

# CAMERON UNIVERSITY

## GRADUATE CATALOG 2016 – 2018

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#### EQUAL OPPORTUNITY POLICY

This institution, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

## PREFACE

This catalog provides information about the academic programs of Cameron University. It also contains information concerning admissions, academic regulations and requirements, services available to students, academic offerings and a list of the administrative officers and faculty of the University. While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula and courses listed in this catalog. All such changes are effective at such time as the proper institutional authorities determine and may apply not only to prospective students but also to those who are already enrolled at the University. This catalog should not be construed as a contract between Cameron and any person. The online [Graduate Catalog](#) reflects the most recent changes to requirements, deadlines, fees, curricula, and courses.

The courses listed in a curriculum are required, but the display of a curriculum does not in any way indicate the length of time required for a student to finish degree requirements. Rather, this display is intended as a guide to indicate the preferred order for completion of degree requirements. Exceptions to certain requirements may be petitioned through proper academic channels.

Because this catalog was prepared well in advance of its effective date, the course descriptions may differ in some instances from actual content taught in some courses, due to advancements in the discipline or decisions to change the scope of the course. Thus, the descriptions that follow are not provided in the nature of a contractual obligation. Some of the newer courses and changes in courses are included in this catalog pending their approval by the Oklahoma State Regents for Higher Education. Consequently, students should consult the appropriate departmental advisor and refer to the class schedule for the offerings in any given academic session.

## ACADEMIC CALENDARS

Cameron University's academic calendar is approved by the President or his/her designee and submitted annually to the State Regents. The academic calendar shall describe any alternative schedules. Submission is due by January 1 prior to the summer semester to which the proposed calendar applies.

The uniform academic calendar for institutions in The Oklahoma State System of Higher Education consists of the fall and spring semesters and a summer term defined as follows:

- A. The summer session begins about the last week in May or the first week in June and ends late July or early August.
- B. The fall semester begins mid- to late August or early September, closing just prior to the Christmas vacation period.
- C. The spring semester begins following the Christmas vacation in January and ends prior to the first of June.
- D. Academic terms shorter than a traditional semester or summer session, generally referred to as "intersessions," may be conducted between semesters or between the summer session and spring and fall semesters. Block or alternative course schedules may also occur within the dates set forth for a semester or summer session.

The approved calendar [Academic Calendar](#) is distributed to all departments and is available online.

## OUTCOMES ASSESSMENT

Cameron University's comprehensive outcomes assessment program consists of entry-level placement, program outcomes assessment, and student satisfaction assessment. Participation by graduate students is required as a condition of enrollment and graduation. Dates and times for various outcomes assessment instruments, including comprehensive examinations, may be obtained online and through graduate advisors. Students are responsible for knowing the required dates for these assessments. In particular, students must determine the dates of their comprehensive evaluations, the deadlines for applications of these examinations, and apply to take them in advance with their advisors. Applications are available from graduate advisors on or before the posted date.

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## ACCREDITATION

Cameron University is accredited by [THE HIGHER LEARNING COMMISSION](#).

The Bachelor of Accounting, Bachelor of Business Administration, and Master of Business Administration degrees offered by the Department of Business are accredited by the [ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS \(ACBSP\)](#).

The Teacher Education programs at Cameron University are accredited by the State, [OFFICE OF EDUCATIONAL QUALITY AND ACCOUNTABILITY](#) and by the [NATIONAL COUNCIL FOR THE ACCREDITATION OF TEACHER EDUCATION \(NCATE\)](#). Approved graduates are recommended for teaching licenses in the elementary and secondary schools of Oklahoma.

## EQUAL OPPORTUNITY

Cameron University is committed to the principles of equal opportunity and affirmative action and promotes an environment of awareness and understanding of culturally diverse groups in our society. The University strives to maintain a campus climate of mutual respect and tolerance that is free from discrimination. Discrimination is unlawful and undermines the freedom of students, faculty, and staff to productively learn and work at the University.

This institution in compliance with all applicable Federal and State laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, housing, financial aid, and educational services.

To obtain information about applicable laws or to file a complaint of discrimination, including harassment, on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran contact the [Office of Human Resources](#), Administration Building, Room 121, 2800 W. Gore Blvd., Lawton, Oklahoma 73505-6377, or you may call (580) 581-2245 or e-mail [tomr@cameron.edu](mailto:tomr@cameron.edu).

## DEGREE PROGRAMS

Cameron University offers curricula leading to the awarding of Master's degrees and in support of professional licenses. The following master's degrees are offered: Master of Business Administration (M.B.A), Master of Education (M.Ed.), and Master of Science (M.S.). Academic requirements leading to Licensed Marital and Family Therapist or Licensed Professional Counselor are also offered.

Students are responsible for meeting all degree requirements. It is essential that each student (1) become familiar with the requirements for the degree being pursued, (2) formally request substitutions or waivers of courses necessary to meet degree requirements if needed, and (3) verify each enrollment to ensure the courses apply toward degree requirements, satisfy a prerequisite, or meet some mandated institutional requirement.

### Department of Business

Master of Business Administration in Business Administration  
Master of Science in Organizational Leadership

### Department of Education

Master of Education in Education, with concentrations in:

Literacy  
Secondary Education  
Special Education  
Teaching and Learning

### Department of Psychology

Master of Science in Behavioral Science, with concentrations in:

Counseling  
General Psychology  
Marriage and Family

## LICENSURES

### LICENSED MARITAL AND FAMILY THERAPIST

The Oklahoma State Board of Behavioral Health Licensure has final determination of the acceptability of specific courses at the time of application for licensure. However, the MSBS: Marriage and Family Track is designed to meet the academic requirements for candidacy for Licensed Marital and Family Therapy (LMFT) in the State of Oklahoma.

### LICENSED PROFESSIONAL COUNSELOR

The Oklahoma State Board of Behavioral Health Licensure has final determination of the acceptability of specific courses at the time of application for licensure. However, the MSBS: Counseling Track is designed to meet the academic requirements for licensure candidacy for Licensed Professional Counselor (LPC) in the State of Oklahoma.

## GENERAL INFORMATION

### HISTORY

The history of Cameron University corresponds to the history of the area it serves in Southwest Oklahoma. It was founded by the Oklahoma Legislature in 1908 as Cameron State School of Agriculture, one of six agricultural high schools in the state and placed under the jurisdiction of the State Commission of Agriculture and Industrial Education. The institution was named for E. D. Cameron, first State Superintendent of Schools.

Cameron added junior college work in 1927 when local needs demanded access to higher education. With the changed function came the name Cameron State Agricultural College. It became solely a college in 1941 when the Oklahoma State System of Higher Education was formed, and joined the group of institutions governed by the Board of Regents for Oklahoma A&M Colleges.

Following action by the Legislature, baccalaureate degrees were authorized in 1966 by the Oklahoma State Regents for Higher Education. In May of 1970, the first bachelor's degrees were awarded. The institution's name was changed to Cameron College in 1971, and was further amended to Cameron University in 1974.

In 1988, the State Regents expanded Cameron's functions to include offerings at the master's degree level. This change in function was the first granted to an Oklahoma institution since Cameron was given authority to offer bachelor's degrees more than 20 years earlier. The first master's degrees were awarded to forty-one graduates in May of 1990.

In recognition that Cameron's mission had become significantly more complex and predominantly urban, on June 1, 1992, governance of the University was transferred by the Oklahoma Legislature to the Board of Regents of the University of Oklahoma ("Board of Regents"). With the transfer of governance came new affiliations between Cameron and the University of Oklahoma, which have broadened and strengthened academic offerings by both institutions.

### WHO WE ARE

Cameron University is a regional, public university serving Southwest Oklahoma and a global learning community. The University is governed by The Board of Regents of The University of Oklahoma within a state system coordinated by the Oklahoma State Regents for Higher Education. Cameron University offers associate, baccalaureate, and master's degree programs.

### MISSION STATEMENT

Cameron University provides a diverse and dynamic student body access to quality educational opportunities; fosters a student-centered academic environment that combines innovative classroom teaching with experiential learning; prepares students for professional success, responsible citizenship, life-long learning, and meaningful contributions to a rapidly changing world; and is a driving force in the cultural life and economic development of the region.

### PHILOSOPHY

The master's degree programs offered by Cameron University are intended to address the personal needs of individual students and the broader needs of society that are not satisfied by baccalaureate programs. These needs can be met by an advanced and specialized study in a particular academic field.

Graduate students are to demonstrate initiative and assume responsibility for the progress of their study and for personal

integrity and inquiry. Class work and class assignments provide a foundation for broader reading and research. Beyond this foundation, students are expected to continue their studies in order to master specific knowledge and skills pursuant to the goals of their specific program.

### GOALS

Graduate programs at Cameron University are designed to

1. Encourage academic inquiry;
2. Stimulate intellectual creativity;
3. Promote competence in research, oral communication, and writing;
4. Confer knowledge and encourage scholarship in specific academic disciplines;
5. Promote professional competence and achievement; and
6. Provide opportunities to address additional objectives identified in specific programs.

### TUITION AND FEES

All students are charged a general fee which includes charges for registration, library and classroom and laboratory instruction. Special fees are charged for other services which are made available to students. **The rates for both general and special fees are set by the Oklahoma State Regents for Higher Education and are subject to periodic review and revision.** Refer to the current [Enrollment Schedule](#) or contact the University Business Office for current fees and refund policies.

### GRADUATE COUNCIL

The Graduate Council is the primary recommending body for issues related to graduate studies. The Council, chaired by the Dean of the School of Graduate and Professional Studies, is composed of members of the graduate faculty and graduate students. Appointments to the graduate faculty as well as changes in graduate policies, programs, courses, and other issues pertaining to graduate study at Cameron University are reviewed by the Graduate Council. The Council also has the responsibility for acting upon graduate grade appeals; appeals of probation, suspension, or dismissal; incidences of academic misconduct involving graduate students; and grievances.

## ADMISSIONS

### GENERAL ADMISSIONS PROCEDURE

Students must submit an application for admission and official transcripts from all undergraduate and graduate institutions attended and pay an application fee. Applications are available [online](#). The Office of Admissions may be reached via telephone at (580) 581-2289 or via email at [graduate@cameron.edu](mailto:graduate@cameron.edu). Applicants will be notified in writing of their admission status by the Office of Admissions.

### GENERAL STANDARDS FOR ADMISSION

Applicants will be admitted to graduate studies in accordance with the standards and procedures listed below. Once your admission to graduate studies is complete, your materials will be forwarded to the academic department for further evaluation for program-level admission. Admission to graduate studies must be approved prior to enrollment in any graduate courses. Some academic departments also require program-level admission prior to enrollment in any graduate courses.

Unconditional admission to graduate study will be granted

under the following circumstances:

1. The applicant has a baccalaureate degree from a college or university accredited by a regional accrediting agency (Official transcripts from all institutions attended must be submitted.); and
2. At least one or more of the following three criteria is met:
  - a. The applicant has a minimum cumulative undergraduate grade point average (GPA) of 3.0 based upon a 4.0 scale; or
  - b. The applicant has a minimum graduate GPA of 3.0 based upon a 4.0 scale in all graduate courses taken within the last 6 years. At least 12 graduate credit hours must have been completed; or
  - c. The applicant has earned a master's or doctoral degree from a regionally accredited institution of higher learning.

Conditional admission to graduate study will be granted under the following conditions:

1. The applicant has a baccalaureate degree from a college or university accredited by a regional accrediting organization but does not meet the requirements for unconditional admission.
2. The applicant has a baccalaureate degree from a college or university accredited by a regional accrediting organization and has requested transcripts from all previously attended institutions be sent to Cameron University, but the transcripts have yet to arrive. Unofficial transcripts are required before a student can enroll in his/her first semester at Cameron. Enrollment is restricted to a single semester until all official transcripts have been received.
3. The applicant is within 16 semester hours of completion of a baccalaureate degree from a college or university accredited by a regional accrediting organization, is in the final semester of his/her undergraduate program and enrolled in the number of hours required to complete the degree and is not on academic probation. Students must submit official transcripts from all undergraduate institutions attended, provide an official degree check from the college or university where they will receive their undergraduate degree, and provide updated official transcripts after the undergraduate degree has been awarded. Enrollment is restricted to a single semester.

## STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

International students or students for whom English is a second language must present evidence of proficiency in the English language prior to admission. Such applicants must achieve a minimum score of 550 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL) or a 6.5 on the International Language Testing System Examination (IELTS). Official examination scores must be sent directly from the testing service to the International Student Admissions Office.

## RE-ADMISSION

Students who have been admitted but have not enrolled in graduate courses at Cameron University for one academic year must apply for re-admission. Official transcripts from all institutions attended since being initially admitted to Cameron University are required. The student is subject to current catalog policies and procedures at the time of re-admission. Applications for re-admission are available [online](#).

## MILITARY PERSONNEL

Members of the armed forces stationed in Oklahoma, their spouses, and dependents shall be admitted without payment of non-resident tuition so long as they continue to be stationed in the state in the full-time military service and under military orders. A student attending an institution while on full-time active duty in the armed forces at an installation in Oklahoma is considered a temporary resident of Oklahoma while attending school; therefore, a student neither gains nor loses resident status solely by such military service.

## FINANCIAL ASSISTANCE

Graduate tuition waiver applications for new, continuing, out of state, and select Texas county resident students are available [online](#). Open [work-study positions](#) are posted online. Graduate assistantships are available through the [School of Graduate and Professional Studies](#). Qualified students may also apply for loans through the [Office of Financial Assistance](#).

## FALSIFICATION AND OWNERSHIP OF RECORDS

Falsification of any admission record, whether by change, omission, or untrue statement will be grounds for permanent denial of admission to the University or suspension from the University with forfeiture of any credit earned. **All records required for admission become the property of Cameron University.**

## NAME OR ADDRESS CHANGE

A student who has legally changed his/her name must provide appropriate documentation to substantiate the change. This documentation is to be submitted to the Registrar's Office. All transcripts are issued under the student's legal name as recorded in the Registrar's Office. Students should insure their current mailing address is on file at all times to avoid not receiving financial information and any other important notices. Students should log in to their [AggieAccess](#) account to update address information.

## ACADEMIC REGULATIONS

### Retention Standards

A student, regardless of admission status, will be placed on academic probation if that student's cumulative graduate grade point average (GPA) at Cameron is less than 3.0 at the end of any semester or summer term. Failure to achieve a 3.0 GPA or above during any semester or summer term, during which the student is already on academic probation, will result in suspension for one semester from graduate study at Cameron University. Students who are suspended may apply for re-admission on probation at the end of that semester. Following re-admission on probation, students who fail to achieve a 3.0 GPA in any semester while still on probation will be dismissed from Cameron University. The Registrar's Office will notify students of their probation, suspension, or dismissal status.

### Advisement and Plan of Graduate Study

At the time of admission, each student will be referred by the Office of Admissions to the appropriate graduate advisor in the student's proposed major field of study. The student will work with his/her graduate advisor to plan a program of courses, study, and research that will enable the student to complete all of the requirements for the desired degree. This Plan of Graduate Study must be signed by the student and approved by his/her

graduate advisor and the dean. Any change in the plan of study must be approved by and filed with the same officials. Any course taken prior to filing the approved plan of study, taken outside the plan of study, or taken at another institution must be approved by the same officials before it can be included in the student's degree program.

The Plan of Graduate Study shall be approved during the first semester to assure continuity in the student's graduate study. To reflect changes in interest or availability of courses, students may request a change to their plan of study through their graduate advisors. Courses on the plan of study cannot be removed once they have been successfully completed.

### Changes in Degree Requirements

Academic requirements in graduate programs are subject to periodic review and revision which may render specific requirements listed in this catalog obsolete. Students are strongly urged to consult with their graduate advisors concerning academic requirements and policies currently in effect for a particular program. Students are responsible for fully understanding and complying with the requirements for their programs of study.

### Time Limit

Students have six years to complete all courses, comprehensive examinations, portfolios, and theses required by their degree program. Courses which fall outside the six-year window, including all transfer classes, will not count toward degree completion though they will remain on student transcripts, be included in GPA calculations, and usually count toward state certification and licensure requirements. Under extremely rare circumstances, a single, one-year exception to the six-year time limit may be granted by the dean of the student's school. Students who wish to petition for an exception may do so by using forms that are available through their respective advisor.

### Course Numbering

Graduate courses, numbered 5000 and above, are open only to graduate students.

### Enrollment

The completed application form, official transcripts of all previous undergraduate and graduate credit and any required exam scores should be submitted to the Office of Admissions at least one (1) week prior to first enrollment for graduate credit at Cameron University. Enrollment in online courses is encouraged at least three weeks prior to the first day of classes of each semester. Before the first graduate enrollment, the student must be admitted to graduate studies. To receive credit, a student must enroll prior to taking the course. Refer to current [Enrollment Schedule](#) (online or on AggieAccess) for specific dates and details regarding enrollment and payment of tuition and fees for each academic session.

Graduate students should work with their graduate advisors to complete the enrollment process. This process includes:

1. Completing a tentative enrollment schedule,
2. Receiving the approval of the appropriate graduate advisor and obtaining permission to enroll.
3. Enrolling in the course(s) through AggieAccess.

Electronic messages sent from students to their advisors are the equivalent of completing a tentative enrollment schedule. However, under no circumstances will Cameron University personnel enroll students following telephone conversations or without written verification of the schedule sought by a given

student.

### Late Enrollment

Enrollment after the first full week of classes in any semester, summer, or eight-week session or proportionate period of a special schedule is a late enrollment. Late enrollments require permission from the graduate advisor, the professor of each course involved, and the department chair and/or dean of the school responsible for the class or classes. Any student enrolling late will be responsible for making up all work.

### Academic Forgiveness Policy

Courses taken at the graduate level cannot be "reprieved," "renewed," or "forgiven," nor can they be excluded from the retention/graduation grade point average calculation.

### Repeating Courses

All graduate work attempted will be used in figuring the graduate grade point average (GPA). For example, if a graduate course is later repeated, both grades will be used in calculating the graduate GPA. Repeated courses will only be counted once in the Plan of Graduate Study.

### Incomplete Courses

An incomplete may be given (at an instructor's discretion) to a student whose grade average is passing, but who did not complete a course at the end of the term. The instructor shall record the conditions and time limit for removing the "I" on the grade roster that is filed with the Registrar's Office.

It is the responsibility of the student to satisfy the requirements specified by the instructor at the time of the assignment of the "I". It is the responsibility of the instructor to submit a "Grade Correction" form to the Registrar. Students who receive an "I" will have no more than one year from the end of the semester in which the course was taken to complete the required work for the course. If, by the end of the year, no change in grade has been submitted, the grade of "I" will become permanent. In no case will an "I" be changed to an "F" after a student has graduated. "I" grades are neutral and not counted in grade point average calculations.

### Grades of "C" or Lower

No grade below C (2.00) may be used to fulfill graduate course requirements at Cameron University. A maximum of 6 credit hours with a grade below C will be applied to graduate hours earned at Cameron University.

### Course Load

The following categories shall be used in determining full- and part-time graduate student status:

#### Fall or Spring Semester

Full-time: at least 9 but not more than 16 hours of graduate credit. Three-quarter time: at least 7 hours of graduate credit. One-half time: at least 5 hours of graduate credit. One-quarter time: at least 3 hours of graduate credit.

#### Summer Session

Full-time: at least 4 hours but not more than 9 hours of graduate credit. Three-quarter time: at least 3 hours of graduate credit. One-half time: at least 2 hours of graduate credit. One-quarter time: at least 1 hour of graduate credit.

**Any student using VA benefits or a student loan should contact the Office of Veteran Affairs or Office of Financial Assistance to verify course load requirements.**

A student who is approved as a graduate assistant and is

enrolled in at least six hours of graduate credit during the semester of the assistantship shall be classified as a full-time graduate student.

It is recommended that a graduate student who is fully employed (40 hours or more per week) not enroll in more than six semester hours of graduate courses during the fall or spring semester or three semester hours of graduate courses during a summer session.

### Number of Hours Required

A minimum of thirty-three (33) semester hours of graduate credit earned at a regionally accredited institution of higher education shall be required for a master's degree awarded by Cameron University. Requirements for specific graduate degree programs often exceed these minimums. A student must meet the requirements for his or her specific graduate degree program to be awarded that degree.

### Credits

Cameron University strictly adheres to the policies of the Oklahoma State Regents for Higher Education (OSRHE) when defining academic sessions and credit hours. These policies are stated in the OSRHE Policy and Procedures Manual, Section 3.18.3. OSRHE mandates that all classes taught during the standard term are expected to meet for sixteen, twelve, or eight weeks in the Fall or Spring semesters, four or eight weeks in a summer session, or an equivalent number of days/weeks between a semester and/or session for intersession. No institution, academic department, or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of the State Regents.

The semester-credit-hour is the standard and traditional unit of credit to be used by Cameron University in evaluating a student's educational attainment and progress for all programs. Semester-hour of credit is calculated as follows:

- One semester-hour of credit is normally awarded for completion of a course meeting for 800 instructional minutes, (50 min/wk for sixteen weeks; 100 min/wk for eight weeks; 200 min/wk for four weeks), exclusive of enrollment, orientation, and scheduled breaks. Organized exam days may be counted as instructional days.
- Laboratory credit is normally awarded at a rate not to exceed one-half the instructional rate. One semester-hour of credit is normally awarded for completion of a laboratory meeting a minimum of 1600 min (100 min/wk for sixteen weeks; 200 min/wk for eight weeks).
- Instruction offered through a combination of class and laboratory meetings would normally observe the standards set forth above on a pro rata basis. For example, a course offered for four semester-hours of credit might meet for 100 min of organized instruction plus 200 min of laboratory per week for 16 weeks.
- Block or alternative course schedules may also occur within the dates set forth for a semester or summer session. Courses offered during academic terms shorter than a semester will observe the same academic standards involving instructional hours per semester-credit-hour as those courses offered during a standard academic semester. Institutions are encouraged to be flexible in offering courses in alternative schedules to meet student and employer needs.

There are alternatives to reliance on time-in-class as the basis for determining academic credit-hours earned. The achievement of

academic credit-hours should be linked to demonstrated student learning either through regular class assignments and evaluations or demonstration of competencies. When determining the appropriate academic credit for non-traditional or accelerated format courses, institutions must adhere to the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC) Handbook of Accreditation standards. HLC requires institutions to rigorously assess student learning outcomes consistently across all formats. Institutions offering courses in accelerated or other non-traditional formats are expected to be especially diligent in documenting that students in these courses master the skills and knowledge expected of students in traditional courses.

### Transfer of Credits

A student may request that a maximum of twelve (12) semester hours of graduate credit earned at regionally accredited institutions of higher education be transferred to a graduate degree program at Cameron University. Only coursework with a grade of "A" or "B" is eligible for transfer. Transfer credit must have been earned within six years prior to the completion of the master's degree at Cameron University and must fit within the student's Plan of Graduate Study. Students may petition for transfer of credits after they have completed twelve (12) hours of graduate courses at Cameron University with a cumulative GPA of 3.00 or above. Forms may be obtained from the student's graduate advisor.

### Extension Courses

A student may request that a maximum of six semester hours of graduate credit earned through extension courses (e.g. Independent Studies) be counted toward a graduate degree program at Cameron University. Requests must be approved by the appropriate department. Extension course credits earned at other regionally accredited institutions of higher education and counted in a graduate degree program at Cameron University will be considered transfer credits. See the above statements.

### Correspondence Courses

Credit earned through correspondence study may not be applied toward any master's degree at Cameron University.

### Workshop Credit

A maximum of three semester hours of workshop credit may be applied toward a master's degree at Cameron University.

### OSLEP Seminars

The Oklahoma Scholar-Leadership Enrichment Program (OSLEP) is an intercollegiate academic program sponsored by the Oklahoma State Regents for Higher Education and administered by the University of Oklahoma. The program consists of a series of five-day seminars, any one of which may be taken for 2 or 3 hours of collegiate credit. To be eligible for an OSLEP seminar, students must carry a GPA of 3.0 or above. Admission to OSLEP is by application only. Applications are available from the [OSLEP website](#).

Cameron graduate students may earn either 2 or 3 hours of graduate credit for satisfactorily completing an OSLEP seminar in conjunction with supplementary work individually designed to fit each student's particular plan of study. Granting of graduate credit is contingent upon student's adherence to the following guidelines:

1. All graduate students enrolling in an OSLEP seminar for graduate credit must enroll in UNIV 5001-3;

2. Receipt of a grade of “S” in an OSLEP seminar will be considered only part of the requirements for the completion of UNIV 5001-3;
3. Each graduate student enrolling in an OSLEP seminar must designate an appropriate faculty advisor from among the graduate faculty. The student will work with that advisor in conjunction with his/her graduate advisor to establish and complete additional requirements for the Cameron UNIV 5001-3 course (requirements to be based on the number of credit hours the student wishes to receive.);
4. A list of additional requirements, signed by the faculty advisor and the student’s graduate advisor, must be submitted to the dean of the school in which the student’s degree program is located and the Cameron OSLEP campus coordinator prior to student enrollment in the course; and
5. By the end of the semester during which the student has enrolled in the OSLEP seminar, the student’s faculty advisor will submit a grade of S, U, or I for the additional requirements previously determined by the advisor and the student’s graduate advisor to the Cameron OSLEP campus coordinator. The OSLEP campus coordinator will subsequently assign an official grade of “S”, “U”, or “I” for UNIV 5001-3. To receive a grade of “S”, the student must complete all components of the course including the OSLEP seminar.

### Final Examination(s) in a Specific Course

The final examination in a specific course will be administered at the date and time indicated on the finals schedule and/or on the course syllabus. Any deviation from the designated schedule of final examinations must be approved in advance by the school’s dean. If a final examination is not given in a particular course, the final examination time period will be used for summary, evaluation, or other productive purposes.

### Thesis

Specific master’s degree programs may include a thesis as part of the degree plan. A student selecting the thesis option must complete six semester hours of graduate thesis credit. These credits may be counted on a degree plan upon successful completion of a thesis with a grade of “S” (i.e. satisfactory). “S” grades are not included in grade point average calculations.

A student may not enroll in thesis credit hours until he/she has completed all degree program prerequisites. The student may then enroll in two 3-hour sections of thesis credit. After completing those six hours, he/she must enroll in 1 hour of thesis credit during all subsequent fall and spring semesters until the thesis is successfully defended. Summer sessions will have optional enrollment; however, if a student intends to work on his/her thesis during a summer term, he/she must be enrolled in a thesis course.

After completing the thesis, a student should apply for oral defense with the dean of his/her school. Applications are available through graduate advisors and online. Personnel will review the application and student’s enrollment history, and appropriate charges will be applied for all spring and fall semesters since first enrolling in thesis hours (i.e. students must be continuously enrolled in thesis hours until completion.). Regardless of the number of credit hours completed, only 6 hours may be applied toward the student’s Plan of Graduate Study.

Additional information regarding thesis instructions may be found in the current Thesis Instruction Booklet, available online.

### Comprehensive Examinations

Specific master’s degree programs require the successful completion of a comprehensive examination for completion of a graduate degree. The degree program’s graduate faculty administer the examinations and determine the minimum passing grade.

Comprehensive examinations are administered each semester during the fall, spring, and summer and on dates and times as determined by the department and approved by the dean. Those dates, along with the deadlines to register, are available online and through the program advisors. Students are solely responsible for determining the date of their comprehensive examinations and for applying to take the exam on or before application deadlines. Applications are available through graduate advisors.

Students who fail a comprehensive examination may be able to repeat the exam on a limited basis. Students should check with their graduate advisors for information regarding the maximum number of retakes permitted. Students who fail comprehensive examinations and are eligible to take it again must re-apply for permission through their graduate advisors.

### Application for Graduate Degree and Degree Check

Each candidate for a graduate degree must file an Application for a Graduate Degree with the Registrar during the semester in which s/he plans to graduate. The deadline for filing is the end of the tenth week of classes during the fall and spring semesters, and by the end of the fourth week of the summer session. If the student fails to meet all of the requirements for the degree during the semester or summer session, the student must apply for graduation again during the semester s/he will complete all program requirements. The [Application for a Graduate Degree](#) is available in the Registrar’s Office, online, and in Aggie Access.

Upon filing an Application for a Graduate Degree, candidates will have a degree audit conducted by personnel in the Registrar’s Office. Applicants will be informed by the Registrar of any remaining requirements for the degree. Students may check their degree progress at any time through Degree Works, available on Aggie Access, My Info tab, Student Quick Links channel.

Diplomas will be ordered for students who have completed all requirements for graduation at the end of each semester.

### Exit Interviews

As part of the outcomes assessment process, students must complete the exit survey prior to graduation. These interviews, which are conducted online serve two purposes: 1) they allow students to identify what they perceive as strengths and weaknesses associated with their degree programs, and 2) they allow program administrators to implement improvements based on the information provided. Specific information regarding the exit interviews is available from graduate advisors.

### Participation in Commencement and Hooding Ceremonies

A graduate student must meet specified requirements for his/her master’s degree program before participating in commencement and hooding ceremonies. Students should contact their graduate advisor for these requirements.

### Academic Dishonesty Policy

If a student is found to have engaged in any form of academic dishonesty, action will be taken in accordance with Sanctions for Academic Dishonesty. Academic dishonesty includes a variety of behaviors including but not limited to plagiarism; cheating; copying from another student’s test paper, laboratory report, or

other report; etc. The student will be informed in writing or in person of any action taken by the instructor in response to academic dishonesty. The action will also be documented with the dean and/or chair of the student's major department and the student's graduate advisor.

### Sanctions for Academic Dishonesty

Cameron University recognizes academic misconduct in any form as a serious offense. Faculty members have broad discretion when determining the appropriate penalty for this behavior. However, in each case, the minimum sanctions for documented cases of academic misconduct will be as follows:

1. The first documented offense results in minimum of 0% on the assignment;
2. The second documented offense results in minimum of
  - a. 0% on the assignment,
  - b. "F" or "U" in the course, which may be appealed using the procedures for appeal of a final grade, and
  - c. suspension for the semester(s) following the term in which the misconduct is reported. Specifically, a fall semester offense results in suspension for the following spring. A spring semester offense results in suspension for the following summer and fall semesters. A summer session offense results in suspension for the following fall semester.
3. The third documented results in
  - a. 0% on the assignment;
  - b. "F" or "U" in the course, which may be appealed using the procedures for appeal of a final grade, and
  - c. Dismissal.

Documented offenses may be punished following the conclusion of a course and the submission of final grades if evidence of academic dishonesty is obtained at a later date. Students who wish to appeal suspension or dismissal for academic misconduct penalties should follow the Procedure to Appeal Probation, Suspension, or Dismissal.

### Appeal of a Final Grade

Only under certain conditions will a formal grade appeal be granted to a graduate student who feels a grade was assigned improperly or unfairly. The sole basis for an appeal is to determine whether the student's final grade was assigned fairly within the grading system adopted by the faculty member. The subjective or qualitative judgment of a faculty member cannot be challenged. For example, a grade received on a paper cannot be appealed. Only factual and objective elements of a student record are within the scope of an appeal.

A student who wishes to contest a grade should first make an effort to discuss the matter with the faculty member concerned and make every attempt to resolve the problem concerning the disputed grade. If, however, there is no satisfactory resolution, a student may pursue the issue by consulting the chair of the appropriate department or the dean if the chair of the department is directly involved in the grievance. The department chair or dean will invite the instructor to a conference with the student regarding the matter. If the faculty member does not attend the conference, or if it is determined that the grade should remain as recorded and the student remains dissatisfied, the student must initiate a formal request for an appeals hearing prior to the end of the first regular semester following the semester during which the course was taken.

It must be stressed that the Graduate Council will make no effort to establish whether a grading system is academically sound; rather, it will attempt to establish whether or not an

instructor's grading practices and procedures were followed consistently and accurately when determining the student's final grade. All other instances of conflict over grades must be resolved at the department or school level.

### Initiating a Formal Appeal

The student shall submit a completed grade appeal form to the chair of the Graduate Council, who in turn will send a copy to the instructor, the department chair, and the dean. The Graduate Council will hear and consider all graduate-level grade appeals.

The chair of the Graduate Council will schedule the date, time, and place of the appeals hearing; written notification of this information will be sent to the student, the faculty member, and Graduate Council members. A hearing will normally be scheduled within one month of the date on which the chair of the Graduate Council received the request by the student for a formal hearing if, in the judgment of the dean, the criteria for a formal appeal have been met. The chair of the Graduate Council has the authority to determine if a postponement is justified. If it is determined that the postponement is not justified, the chair can proceed with the hearing even if one or both parties are not present for the hearing. The hearing shall be a closed meeting at the request of either the faculty member or the student involved.

If a student or faculty member of the Graduate Council is in any way actively involved in the grade appeal, that member shall be declared ineligible to serve during that hearing and shall be replaced by an alternate representing the same constituency.

### Procedure Governing the Appeal Hearing

If the faculty member is no longer associated with Cameron University, then the department chair is authorized to act. The faculty member, however, will be given an opportunity to make a written response before a hearing is scheduled.

Both the faculty member and the student must be given the opportunity to be present at any time information relating to the appeal is being orally presented to the hearing committee.

Neither the faculty member nor the student may present information that reveals the grades or academic status of any other student by name unless the written permission of that student has been obtained. The student and the faculty member will be given an opportunity to state their cases personally and present witnesses and comments, as well as question the other party or parties and their witnesses, if any. The Graduate Council shall have no power to require information which is not voluntarily presented to the council except the work of the student in the class for which the grade is being appealed.

A quorum shall consist of five members of the Graduate Council plus the chair. Following the presentation of information by all parties involved, the Graduate Council may, at its option, excuse all parties to the dispute prior to beginning its deliberations.

The Graduate Council can recommend either of the following:

- The grade as given by the faculty member is appropriate and should not be changed; OR
- The grade is inappropriate and should be changed to the grade approved by at least two-thirds majority vote of Graduate Council members present. All Graduate Council members present are required to vote. After receiving notice from the Graduate Council, the chair will request that the Registrar initiate the appropriate procedure for the grade change.

The chair of the Graduate Council is responsible for forwarding the written recommendation of the committee to the Vice President for Academic Affairs, the dean, the department

chair, the faculty member, and the student.

The Graduate Council's written recommendation must include grounds for its decision and have the approval of a majority of the members present. All voting members must sign the recommendation, but a minority may attach a statement of reservations or a dissenting opinion.

### **Procedure to Appeal Academic Probation, Suspension, or Dismissal**

The Registrar will notify the student of probation, suspension, or dismissal.

The Graduate Council serves as an appellate body for the appeal process. The student who has been placed on probation, suspension, or has been dismissed from graduate studies is the only person who may initiate the appeal process. Within sixty (60) calendar days of the date of the notice of probation, suspension, or dismissal, the student shall present a written statement explaining the reasons for the appeal to the chair of the Graduate Council. No appeal can be instituted more than sixty (60) calendar days after the notice of probation or dismissal.

The chair shall place the appeal on the agenda of the next appropriate meeting of the Graduate Council and shall forward the student's written statement and other appropriate documents to the members of the Graduate Council. The student may attend the meeting of the Graduate Council at which the appeal is heard and may present additional written or oral information. Such presentations shall be subject to limits which may be determined by a majority vote of the members present at the Graduate Council meeting. The Graduate Council may seek other appropriate information. No information that reveals the grades or academic status of any other student by name may be presented.

Following the presentation of information, the Graduate Council may, at its option, excuse all parties to the appeal prior to beginning its deliberation.

After completing its deliberations, the Graduate Council may recommend by a majority vote of the members present, one of the following:

- The probation, suspension, or dismissal action should not be changed; **OR**
- The Graduate Council may set conditions for further study and recommend the student be allowed to enroll in additional graduate classes at Cameron University. If so, the probation, suspension, or dismissal action will remain on the student's transcript and other academic records with a notation concerning the Council's decision.

The recommendation of the Graduate Council shall be forwarded in writing to the student and Vice President for Academic Affairs by the chair of the Graduate Council. The chair shall initiate the appropriate action with the Registrar.

### **Academic Grievance Policy**

All academic grievances involving graduate courses, faculty, or students are investigated successively by the department chair, the dean, Graduate Council, and the Vice President for Academic Affairs. When a grievance is successfully resolved at any level, the investigation and grievance procedure end. In the event that the grievance cannot be resolved by the Vice President for Academic Affairs, the student may file the grievance with the President. The President or his/her designee shall investigate the complaint and make such disposition as is warranted.

## **STUDENT SERVICES**

### **Office of Financial Assistance**

The [Office of Financial Assistance](#) provides financial counseling, administers scholarships, grants, loans and student employment. Interested students should reference the Financial Information section of this catalog. Students can also contact the Financial Assistance Office (581-2293) for further information on application procedures or access Cameron's website.

### **Disability Services**

Cameron University recognizes that all students deserve an equal opportunity to participate in university life and attain a higher education. The Student Development Office coordinates accommodations for students with disabilities and develops programs to support disability awareness. If an accommodation on the basis of a disability is required, please contact the office at least four weeks before classes begin or as soon as possible to complete the required documentation for accommodations. Please contact the office immediately if you have any concerns or problems with an accommodation. For more information, please call 581-2209.

### **Student Handbook and Conduct**

The [Student Handbook](#) is an official publication of the University which explains University policies and procedures and provides University information for all aspects of University life. Students are responsible for knowing its contents. Copies are available in the Office of Student Services and online.

Rules and regulations for the conduct of students attending Cameron University are listed in the *Student Handbook*. A primary purpose of these regulations is to help maintain a safe learning environment for members of the academic community. Student violations of these rules and regulations are reviewed by administrative officers having disciplinary responsibilities. The decisions made by these officers are subject to an appeal, either administratively or by proper referral to an appropriate judicial committee. When a student is suspended or dismissed for disciplinary reasons, the grades recorded for the student for that semester shall be determined in the same way as if the student had withdrawn voluntarily and any refund of fees shall be determined by the regular refund policy.

### **Access to Student Records**

Student records are filed in a variety of offices. The administrative officers are responsible for the records under their control and for the appropriate release of information contained in these records. Cameron University forwards educational records on request to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of records.

*Release of Student Information.* Student records are confidential in the sense that the information contained in these records is given voluntarily by the student for the private use of the institution for educational purposes only. The information contained in student records is of two different types: Directory Information and Personally Identifiable Information.

*Directory Information.* This information may be freely released by University officials without the consent of the student. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "directory information" are available in the Registrar's Office. This information consists of:

Full name	Degrees and awards received
Mailing address	Dates of attendance
Telephone number	Date of graduation
Enrollment status	Major
Academic classification	Athletic program information
Previous institution most recently attended	
Participation in officially recognized organizations/activities	

Other similar information as permitted in the Family Education Rights and Privacy Act (FERPA) (Pub. L. 93-568, Sec. 99.3).

*Personally Identifiable Information.* All other information contained in student records and not listed as directory information falls into the second, or restricted category. This type of restricted information is found mainly in

1. the academic record maintained by the Registrar's Office and controlled by the Registrar;
2. the student conduct record kept in the Office of Student Development; and
3. the records of the various other University offices of Financial Assistance, Student Development, Public Safety and Student Housing, supervised by their respective directors.

To protect the rights of the student or graduate, it shall be the policy of the University to release this restricted information to other persons or agencies, only as provided by FERPA. However, a student may choose to release information to a third party by completing a FERPA waiver. Forms and information are available in the Office of Student Services, North Shepler 324, 581-2244.

Emergency situations may develop which could necessitate the release of restricted information without the approval of the student or proper legal action. In these emergency situations, where the immediate welfare of the student or the University may be in jeopardy, the administrative official in charge of the office maintaining the requested information will make the decision regarding the release of the information. In cases where the responsible administrator is not available to make the decision, or, if he or she decides not to release the information, an appeal to secure the information may be made to the University President.

## SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES

### ADMINISTRATION

**Lisa Huffman–Dean**

**Howard Kuchta–Assistant Dean and Director of Assessment**

DEPARTMENT OF BUSINESS

**Beth Adele–Acting Chair**

DEPARTMENT OF COMPUTING AND TECHNOLOGY

**Mike Estep–Chair**

DEPARTMENT OF EDUCATION

**Jennifer Dennis–Chair**

DEPARTMENT OF PSYCHOLOGY

**Mary Dzindolet–Chair**

DEPARTMENT OF SOCIAL SCIENCES

**Lance Janda–Interim Chair**

DEPARTMENT OF SPORTS AND EXERCISE SCIENCE

**Stephanie Boss–Chair**

The mission of the [School of Graduate and Professional Studies](#) is to provide a diverse and dynamic student body the opportunity to acquire a wide range of knowledge and skills so they can contribute to their profession and enrich their lives. The School provides undergraduate course work in the fields of Business, Computing and Technology, Education, Social Sciences, Sports and Exercise Science, and Psychology. These primary areas of study encompass several specialties. In addition to supporting general education preparation and undergraduate degrees, the School provides graduate degrees in Business, Education, and Behavioral Sciences. Several disciplines blend academics with field based and practical experiences as a regular part of the educational process.

Excellence in teaching and learning is highly prized and is viewed as the most significant role of the School and University. Faculty, students, and administration work interactively with communities by providing economic research support, cultural opportunities, and educational outreach experiences.

## DEPARTMENT OF BUSINESS

### MISSION

The [Department of Business](#) exists to educate and prepare the diverse students it serves to become skilled professionals who will add value to their organizations, their professions, and their communities. The Department strives to expand understanding of the effective and efficient operation of organizations and their dynamic environments. The Department creates a student-centered approach to lifelong learning as well as innovative and experiential business-based learning opportunities.

### PROGRAMS

The Department of Business offers Master of Business Administration and Master of Science in Organizational Leadership degrees.

### MASTER OF BUSINESS ADMINISTRATION (630)

#### PROGRAM DESCRIPTION

The complexities of the economic, social, and technological environments are increasing the demand for students with advanced business degrees. The overall objective of the graduate program leading to the Master of Business Administration (M.B.A.) degree is to prepare graduates to serve as effective managers in businesses, non-profit organizations, or government agencies.

#### PROGRAM OBJECTIVES

Current objectives for the M.B.A. program are listed on the [Cameron University Transparency webpage](#).

#### PROGRAM ADMISSION

To be admitted to the Master of Business Administration program, students must obtain admission to graduate study at Cameron University **and** meet one of the following criteria:

- Have a minimum undergraduate Grade Point Average (GPA) of 3.5.
- Have a minimum score on the Graduate Management Admission Test (GMAT) of 500 or a comparable converted score on the Graduate Record Examination (GRE) utilizing the GRE Comparison Tool for Business.
- Have a minimum composite score of 1000 using the formula: Score=GMAT + (200 x undergraduate GPA).

#### PROGRAM REQUIREMENTS

The M.B.A. student will take from 33 to 45 semester hours of approved graduate course work in satisfying course requirements for the degree. The exact number of required hours will be recommended by the graduate advisor following an evaluation of the student's previous academic course work. This recommendation is subject to the approval of the Dean. Students must take 33 hours beyond leveling courses. The M.B.A. program consists of four parts as outlined below.

#### I. LEVELING COURSES\*.....0-12 hours BUS 5013, ECON 5023, ACCT 5033, FIN 5053

\*A student with undergraduate course work in business from a regionally accredited institution may receive a waiver of part or all of these requirements, depending on the student's background in accounting, business and economics. Any waiver will be recommended

by the graduate advisor and approved by the Dean.

There are many possible combinations of undergraduate courses that would prepare a student for entry into graduate studies. The following list contains the most important undergraduate courses for graduate studies in business: Macroeconomics, Microeconomics, Accounting I & II, Finance, Business Statistics, Management, and Marketing.

- II. BUSINESS CORE COURSES ..... 24 hours**  
**Common Core ..... 18 hours**  
 ACCT 5243, BUS 5103, BUS 5983, FIN 5613, MGMT 5853, MKTG 5513  
**Core Area I-Economics.....3 hours**  
 ECON 5213 **OR** ECON 5313 **OR** ECON 5933  
**Core Area II - Human/Organiz Admin.....3 hours**  
 MGMT 5443 **OR** MGMT 5843 **OR** MGMT 5703
- III. ELECTIVE COURSES ..... 9 hours**  
 Courses may include:
- 9 hours of courses approved by graduate advisor and Chair **OR**
  - 3 hours of courses and 6 hours of thesis approved by the graduate advisor and Chair.  
 Students who choose to write a thesis must complete the following steps:
    - Complete 24 hours of required core courses,
    - Secure approval of graduate advisor,
    - Obtain a faculty supervisor in the discipline area of the thesis study,
    - Form a thesis advisory committee in accordance with the Thesis Information Handbook,
    - Complete the Thesis Topic Form, obtaining approval of Dean, prior to data collection, and
    - Enroll in BUS 5993-6 Thesis.

For further details regarding the thesis option, contact graduate advisor. Students who plan to work toward a doctorate are strongly encouraged to select the thesis option.

In summary, the M.B.A. student will take from 33 to 45 semester hours of graduate work to satisfy course requirements for the degree. Six (6) of those hours may be selected as thesis option. The exact number of required hours will be recommended by the graduate advisor following an evaluation of the student's previous academic course work that is approved by the Dean.

### DEGREE CONFERMENT

The M.B.A. degree will be awarded when the student has met all of the following requirements:

- Completion of core and core area courses,
- Completion of a minimum of 33 graduate hours listed on the Graduate Plan of Study with cumulative GPA of 3.0 or above,
- Completion of the Application for Graduate Degree,
- Completion of an exit interview, and
- Completion of an outcomes assessment.

## MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (635) PROGRAM DESCRIPTION

The Master of Science in Organizational Leadership is designed to prepare men and women to be leaders in military, governmental, entrepreneurial, and corporate ventures as well as for further graduate study.

### PROGRAM OBJECTIVES

Current objectives for the M.S.O.L. program are listed on the [Cameron University Transparency webpage](#).

### PROGRAM ADMISSION

To be admitted to the Master of Science in Organizational Leadership program, students must obtain admission to graduate study at Cameron University **and** meet one of the following criteria:

- Have a minimum undergraduate Grade Point Average (GPA) of 3.5.
- Have a minimum score on the Graduate Management Admission Test (GMAT) of 500 or a comparable converted score on the Graduate Record Examination (GRE) utilizing the GRE Comparison Tool for Business.
- Have a minimum composite score of 1000 using the formula: Score=GMAT + (200 x undergraduate GPA).

### PROGRAM OPTIONS

The Master of Science in Organizational Leadership has two options. The first option is the non-thesis option, which consists of a minimum of 33 semester hours of graduate credit in three parts: a core of 18 hours, electives or possible specialization classes totaling 12 hours, and a master's project/research paper class (3 hours). The second option is the thesis option, which consists of a minimum of 36 semester hours of graduate credit in three parts: a core of 18 hours, electives or possible specialization classes totaling 12 hours, and a thesis (6 hours).

### PROGRAM REQUIREMENTS

A minimum of thirty-three (33) semester hours in approved graduate courses is required in the MSOL program.

The M.S.O.L. program consists of three parts as outlined below.

- I. CORE COURSES..... 18 hours**  
 MGMT 5703, MGMT 5723, BUS 5973, ORGL 5713, ORGL 5733, ORGL 5743
- II. ELECTIVES/CONCENTRATION ..... 12 hours**  
 Although not required to do so, students may choose an area of specialization within the program by completing 12 hours of electives within a single discipline (Management or Finance).  
 (Note: Not all specializations may be offered during any given two year period.)  
 All elective/specialization graduate courses must be approved by the graduate advisor and the Chair.
- III. CAPSTONE EXPERIENCE ..... 3-6 hours**  
 Select one of the following options:  
**Research Paper, Non-Thesis Option (3 hours)**  
 ORGL 5893  
**Thesis Option (6 hours)**  
 Students who choose to write a thesis must complete the following steps prior to enrolling in ORGL 5991-6:

1. complete 18 hours of required core courses (Part I above),
  2. secure the approval of the graduate advisor
  3. obtain a faculty supervisor in the discipline area of the thesis study,
  4. form a thesis advisory committee in accordance with the Thesis Information Handbook, and
  5. complete the Thesis Topic Form, obtaining approval of the Office of Graduate Studies prior to data collection.
- \*Students who select the thesis option must complete six hours of Thesis, although all six hours do not have to be completed in one semester. Students who complete ORGL 5893 and subsequently decide to switch to the thesis option must complete six hours of Thesis credit. ORGL 5893 will not substitute for ORGL 5991-6.

### DEGREE CONFERMENT

The M.S.O.L. degree will be awarded when the student has met all of the following requirements:

- Completion of core courses,
- Completion of a minimum of 33 graduate hours listed on the Graduate Plan of Study with a cumulative GPA of 3.0 or above,
- Successful completion of ORGL 5893 or the Thesis Option,
- Completion of the Application for Graduate Degree, and
- Completion of an exit interview.

### COURSE DESCRIPTIONS

#### ACCOUNTING (ACCT)

**5033 ACCOUNTING AND INFORMATION SYSTEMS CONCEPTS** *3 credit hours* An accelerated course in accounting for business transactions for single proprietorships, partnerships, and corporations. Includes the use of journals, ledgers, work sheets, and financial statements. An overview of the principles and practices of information systems and solving problems from a managerial perspective. This course may not be taken to satisfy MBA elective requirements. Satisfies the prerequisites of courses requiring ACCT 2013 and ACCT 2023. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program.

**5243 ACCOUNTING FOR MANAGEMENT** *3 credit hours* The study of accounting as related to decision making by management. Readings, cases, and problems dealing with accounting concepts; budgeting and cost control; use of accounting information in planning operations and policy formulation. Prerequisites: Admission to a School of Business graduate program and ACCT 2013 and 2023 or ACCT 5033.

**5993 SEMINAR IN ACCOUNTING** *3 credit hours* Group projects designed to meet special needs of graduate accounting students of the MBA program. Courses may be repeated with different topics. Seminar 3 hours. Prerequisites: Admission to a School of Business graduate program and Permission of the School of Business Graduate Advisor.

#### BUSINESS (BUS)

**5013 BUSINESS ADMIN CONCEPTS** *3 credit hours* This course is designed as an introductory course for non-business majors in the MBA or MSOL program at Cameron University. The focal point of this course is to prepare students in the fundamentals of management and marketing techniques. This course may not be taken to satisfy MBA elective requirements. Satisfies the prerequisites of courses requiring MGMT 3013 and MKTG 3413.

Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program.

**5103 APPLIED BUSINESS STATISTICS** *3 credit hours* Includes a discussion of descriptive and inferential statistical techniques applicable to the business environment. Draws upon real world cases to demonstrate how both univariate and multivariate statistical research procedures can be applied to business problems. Lecture 3 hours. Prerequisites: Admission to a School of Business graduate program and STAT 2613 or FIN 5053 or equivalent.

**5483 GRADUATE INTERNSHIP IN BUSINESS** *3 credit hours* Supervised work experience in a professional setting directly relating to the student's business discipline. The internship will allow students to encounter practical workplace problems within their major field and gain experience in corporate and other business settings. May be repeated for a maximum of 6 hours, but repeat must be with a different business. A minimum of 150 hours of on-the-job training is required to complete the course. Internship 3 hours. Prerequisites: Admission into a School of Business graduate program, minimum GPA of 3.5 in all graduate courses attempted in the degree, Department permission and ACCT 5243, ECON 5313, FIN 5613, and MKTG 5513; or equivalents.

**5941-3 INDEPENDENT STUDY IN BUSINESS** *1-3 credit hours* Independent study of specific problems or special subjects, based on pre-approved outlines of plans, with conferences and written reports. No more than three credit hours of this course may be counted toward the requirements for the MBA degree. Independent study 1-3 hours. Prerequisites: Admission to a School of Business graduate program and Permission of graduate advisor.

**5961-3 SEMINAR IN BUSINESS** *1-3 credit hours* Group projects designed to meet special needs of graduate students in any of the disciplines or tracks of the MBA program. Courses may be repeated with different topics. Seminar 1-3 hours. Prerequisites: Admission to a School of Business graduate program and Permission of graduate advisor and instructor.

**5973 LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS** *3 credit hours* Designed to explore the historical, philosophical, and ethical bases of the legal system as it impacts on business-state and federal governmental controls by administrative agencies; judicial restraints; public policy; social, ethical, and political concepts; and commercial practices. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program.

**5983 APPLIED BUSINESS STRATEGY** *3 credit hours* A capstone class employing a combination of analytical and research tools and methods to formulate strategic decisions using environmental analysis, resource assessment, assumption development, objective and goal determination, program planning, program implementation, and performance evaluation. Communication skills are stressed in an integrative case-study environment. Capstone 3 hours. Prerequisites: Admission to a School of Business graduate program; ACCT 5243; ECON 5213, 5313, or 5933; FIN 5613; and MKTG 5513; or equivalents.

**5991-6 THESIS** *1-6 credit hours* Supervised research on a topic related to the student's field of study. Includes the development of a research proposal, collection of data and/or information, and preparation and submission of an acceptable thesis. Independent study 1-6 hours. Prerequisites: Admission to a School of Business graduate program and Completion of the MBA core and Permission of graduate advisor.

#### ECONOMICS (ECON)

**5023 ECONOMIC CONCEPTS** *3 credit hours* An integrated survey

of both microeconomics and macroeconomics designed for graduate students who have not taken economics at the undergraduate level. Topics covered include supply and demand analysis, elasticity, production and cost, market structure, price and output determination, and resource pricing. This course also focuses on measuring income and price, employment and unemployment, saving and investment, money supply and money demand, monetary policy, fiscal policy and open economy macroeconomics. This course may not be taken to satisfy MBA elective requirements. Satisfies the prerequisites for courses requiring ECON 2013 and ECON 2023. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program.

**5313 MANAGERIAL ECONOMICS** 3 credit hours This course is concerned with the use of economic analysis in business decision-making. Economic theory and quantitative methods are applied to managerial decisions involving prices, production, and profit maximization. Lecture 3 hours. Prerequisites: Admission to a School of Business graduate program and ECON 2013 and 2023 or ECON 5023.

**5933 ISSUES IN GLOBAL ECONOMICS** 3 credit hours This course is an overview of global economic issues. Topics covered include the basis of international trade; gains from specialization and exchange; trade restrictions and their economic consequences; balance of payments and economic effects of payment imbalance; determination of exchange rates and exchange rate systems; regional economic integration; and the role of international institutions such as the IMF, WTO, and the World Bank. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program; ECON 2013 and 2023 or ECON 5023.

**5993 SEMINAR IN ECONOMICS** 3 credit hours Seminar presentation and special studies in topic of current interest in economics. May be repeated under different topic titles for up to 9 hours credit. Seminar 3 hours. Prerequisite: Admission to a School of Business graduate program and permission of the graduate advisor.

### **FINANCE (FIN)**

**5053 FINANCIAL AND STATISTICAL CONCEPTS** 3 credit hours Financial concepts of business including time value of money and asset valuation, risk and return, financial statement analysis, cost of capital, capital structure, capital budgeting, and working capital management. Statistical concepts including descriptive statistics, probability, sampling, correlation and regression. This course may not be taken to satisfy MBA elective requirements. Satisfies the prerequisites of courses requiring FIN 3603 and STAT 2613. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program.

**5613 MANAGERIAL FINANCE** 3 credit hours Financial decision theory and applications, case problems on capital budgeting, capital structure, leasing, working capital management, and mergers and acquisitions. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program and FIN 3603 or FIN 5053.

**5863 ADVANCED BOND ANALYSIS** 3 credit hours Advanced participation in the management of the ongoing BancFirst-Cameron Foundation Investment Portfolio. Activities center on administering a diversified portfolio of fixed income assets. Also explores the placement of funds in alternative assets. Lecture 3 hours. Prerequisite: Admission to a Department of Business graduate program and FIN 3603 or FIN 5053 or equivalents.

**5873 ADVANCED STOCK ANALYSIS** 3 credit hours Advanced participation in the management of the ongoing BancFirst-Cameron Foundation Investment Portfolio. This course provides an opportunity for students to refine their skills and pursue

intensive study of investment in common stock and derivative securities. Lecture 3 hours. Prerequisites: Admission to a Department of Business graduate program and FIN 3603 or FIN 5053 or equivalents.

### **MANAGEMENT (MGMT)**

**5443 CURRENT ISSUES IN ORGANIZATIONAL DESIGN** 3 credit hours This course identifies, defines and integrates seven perspectives of organizational theory and design: classical, systems, life cycle, contingency, power and politics, interpretive, and population ecology. This type of information should assist in preparing managers for future organizational leadership that will require a new mix of management skills. Lecture 3 hours. Prerequisite: MGMT 3013 or BUS 5013.

**5703 ORGANIZATIONAL BEHAVIOR** 3 credit hours This course shall focus on topics such as the dynamics of behavior within organizations, concepts of behavior within organizations, motivation, personality, stress management, goal-setting and group functioning. Lecture 3 hours. Prerequisites: Admission to a School of Business graduate program and MGMT 3013 or BUS 5013.

**5723 ORGANIZATIONAL TRAINING AND DEVELOPMENT** 3 credit hours This course examines topics related to training and development within organizations. Course topics include: development of training strategies, effective communication techniques relative to training, and evaluation of training. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program and MGMT 3013 or BUS 5013.

**5803 GLOBAL POLICY AND STRATEGY** 3 credit hours This course develops the planning and conceptual skills required of entrepreneurs and general managers in multinational firms. Emphasis is given to the integration of the marketing, finance, research and development, operations, and human resource management functions to provide a competitive advantage for a firm operating in a global environment. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program and MGMT 3013 or BUS 5013.

**5823 ISSUES IN SMALL BUSINESS** 3 credit hours Interdisciplinary course dealing with all aspects of operating a small business. The course focuses on contemporary issues related to the legal aspects of starting a business, market analysis, accounting, special tax problems, and organizational structure. Prerequisites: Admission to a School of Business graduate program and BUS 5013 and ACCT 5033.

**5843 CURRENT ISSUES IN HUMAN RESOURCE MANAGEMENT** 3 credit hours This course identifies current issues in human resource management, changes that are taking place in organizations and human resource management, and the impact of these changes on human resources and organizations. This type of information should assist in providing managers with the appropriate knowledge for organizational leadership and management. Topics include employment law, recruitment, selection, training and development, performance appraisal, compensation and safety and health. Prerequisite: Admission to a School of Business graduate program.

**5853 MANAGEMENT INFORMATION SYSTEMS** 3 credit hours This course provides the graduate student with the conceptual framework for applying computer technology to the information needs of a business. The course emphasizes the manager's need to know how the computer may be used within an organization for more effective decision making. Lecture 3 hours. Prerequisites: Admission to a School of Business graduate program.

### **MARKETING (MKTG)**

**5513 CONTEMPORARY MARKETING PROBLEMS** 3 credit hours

A study of problems of market management, including the development of appropriate marketing strategies; emphasis placed on planning, operations, and adjustments to changing environments and institutions in the market place. Use of readings, discussion of cases, and individual reports. Lecture 3 hours. Prerequisites: Admission to a School of Business graduate program and MGMT 3013 and MKTG 3413 or BUS 5013.

**ORGANIZATIONAL LEADERSHIP (ORGL)**

**5713 LEADERSHIP** *3 credit hours* This course is an in-depth study of leadership concepts and theories. Course topics include: effective leadership behaviors, seminal leadership theories, emerging leadership theories, cross-cultural leadership, leadership ethics, and development of leadership skills. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program and MGMT 5703.

**5733 CHANGE MANAGEMENT** *3 credit hours* This course examines fundamental concepts related to managing change. Course topics include: organizational change, effective change implementation, organizational redesign, and leading change. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program.

**5743 DATA-DRIVEN DECISION MAKING** *3 credit hours* This course shall focus on the topics such as data collection techniques, design of process and outcomes measures with the organization, evaluation techniques and practices, interpreting data within the organization, statistical methods and communicating the results of statistical analyses. Lecture 3 hours. Prerequisite: Admission to a School of Business graduate program.

**5893 MASTER'S PROJECT/RESEARCH PAPER** *3 credit hours* The Master's Project/Research Paper course is an experiential leadership exercise that involves serving as a leader within a community/civic organization and writing a paper detailing the leadership experience. Independent study 3 hours. Prerequisite: Completion of the MSOL core and permission of the Graduate Advisor. This course is open only to students in the MSOL program.

**5991-6 THESIS** *1-6 credit hours* Supervised research on a topic related to the student's field of study. Includes the development of a research proposal, collection of data and/or information and preparation and submission of an acceptable thesis. Prerequisites: Completion of the MSOL Core and permission of the Graduate Advisor. This course is open only to students in the MSOL program. Thesis 1-6 hours.

## DEPARTMENT OF EDUCATION

### MISSION

The Department of Education believes that competent, caring, and committed educators are successful in their careers.

- Educators who are competent use pedagogical and content knowledge to support learning for all, provide instruction based on standards and student needs, and use assessment and strategies for active engagement so that all can learn.
- Educators who are caring are responsive to individual needs and create learning environments that promote positive social interactions and motivation.
- Educators who are committed collaborate with others by using effective communication skills while being reflective decision makers and lifelong learners who are willing to change in order to continuously improve.

We believe that all of these qualities are fostered through standards-based coursework with coordinated field experiences.

### PROGRAMS

The Department of Education offers Master of Education in Education and Master of Education in Reading as well as Master of Science in Educational Leadership degrees.

#### MASTER OF EDUCATION IN EDUCATION (650)

##### PROGRAM DESCRIPTION

The Master of Education in Education (M.Ed.) program is designed to serve persons in the field of education. It is designed as a practitioner's degree enabling students to develop the competencies of accomplished teaching according to the National Board of Professional Teaching standards. Students who wish to pursue the M.Ed. degree must have a bachelor's degree in education, hold a teaching license, or have passed the Oklahoma General Education Test (OGET) and an Oklahoma Subject Area Test (OSAT).

##### PROGRAM OBJECTIVES

Teaching is in a continuous state of development, and the education of excellent teachers is an ongoing process. Individuals who wish to achieve full potential as teachers continue to strive for both depth and breadth of knowledge and skills in their discipline. Current objectives for the M.Ed. program are listed on the [Cameron University Transparency webpage](#).

##### PROGRAM ADMISSION

Students who wish to pursue the M.Ed. in Education should follow these procedures:

- Apply and be admitted to graduate studies at Cameron University;
- Provide evidence of holding a teaching license or certificate to the graduate advisor. Those who are not currently certified teachers should refer to the Alternative Certification section;
- Develop a formal Plan of Graduate Study with the assistance of the graduate advisor;
- Have two (2) acceptable recommendation forms submitted on their behalf;
- Have a GPA of 3.0 or above.

### PROGRAM CONCENTRATIONS

The M.Ed. program is designed to serve those educators who wish to enhance their teaching skills. The student must choose to concentrate in one of the following areas: Literacy, Secondary Education, Special Education, or Teaching and Learning (for those who obtain alternative certification).

### PROGRAM REQUIREMENTS

A minimum of thirty-three (33) semester hours in approved graduate courses is required in the M.Ed. in Education program. Each option requires fifteen (15) hours of core courses and eighteen (18) hours of specialty courses.

**I. CORE COURSES (FOR ALL OPTIONS)..... 15 hours**  
EDUC 5103, EDUC 5143, EDUC 5273, EDUC 5333, EDUC 5913

**II. OPTION ..... 18 hours**  
Choose one of the following five options:

#### Literacy Option\*

EDUC 5593, EDUC 5603, EDUC 5663, EDUC 5693, EDUC 5703, EDUC 5723

\*Possible prereq: EDUC 5573

#### Secondary Education Option

EDUC 5073, EDUC 5523, EDUC 5553, EDUC 5663, EDUC 5703, SPED 5413

#### Special Education Option

SPED 5203, SPED 5223, SPED 5263, SPED 5413, SPED 5723, SPED 5623

#### Teaching and Learning Option (for candidates seeking alternative teacher certification)

EDUC 5073, EDUC 5713

#### **AND ONE OF THE FOLLOWING OPTIONS:**

EDUC 5746 **AND** EDUC 5756 **OR**

EDUC 5766 **AND** EDUC 5776 **OR**

EDUC 5703 (taken twice) **AND** Two 3-hour Guided Electives (see graduate advisor)

### ALTERNATIVE CERTIFICATION

Candidates who possess a bachelor's degree may be eligible for teacher certification through the Oklahoma Alternative Placement Program. For more information concerning eligibility and the process for becoming alternatively certified, please contact the graduate advisor or visit the website for Non-traditional Teacher Certification Programs. Any candidate who plans to pursue or is currently pursuing alternative certification is not eligible for admission to any graduate-level education program until both the OGET and OSAT tests have been passed. However, candidates who wish to begin their graduate studies while working toward alternative certification may apply for admission under the Degree Seeking-Alternate Placement code. Candidates are allowed to complete up to twelve (12) credit hours without having passed the exams. Once the candidate passes both exams, s/he may then be admitted into a Master of Education program. All coursework completed (up to 12 credit hours) while the candidate was a Degree Seeking-Alternate Placement major will transfer to the Master of Education program provided that the courses taken are part of the M.Ed. Plan of Graduate Study outlined previously.

While all candidates have a choice as to which option they wish to pursue once admitted to the M.Ed. program, the Teaching and Learning option is designed especially for candidates who are alternatively certified. Under this option, candidates have the opportunity to receive extensive hands-on classroom experience and practice.

**OUTCOMES ASSESSMENT**

Each student must complete an electronic portfolio. The portfolio will be evaluated at the department level at the mid-point (12 hours) of the program and again at program completion.

**DEGREE CONFERMENT**

The Master of Education in Education degree will be awarded when the student has met all of the following requirements within six (6) years:

- Completion of a minimum of 33 graduate hours listed on the Plan of Graduate Study with a cumulative GPA of 3.0 or above;
- Satisfactory scores on all recommendations and dispositional assessments;
- Passing scores on mid- and final program portfolio checks;
- Successful completion of the Analysis of Growth paper;
- No more than two (2) C's on the Plan of Graduate Study;
- Completion of the "Application for Graduate Degree" form;
- Payment of the graduation fee; and
- Completion of the online exit survey.

**MASTER OF EDUCATION IN READING (620)  
PROGRAM DESCRIPTION**

The Master of Education in Reading is designed for candidates who have an initial teaching license and want to expand their knowledge, skills, and dispositions in teaching literacy and coaching paraprofessionals and colleagues.

To obtain certification as a K-12 reading specialist in the state of Oklahoma, candidates must meet the requirements of a master's degree program in reading and must pass the Reading Specialist Oklahoma Subject Area Test. This state licensure exam requires that candidates demonstrate mastery of International Literacy Association (ILA) Standards for Reading Professionals.

**PROGRAM OBJECTIVES**

The program objectives for the Master of Education in Reading program focus on the knowledge, skills, and dispositions for reading specialists as outlined in the standards of the ILA. Current objectives for the M.Ed. program are listed on the [Cameron University transparency webpage](#).

**PROGRAM ADMISSION**

Students who wish to pursue the M.Ed. in Reading should follow these procedures:

- Apply and be admitted to graduate studies at Cameron University;
- Provide evidence of holding a teaching certificate to the graduate advisor;
- Develop a formal Plan of Graduate Study with the assistance of the graduate advisor;
- Have two (2) acceptable recommendation forms submitted on their behalf;
- Have a GPA of 3.0 or above.

**PROGRAM REQUIREMENTS**

A minimum of thirty-three (33) semester hours in approved graduate courses is required in the M.Ed. in Reading program.

**I. REQUIRED COURSES\* .....30 hours**

EDUC 5103, EDUC 5603, EDUC 5613, EDUC 5623, EDUC 5633, EDUC 5643, EDUC 5653, EDUC 5663, EDUC 5683, EDUC 5723

\*Possible Prerequisite: EDUC 5573

**II. GUIDED ELECTIVES ..... 3 hours**

Select one of the following literature courses:

EDUC 5593 **OR** EDUC 5693

**OUTCOMES ASSESSMENT**

Each student must complete an electronic portfolio. The portfolio will be evaluated at the department level at the mid-point (12 hours) of the program and again at program completion.

**DEGREE CONFERMENT**

The Master of Education in Reading degree will be awarded when the student has met all of the following requirements within six (6) years:

- Completion of a minimum of 33 graduate hours listed on the Plan of Graduate Study with a cumulative GPA of 3.0 or above;
- Satisfactory scores on all recommendations and dispositional assessments;
- Passing scores on mid- and final-program portfolio checks;
- Successful completion of the Analysis of Growth paper;
- No more than two (2) C's on the Plan of Graduate Study;
- Completion of the "Application for Graduate Degree" form;
- Payment of the graduation fee; and
- Completion of the online exit survey.

**MASTER OF SCIENCE IN EDUCATIONAL  
LEADERSHIP (670)  
PROGRAM DESCRIPTION**

The Master of Science in Educational Leadership (MSEL) is a comprehensive program for experienced teachers. It is designed to address many of the issues faced by school administrators. The goal of the program is to provide a framework of leadership skills that prepare program participants for the challenges faced by school administrators in the 21st century.

**PROGRAM OBJECTIVES**

Current objectives for the MSEL program are listed on the [Cameron University transparency webpage](#).

**PROGRAM ADMISSION**

Students who wish to pursue the MSEL should follow these procedures:

- Apply and be admitted to graduate studies at Cameron University;
- Provide evidence of one year of teaching experience as a certified teacher;
- Develop a formal Plan of Graduate Study with the assistance of the graduate advisor;
- Have two (2) acceptable recommendation forms submitted on their behalf;
- Have a GPA of 3.0 or above.

**PROGRAM REQUIREMENTS**

A minimum of thirty-three (33) semester hours in approved graduate courses is required in the MSEL program.

**I. REQUIRED COURSES ..... 33 hours**

EDUC 5100, EDUC 5203, EDUC 5213, EDUC 5223, EDUC 5233, EDUC 5243, EDUC 5253, EDUC 5263, EDUC 5283\*, EDUC 5293, EDUC 5303

\*Must complete six (6) semester hours of internship

### DEGREE CONFERMENT

The Master of Science in Educational Leadership degree will be awarded when the student has met all of the following requirements within six (6) years:

- Completion of a minimum of 33 graduate hours listed on the Plan of Graduate Study with a cumulative GPA of 3.0 or above;
- Satisfactory scores on all recommendations and dispositional assessments;
- Passing scores on mid- and final program portfolio checks;
- No more than two (2) C's on the Plan of Graduate Study;
- Completion of "Application for Graduate Degree" form;
- Payment of the graduation fee; and
- Completion of the online exit survey.

### COURSE DESCRIPTIONS

#### EDUCATION (EDUC)

**5073 ADVANCED METHODS IN SECONDARY EDUCATION 3 credit hours** This course is designed to teach middle and high school teachers the principles and practices of effective classroom teaching used in secondary schools. Lecture 3 hours.

**5100 INTRODUCTORY SEMINAR FOR GRADUATE PROGRAMS 3 credit hours** This is a required seminar for all graduate candidates in Education during the first semester of their respective programs. It provides an overview of each program's policies and requirements as well as an overview of the portfolio assessment. Seminar 0 hours.

**5103 INTRODUCTION TO GRADUATE RESEARCH 3 credit hours** An introduction to the place of historical, experimental, descriptive, and survey research in seeking solutions to problems. The techniques of research, examination of research results, and the use of research are explored. Includes a field component in which an action-research project is conducted. Lecture 3 hours.

**5143 MULTICULTURALISM AND AMERICAN EDUCATION 3 credit hours** An inter-disciplinary study of the effects of race, class, gender, and ethnicity on school experience in the United States. Includes a field component in which racial/ethnic diversity is addressed. Lecture 3 hours.

**5203 FUNDAMENTALS OF PUBLIC SCHOOL ADMINISTRATION 3 credit hours** This course is designed to introduce the student to the basic principles and practices of modern school administration. Lecture 3 hours.

**5213 SCHOOL CULTURE 3 credit hours** This course will cover issues and potential problems that arise when dealing with geographically, ethnically and economically diverse populations. The course will emphasize the development of effective strategies for fostering collegial relationships and to promote skills in problem-solving. Lecture 3 hours.

**5223 ASSESSMENT OF PERSONNEL AND PROGRAMS 3 credit hours** This course will emphasize the assessment of curriculum, instruction, and personnel in the public school system. Additionally, it will include a study of current best practices that require an administrator's support, guidance, and leadership as personnel work to improve and enhance delivery of a school's curriculum. Lecture 3 hours.

**5233 SUPERVISION OF CURRICULUM AND INSTRUCTION 3 credit hours** This course will prepare school and school district

leaders to supervise and evaluate instructional and curricular programs in public schools. Additionally, this course will examine best practices in classroom supervision, perspectives for supervision, and foundations for supervisory leadership. Lecture 3 hours.

**5243 COMMUNITY AND SCHOOL RELATIONS 3 credit hours** This course will focus on strategies that promote a collegial relationship among and effective communication with various constituents at the school, district, state, and federal levels. Lecture 3 hours.

**5253 LEGAL AND ETHICAL ASPECTS OF SCHOOL ADMINISTRATION 3 credit hours** This course is designed to explore the historical, philosophical, and ethical bases of the legal system and the manner in which it affects school administrators. Consideration will be given to an understanding of the legal implications of, and ethical standards associated with, the operation and administration of a public school system. Lecture 3 hours.

**5263 PUBLIC SCHOOL FINANCE AND ACCOUNTING 3 credit hours** This course will cover sources of school finance, control of expenditures, and general accounting principles of financial administration. Lecture 3 hours.

**5273 ADVANCED TESTS AND MEASUREMENTS 3 credit hours** An examination of the design and construction of assessment instruments and the use of test results. Emphasizes aligning assessments with instructional design, establishing validity and reliability, and using best practices in educational assessment. Includes a field component in which assessment results are analyzed to determine the impact of instruction on student learning. Lecture 3 hours. Prerequisite: EDUC 5103.

**5283 INTERNSHIP IN SCHOOL ADMINISTRATION 3 credit hours** A course designed to provide opportunities for the development of school administrator skills and competencies needed to provide leadership and direction to carry out a school system's purposes, programs, policies, procedures, regulations and agreements as they relate to the operation of a school or school district. Internship, 3 hours.

**5293 RESOURCE MANAGEMENT FOR SCHOOL ADMINISTRATORS 3 credit hours** The course will examine strategies and established practices for the effective management of personnel, facilities, and instructional resources employed in public schools. Lecture 3 hours.

**5303 RESEARCH AND TECHNOLOGY FOR EDUCATIONAL LEADERSHIP 3 credit hours** This course is an examination of research and technology designed specifically for leaders in education. The techniques and uses of research are implemented through the use of technology as a research tool and communications portal. The policies and administration of technology will be the primary focus of research conducted in this class. Lecture 3 hours.

**5333 CURRICULUM DEVELOPMENT AND PRACTICUM 3 credit hours** A historical examination of the development of the principles of curriculum organization and the criteria for the selection and evaluation of instructional materials for use in schools. Criteria for evaluating curriculum will be examined. Field experience required. Lecture 3 hours.

**5473 ADVANCED STUDIES IN SCIENCE CURRICULUM FOR THE ELEMENTARY SCHOOL 3 credit hours** An overview of contemporary issues of the nature and structure of science as they relate to the elementary school-aged child. Organization of science materials will be explored. Planning and implications of electronic information systems and other educational alternatives in science instruction will be examined. Lecture 3 hours. Prerequisite: EDUC 5103 or permission of the graduate coordinator.

**5523 LEARNING THEORIES** *3 credit hours* This course is designed to critically examine relevant theory and application of human learning and cognition as they relate to informed instructional practice. It surveys learning from theoretical perspectives and connects these theories to instructional practice. Lecture 3 hours.

**5553 COMMUNICATING THROUGH WEBSITES** *3 credit hours* An exploration and hands-on practice in the use of software tools for creating web sites and communications resources. Designed specifically for the individual teacher's use in communication with students, parents, classes and/or other schools. Course will make maximum use of laboratory setting on campus. This course is for classroom teachers. Lecture 3 hours.

**5573 FOUNDATIONS OF LITERACY** *3 credit hours* An introductory course in the principles and practice of teaching reading in grades K through 6 with emphasis on children's literature, phonics, comprehension and literacy approaches. Intended for graduate students with no undergraduate coursework in the teaching of reading or children's literature. Lecture 3 hours.

**5593 ADVANCED ADOLESCENT LITERATURE** *3 credit hours* This course presents a thorough overview of the trends and issues in adolescent literature including multicultural literature. It also includes critical and literary analysis of diverse adolescent literature and development of instructional strategies for a variety of settings. Lecture 3 hours.

**5603 METHODS OF TEACHING STRUGGLING READERS** *3 credit hours* This course emphasizes current practices as well as the newest approaches to the teaching of reading. Techniques are presented for working with all levels of readers in both whole class and small group situations. The course emphasis is on working with classroom teachers who need to provide instruction for children who struggle with reading. Candidates with limited background should take guided elective, EDUC 5573 Foundations of Literacy. Lecture 3 hours.

**5613 READING CURRICULUM DEVELOPMENT K-12** *3 credit hours* In this course, students develop curriculum, select materials, and plan programs that will help teachers organize literacy instruction and will help elementary and secondary school students improve literacy skills. Candidates with limited background should take guided elective, EDUC 5573 Foundations of Literacy. Lecture 3 hours.

**5623 THEORETICAL FOUNDATIONS OF READING** *3 credit hours* This course examines the historical, philosophical, sociological, physiological, and psychological foundations of reading and literacy coaching. A 15-hour field experience as a literacy coach is required. Candidates with limited background should take guided elective, EDUC 5573 Foundations of Literacy. Lecture 3 hours.

**5633 ORGANIZATION AND INDIVIDUALIZATION OF SCHOOL READING PROGRAMS** *3 credit hours* The course emphasis is on organizing a school reading program from the perspective of the school reading specialist/literacy coach, working with classroom teachers as a literacy coach and an overview of current school programs for the teaching of reading. The course also addresses research-based methods and strategies for working with adults (teachers) as learners. Candidates with limited background should take guided elective, EDUC 5573 Foundations of Literacy. Lecture 3 hours.

**5643 ADVANCED DIAGNOSIS OF READING DIFFICULTIES** *3 credit hours* Diagnostic, standardized, and informal assessment procedures will be studied, evaluated, and practiced. Instructional strategies for elementary and secondary students with reading difficulties will be linked to assessment procedures. A 10-hour field experience is required. Candidates with limited background should take guided elective, EDUC 5573 Foundations of Literacy.

Lecture 3 hours.

**5653 PRACTICUM IN READING I** *3 credit hours* Candidates work with elementary school students in a supervised setting to assess reading abilities, to plan appropriate strategies which improve assessed abilities, and to implement those strategies in a classroom/clinical setting. The course includes a seminar in which information, insights, strategies, and concerns will be addressed. Practicum 3 hours. Prerequisites: Completion of at least 18 hours of required graduate coursework including EDUC 5603 and EDUC 5643. Practicum I and II may NOT be taken concurrently.

**5663 TEACHING READING IN THE CONTENT AREA** *3 credit hours* This course addresses reading skills in content areas with an emphasis on adaptations for English language learners and diverse cultures. Lecture 3 hours.

**5683 PRACTICUM IN READING II** *3 credit hours* Candidates work with middle school or high school students in a supervised setting to assess reading abilities, to plan appropriate strategies which improve assessed abilities, and to implement those strategies in a classroom/clinical setting. The course includes a seminar in which information, insights, strategies, and concerns will be addressed. Practicum 3 hours. Prerequisites: Completion of at least 18 hours of required graduate coursework including EDUC 5603 and EDUC 5643. Practicum I and II may NOT be taken concurrently.

**5693 ADVANCED CHILDREN'S LITERATURE** *3 credit hours* This course provides a thorough overview of the trends and issues in children's literature, including multicultural literature. It also includes critical and literary analysis of diverse children's literature and development of instructional strategies for a variety of settings. Lecture 3 hours.

**5701 CLINICAL/FIELD EXPERIENCES** *3 credit hours* This course includes teaching in the elementary, middle school, or high school classroom for a minimum of 30 hours, along with 10 hours of seminar focused on reflection from the field experience. It may be repeated once for an additional 3 hours with a different focus. Field Experience 3 hours.

**5703 PRACTICUM IN TEACHING AND LEARNING** *3 credit hours* This course includes teaching in the elementary, middle school, or high school classroom for a minimum of 30 hours, along with 10 hours of seminar focused on reflection from the field experience. It may be repeated once for an additional 3 hours with a different focus. Practicum 3 hours.

**5713 ADVANCED FOUNDATIONS OF TEACHING IN THE SECONDARY SCHOOL** *3 credit hours* This course provides a survey of adolescent development, student diversity, secondary school curricula, planning and instructional strategies, grading systems and assessment procedures, classroom management techniques, and the use of technology. The course includes an overview of historical and modern developments, issues, and reform-movements in secondary education. A field component in the public schools is required. Lecture 3 hours.

**5723 LANGUAGE AND LITERACY DEVELOPMENT** *3 credit hours* This course provides a comprehensive overview of major theories and experimental research that clarify the linguistic and socio-cultural foundations of child language and literacy development, birth through age 18. There will be an emphasis on teaching strategies that address language, culture, and other forms of diversity that exist in society and their influences on learning to read and write. A 5-hour field experience with an ELL child is required. Lecture 3 hours.

**5746 INTERNSHIP IN THE MIDDLE/JUNIOR HIGH SCHOOL** *6 credit hours* Students observe, participate, and teach in middle or junior high school classrooms under the supervision and guidance of a public school mentor and university supervisor. Student must be admitted to the M.Ed. program and pass the Oklahoma Subject

Area Test (OSAT) in the area in which he/she will complete the internship. Prerequisites: EDUC 5713 and EDUC 5073. Internship 6 hours.

**5756 INTERNSHIP IN THE SENIOR HIGH SCHOOL** *6 credit hours* Students observe, participate, and teach in senior high school classrooms under the supervision and guidance of a public school mentor and university supervisor. Student must be admitted to the M.Ed. program and pass the Oklahoma Subject Area Test (OSAT) in the area in which he/she will complete the internship. Prerequisites: EDUC 5713 and EDUC 5073. Internship 6 hours.

**5766 INTERNSHIP IN THE ELEMENTARY SCHOOL (K-12)** *6 credit hours* Students observe, participate, and teach in elementary school classrooms under the supervision and guidance of a public school mentor and university supervisor. Student must be admitted to the M.Ed. program and pass the Oklahoma Subject Area Test (OSAT) in the area in which he/she will complete the internship. Prerequisites: EDUC 5713 and EDUC 5073. Internship 6 hours.

**5776 INTERNSHIP IN THE SECONDARY SCHOOL (K-12)** *6 credit hours* Students observe, participate, and teach in secondary school classrooms under the supervision and guidance of a public school mentor and university supervisor. Student must be admitted to the M.Ed. program and pass the Oklahoma Subject Area Test (OSAT) in the area in which he/she will complete the internship. Prerequisites: EDUC 5713 and EDUC 5073. Internship 6 hours.

**5781-3 WORKSHOP IN EDUCATION** *1-3 credit hours* Selected educational activities for use in classrooms. Course may be repeated with different topics. A maximum of three semester hours of workshop credit may be applied toward a master's degree at Cameron University. Workshop 1-3 hours. Prerequisite: Permission of the graduate advisor.

**5871-3 SELECTED TOPICS IN EDUCATION** *1-3 credit hours* An intensive study of a special topic or problem in education. This subject will be named in the title. May be repeated once with a different topic. Seminar 1-3 hours. Prerequisite: EDUC 5103 or permission of the graduate advisor.

**5913 MULTIMEDIA IN THE CLASSROOM** *1-3 credit hours* An exploration and hands-on practice course in the use of software tools for creating multimedia resources. This course is designed for the individual educator's use in communication with students, parents, classes and/or other schools. Course will make maximum use of laboratory settings on campus. This course is designed for educators. Includes learning to create multimedia projects using specific authoring or application software found in the classroom such as PowerPoint, HyperStudio, HyperCard, ClarisWorks and AppleWorks, Digital Chisel, and other selected computer application programs. Application Programs that may be tried by students in this class beyond those above are KidsPix, Astound, and Leonardo, all multimedia application programs specifically designed for educators. Lecture 3 hours.

### **SPECIAL EDUCATION (SPED)**

**5203 CHILDREN AND YOUTH WITH SPECIAL NEEDS** *3 credit hours* Social, cognitive, emotional, and other developmental aspects associated with children/youth identified as exceptional (Mild- Moderate and Severe-Profound/Multiple Disabilities). The course presents current practices in the identification, placement, characteristics, special needs and service delivery approaches relating to a unique group of children/youth or adults with disabilities and/or with special education needs. The course includes directed research in an area of special interest: etiology of selected disabilities, and the educational, psychological, and social characteristics of exceptional children and youth. Requires a 4 hour field component. Lecture 3 hours.

**5223 ADVANCED ASSESSMENT AND EVALUATION IN SPECIAL EDUCATION** *3 credit hours* An analysis of information derived from assessment instruments and procedures appropriate for measuring the social and cognitive development of exceptional children and youth. Provides experiences in determining assessment data required in the development of individualized educational programs (IEPs). Attention is also given to the design of informal assessment procedures. Experience is provided in the preparation and presentation of assessment data for use in instructional planning conferences. The course includes an in-depth examination of research related to the evaluation and assessment of exceptional children and youth (ages 0- 21). Lecture 3 hours.

**5263 HISTORICAL AND MODERN FOUNDATIONS OF SPECIAL EDUCATION** *3 credit hours* The course focuses on the philosophical, historical and legal foundations of special education. The course relates equal protection, procedural due process, and substantive due process doctrines to school practices affecting disabled children and examines the principles of P.L. 94-142 and similar principles in state legislation. Study will address the issues that professionals (educators, physicians, allied health providers, attorneys, and others) and families of disabled children and youth face in the context of public values and attitudes. The course includes directed research utilizing library databases and internet sources in order to explore a topic that is of interest to the graduate student and appropriate for this course. Lecture 3 hours.

**5413 INSTRUCTIONAL METHODS FOR STUDENTS WITH MILD/MODERATE DISABILITIES** *3 credit hours* Provides knowledge and skills in applying information and identifying learning and behavioral characteristics of exceptional children and youth. Emphasis is on skills necessary to implement specialized alternative instructional strategies. Educational service and instructional delivery systems for exceptional children (Mild/Moderate Disabilities) are identified and analyzed. The course includes an in-depth examination of the research related to teaching academic subjects, including functional academics, to students with mild/moderate disabilities. Best practices for individualized programming in the least restrictive environment will be identified. Also requires a 4 hour field component. Lecture 3 hours.

**5623 PRACTICUM MILD/MODERATE DISABILITIES** *3 credit hours* Observation and participation in educational settings which serve children and youth with mild to moderate disabilities. In addition to the application of learned competencies, graduate students will review current research related to the instruction of students with mild/moderate disabilities as a basis for comparing practicum experiences with best practices. Practicum 3 hours. Prerequisite: SPED 5413 or concurrent enrollment. May be repeated for a total of three semester hours.

**5723 CURRICULUM FOR EXCEPTIONAL INDIVIDUALS** *3 credit hours* Basic organization of program, study of procedures for determining goals of instruction, and development of individualized education programs. Techniques of diagnosis and remediation of learning problems in academic areas, with emphasis on reading, language arts, and mathematics, for students who are mildly to moderately disabled. The application of educational interventions and how to locate, construct, select, use, and evaluate media and materials, including computer software. Lecture 3 hours. Prerequisite: SPED 5403 or SPED 5603 or permission of the graduate advisor.

**5803 SPECIAL TOPICS IN SPECIAL EDUCATION** *3 credit hours* An advanced study of topics of special interest in special education. May be repeated once with a change of topic. Seminar 3 hours.

**5821-3 WORKSHOP IN SPECIAL EDUCATION** *1-3 credit hours*  
Selected educational procedures and policies and/or activities for use in classrooms. Course may be repeated with different topics. A maximum of three semester hours of workshop credit may be applied toward a master's degree at Cameron University. Workshop 3 hours.

## DEPARTMENT OF PSYCHOLOGY

### MISSION

The mission of the Department of Psychology at Cameron University is to prepare the diverse student body for entry level and advanced positions in the field of psychology, family studies, research, and service; to provide education that is focused on the principles of psychology and counseling that apply to work, family, and responsible citizenship; and to prepare students for further education in the field, licensure, or related careers in order to support the cultural life and economic development of the region.

### PROGRAMS

The Department of Psychology offers the Master of Science in Behavioral Science Degree.

## MASTER OF SCIENCE IN BEHAVIORAL SCIENCES (610)

### PROGRAM DESCRIPTION

The Master of Science in Behavioral Sciences (MSBS) program is designed to serve that segment of the population employed in or interested in a broad spectrum of professions in the behavioral sciences. Specific target populations are persons employed or preparing for employment in public or private organizations involved in human resources activities; persons wishing to pursue doctoral studies in the behavioral sciences or research-related careers or to gain experience in research; and persons preparing for counseling licensure in mental health professions. The majority of the students enrolled in the MSBS program in the last five years have expressed an interest in gaining counseling licensures (LPC and LMFT).

MSBS students choose one of three tracks: (1) Counseling, (2) Marriage and Family, or (3) General Psychology. The MSBS: Counseling track is designed for graduate students who would like to become Licensed Professional Counselors (LPC). The MSBS: Marriage and Family track is designed for graduate students who would like to become Licensed Marital and Family Therapists (LMFT). To earn an MSBS in either of these areas (Counseling or Marriage and Family), students will complete 48 credit-hours of coursework. The MSBS: General Psychology track is designed for graduate students who are not going to gain licensure. These students will complete 33 credit-hours of coursework.

### PROGRAM OBJECTIVES

The goal of the MSBS program is to develop the knowledge base and professional competencies of individuals interested in professions in the behavioral sciences. Current objectives for the MSBS program are listed on the [Cameron University transparency webpage](#).

### PROGRAM TRACK DESCRIPTIONS

#### **COUNSELING TRACK**

The MSBS: Counseling track is designed to meet the needs of students who wish to pursue licensure as a Licensed Professional Counselor (LPC). In addition to the 21-credit-hour core for all tracks, MSBS: Counseling students will complete an additional 27 credit-hours.

#### **MARRIAGE AND FAMILY TRACK**

The MSBS: Marriage and Family track is designed to meet the needs of students who wish to pursue licensure in marriage and family therapy. The MSBS: Marriage and Family track curriculum

has been pre-approved by the Oklahoma State Board of Behavioral Health Licensure to meet the academic requirements for licensure as a marital and family therapist. In addition to the 21 credit-hour core, MSBS: Marriage and Family students will complete an additional 27 credit-hours.

#### **GENERAL PSYCHOLOGY TRACK**

The MSBS: General Psychology track is designed to meet the needs of students who do not wish to pursue a career in counseling. Students who want to increase their understanding of human behavior, those interested in experimental psychology, and students who wish to pursue a Ph.D. in experimental psychology should choose this track. In addition to the 21 credit-hour core, MSBS: General Psychology students will complete 12 additional credit-hours.

### PROGRAM REQUIREMENTS

A minimum of thirty-three (33) semester hours in approved graduate courses is required in the MSBS program, with some tracks requiring forty-eight (48) semester hours.

#### **I. CORE COURSES.....21 hours (REQUIRED FOR ALL TRACKS)**

PSY 5000, PSY 5003\*, PSY 5053\*, PSY 5013\*\*, PSY 5203, PSY 5243\*\*, PSY 5363, PSY 5383

\*Must be successfully completed in first nine hours of graduate work.

\*\*Must be successfully completed in first 18 hours of graduate work.

#### **II. TRACK..... 12-39 hours**

Choose one of the following three options:

##### **Counseling Track (27 hours)**

PSY 5033, PSY 5073, PSY 5433, PSY 5703, PSY 5713, PSY 5743, PSY 5753

One assessment course from the following: PSY 5333 **OR** PSY 5513 **OR** PSY 5523

One additional graduate level PSY course from the following: PSY 5043, PSY 5063, PSY 5083, PSY 5223, PSY 5253, PSY 5313, PSY 5373, PSY 5393, PSY 5423, PSY 5453, PSY 5583

##### **Marriage and Family Track (27 hours)**

PSY 5033, PSY 5323, PSY 5333, PSY 5343, PSY 5353, PSY 5393, PSY 5893, PSY 5903

Choose one of the following: PSY 5223 **OR** PSY 5313

##### **General Psychology Track (12 hours)**

PSY 5413, PSY 5583

Electives (6 hours): To be chosen from any courses for which necessary prerequisites have been completed. Students interested in pursuing a Ph.D. should consider PSY 5991-6 Thesis.

#### **III. COMPREHENSIVE EXAMINATIONS**

The MSBS program requires the successful completion of a comprehensive examination for completion of the graduate degree. Students must contact the graduate advisor the semester they complete core courses to apply for the comprehensive examination. Students who fail the comprehensive examination may be able to repeat the exam on a limited basis. Students should check with the graduate advisor for information regarding the maximum number of retakes permitted.

### DEGREE CONFERMENT

The MSBS degree will be awarded when the student has met all of the following requirements within six (6) years:

1. Completion of the required courses for the appropriate track with a cumulative 3.0 or above;
2. Successful completion of the comprehensive examination as determined by the assessment committee;
3. Completion of "Application for Graduate Degree";
4. Payment of the graduation fee; and
5. Completion of an Exit Interview.

## COURSE DESCRIPTIONS

### PSYCHOLOGY (PSY)

**5000 MSBS INTRODUCTORY SEMINAR** *0 credit hours* The purpose of this seminar is to provide students with an introduction to the MSBS program. Students will learn about the three MSBS tracks, course requirements for each track, and course requirements for licensure. Information about practicum and thesis will be presented. MSBS students are required to complete this course during their first year of study. Seminar 0 hours.

**5003 ETHICAL PRINCIPLES IN COUNSELING, ASSESSMENT, AND RESEARCH** *3 credit hours* This course will provide students an in-depth analysis of the ethical, legal, and professional responsibilities of counselors, marriage and family therapists, addiction therapists, psychometricians, teachers, and researchers. Students will be expected to understand the rationale for codes of ethics. Course discussions will focus upon applying ethical codes, identifying issues in practice, and the influence of the law. MSBS students are required to complete this course during their first nine hours of study. Lecture 3 hours.

**5013 RESEARCH METHODS IN BEHAVIORAL SCIENCE** *3 credit hours* This course will provide students with a comprehensive examination of the various experimental and quasi-experimental methods used in the behavioral sciences. The strengths and limitations of the methods with respect to reliability, sensitivity, internal validity, and external validity will be covered. Emphasis will be placed on application of the information to enhance the critical consumption of research in the behavioral sciences. MSBS students are required to take this course during their first 18 hours of study. Lecture 3 hours.

**5021-3 SPECIAL TOPICS IN PSYCHOLOGY** *1-3 credit hours* An advanced study in psychology topics of special interest. May be repeated with a change of topic with a maximum of six credits earned in the course. Lecture 3 hours.

**5033 BASIC COUNSELING SKILLS** *3 credit hours* This course will introduce students to the literature on change and how appropriate interviewing skills and client-counselor relationship can facilitate change. Students will learn and practice the basics of motivational interviewing and basic counseling skills. To promote competence in the application of marriage and family theory and counseling theories, counseling skill sets will be developed. Lecture 3 hours.

**5043 HUMAN SEXUALITY** *3 credit hours* This course will provide students with an overview of human sexuality, its social implications and applications to the practice of psychotherapy. Lecture 3 hours.

**5053 INTRODUCTION TO STATISTICS IN BEHAVIORAL SCIENCES** *3 credit hours* This course will provide students with an introduction to statistics applied to the behavioral sciences. Conceptual issues, computation and applications of inferential techniques will be discussed. MSBS students are required to take this course during their first nine hours of study. Lecture 3 hours.

**5063 ADVANCED STATISTICS IN BEHAVIORAL SCIENCES** *3 credit hours* This course covers advanced topics in statistics applied to the Behavioral Sciences. Focus will be on advanced analysis of variance (ANOVA) techniques, regression, factor

analysis, and the use of a statistical software package for implementing these techniques on the computer. Lecture 3 hours.

**5073 CRISIS INTERVENTION** *3 credit hours* Students will be trained in the application of strategies for crisis intervention and crisis management. To promote competence in the application of counseling and marriage and family theories, crisis intervention skill sets will be developed. Lecture 3 hours. Prerequisite: PSY 5033 Basic Counseling Skills.

**5083 INTRODUCTION TO THE COUNSELING PROFESSION** *3 credit hours* This course introduces the graduate student to the practice of Licensed Professional Counselors and Licensed Marital and Family Therapists. The course utilizes instructor(s) from the LPC and LMFT fields respectively. This course covers the history, development, and implementation of licensed counselors into secular and religious based counseling options. Lecture 3 hours.

**5113 BEHAVIORAL MANAGEMENT** *3 credit hours* This course will provide students with a study of the basic principles in analysis of human behavior, with an emphasis on techniques to change behaviors. Lecture 3 hours.

**5203 HUMAN DEVELOPMENT** *3 credit hours* This course will provide students with a study of human intellectual, physical, social, and emotional development from conception to old age. Lecture 3 hours.

**5213 GROUP DYNAMICS** *3 credit hours* This course will provide students with an in-depth study of the basis for human relations. Emphasis is on the process of communications, problem-solving, decision-making, conflict, and change as they occur in human interactions. Lecture 3 hours.

**5223 PSYCHOLOGY OF AGING** *3 credit hours* The purpose of this course is to provide students with an introduction to the scientific study of adult development. We will examine the physical, cognitive, social and emotional changes that occur from early through late adulthood. A research-based approach will be used to examine the special problems of the elderly as well as possible intervention strategies. Lecture 3 hours.

**5243 ADVANCED PSYCHOLOGY OF PERSONALITY** *3 credit hours* This course will provide students with an in-depth study of the theories, methods, and findings in psychology of personality. MSBS students are required to complete this course during the first 18 hours of study. Lecture 3 hours.

**5253 CAREER COUNSELING AND LIFESTYLE DEVELOPMENT** *3 credit hours* This course will provide students with information concerning career development. This information will include current market information, computer-based career search systems, use of visual and print media, and other career counseling issues. The student is expected to gain both factual knowledge of these issues and an understanding of current counseling theory and practice in the field. Lecture 3 hours.

**5313 PSYCHOLOGY OF INTERPERSONAL COMMUNICATION** *3 credit hours* This course will provide students with an in-depth study of the psychological foundations of communication theories as they relate to the development of effective interpersonal communication in familial relationships. Lecture 3 hours.

**5323 THEORETICAL FOUNDATIONS OF MARRIAGE AND FAMILY SYSTEMS** *3 credit hours* This course will expose students to the theories of marriage and family. Students will view marriage and family through a systemic perspective. Lecture 3 hours. Prerequisite: PSY 5393 Systems Theory.

**5333 ASSESSMENT OF MARRIAGE AND FAMILY** *3 credit hours* This course is designed to expand the knowledge base of the students in the area of assessments from a systemic perspective as it pertains to marriage and family theory. To promote competence in the application of marriage and family theory, assessment skill sets will be developed. Lecture 3 hours. Prerequisites: PSY 5393

Systems Theory and PSY 5323 Theoretical Foundations of Marriage and Family Systems.

**5343 MARRIAGE AND FAMILY THERAPY 3 credit hours** This course will provide students with a basic understanding of the therapeutic process. Students will gain skills in conducting an initial assessment, planning treatments, managing cases, establishing a therapeutic relationship with clients and developing interventions for change. To promote competence in the application of marriage and family theory, marriage and family therapy skill sets will be developed. Lecture 3 hours. Prerequisites: PSY 5393 Systems Theory, PSY 5323 Theoretical Foundations of Marriage and Family Systems, and PSY 5353 Theories of Marriage and Family Therapy.

**5353 THEORIES OF MARRIAGE AND FAMILY THERAPY 3 credit hours** This course will present an overview of the origins, theoretical foundations, and major therapeutic orientations in the field of marriage and family therapy. To promote competence in the application of marriage and family theory, marriage and family therapy skill sets will be developed. Lecture 3 hours. Prerequisites: PSY 5393 Systems Theory and PSY 5323 Theoretical Foundations of Marriage and Family Systems.

**5363 PSYCHOPATHOLOGY 3 credit hours** This course will provide students with an in-depth study of the symptoms and etiology of mental disorders as described in the most recent Diagnostic and Statistical Manual of the American Psychiatric Association. Lecture 3 hours. Prerequisites: PSY 5003 Ethical Principles in Counseling, Assessment, and Research and PSY 5243 Advanced Psychology of Personality.

**5373 DRUG AND ALCOHOL ADDICTION 3 credit hours** This course examines the historical and emerging theories of alcoholism and drug addiction and dependencies. Implications for treatment, ethical practice, and professional concerns are considered, along with an exploration of clinical pathways to recovery. A special emphasis will be placed on the bio-psychosocial basis of alcohol and drug dependency and attendant self-help methods. Lecture 3 hours.

**5383 SOCIAL AND CULTURAL FOUNDATIONS IN COUNSELING AND PSYCHOLOGY 3 credit hours** This course will provide instruction in the study of social groups, ethnic groups, subcultures, the changing role of women, sexism, similarities and differences between urban and rural populations, and differing life patterns. This will include information concerning ethical considerations for working with diversity issues/diverse clients, correct pluralistic trends in society and counseling, and the effects of demographics, lifestyle and family on attitudes and behaviors. Lecture 3 hours.

**5393 SYSTEMS THEORY 3 credit hours** This course is designed to survey the field of Marriage and Family theories. Students will examine the theoretical roots and terminology General Systems Theory, Cybernetics, and Communication Theory as they contribute to the development of Systems Theory. This will offer the student a foundational understanding of the dynamics of family interaction from a systems perspective. Lecture 3 hours.

**5413 ADVANCED HUMAN COGNITION 3 credit hours** This course will provide students with an intensive examination of selected research areas and major theories in cognitive psychology. Topics include perception, attention, short- and long-term memory, language, categorization, problem-solving, decision-making, and the development of expertise. Lecture 3 hours.

**5423 DRUG AND ALCOHOL COUNSELING THEORIES 3 credit hours** A comprehensive overview of assessment and treatment models, and issues relevant to alcohol and drug dependency. An in-depth look at diagnostic and treatment techniques will be explored. Topics include, but are not limited to, psychoanalytic,

behavioral, existential, and humanistic perspectives, in addition to cognitive-behavioral approaches. Prochaska's change theory, and solution-focused therapies will be incorporated. Lecture 3 hours.

**5433 COUNSELING THEORIES 3 credit hours** This course will provide students with a comprehensive study of counseling theories and approaches. Lecture 3 hours.

**5453 PSYCHOPHARMACOLOGY 3 credit hours** This course will examine the actions, limitations, and side effects of the major classes of psychoactive drugs. Effects of sedatives, tranquilizers, stimulants, opiates, alcohol, marijuana, and psychedelics will be covered in detail. Lecture 3 hours.

**5473 ADVANCED PHYSIOLOGICAL PSYCHOLOGY 3 credit hours** This course will provide students with an intensive examination of selected topics in physiological psychology. Lecture 3 hours.

**5513 ASSESSMENT IN PERSONALITY 3 credit hours** This course will provide students with an understanding of the essentials in personality test construction; emphasis will be placed upon administration, scoring, and interpretation of current personality tests. Lecture 3 hours. Prerequisite: PSY 5243 Advanced Psychology of Personality.

**5523 ASSESSMENT IN INTELLIGENCE 3 credit hours** This course will provide students with training and practice in the administration and scoring of standardized tests of intelligence including the Wechsler tests of intelligence. Other less widely used tests such as the Stanford-Binet, the TONI, and the Slosson will be covered. Lecture 3 hours.

**5583 ADVANCED SOCIAL PSYCHOLOGY 3 credit hours** This course will provide students with an intensive examination of major theories, research, and findings in social psychology. Topics include cognitive dissonance, persuasion, prejudice and discrimination, interpersonal attraction, close relationships, altruism, aggression, obedience, conformity, group performance, and group decision-making. Lecture 3 hours.

**5703 INDIVIDUAL COUNSELING 3 credit hours** This course will familiarize students with basic individual counseling skills and with empirically validated treatments. To promote competence in the application of counseling theories, skill sets in individual counseling will be developed. Lecture 3 hours. Prerequisites: PSY 5433 Counseling Theories and PSY 5033 Basic Counseling Skills.

**5713 GROUP COUNSELING 3 credit hours** This course will introduce students to the constructs and practices of group counseling. To promote competence in the application of counseling theories, skill sets for group counseling will be developed. Lecture 3 hours.

**5743 CLINICAL PRACTICUM I 3 credit hours** This course will provide students with 150 hours of supervised, practical, counseling experience at a predetermined site selected by the department which will allow the student to apply the counseling theories and skills learned in academic coursework. The practicum course will include weekly classes with case presentations, video presentations, article reviews, and other methods to explore the various aspects of practicum and theoretical orientation development. A signed contract with the practicum site, the student, and the university will be executed. Practicum 3 hours. Prerequisites: Students must earn an "A" or "B" in PSY 5003, PSY 5363, PSY 5433, PSY 5033, PSY 5703, an assessment course (either PSY 5513, PSY 5523, or PSY 5333) and secure departmental permission.

**5753 CLINICAL PRACTICUM II 3 credit hours** This course will provide students with 150 hours of advanced supervised, practical, counseling experience in the community which will allow the student to apply the counseling theories and skills learned in academic coursework. The practicum course will include weekly classes with case presentations, video

presentations, article reviews, and other methods to explore the various aspects of practicum and theoretical orientation development. A signed contract with the practicum site, the student, and the university will be executed. The practicum site will be selected by the student. Prerequisites: PSY 5743 and departmental permission.

**5893 PRACTICUM IN MARRIAGE AND FAMILY THERAPY I 3**

*credit hours* This course will provide students with 150 hours of supervised, practical, marriage and family therapy experience at a predetermined site selected by the department which will allow the student to apply the marriage and family theories and skills learned in academic coursework. The practicum course will include weekly classes with case presentations, article reviews, and other methods to explore the various aspects of practicum and theoretical orientation development. A signed contract with the practicum site, the student, and the university will be executed. Practicum 3 hours. Prerequisites: Students must earn an "A" or "B" in PSY 5003, PSY 5343, PSY 5363, PSY 5393, PSY 5323, PSY 5353, PSY 5333, and PSY 5033, and secure departmental permission.

**5903 PRACTICUM IN MARRIAGE AND FAMILY THERAPY II 3**

*credit hours* This course will provide students with 150 hours of advanced supervised, practical, marriage and family therapy experience in the community which will allow the student to apply the marriage and family theories and skills learned in academic coursework. The practicum course will include weekly classes with case presentations, video presentations, article reviews, and other methods to explore the various aspects of practicum and theoretical orientation development. A signed contract with the practicum site, the student, and the university will be executed. The practicum site will be selected by the student. Practicum 3 hours. Prerequisites: PSY 5893 and departmental permission.

**5991-6 THESIS 1-6 credit hours** Supervised research on a psychology topic. Includes the development of a research proposal, collection of data and/or information, and preparation and submission of an acceptable thesis. Thesis 1-6 hours. Prerequisites: A grade of "B" or higher in each of the three courses PSY 5003, PSY 5013, and PSY 5053. MSBS students who want to do a thesis must enroll in PSY 5993-6.

## DEPARTMENT OF SPORTS AND EXERCISE SCIENCE

The Department of Sports and Exercise Science does not offer a graduate degree but does provide several graduate courses. Consult a departmental advisor with questions regarding these courses.

### COURSE DESCRIPTIONS

#### HEALTH AND PHYSICAL EDUCATION THEORY

##### (HPET)

**5013 SEMINAR IN HEALTH, PHYSICAL EDUCATION, AND RECREATION** *3 credit hours* An examination of relevant literature pertaining to the topics specified in the course subtitle. Course may be repeated with a different topic. Seminar 3 hours. Prerequisites: Admission to the graduate program and permission of the instructor.

**5031-3 INDEPENDENT STUDY IN HEALTH, PHYSICAL EDUCATION AND RECREATION** *3 credit hours* Independent study in health, physical education and recreation based upon a pre-arranged outline of plans. Course requirements include conferences, written reports, a research paper or project, and related learning activities. May be repeated with different topics to a total of six hours. Independent study 1-3 hours. Prerequisites: Admission to the graduate program and permission of the instructor.

## SCHOOL OF ARTS AND SCIENCES

### ADMINISTRATION

Von Underwood–Dean

DEPARTMENT OF AGRICULTURE AND BIOLOGICAL  
SCIENCES

Terry Conley–Interim Chair

DEPARTMENT OF ART, MUSIC, AND THEATRE ARTS

Scott Richard Klein–Interim Chair

DEPARTMENT OF CHEMISTRY, PHYSICS, AND  
ENGINEERING

Danny McGuire–Chair

DEPARTMENT OF COMMUNICATION

Christopher Keller–Chair

DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES

John Hodgson–Chair

DEPARTMENT OF MATHEMATICAL SCIENCES

Narayan Thapa–Chair

DEPARTMENT OF MILITARY SCIENCE

MAJ Eric Treschl–Chair

### MISSION

The mission of the [School of Arts and Sciences](#) is to offer quality associate and baccalaureate programs in the fine arts, humanities, and sciences. The School also plays an important role in general education. In our programs and course offerings, the School of Arts and Sciences fosters a student-centered academic environment, in keeping with the mission of the University, and is dedicated to guiding students to the highest possible standard of achievement.

The School of Arts and Sciences also actively seeks to make the University a driving force in the cultural life and economic development of the region by encouraging faculty scholarship, developing partnerships with the community, and producing concerts, recitals, theatre productions, art exhibitions, lectures, symposia, workshops, camps, and public forums which enrich the intellectual and cultural lives of our constituents.

## DEPARTMENT OF ART, MUSIC, AND THEATRE ARTS

The Department of Art, Music, and Theatre Arts does not offer a graduate degree but does provide several graduate courses. Consult a departmental advisor with questions regarding these courses.

### COURSE DESCRIPTIONS

#### ART (ART)

**5913 SEMINAR IN ART** *3 credit hours* Graduate art course with an emphasis on one or more of the following areas: interdisciplinary art, art education, multi-cultural art, museum studies, art history, or art criticism. The course subtitle will reflect the emphasis and focus of the seminar. May be repeated for credit under a different subtitle. Seminar 3 hours. Prerequisite: Admission to the graduate program.

#### MUSIC (MUSC)

**5913 SEMINAR IN MUSIC** *3 credit hours* An intensive examination of the scholarly literature dealing with the topic or topics specified in the course subtitle. Seminar 3 hours. Prerequisites: Admission to the Graduate Program and permission of the Department of Music or instructor.

#### THEATRE ARTS (THTR)

**5913 SEMINAR IN THEATRE ARTS** *3 credit hours* Special topics of interest to advanced students. Subject is determined by department, instructor, and students' needs. Areas: (a) dance, (b) performance/ production, (c) theory/criticism, and (d) history/literature. May be repeated in various areas. Seminar 3 hours. Prerequisite: Admission to the graduate program.

## DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES

The Department of English does not offer a graduate degree but does provide several graduate courses. Consult a departmental advisor with questions regarding these courses.

### COURSE DESCRIPTIONS

#### ENGLISH (ENGL)

**5003 ENGLISH USAGE AND COMPOSITION FOR GRADUATE STUDENTS** *3 credit hours* An intensive study of usage, rhetoric, and composition. Required of all candidates for the M.S. and M.Ed. degrees who do not successfully complete an English Proficiency Examination available through the Cameron University Testing Center. Lecture 3 hours.

**5123 ENGLISH COMPOSITION TRAINING WORKSHOP** *1-3 credit hours* Course provides practical preparation for students interested in teaching expository writing at the high school or college level. Topics covered include philosophies of writing pedagogy, curriculum design, classroom management, and techniques for responding to student work. Lecture 3 hours.

**5961-3 SPECIAL TOPICS IN ENGLISH** *1-3 credit hours* Independent study/research on a topic of interest to the student and professor directing the project. May be repeated with different topics for a total of six hours. Independent study 1-3 hours.

## DEPARTMENT OF COMMUNICATION

The Department of Communication does not offer a graduate degree but does provide several graduate courses. Consult a departmental advisor with questions regarding these courses.

### **COURSE DESCRIPTIONS** **COMMUNICATION (COMM)**

**5113 COMMUNICATION AND INTERPERSONAL RELATIONSHIPS IN THE WORKPLACE** *3 credit hours* The theory and function of interpersonal communication in the workplace: business, government, hospitals, schools, industrial firms, and other organizations. This course focuses on interpersonal activities necessary for effective communication in the workplace. Lecture 3 hours. Prerequisites: Admission to the graduate program and permission of the Department of Communications.

**5911-3 WORKSHOP IN COMMUNICATION** *1-3 credit hours* Selected instructional activities in communications. Course may be repeated with different topics. A maximum of three semester hours of workshop credit may be applied toward a master's degree at Cameron University. Workshop 3 hours.

## OFFICE OF EXTENDED LEARNING

### ADMINISTRATION

Sylvia Burgess–Associate Vice President for Academic Affairs

### MISSION

The mission of the Office of Extended Learning is to promote lifelong learning, an organizational leadership program, health care recruitment and training, and distance education support, and is dedicated to helping individuals, businesses, and groups transform themselves through knowledge.

The Office of Extended Learning does not offer a graduate degree but does provide a variable credit graduate course. Consult a departmental advisor with questions regarding this course.

### COURSE DESCRIPTION UNIVERSITY (UNIV)

**5001-3 SPECIAL TOPICS IN GRADUATE STUDIES** *1-3 credit hours* An advanced study in a topic of special interest. This course may be repeated once with a change in topic. Lecture 1-3 hours. Prerequisite: Approval of the student's graduate coordinator.

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**GRADUATE FACULTY**

**AHMED, SYED M. (2001)** *Business*, B.A., M.A., University of Dhaka; M.A., University of Manitoba; Ph.D., Simon Fraser University.  
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