics including multivariate analyses such as factor analysis, canonical correlation, and multiple discriminant analysis. Students will also be required to demonstrate proficiency in computer usage. *1 term – 3 semester hours. Normally offered in the Fall semester.*

Psychology 726/Education and Human Services 726 – Family Therapy. Selected modes 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 development stresses. *1 term – 3 semester hours. Normally offered in alternate years.*

Psychology 727/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.*

Psychology 728/Education and Human Services 728 – Professional Orientation:

Ethical/Legal Issues. An overview of 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 in alternate years.*

Psychology 729/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 in alternate years.*

Psychology 730 – Proseminar: Biological

Bases of Behavior and Experience. This seminar will expose students to the biological bases of behavior and experience through examination of such areas as nerve cells and impulses, hierarchical function in the nervous system, brain structure and function, biological bases of motivation; and biological bases of social behavior. Relevant research from the contemporary subfields of neuropsychology, ethology, and/or developmental psychobiology may also be presented. *1 term – 3 semester hours. Normally offered in the Fall semester.*

Psychology 731 – Proseminar: Cognitive-

Affective Bases of Behavior and Experience. This seminar will introduce students to the cognitive-affective bases of behavior and experience through examination of such topics as: relations among sensation, perception, and cognition; relations between thought and language; relations between cognition and affect; and relations among language, emotions, thought, and culture. Implications for the field of clinical psychology are also discussed. *1 term – 3 semester hours. Normally offered in the Spring semester.*

Psychology 732 – Proseminar: Social Bases of Behavior and Experience.

This seminar will introduce students to the social bases of behavior and experience through examination of some traditional topics from the field of social psychology. These include: social cognition; self-knowledge; self-presentation; attitude formation and change; attraction and close relationships; altruism; aggression; prejudice and stereotypes; and group dynamics. In addition, the course may include discussion of cross-cultural approaches to healing and the relationship between culture and mental health. *1 term – 3 semester hours. Normally offered in the Fall semester.*

Psychology 733/Education and Human Services 733.

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.*

Psychology 734/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.*

Psychology 735/Education and Human Services Counseling 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.*

Psychology 736/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.*

Psychology 737 – Dialogue Process 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.*

Psychology 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.

Prerequisites: PSYCH 713/EHS 713 and PSYCH 737/EHS 737. 1 term – 3 semester hours.

Normally offered in the Fall semester.

Psychology 739 – Practicum II. Continuation of Counseling/Human Relations Practicum I with an opportunity to assume increased responsibility for clients under supervision. *Prerequisite:* PSYCH 738/EHS 738. 1 term – 3 semester hours.

Normally offered in the Spring semester.

Psychology 740 – Practicum III. 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. *Prerequisites:* PSYCH 738/EHS 738 and PSYCH 739/EHS 739. 1 term – 3 semester hours. *Normally offered in the Fall semester.*

Psychology 741 – Practicum IV. Continuation of Counseling/Human Relations Internship I with advanced responsibilities totaling 300 clock hours. Exploration of an area of individual specialization. *Prerequisite:* PSYCH 740/EHS 740. 1 term – 6 semester hours. *Normally offered in the Spring semester.*

Psychology 743 – Proseminar: Individual Differences in Behavior and Experience. This course will introduce students to the area of individual differences in behavior and experience. Topics covered will include: the nature and measurement of intelligence; theoretical and research approaches to personality and personality processes (e.g., control, defense); and recent theory and research on sex and gender role differences. 1 term – 3 semester hours. *Normally offered in the Spring semester.*

Psychology 744 – Practicum V. Examination of theories and techniques of clinical supervision. Direct responsibility for assisting in the supervision of Master's Degree students. 1 term – 3 semester hours. *Normally offered in the Fall semester.*

Psychology 745 – Practicum VI. Continuation of Counseling/Human Relations Supervision I. Increased responsibility for supervision. *Prerequisite:* PSYCH 744/EHS 744. 1 term – 3 semester hours. *Normally offered in the Spring semester.*

Psychology 746 – Advanced Psychological Testing I. Principles and techniques of selected individual intelligence, personality, and projective tests. Administration, interpretation, computer applications, and psychological report writing. 1 term – 3 semester hours. *Normally offered in the Fall semester.*

Psychology 747 – Advanced Psychological Testing II. Continuation of Advanced Psychological Testing I. *Prerequisite:* PSYCH 746/EHS 746. 1 term – 3 semester hours. *Normally offered in the Spring semester.*

Psychology 748 – Proseminar: Developmental Psychopathology. This seminar will introduce students to the biological, psychological, and sociocultural determinants of psychopathology in infants, young children, and adolescents. Topics will include: developmental etiologies of anxiety and psychotic disturbances; effects of psychopathology on the family and parent-child pathology; and assessment techniques and treatment theories. Adult psychopathology will also be examined from a developmental perspective. 1 term – 3 semester hours. *Normally offered in the Fall semester.*

Psychology 749 – Proseminar: Advanced Topics in Developmental Psychology. This seminar will focus on historical issues and current research in specific areas of psychological development including the cognitive, affective, and social arenas. To some extent, specific seminar topics will be determined on the basis of student interest. 1 term – 3 semester hours. *Normally offered in the Spring semester.*

Psychology 751 – Psychopharmacology. This course will present students with an introduction to the field of psychopharmacology. Topics covered will include: the art of prescribing medication; the psychopharmacology of anxiety and psychotic mental disorders (including pediatric and geriatric psychopharmacology); pharmacotherapy and psychotherapy; and biopsychosocial factors in drug abuse and addiction. 1 term – 3 semester hours. *Normally offered in the Spring semester.*

Psychology 752 – Independent Studies in Clinical Psychology or Human Development.

This course will consist of the intensive study of one aspect of clinical psychology and/or human development in consultation with a faculty coordinator. *1 term – 3 semester hours. Normally offered every semester.*

Psychology 754/Psychological Services 754 – Brief Psychotherapy. This course examines trends and issues in the practice of brief psychotherapy. Changes in the sociohistorical context that have necessitated the practice of brief psychotherapy will also be discussed. *1 term – 3 semester hours. Normally offered in the Fall semester.*

Psychology 755/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.*

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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.P.A., Massachusetts.

Full Time Faculty

Accounting Department

James P. Angelini, *Associate Professor of Accounting and Taxation.* B.S., M.B.A., Babson College; Ph.D., University of Houston; C.P.A.

Sudip Bhattacharjee, *Assistant Professor of Accounting.* B.Comm, University of Bombay; M.B.A., Virginia Polytechnic Institute; Ph.D., University of Massachusetts-Amherst.

Bradley Childs, *Assistant Professor of Accounting.* B.S., Indiana University; Ph.D., Purdue University; C.P.A.

Alan Stanley Dunk, *Visiting Professor of Accounting.* B.Bus., The New South Wales Institute of Technology (Australia); M.Ec., Ph.D., Macquarie University (Australia).

Ross D. Fuerman, *Assistant Professor of Accounting.* B.A., Ph.D., University of Cincinnati; M.A., Jewish Theological Seminary; J.D., George Washington University; CPA, Ohio.

Morris McInnes, *Professor of Accounting.* B.Sc., University of St. Andrews, Scotland; M.B.A., D.B.A., Harvard University.

Jane E. Morton, *Assistant Professor of Accounting.* B.S.B.A., Ph.D., University of Arizona, C.P.A., Arizona.

Laurie W. Pant,* *Chairperson and 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.

Gail K. Sergenian, *Assistant Professor of Accounting.* B.S., Boston University; M.A., Columbia University; M.B.A. Pace University; Ph.D., University of Connecticut; C.P.A., New York.

Lewis Shaw, *Instructor of Accounting.* B.Sc., New Hampshire College; M.S.F., Bentley College; Ph.D. candidate, University of New Hampshire, C.M.A.

Adjunct Faculty

Accounting Department

Anne Marie Asadoorian, *Adjunct Professor.* B.S.B.A., M.B.A., Suffolk University. *Public Accountant, J. David Asadoorian.*

David Asadoorian, *Adjunct Professor.* B.S., Northeastern University; M.B.A., Boston University; C.P.A., Massachusetts. *Public Accountant, J. David Asadoorian.*

Anthony J. Bille, *Adjunct Professor.* A.S.A., Bentley College; B.S.B.A., J.D., Suffolk University; LL.M., Boston University, C.P.A., C.F.P.

Drew Bottaro, *Adjunct Professor.* S.B., Massachusetts Institute of Technology; J.D., Boston University. *Senior Tax Manager, Deloitte and Touche.*

Alan M. Crosby, *Adjunct Professor.* B.S.C.E., Tufts University; M.B.A., Babson College.

Joseph Donovan, *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.*

Robert Howe, *Adjunct Professor.* B.A., Boston College; M.S., Northeastern University; J.D., Suffolk University.

Harris Loring, III, *Adjunct Professor.* B.S.B.A., Bryant College; M.S.T., Bentley College. *Director of Taxes, Town & Country Corporation.*

*On Sabbatical Leave, Spring 1998

Carol McNeil, *Adjunct Professor*. B.S.B.A., Suffolk University; M.S.T., Bentley College; J.D., Suffolk University; C.P.A. Massachusetts; *Manager Tax/Accounting, Mawn & Mawn, P.C.*

Frank Melaragni, *Adjunct Professor*. A.S., Massachusetts Bay Community College; B.S., Bentley College; M.B.A., Babson College. *Finance Manager, Digital Equipment Corp.*

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.*

Bruce E. Weinstein, C.P.A., *Adjunct Professor*. B.A., University of Massachusetts; B.S., M.S., Bentley College; J.D., Mass School of Law.

Full Time Faculty

Business Law Department

Mark S. Blodgett, *Associate Professor of Business Law*. B.A., M.B.A., University of Georgia; J.D., St. Louis University School of Law.

Anthony Eonas, *Associate Professor of Business Law*. B.S.I.E., M.B.A., Northeastern 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

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Harry Grossman, *Adjunct Professor*. B.A., Tufts University; J.D., Suffolk University Law School; LL.M., Boston University Law School. *Chief Legal Counsel, Massachusetts Department of Revenue.*

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Philip S. Weinstein, *Adjunct Professor*. B.A., Amherst College; J.D., Boston University. *Attorney.*

Howard B. Wernick, *Adjunct Professor*. B.A., Boston University; M.B.A., Boston College; J.D., Suffolk University Law School. *Attorney.*

Full Time Faculty

Computer Information Systems Department

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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.

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.

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Mostapha Ziad, *Assistant Professor of Computer Information Systems*. B.S.E.E., University of Algiers (Algeria); M.S., Ph.D., Boston University.

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Computer Information Systems Department

Donald Aharonian, *Adjunct Professor*. B.A., M.A., Clark University; *Project Manager, Fidelity Management & Research.*

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Robert DiGuardia, *Adjunct Professor*. B.S.J., M.Ed., Suffolk University. *Director of Administrative Computing, Suffolk University.*

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*On Sabbatical Leave, Fall 1997.

Alexander Malcolm, *Adjunct Professor*. A.B., Boston University. *Malcolm & Associates*.

Jafar Mana, *Adjunct Professor*. B.S., M.S.: Civil Engineering, M.S.: D.Eng., Northeastern University. *General Consultant, Jafa International Software and Design (JISD)*.

Edward Taylor, *Adjunct Professor*. B.S., Lowell Technical Institute; M.S., Rochester Institute of Technology. *Vice President of Information Services, Scudder, Stevens & Clark*.

Full Time Faculty

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Lin Guo, *Assistant Professor of Finance*. B.A., Nankai University (China); M.B.A., University of International Business and Economics (China); Ph.D. candidate, Boston College.

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Full Time Faculty

Management Department

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*On Sabbatical Leave, Spring 1998.

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Ioannis Glegles, *Adjunct Professor*. B.S., Aristotelian University; M.B.A., M.S.F., Suffolk University. *Assistant Director, Ballotti Learning Center, Suffolk University*.

Phillip Grannan, *Adjunct Professor*. B.A., B.S., Notre Dame University; M.B.A., University of Rochester. *Account Executive, Bottomline Technologies*.

*Leave of Absence.

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Michael Lento, *Adjunct Professor*. B.S., M.B.A., Northeastern University Consultant.

Stephen King, *Adjunct Professor*. B.A., Jacksonville University; M.B.A., Suffolk University. *Assistant Manager Sales Support, NYNEX Information Resources Company*.

Carole Kraus, *Adjunct Professor*. B.A., Pace University; M.P.A., University of Hartford. *President, Kraus Management Associates*.

David Miller, *Adjunct Professor*. B.S., Tufts University; M.B.A., Harvard University; J.D., Suffolk University. *President, WSI Corporation*.

Jennifer A. Starr, *Adjunct Professor*. B.A., Georgetown University; M.S., Ohio State University; Ph.D. candidate, University of Pennsylvania. *Visiting Research Scholar, Wellesley College Center for Research on Women*.

Neal Stone, *Adjunct Professor*. B.S., Lowell Technical Institute; M.B.A., Babson College. *Manager, Argenbright Security Co*.

Benedict Tafoya, *Adjunct Professor*. B.A., Georgetown University; M.B.A., Suffolk University. *President, Universal Asset Technologies*.

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Full Time Faculty

Marketing Department

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David R. Lambert, *Chairperson and Professor of Marketing*. M.B.A., Xavier University; B.S., Ph.D., University of Cincinnati.

Rhonda Thomas, *Assistant Professor of Marketing*. B.A., University of Texas-Austin; M.B.A., Southern Methodist University; Ph.D., University of Texas-Arlington.

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, India); Ph.D., University of Pittsburgh.

David R. Wheeler, *Associate Professor of Marketing*. B.A., M.B.A., Ph.D., Texas Tech University.

Adjunct Faculty

Marketing Department

Paul Bailey, *Adjunct Professor*. B.A., M.B.A., Suffolk University.

Derek W. F. Coward, *Adjunct Professor*. B.A. (Hons.), London University; Post-graduate Education Certificate, Exeter University.

Michael Greenwood, *Adjunct Professor*: A.S.G.A., A.S.B.S., Mount Wachusett Community College; B.S., Northeastern University; M.B.A., Suffolk University. *Account Manager*; A. C. Nielsen.

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John Newton, *Adjunct Professor*: B.A., University of Massachusetts. *Vice President*, Arnold, Fortuna, Lawner & Cabot, Boston, MA.

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.

Terry F. Buss, *Chairperson and Professor of Public Management*. B.A., M.A., Ph.D., Ohio State University; Sc.D., Ural University of Economics (Russia).

Clarence Cooper, *Associate Professor of Public Management*. B.S., Pennsylvania State University; M.A., Temple University; M.P.A., Harvard University. *Coordinator, SOM Internship Program*.

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.

Douglas Snow, *Assistant Professor of Public Management*. B.A., Idaho State University; M.P.A., Brigham Young University; Ph.D., Northern Illinois University.

Adjunct Faculty

Public Management Department

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, *Adjunct Professor*: B.A., Grinnell College; M.P.A., Harvard University. *President*, Legal Strategies, Inc.

Michael Brooks, *Adjunct Professor*: B.A., Brandeis University; J.D., Albany Law School.

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.

Maureen Cochran, *Adjunct Professor*: B.S., Columbia University; M.S., Boston College; Ph.D., Northeastern University. *Critical Care Per-Diem Staff Nurse*, St. Elizabeth's Hospital.

John A. Daley, *Adjunct Professor*: M.B.A., Boston University. *Executive Secretary*, Rate Setting Commission, Commonwealth of Massachusetts.

William Mank Fingerle, *Adjunct Professor*: M.Ed., Antioch University. *Assistant Director of Patient Services*, Dana Farber Cancer Institute.

Susan E. Herz, *Adjunct Professor*: B.A., New York University; J.D., Suffolk University Law School. *Executive Director*, Disability Law Center.

James W. Hunt, Jr., *Adjunct Professor*: B.S., Boston State College; M.A., Boston University; C.A.E. *Executive Director*, Massachusetts League of Community Health Centers.

Richard Johnson, *Adjunct Professor*: B.A., Bridgewater State College; M.P.A.; Suffolk University. *City Manager*, Lowell

Loretta Kowal, *Adjunct Professor*: B.S., Simmons College; M.S.W., Boston College.

Marie A. Matava, *Adjunct Professor*: B.A., University of Connecticut; M.P.A., Suffolk University; Senior Fellow. *MPA Program Coordinator*, Sawyer School of Management.

Kristen J. McCormack, *Adjunct Professor*: B.A., University of Massachusetts; M.B.A., Boston University. *Executive Director*, Federated Dorchester Neighborhood Houses.

Sheryl A. McMahon, *Adjunct Professor*. B.S., Worcester State; M.P.A., Suffolk University.

Maria Mossaides, *Adjunct Professor*. A.B., Mount Holyoke; M.P.A., Harvard University; J.D., SUNY Buffalo.

John A. Nucci, *Adjunct Professor*. A.B., Boston College; M.P.A., Suffolk University. *Boston City Councillor-at-large*.

Joan C. Shea, *Adjunct Professor*. B.A., Newton College; A.M., M.B.A., University of Chicago.

Elizabeth Turner, *Adjunct Professor*. B.S., Merrimack College; M.P.H., Boston University.

Sara Watson, *Adjunct Professor*. B.A., Carleton College; M.P.P., Ph.D., Harvard University. *Center for the Study of Social Policy*.

Adjunct Faculty

SOM Programs

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Pierre DuJardin, *Associate Professor of Business Administration*. Lic. Comm. & Consular Sciences, University of Antwerp, Belgium; D.B.A., Harvard University. *Coordinator; SOM Programs*.

Kevin Gookin, *Adjunct Professor*. B.A., Salem State College; M.P.A., Suffolk University.

Zvi (Skip) A. Sesling, *Adjunct Professor*. B.S., Boston University; J.D., Suffolk University.

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Pre-Law Advisor

Anthony Eonas

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Mr. Morton A. Geller, Director of Corporate Taxes,
Bank of Boston, Boston, MA
Mr. Thomas Goodwin, Senior Tax Manager, Arthur
Anderson & Company, Boston, MA
Mr. William J. Hall, Tax Partner, R. A. Hall & Co.
Mr. Gary C. Hayes, Tax Partner, Tofias, Fleishman,
Shapiro & Co., Cambridge, MA
Mr. William Hazel, Representative for the
Commissioner of Revenue, Commonwealth of
Massachusetts
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Company, Boston, MA
Mr. Michael D. Koppel, Tax Partner, Gray, Gray &
Gray, Boston, MA
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Mr. John M. McGowan, Vice President – Taxation,
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Mr. Michael L. Meyers, Tax Partner, Darmody
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Damirus Corporation, Burlington, MA
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Director, Internal Revenue Service
Professor Tommy Thompson, Suffolk University Law
School, Boston, MA
Mr. John F. Walsh, Tax Partner, Price Waterhouse,
Boston, MA

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Mr. Edward Terrino, Capitol Multi Media, Inc.,
Concord, MA

Mr. Friend Weiler, Senior Vice President, Fleet
National Bank

1997**JULY**

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UNIVERSITY CALENDAR 1997-1998

Fall Semester 1997

June	16	Monday	Deadline to apply to graduate programs for Fall
	23-24	Monday & Tuesday	SSOM and CLAS Freshmen Orientation and Registration
July	15	Friday	Executive MBA and Summer term convenes
	14-15	Monday-Tuesday	Orientation and registration for new Transfer students
Aug.	11	Monday	Last day to apply for Fall quarter admission to Executive MBA graduate programs
	14	Thursday	Last day for non-degree (CAPS) students to mail register for Fall
	25	Mon.-Wed.	Orientation and Registration for new students
	-Sept. 3		
	27	Wednesday	Late registration for returning graduate students
	28	Thursday	Late registration for continuing students
	30	Saturday	No Executive MBA classes
Sept.	1	Monday	Labor Day Holiday
	2	Tuesday	Evening Classes (4:00 p.m. and later) convene
	3	Wednesday	Day classes convene
	6	Saturday	Saturday classes convene Last day for course changes
	20	Saturday	Last day of classes for Executive MBA Summer term Last day for course changes
	24	Wednesday	Last day for filing application for Spring and Summer final make-up exams
Oct.	1	Wednesday	Last day to drop a course without a grade of "W" and financial adjustment
	1-2	Wed.-Thurs.	Spring and Summer final examination make-up
	4	Saturday	Executive MBA classes convene
	10	Friday	MBA Monday day classes meet to make up for Columbus Day Holiday

Faculty evaluation of CLAS undergraduate student performance given to each student in each course by this date.

13 Monday
14 Tuesday

Columbus Day Holiday
Tuesday evening classes cancelled. Monday classes (evening only) meet to make up for holiday

17 Friday
27-31 Mon.-Fri.
31 Friday

MBA Monday day classes meet to make up for Columbus Day Holiday

Advising for Spring 1998
Last day to apply for February Graduation

Nov. 3 Monday

Financial aid application deadline for Spring Semester applicants.

3-7 Mon.-Fri.
7 Friday

Registration for Spring 1997 (Class priority given)

Last day for withdrawal without penalty of "F" grade

11 Tuesday
12 Wednesday

Veterans' Day Holiday
Wednesday evening classes cancelled. Tuesday classes (evening only) meet to make up for holiday.

14 Friday

Deadline for Spring 1998 graduate applications

MBA Tuesday day classes meet to make up for Veterans Day Holiday

26-30 Wed.-Sun.

Thanksgiving Recess begins 1:00 p.m. Wednesday, November 26 through November 26

Dec. 4 Thursday

Last day of Fall Semester weekday classes

5 Friday

Reading Day

Last day for non-priority registration

Last day for non-degree (CAPS) students to mail register for Spring '98

6 Saturday

Last day of Fall Semester Undergraduate Saturday classes

8	Monday	Last meeting of evening MBA/MPA classes
8-13	Mon.-Sat.	Final exams (except Monday evening MBA/MPA classes)
13	Saturday	Last day of Executive MBA classes
15	Monday	Final exams – Monday evening MBA/MPA classes
17	Wednesday	Deadline for submission of Fall grades to Registrar
Dec. 14-Sun.- Sun. Jan. 19		Winter vacation

Spring Semester 1998

Jan.	3	Saturday	Executive MBA classes convene
	12-16	Mon.-Fri.	Orientation and Registration for New Students
	15	Thursday	Registration for returning students who have not already registered
	19	Monday	Martin Luther King Holiday
	20	Tuesday	Day and Evening classes convene
	30	Friday	Last day for filing application for Fall final make-up examinations
Feb.	2	Monday	Last day for late registration Last day for course changes
	4-5	Wed.-Thurs.	Fall final examination make-up
	16	Monday	Presidents' Day Holiday
	17	Tuesday	Tuesday evening classes cancelled. Monday classes (Evening only) meet to make up for holiday Last date for withdrawal without penalty of "W" grade Last day to apply for Spring quarter admission to Executive MBA Program
	20	Friday	Faculty evaluation of CLAS undergraduate student performance given to each student in each course by this date MBA Monday day classes meet to make up for Presidents' Day Holiday
	27	Friday	Last day to apply for May graduation

March	2	Monday	Financial Aid Application deadline for undergraduate students
	7	Saturday	Last day of Executive MBA classes
	16	Monday	Graduate admission application deadline for those seeking Financial Aid for Fall 1998
9-14	Mon.-Sat.		Spring Vacation
17	Tuesday		Evacuation Day Holiday
18	Wednesday		Wednesday evening classes cancelled. Tuesday evening classes meet to make up for holiday
	17-20	Tues.-Fri.	Faculty advising for current students for Fall 1998 and for Summer Sessions I and II
	20	Friday	MBA/MPA Tuesday day classes meet to make up for Evacuation Day Holiday
	21	Saturday	Executive MBA classes convene
	23- Apr. 1	Mon.-Wed.	Priority pre-registration for the Fall 1998 for all current students Mail registration for Summer Sessions I and II for current and new CAPS students
	30	Monday	Last day for withdrawal without penalty of "F" grade
April	1	Wednesday	Financial aid application deadline for graduate students
	15	Wednesday	Deadline for Summer 1997 graduate applications
	20	Monday	Patriots' Day Holiday
	23	Thursday	Thursday evening classes cancelled. Monday evening classes meet to make up for holiday Last day for non-priority pre-registration
	24	Friday	MBA/MPA Monday day classes meet to make up for Patriots' Day Holiday
	29	Wednesday	Last classes for Day and Evening Spring Semester (except MBA/MPA)

	30- May 1	Thurs.-Fri.	Reading Period
May	4-9	Mon.-Sat.	Final Examinations
	11	Monday	Registration for Summer Session I
	12	Tuesday	Summer Session I Evening classes begin
	13	Wednesday	Deadline for submission of Spring grades to Registrar
	18	Monday	Summer Session I Day Classes convene
	23	Saturday	Last Day of classes, Executive MBA and MPA
	24	Sunday	Commencement Day
	25	Monday	Memorial Day Holiday
	30	Saturday	Executive MBA June Seminar convenes
June	20	Saturday	Last day of Executive MBA June Seminar
	26	Friday	Last day of classes, Day & Evening Summer Session I
July	1	Wednesday	Registration for Summer Session II
	4	Sunday	Independence Day Holiday
	6	Monday	Summer Session II (Day and Evening) classes commence

Tentative Summer Session 1998

First Seven-Week Evening Session	May 12 – June 26
First Six-Week Day Session	May 18 – June 26
Executive MBA June Seminar	May 30 – June 20
Second Six-Week Day Session	July 6 – August 14
Second Seven-Week Evening Session	July 6 – August 21
Executive MBA	July 11 – September 19

DIRECTIONS TO SUFFOLK UNIVERSITY

Persons traveling to Suffolk University from outside Boston should use the following directions:

By car – From the North – Expressway (I-93) south to Haymarket Square exit.

From the South – Southeast Expressway (I-93) to North Station exit.

From the West – Massachusetts Turnpike (I-90) to Expressway (I-93) north to North Station exit.

From Logan Airport – Exit airport terminal following signs to Boston/Sumner Tunnel; through tunnel then follow signs to Government Center.

For directions – For directions to the appropriate office on the Suffolk University campus, please call the Office of Undergraduate Admission at 573-8460.

Reduced-Rate Parking – Reduced-rate parking is available at several area garages; please check with the Office of Undergraduate Admission.

Legend to Suffolk University Campus Map

1. *Ridgeway Building* – 148 Cambridge Street
2. *John E. Fenton Building* – 32 Derne Street
3. *Student Activities Center* – 28 Derne Street
4. *Frank J. Donahue Building* – 41 Temple Street
5. *C. Walsh Theatre* – 55 Temple Street
6. *Gleason L. and Hiram J. Archer Building* – 20 Derne Street
7. *Goldberg Building* – 56 Temple Street
8. *20 Ashburton Place*
9. *Frank Sawyer Building* – 8 Ashburton Place
Undergraduate Admission Office – 8th Floor
10. *One Beacon Street* – 25th Floor
11. *New Residence Hall* – Tremont Street
12. *New England School of Art & Design at Suffolk University* – 75 Arlington Street

Logan Airport – Direct service to Logan International Airport is available from all major U.S. cities and many international destinations.

The Massachusetts Bay Transit Authority – is better known by its nickname, the "T". In greater metropolitan Boston, the subway and trolley lines, major local bus routes, and commuter rail lines are all operated by the "T". The closest stops to Suffolk University are listed below.

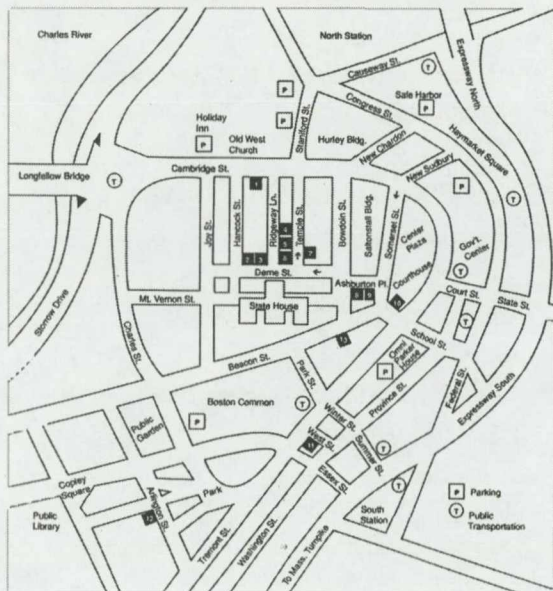
On the Blue Line –
from Wonderland – Government Center

On the Green Line –
from Lechmere – Haymarket
from Riverside – Park Street
from Boston College – Park Street
from Cleveland Circle – Park Street

On the Orange Line –
from Oak Grove – State Street
from Forest Hills – State Street

On the Red Line –
from Alewife – Charles or Park Street
from Braintree – Park Street
from Ashmont – Park Street

The closest stop on the commuter rail is either North or South Station, depending on the town from which you come.



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