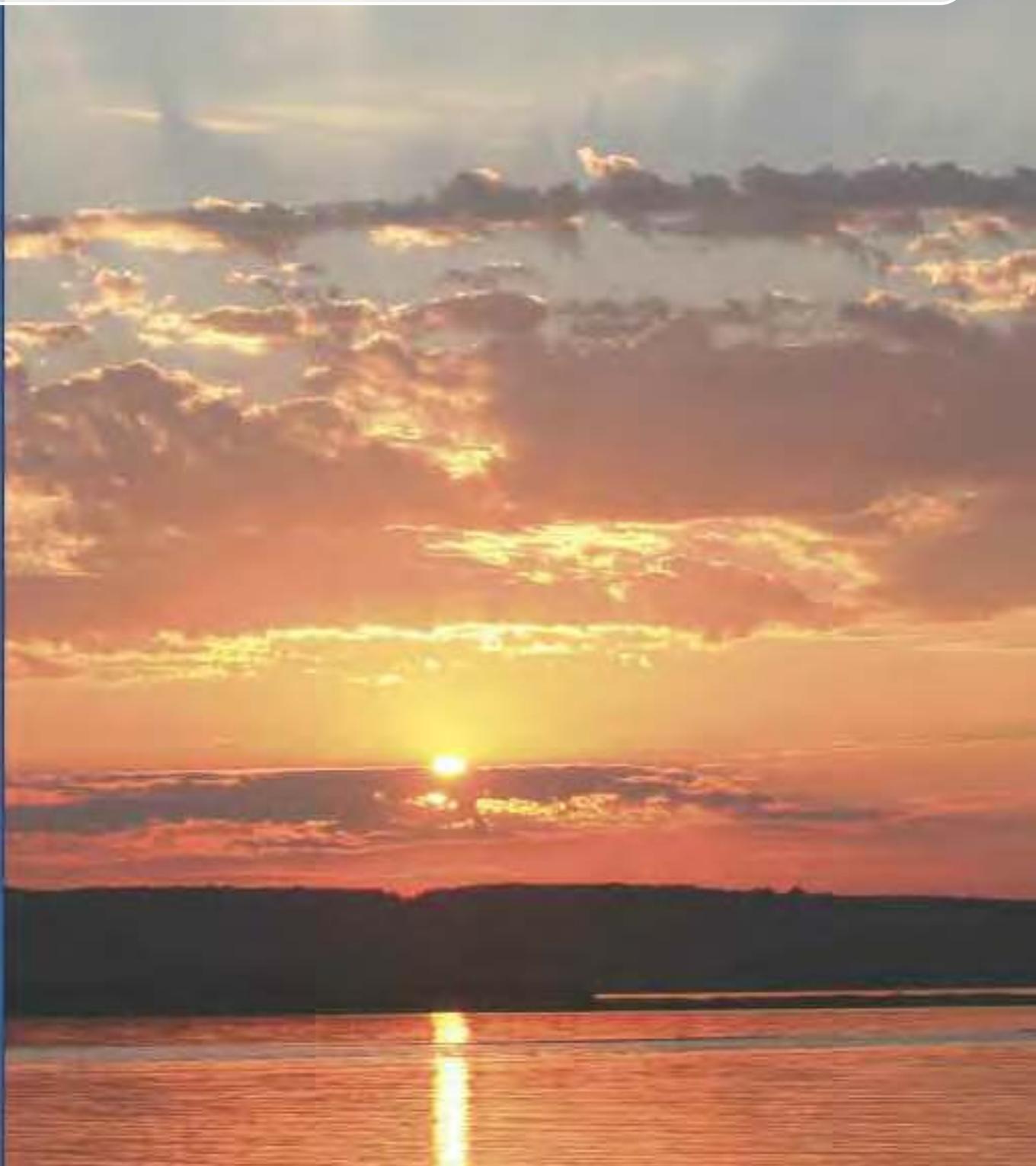




# 2008-09 Catalog

*A learning community dedicated to academic excellence, spiritual growth, and service*





Philip Johnson

President

## ***Greetings From The President***

Welcome to Finlandia University! I offer these brief remarks and reflections as a sincere invitation to join our community, as well as a lens through which the following pages can be read.

Finlandia is a learning community dedicated to academic excellence, spiritual growth, and service. Our faculty and staff work hard to prepare young women and men for successful careers and fulfilling lives. It is as much our desire to nurture individual transformative experiences as it is to confer academic degrees.

Paula Gunn Allen writes, “Snowflakes, leaves, humans, plants, raindrops, stars, molecules, microscopic entities all come in communities. The singular cannot in reality exist.”

Community is the Finlandia experience. Learning its importance for life and career is, I believe, best delivered in a community, whether traditional or digital. Accompaniment is also the Finlandia experience. I often hear students remark on the uncommon attention received from faculty and other learning support services staff.

Increasingly, students are saying that they expect college to be a catalyst for personal growth and challenge. They anticipate that their college experience, both in and out of the classroom, will equip them to intellectually and emotionally engage the complexities of life, meaning, and purpose. This also belongs to the Finlandia experience.

The Indian poet Rabindranath Tagore has written, “I slept and dreamt that life was joy. I woke and found that life was service. I acted and found that service was joy.”

Service is the Finlandia experience. I am convinced that we are most fully human when we serve others. Reaching new levels of human development cannot be achieved without reaching beyond the self. Service also belongs to student life and learning at Finlandia.

I invite you to discover more about Finlandia University. The invitation is genuine. I hope you find the lens a good fit. Welcome.

A handwritten signature in black ink, which appears to read "Philip Johnson". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Philip Johnson, Ph.D.  
President

## Table of Contents

About Finlandia University .....	2
The Finlandia University Campus .....	4
Admissions.....	7
Student Accounts.....	10
Financial Aid .....	13
Student Development .....	17
Educational Outreach .....	21
Academics Information .....	22
Degree Requirements.....	32
Programs of Study .....	32
General Education .....	33
International School of Art & Design .....	36
Bachelor of Fine Arts	
International School of Business .....	41
Bachelor of Business Administration	
Suomi College of Arts & Sciences .....	45
Bachelor of Arts, Associate in General Studies	
College of Health Sciences.....	66
Bachelor of Science, Associate in Applied Science	
Course Descriptions.....	81
University Personnel .....	115
Board of Trustees .....	119
Catalog Index .....	120
University Calendars .....	122

### FINLANDIA UNIVERSITY

*Founded in 1896*

601 Quincy Street • Hancock, MI 49930  
(906) 482-5300

*A learning community dedicated to academic  
excellence, spiritual growth, and service.*

Finlandia University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The President has been designated to handle all inquiries regarding the nondiscrimination policies:

President, Finlandia University  
601 Quincy Street • Hancock, MI 49930  
(906) 487-7201



## Campus Telephone Directory

Admissions .....	(877) 202-5491 (906) 487-7274
Advancement .....	(906) 487-7201
Alumni Relations .....	(906) 487-7205
Art Gallery .....	(906) 487-7500
Athletic Programs .....	(906) 487-7378
Bookstore and Gift Shop .....	(906) 487-7217
Center for Global Design and Business.....	(906) 487-7344
Chaplain .....	(906) 487-7239
Communications .....	(906) 487-7348
Disability Student Services .....	(906) 487-7324
Academic Support.....	(906) 487-7276
Educational Talent Search .....	(906) 487-7390
Elementary Education Program.....	(906) 487-7351
Financial Aid.....	(906) 487-7240
Finnish American Heritage Center .....	(906) 487-7302
Fitness Center .....	(906) 487-7281
Food Service .....	(906) 487-7271
Human Resources .....	(906) 487-7361
Human Services .....	(906) 487-7222
International School of Business .....	(906) 487-7594
International School of Art & Design.....	(906) 487-7225
Maki Library.....	(906) 487-7252
Nursing Program.....	(906) 487-7305
Portage Campus .....	(906) 487-7450
President's Office.....	(906) 487-7201
Provost's Office .....	(906) 487-7512
P.T.A. Program .....	(906) 487-7308
Security.....	(906) 487-7307
Student Accounts .....	(906) 487-7210
Student Life and Housing.....	(906) 487-7360
Student Support Services/TRiO .....	(906) 487-7346
Suomi College of Arts & Sciences.....	(906) 487-7222
Switchboard .....	(800) 682-7604
Teaching & Learning Center.....	(906) 487-7255
Testing and Resource Center.....	(906) 487-7324
University Registrar/Academic Records.....	(906) 487-7272
Upward Bound .....	(906) 487-7343
Work Study Coordinator.....	(906) 487-7261

# About Finlandia University

---

## Heritage

Finlandia University was founded in 1896 as Suomi College, but its heritage extends hundreds of years before that. Finnish people developed the attitude of “sisu” or “persistence and determination” during the early years of their country’s formation. It is with this steadfast attitude that Suomi College was established. After years of hard labor in the Upper Peninsula mining and lumber camps, Finnish immigrants began to dream of a better life for their children and future Finnish-American generations. They found their answer in Suomi College.

Although the first graduating class consisted of only 11 men and women, the college persisted and in 1899 acquired its first building, Old Main. The Finns recognized the need not only to educate their children, but to maintain their cultural heritage. Hence, the two-year college served many purposes in its early years: preserving Finnish culture, upholding and teaching the tenets of the Lutheran religion, training Lutheran ministers, and educating students in English and other skills that would provide job opportunities in their new land.

## Today

Finlandia is one of 28 U.S. colleges and universities affiliated with the Evangelical Lutheran Church in America, and the only private not-for-profit institution of higher learning in Michigan’s Upper Peninsula. It is the only university in North America founded by Finnish immigrants. The institution is made up of two schools and two colleges: the International School of Art & Design, the International School of Business, the Suomi College of Arts & Sciences, and the College of Health Sciences.

## Location

Finlandia University is located in the beautifully rugged Upper Peninsula town of Hancock, Michigan. The area features a rich immigrant and mining history and offers many outdoor recreational opportunities and cultural events. Finlandia is only minutes away from Lake Superior, the world’s largest freshwater lake. Year-round students enjoy hiking, camping, picnicking, fishing, swimming, canoeing, snowshoeing, skating, ice hockey, and skiing.

## Type

Finlandia University is a church-related, co-educational, baccalaureate degree-granting institution.

## Student Body

During the fall 2007 academic semester, 553 students attended Finlandia University. Of the total number of students enrolled, 127 or (22.9%) lived on campus; 361 or (65.2%) were female; 46 or (8.3%) were minority, and 24 or (4.3%) were international students.

## Colors

Finlandia Blue, Navy Blue, and White.

## Intercollegiate Athletics

Finlandia University is a member of the National Collegiate Athletic Association (NCAA) Division III and the Association of Division III independents. The Finlandia Lions currently compete as an independent institution in the following sports: men’s and women’s soccer, men’s and women’s cross country running, men’s golf, women’s volleyball, men’s and women’s basketball, women’s softball, and men’s baseball. The men’s and women’s ice hockey programs compete in the Midwest College Hockey Association (MCHA) and the Northern Collegiate Hockey Association (NCHA), respectively. Finlandia’s intercollegiate athletics program encourages personal growth, academic success, and the development of athletic skills. Finlandia University does not offer athletic scholarships.

## Motto

“Dominus Illuminatio Mea” or “Lord Enlighten Me.”

## Calendar Year

Fall, spring, and two short summer semesters.

## Mission Statement

A learning community dedicated to academic excellence, spiritual growth, and service.

## Vision Statement

Finlandia University is committed to offering liberal arts-based, globally connected, international, ecologically sensitive, spiritually engaged, and career focused baccalaureate and associate degree programs, as well as community education opportunities. A dynamic Lutheran institution located in the pristine beauty of Michigan’s Upper Peninsula, the university fosters intellectual challenge, open dialogue, service to others, and an entrepreneurial response to a world characterized by change. With a diverse faculty and student body, the university provides a connection to contemporary Finland and celebrates its Finnish-American and community roots. The university works to provide a nurturing, caring community focused on connecting

theory and practice to the service of human beings and to good stewardship of natural resources.

## Commitments

The University is committed to the following:

1. Offering bachelor and associate degree programs that promote the well being of the human community and the natural environment.
2. Providing an atmosphere and environment supportive of open inquiry, personal growth, and collaborative approaches in teaching, campus life, and administration.
3. Providing and encouraging opportunities for service to others.
4. Maintaining a diverse board, faculty, staff, and student body that includes international members.
5. Maintaining programs of mutual cooperation and exchange with institutions of higher education in Finland and other countries.
6. Maintaining an active Lutheran presence on campus and promoting the spiritual growth of students, faculty, and staff.
7. Serving our region and the Finnish-American community.
8. Partnering with individuals, groups, agencies, and institutions in Finland to promote Finnish culture, design, business, and the arts within the United States and abroad.
9. Achieving recognized standards of quality for students, employees, programs, service areas, and fiscal performance.

## Accreditation

Finlandia University is accredited (on notice) by The Higher Learning Commission of The North Central Association of Colleges and Schools. Additional information about Finlandia University's HLC/NCA accreditation can be found at [www.ncahlc.org](http://www.ncahlc.org).

Finlandia University is authorized by the State of Michigan, by virtue of its articles of incorporation, to operate an institution of higher learning granting degrees of any nature. Finlandia University is listed in the State of Michigan directory of approved institutions of higher learning.

The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE) accredits the College of Health Sciences Physical Therapist Assistant program (703-706-3245).

The Commission on Collegiate Nursing Education (CCNE) accredits the College of Health Sciences Nursing program ([www.aacn.nche.edu](http://www.aacn.nche.edu), 202-887-6791).

The university holds memberships in the Lutheran Educational Conference of North America, the Association of Independent Colleges and Universities in Michigan, and the American Council on Education.

## Finlandia Plan

Finlandia University, mindful of its Finnish and Lutheran heritage, believes the attainment of certain knowledge and skills is essential to leading a healthy and productive life. Communication, analytical skills, citizenship, critical and creative thinking, and cultural heritage and literacy are an integral part of Finlandia's curriculum. Students are expected to increase their levels of achievement in these areas within their program of study. A description of the learning outcomes for these skills is as follows:

1. Communication – Communicate with clarity and originality while adapting to complex and diverse situations.
2. Analytical Skills – Observe, infer, and draw relationships and conclusions using discipline-specific methods.
3. Citizenship – Ability to meet personal needs and the challenges of a multicultural society as a mature, adaptable citizen.
4. Critical and Creative Thinking – Create, integrate, and evaluate ideas across a range of contexts, cultures, and areas of knowledge.
5. Cultural Heritage and Literacy – Ability to understand and appreciate the humanities, natural and social sciences, and fine arts.

## ADA Compliance

Finlandia University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Any student requesting accommodations must have documentation of a specific disability on file with Disability Student Services (DSS). With proper documentation on file, a student will receive a Disability Verification Memo for the course(s) that identifies the accommodation(s).

The DSS office is located in Nikander 14A. Phone: 906-487-7324.

# Finlandia University Campus



## Old Main

Built in 1899, Old Main was the first building on the Finlandia University campus. Finnish immigrants designed the building after the Romanesque style using red

sandstone from nearby quarries. For nearly forty years, Old Main housed the entire college, including classrooms, dormitories, administrative offices, living quarters for the President, a library, chapel, kitchen, dining room, and laundry facilities. Today, administrative offices such as Financial Aid, the University Registrar, Admissions, and the Office of Student Accounts are located in the building. In 1991 Old Main was designated a State of Michigan Historic Site.



## The Finnish American Heritage Center

Renovated in 1990, Finlandia University's Finnish American Heritage Center (FAHC) houses a theater, art gallery, historical archive, museum,

family history center, and the offices of the *Finnish American Reporter*, a monthly English-language journal for Finnish Americans. The FAHC is a community focal point, offering a variety of exhibits, lectures, plays, musical programs, and community events year-round. The building is a popular stop for tourists and hosts numerous school tours annually. The FAHC also hosts community enrichment programming, such as courses to learn the Finnish language and Finland's official music instrument, the kantele.

The FAHC links the Finnish-American community — through history, tradition, and mission — to Finland and Finns everywhere. Regular FAHC patrons include students, researchers, genealogists, scholars, and dignitaries. It provides an excellent resource for Finnish and local history research. The Archive and Museum collect and display documents, photos, and artifacts related to the Finnish and Finnish-American experience, including folk costumes, musical instruments, and contemporary paintings and art glass.

Established in 1932, the archive contains the largest collection of Finnish American materials in North America. It includes items that are centuries old, including one of the first Bibles printed in the Finnish language, dating to 1642. All of the archive items are housed in a climate-controlled environment.



## Vaino & Judith Hoover Center

The Hoover Center is a three-story Victorian style house built in 1895. The university acquired the home in 1979, naming it for Board of Trustees member Vaino

Hoover and his wife, Judith, whose generosity made the purchase possible. The Hoover Center houses the offices of the President, Institutional Advancement, Alumni Relations, and Communications.



## Nikander Hall

Nikander Hall, one of the university's main classroom buildings, is named for Finlandia University's first president, J.K. Nikander. Built in 1939, Nikander Hall was

designed by the well-known Finnish architect Eliel Saarinen, and his son-in-law J.R.F. Swanson. Nikander also houses a computer lab, distance learning facilities, Student Support Services (TRiO) offices, the Teaching Learning Center (TLC), and faculty offices.



## Wargelin Hall

Wargelin Hall was dedicated in 1965 in honor of Finlandia's second president, John Wargelin. The building houses Maki Library, classrooms, science laboratories, and the

largest lecture hall on campus (seats 144).



## Mannerheim Hall

Mannerheim Hall is named for Carl Gustaf Mannerheim, president of Finland from 1944 to 1946. Built in 1965, the building was originally a student center and residence

hall but has since been renovated to house classrooms, faculty offices, campus security, and a cafeteria.



## Paavo Nurmi Athletic Center

Finlandia's athletic center, the Paavo Nurmi Center, features a full-size swimming pool and gymnasium, an adaptive sports balcony, and a fitness and weight training area. The

building was named after the Finnish runner, Paavo

Nurmi, who set 31 world track records and won 12 Olympic medals. During the 1920s, Nurmi was the best middle and long distance runner in the world. He serves as an example to all our athletes that, with “sisu,” anything is possible. Finlandia University students taking courses for credit can use the Paavo Nurmi Center free of charge with a valid student ID.



### Finlandia Hall

Finlandia Hall is the university’s co-ed residence hall. Built in the mid-1980s, the four-story building can accommodate more than 180 students. Rooms are organized

suite-style, with four students sharing two bedrooms and a bath. A snack and recreation area, student lounges, and laundry facilities are all located in Finlandia Hall.



### Kivi House

Kivi House, built in the mid-to late-1880s, was originally the rectory for an adjacent Catholic church (now the Finnish American Heritage Center). Today, Kivi House is

home to North Wind Books, the university’s bookstore and gift shop.



### Chapel of St. Matthew

Completed in February 2000, the Chapel of St. Matthew offers students a quiet place for meditation and reflection. Worship services are held twice weekly during the fall and spring semesters. The chapel is also used for campus gatherings and public events. The lower level of the

chapel houses the Campus Ministry Center and the campus pastor’s office.



### Sulo and Aileen Maki Library

Maki Library provides a comfortable and inviting space for research, study, and reading. In 1977 a gift from Mrs. Aileen Maki made it possible to enlarge and

renovate the library. The 12,100 square foot library has varied seating, computers with Internet access for student use, a computer lab/classroom and a small conference room.

The library’s traditional collections include approximately 44,000 books, 300 periodical titles, videos, DVDs, CDs, and other audiovisual materials. Laptops, projectors, and other AV items and equipment are available for short-term use.

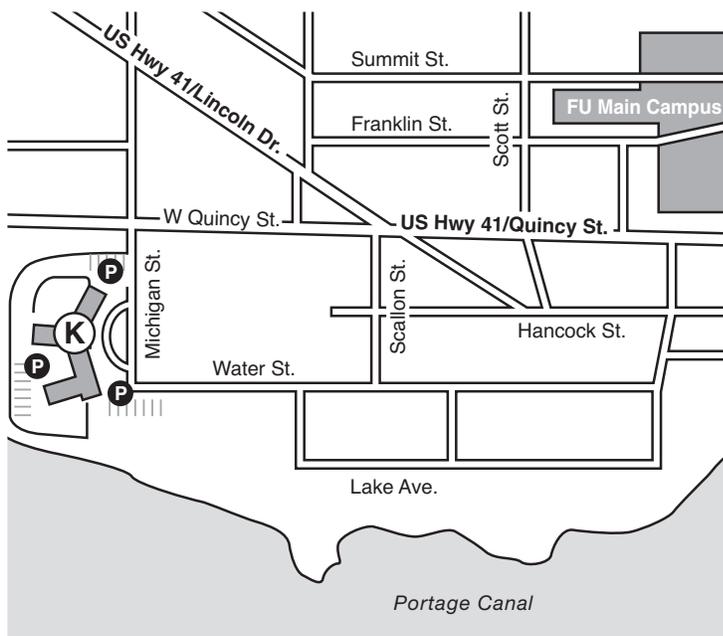
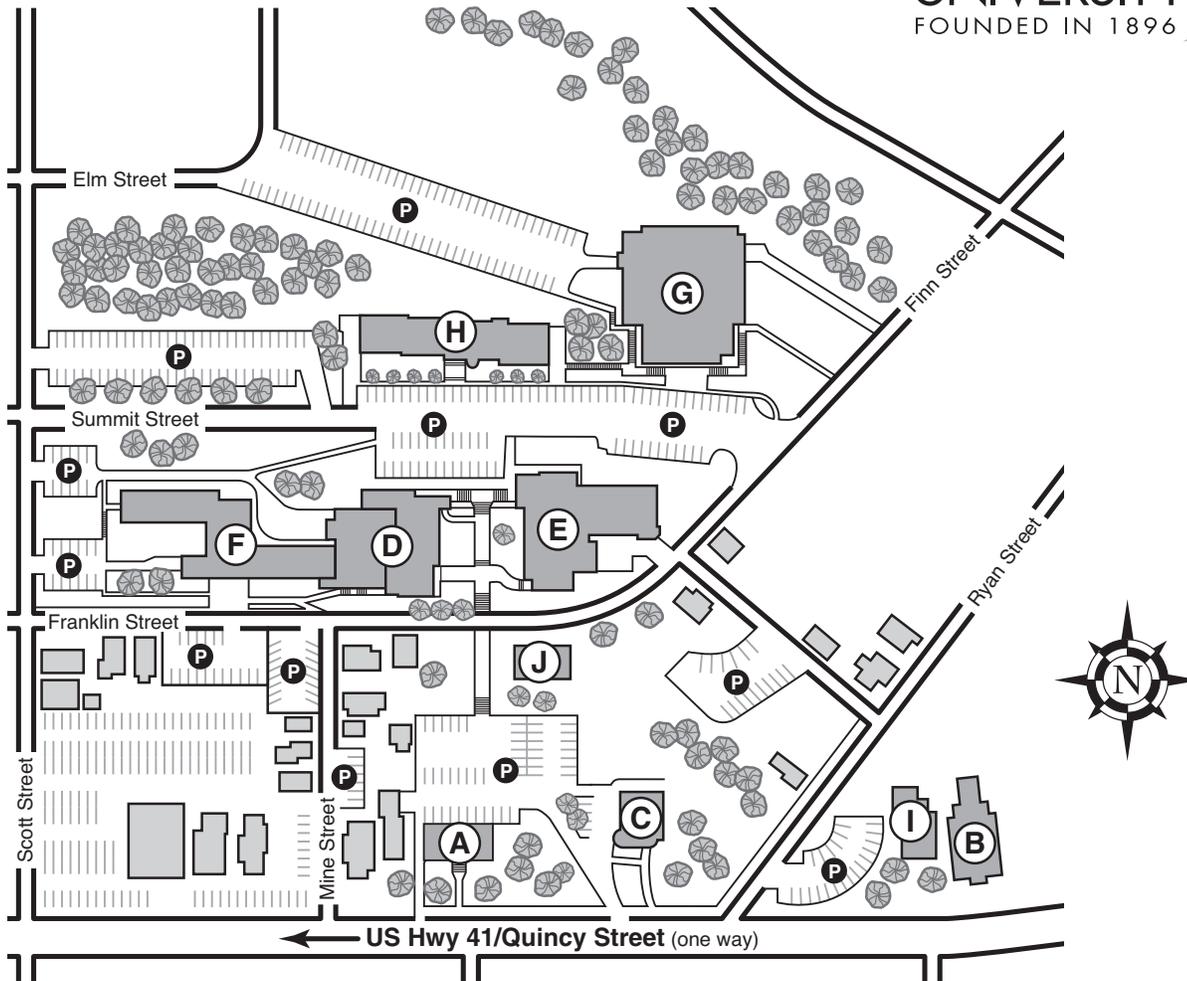
The library supports a regional on-line catalog, over 13,000 electronic books, and many specialized on-line library databases. Students may also borrow materials from libraries throughout Michigan using an interlibrary loan system. Library staff conduct tours and present informational sessions to introduce students to the library and teach library and information literacy skills. Library staff also provide one-on-one information gathering guidance to students.



### Portage Campus

Portage Campus, located on the banks of Portage Lake less than a mile from Finlandia’s main campus, was opened in 2005. Formerly a hospital, the renovated building now

houses Finlandia’s International School of Art & Design (ISAD) and the Lily I. Jutila Center for Global Design and Business (CGDB). ISAD students enjoy spacious, modern studios and classrooms. The Jutila Center houses a small-business incubator and other resources for businesses. The concept behind the CGDB is patterned after a Finnish education model practiced by the university’s partner institutions in Finland. The model begins with a cross-disciplinary art and design and business curriculum, and presents students with real-life design problems. The CGDB business incubator and ISAD students find many opportunities for interaction and innovative learning. The on-site incubator can also ease a student’s transition from college to entrepreneurship by providing a supportive environment in which to develop their own business start-ups. Local and regional companies also benefit from services provided by the CGDB, including design and business consulting, rapid prototyping, and training seminars.



- (A)** Old Main
- (B)** Finnish American Heritage Center
- (C)** Hoover Center
- (D)** Nikander Hall
- (E)** Wargelin Hall
- (F)** Mannerheim Hall
- (G)** Paavo Nurmi Center
- (H)** Finlandia Hall
- (I)** Kivi House (North Wind Books)
- (J)** Chapel of St. Matthew
- (K)** Portage Campus
- (P)** Finlandia University Parking

**Office of Admissions** .....(877) 202-5491,  
(906) 487-7274, FAX (906) 487-7383

## Admission Procedures

A completed admission file includes an application for admission, \$30 application fee, official high school transcripts from the last high school attended, an essay, and official college transcripts from all colleges attended. Although ACT or SAT scores are not required for admission, students are encouraged to submit scores for merit-based financial aid consideration. Scholarship criteria are outlined in the Financial Aid section of this publication.

Admission to Finlandia University is considered after the listed documents have been received. Students applying for admission are considered without regard to race, color, national origin, sex, disability, or age. Admission to the university does not constitute automatic admission to university academic programs with requirements beyond those for general admission. Admission to Finlandia University does not imply automatic continuation in future semesters.

The university reserves the right to refuse admission or continuation to any incoming, transfer, or returning student. Any student who intentionally withholds relevant information, or who falsifies such information, may be required to withdraw or may be dismissed from the university. All admission files will be reviewed by the Admissions Committee.

## Application Deadlines

Admission applications are accepted at any time before the published application deadline, and acceptance decisions are made on a rolling basis. Some programs, however, have specific application deadlines. Priority dates, listed in the Financial Aid section of this catalog, are intended to assure students full consideration for financial aid.

### Application Deadline Dates

<u>Student Status</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
New, Transfer, Former	August 19	January 6	May 15
International	June 1	October 15	—
Canada	July 15	November 1	—

## General Requirements

### Regular Admission

Regular admission to the university for the 2008-2010 academic years requires graduation from a high school program with at least a 2.00 cumulative grade point average (GPA) as reported on the final official transcript. Regular admission will also be granted to students who

have earned a General Education Development (GED) certificate with a score of at least 52.1 (prior to 2003) or 521 (2003 and beyond).

### Admission on Warning

Admission on academic warning may be granted to freshmen students if the high school GPA is less than 2.0, or the GED score is 48-52 or 480-520. The Finlandia University assessment tests are required, and the Admissions Committee will review the file for acceptance or denial. Students accepted on academic warning are required to take UNS 103, College and Career Practices, and are limited to registering for 14 credits in the first semester of enrollment at Finlandia University. Any student admitted on academic warning who fails to meet the required satisfactory academic standing will be placed on academic probation for the following semester and limited to 14 credits. All other Finlandia University academic standards will apply.

### Home-Schooled Students

Home-schooled students must provide official copies of all work completed for admissions consideration. A score of 18 on the ACT, or 950 on the SAT, is required. For those students who have not taken a standardized test, a Finlandia assessment test may be required. Many home-schooled students enjoy the small class sizes and educational opportunities at Finlandia, and the Office of Admissions encourages home-schooled students to consider Finlandia. The Admissions office will work with each family individually to evaluate the home-schooled curriculum.

### Early Admission

The university will admit an academically qualified student during the junior year of high school. The admissions policies for regular students apply to early admission students.

### Notification

Students must submit all required documents to complete the admission file. When all documents have been received and evaluated, students will be notified of university acceptance or non-acceptance by the Admissions Committee. Following notification of university acceptance, students will receive information about course registration, room reservation, check-in, and further information regarding application to a specific program.

### Tuition Deposit

A non-refundable, non-transferable tuition deposit of \$100 is required of all accepted students who intend to enroll. The tuition deposit should be paid as soon as

# Admissions

---

possible after the notification of acceptance is received, as residence hall assignments are made, scholarship and grant offers are confirmed, and course schedules are completed only after the deposit is received.

## **Course Registration and Room Reservation**

Incoming students should submit the Course Selection Form and Housing Form with their tuition deposit. This information is used to register students early for courses and make room assignments for those who will live in campus housing.

## **Check-In**

The dates for check-in are indicated on the university calendar included in this publication. All students must complete the required processes on the scheduled days to avoid additional fees. Information about check-in is sent to each student after notification of acceptance.

## **Students with Less Than 24 Earned College Credits**

Incoming students with less than 24 earned college credits are required to take the one-credit Finlandia Success Seminar, UNS 100.

## **Dual Enrollment**

Eligible high school juniors and seniors may enroll in university courses. Registration forms are available from high school guidance counselors and the Office of Admissions. High school guidance counselors are responsible for determining student and course eligibility for school district state funding. The Admissions Committee determines eligibility for home-schooled students interested in dual enrollment at the university. Dual enrolled students are responsible for all tuition and registration fees that are not covered by school district state funding.

## **Guest Students**

Students in good standing at another regionally accredited college or university may enroll at Finlandia University as guest students. Guest student applications are available from university registrars at most colleges and universities in Michigan. Out-of-state students should contact the Finlandia University Office of Admissions for a guest student application.

## **Audit Students**

Only certain courses can be audited. Registration as an audit student requires the permission of the University Registrar and the course instructor. Courses in math, ESL, and music cannot be audited. If a student audits a course in the areas of Art & Design, Nursing, or Physical Therapist Assistant, additional fees will apply. Audit students do not receive university credit or course

grades. Students interested in auditing a course must apply through the Office of Admissions. Audit students are permitted to enroll in courses only after all degree-seeking students have registered.

## **Servicemembers Opportunity College (SOC)**

Finlandia University has been designated a Servicemembers Opportunity College by the Department of Defense and the American Association of Community and Junior Colleges. As a member of the Concurrent Admissions Program (ConAP), the university is committed to providing support and guidance through the admissions, financial aid, and transferability of college credit processes for any service member interested in enrolling. For more information about the services offered to SOC service members at Finlandia University, please contact the SOC representative in the Finlandia Office of Admissions at (877) 202-5491.

## **Transfer Students**

### **Regular Admission**

Regular admission for the 2008-2009 academic year is granted to students who have achieved a cumulative GPA of at least 2.0 in a minimum of six semester credits earned at an institution of higher education. A satisfactory review of a transfer student's academic history is required for regular admission. Transfer students must submit high school transcripts.

### **Admission on Warning**

Admission on academic warning may be granted to transfer students with a cumulative GPA of less than 2.00 from a previous institution pending an academic history review by the Admissions Committee. Transfer students admitted on academic warning are required to take UNS 103, College and Career Practices, and are limited to registering for 14 credits in the first semester of enrollment at Finlandia University. Any student admitted on academic warning who fails to meet the required satisfactory academic standing will be placed on academic probation for the following semester of attendance and limited to 14 credits. All other Finlandia University academic standards will apply.

### **Transferring Credit to Finlandia University**

The policies for transferring credit from other universities, Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate Program (IB), Ontario Academic Credits (OAC), Institutional Challenge Examination (ICE), or Experiential Learning are listed in the Academic Information section of this publication.

## Former Finlandia University Students

The University Registrar, Director of Financial Aid, and Director of Student Accounts must approve applications for readmission to the university. The Office of Admissions initiates this process. Before any action is taken, the Office of Admissions must receive official transcripts from all colleges attended since leaving Finlandia University.

Students who have been academically suspended and desire to return to Finlandia University (after an absence of at least one semester) must apply through the Office of Admissions and file a formal appeal form. Students should not expect automatic readmission after serving a period of suspension.

Academically dismissed students who wish to return to Finlandia University must apply through the Office of Admissions. Students who have been academically dismissed will not be allowed to return to Finlandia University until they earn grades of “C” or better in at least 12 credits of college-level courses at another college or university. Socially dismissed students must submit documentation showing compliance with readmission directives.

## International Students

International students must be full-time and degree-seeking. A completed admissions file includes an application for admission, \$30 (U.S.) application fee, an essay, certified, sealed, official transcripts from all institutions where previous academic work has been completed (high school or secondary school, college or university), a completed Finlandia University financial support form, an original bank statement showing support in U.S. funds for one academic year, and a copy of the applicant’s passport photo page. Entrance to all undergraduate programs for students whose native language is not English, or whose primary language of instruction was not English, requires a paper-based TOEFL score of at least 500 or a computer-based score of at least 173.

After admission is granted to an international student, in order to issue an I-20 immigration form the university must receive a completed Finlandia University health form, a doctor’s statement testifying to the good health of the student, and a record of inoculations. The policies for transferring credit from universities outside of the United States and Canada are listed in the Academic Information section of this publication.

## English as a Second Language Program (ESL)

The admissions procedure required for entrance to undergraduate programs must be completed for entrance to the English as a Second Language program. Entrance to the ESL program requires a paper-based TOEFL score of at least 400, a computer based score of at least 97, or permission of the International Admissions Officer. ESL students must receive a 2.5 GPA in the ESL program and be awarded an English Certificate to continue coursework in their degree program. A full description of the ESL program is in the Academic Programs section of this publication.

## Specific Program Admissions Requirements

### Elementary Education Program

Incoming students apply to the Elementary Education program through the Office of Admissions and are admitted to the pre-education program. Students may enter the pre-education program at any time.

Students may apply to enter the Elementary Education program anytime during their sophomore or junior years. However, students accepted to enter the program may begin in the fall semester only.

Admission to the Elementary Education program requires completion of the general education core, completion of EDU 101 and EDU 201 with a grade of “B-” or better, a cumulative GPA at Finlandia University of 2.70 or better, successful scores on the Basic Skills Test of the Michigan Test for Teacher Certification (must be completed by the end of the April prior to fall entrance in the program), and a successful review and acceptance of the essay, “Why I Want to Be a Teacher.” All 300- and 400-level education courses must be taken at Finlandia University. Currently enrolled students should direct inquiries to the Elementary Education Department.

Eligibility for student teaching is dependent on prior acceptance to the Elementary Education program. Completion of a student teaching eligibility application is required. Eligibility criteria include a minimum cumulative overall GPA of 2.70, a minimum professional education GPA of 3.00, and a minimum minor area GPA of 2.70. A minimum grade of “C” in all education courses is required, except a “B-” or higher must be earned in EDU 101 and EDU 201. All general education courses, professional education courses, and minor courses must be completed prior to student teaching. The Elementary Education Committee is responsible for granting approval to student teach.

## Admissions/Student Accounts

---

### **Nursing Program (BSN)**

Freshmen BSN students are enrolled as pre-nursing students and are eligible for entry into the Nursing major upon successful completion of the pre-nursing curriculum. Students may enter pre-nursing at any time. Entry into the Nursing major occurs in the fall semester of each academic year. Admission to the Nursing major is limited.

Eligibility requirements for entry into the pre-nursing freshman curriculum include the completion of one full year of high school courses in algebra, chemistry, and biology (and/or equivalents) with a minimum grade of “B-” or above and a cumulative high school GPA of 2.5 or above on a 4.0-point scale. College-level course equivalents require a minimum grade of “C” or better and a cumulative college GPA of 2.50 or above.

Transfer students who wish to enter directly into the Nursing major must be in good academic standing with an earned GPA of 2.5 or above on all work attempted, and must satisfy the pre-nursing curriculum. Transfer students enter on a space available basis and should plan on at least three years in the Nursing major.

Interested students are encouraged to review the suggested course sequence and detailed program requirements in the university catalog. Transfer students may direct inquiries to the Nursing Department.

### **Physical Therapist Assistant Program (PTA)**

Incoming students apply to the Physical Therapist Assistant (PTA) program through the Office of Admissions. Currently enrolled Finlandia University students apply directly to the PTA Department. A student may be admitted into the PTA program as a high school graduate, as a transfer student, or as a pre-PTA student. The pre-PTA program of study is for students who have not met the admissions criteria for high school graduates and/or those who have not completed the

general education core. Students may enter the pre-PTA program at any time. The fall semester is the only time students can enter the PTA program.

High school applicants must have a cumulative high school GPA of 3.0, must have completed one year of high school algebra and two years of high school chemistry, biology, and/or physics with at least one year of high school biology with a grade of “B” or better, and one course that incorporates computer use. Students who do not meet the minimum criteria may be accepted into the pre-PTA program and may apply to the PTA program the following year.

The number of graduates per year is limited to sixteen to twenty-four students. The exact number admitted is determined each year by the PTA Program Director and Academic Coordinator of Clinical Education. The number of students admitted must be 24 or fewer, and at least a 125% clinical placement-to-student ratio must be ensured. Student-to-faculty ratio is also considered when determining the number of students to admit. Admissions decisions are made using a competitive admissions formula, so applying early is preferable. Students applying for admission to the program are considered without regard to race, color, national origin, sex, disability, or age.

Transfer students who desire to enter directly into the technical phase of the PTA program must have a cumulative university GPA of 2.5 in first year general education courses and no less than a grade of “C” in any individual course. Transfer students are required to have a grade of at least “B-” in BIO 171 and BIO 172 or their equivalents and must have completed the courses in the last five years. In addition to the academic requirements, all students are required to participate in a personal or phone interview with a designated member of the PTA faculty and submit documentation reflecting 24 hours of clinical observation in more than one physical therapy setting prior to the start of the technical phase coursework.

## Student Accounts

---

**Office of Student Accounts**.....(906) 487-7210

### **Application Fee**

All incoming students (new, transfer, readmits) are required to pay a non-refundable, non-transferable \$30 application fee with their application for admission.

### **Tuition Deposit**

A non-refundable, non-transferable \$100 tuition deposit is required of all incoming students (new, transfer, readmits) prior to registering for courses for their first semester of enrollment. The \$100 tuition deposit is also required of all students (incoming and returning) every fall semester. Students are urged to remit the tuition deposit early as room assignments are made, scholarships and grants are confirmed, and class schedules are completed only after the deposit is received.

## Check-In

Although students have the opportunity to register for courses at different times, official financial check-in occurs when a student has paid or completed satisfactory financial arrangements with Finlandia University for all tuition, fees, and room and board charges (including previous balances). Students who fail to check-in during the official, published semester check-in day (see the University Calendar in this publication) will be charged a \$50 late check-in fee.

## Tuition

For part-time students, 2008-2009 academic year tuition is \$580 per credit. For full-time students (12-18 credits), 2008-2009 academic year tuition is \$8,707 per semester (\$17,414 yearly). Tuition for credits over 18 per semester is \$580 per credit. Tuition rates for the academic year are typically established by the Board of Trustees each spring. For current rates, see the university Web site or contact the Admissions office.

## Residence Hall Charges

Students living on-campus during the 2008-2009 academic year are required to pay Residence Hall charges of \$2,900 per semester (\$5,800 yearly). The Residence Hall charges cover a shared room and the resident board plan in the university dining hall (required of all students who live on-campus). The charge for a single room in the Residence Hall, if available, is an additional \$500 per semester.

Students who move off-campus prior to the end of the published drop/add period will not incur any room and board charges but are responsible for a \$200 fee. Students who move off-campus after the end of the published drop/add period are responsible for room and board charges for the full semester. The Board of Trustees typically establishes Residence Hall charges for the academic year each spring. For Residence Hall charges, see the university Web site or contact the Admissions office.

## Matriculation Fee

A one-time \$100 matriculation fee is charged to all degree-seeking students (new, transfer, readmits) in their first semester of attendance. This fee covers administrative costs incurred throughout each student's education.

## General Fee

Full-time students are charged a general fee of \$250 per semester (\$500 per year) to cover costs such as instructional technology, student activities, and science lab materials. For part-time students, the general fee is pro-rated based on credit load.

## Departmental Fees

Departmental fees are charged to students enrolled in specific programs. These fees cover various materials and lab maintenance expenses. Nursing program students are charged a \$150 lab fee each semester; PTA program students are charged a \$150 lab fee per semester; and Art & Design program students are charged a \$300 fee per semester. Departmental fees are not charged during the summer semester. All non-Art & Design majors (including audit and dual-enrolled students) are charged a \$100 fee per Art & Design (ARD) course (\$300 per semester maximum).

## Dual Enrollment Tuition Charges

The cost for dual enrollment is \$100 per credit, plus any additional fees. Although school district state funding normally covers these charges, students are responsible for any balance not covered by the school district.

## Audit Fee

The non-refundable fee to audit a course is \$50 per credit, plus any additional fees.

## Books and Supplies

Textbooks and supplies are available at North Wind Books, the university's bookstore. Costs vary according to the student's program of study and the availability of used books. Books may be purchased with cash, check, or credit card.

## Identification Cards

All students, resident or commuter, will be issued a student identification card. If the card is lost, the student must purchase a replacement card for \$10 at the Campus Safety & Security office.

## Refund for Withdrawals

Students who wish to withdraw from the university must obtain a withdrawal form from the University Registrar's office and personally process it through the offices listed on that form.

Finlandia University complies with the Higher Education Act Amendment of 1998 revisions as they apply to students receiving Title IV funds. Refunds are allocated according to the provisions listed in the Higher Education Act Amendment of 1998 in the following order of priority (starting with Title IV funds):

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan

# Student Accounts

5. Federal Pell Grant
6. Academic Competitiveness Grant
7. Federal SEOG
8. Other Title IV Aid Programs
9. Other federal, state, private, or institutional aid

Tuition, fees, and room and board refunds are disbursed to students who completely withdraw or are dismissed from the university. The refund is based on the portion of the semester already completed at the time of withdrawal as measured from the first day of class (check-in day). The table below outlines refund percentages:

**Refund Chart**

<u>Portion of Semester Completed</u>	<u>Percentage Refunded</u>
10%	100%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%
61% and over	No Refund

## Refund Policy for Credit Balances

Students with a credit balance on their account can request a refund from the Office of Student Accounts. Refunds will not be disbursed until all tuition and fee charges are paid.

## Payments

Room and board charges (applicable to on-campus students only), tuition, and all other costs not covered by financial aid (federal loans, federal and state grants, institutional grants and scholarships, not including work-study), are payable before or at the time of check-in, unless a Finlandia Payment Plan has been approved.

## Pre-Pay Discount

Students who pay the balance of their bill in full for the fall semester or entire academic year by June 30 (postmarked) will receive a 5% discount. The discount amount is calculated after all secured federal and state aid (not including work-study) and institutional scholarships and grants are deducted from the total cost of attendance. The pre-pay discount is also available to international students.

## Finlandia Payment Plan

Students enrolled and in good standing are eligible to pay their semester charges using the Finlandia Payment Plan. This plan splits each semester's charges into four monthly payments for the fall and spring semesters, and three monthly payments for the summer semester. Fall semester payments are due in August, September, October, and November. Spring semester payments are due in January, February, March, and April. Summer

semester payments are due in May, June, and July. Payment is due on the 20th of each month. There is a 1% monthly interest charge on the unpaid balance.

Failure to make an installment payment when due can result in cancellation of the privileges of attending classes, registering for classes, eating in the dining hall, and residing in the residence hall. If a student makes no payments on an outstanding balance for three months, the account is subject to collection procedures. All reasonable collection costs, including attorney's fees, will be added to the student's account balance.

## Unpaid Accounts

All student accounts must be settled by 4:30 p.m. on the final day of each semester's drop/add period. The Fall 2008 final drop/add date is September 2, 2008; the Spring 2009 final drop/add date is January 20, 2009. Students whose accounts are not settled and complete on these dates may be dropped from all classes and dismissed from the university.

Students with an outstanding account balance from a prior semester cannot re-enroll unless the account is settled in full prior to registering for courses, or approval is received from the Director of Student Accounts. Upon final departure from Finlandia University, any outstanding balance must be paid in full, including all library, parking, and disciplinary fines, and other charges, before an official transcript or diploma is issued. Students are responsible for any collection fees incurred in collecting the account balance. Contact the Office of Student Accounts at (906) 487-7210 with questions.

## Tuition & Fees (2008-2009)

	<u>One Time</u>	<u>Per Credit</u>	<u>Per Semester</u>	<u>Per Year</u>
Application Fee	\$30			
Matriculation Fee	\$100			
General Student Fee			\$250	\$500
Tuition (part-time)		\$580		
Tuition (full-time)			\$8,707	\$17,414
Room & Board			\$2,900	\$5,800
Single Room Fee			\$500	\$1,000
Art & Design Fee (majors)			\$300	
Nursing Lab Fee			\$150	
PTA Fee			\$150	
Dual Enrollment		\$100		
Audit Fee		\$50		
Late Check-in	\$50			
Books (estimate)			\$750	\$1,500

## Other Fees

Art & Design Fee (non-majors, per course): \$100 (\$300 maximum)  
 CLEP, ICE Fee (per exam): \$85 for Finlandia students

Office of Financial Aid .....(906) 487-7240

## Financial Aid Procedures

### Financial Aid Form (FAFSA)

Students seeking financial aid must submit a Free Application for Federal Student Aid (FAFSA). The FAFSA application is available from high school guidance offices, the Finlandia University Office of Financial Aid, or the FAFSA application can be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Federal and state financial aid programs also use information provided by the FAFSA.

The FAFSA must be completed yearly and should be submitted as soon after January 1 as possible for the next academic year. Finlandia University must be listed on the FAFSA using Federal School Code 002322. To be considered for state aid, Finlandia University must be listed first on the FAFSA. Audit students and dual-enrolled students are not eligible for federal or state financial aid.

Previous year U.S. income tax return information is needed to complete the FAFSA. If tax returns are not complete before the FAFSA is filed, the application should be submitted with estimated information. The FAFSA can be revised later; however, updated information may result in changes to the financial aid award.

Early submission of the FAFSA places students on the federal, state, and institution rosters for priority processing. The Finlandia University priority date for full fall semester financial aid consideration is March 1. Students considering enrollment beginning in the spring or summer semester should also complete the necessary steps for financial aid before March 1 of the previous year. Applications submitted after the priority date will be considered as funds are available.

### Financial Aid Priority Dates

<u>Student Status</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
<b>New, Transfer, Readmit</b>		<b>March 1</b>	<b>December 1</b>
<b>April 1</b>			
<b>New, in-state</b>	<b>March 1</b>	—	—
<b>Returning, in-state</b>	<b>March 1</b>	—	—

### Need Analysis

With a formula established by the United States Congress, FAFSA information is used to calculate the Expected Family Contribution (EFC) toward the student's education. A Student Aid Report (SAR) is mailed to the student and the schools listed on the FAFSA. The EFC is used by the university to calculate the student's financial need to cover cost of attendance (tuition, housing, meals, books).

### Calculation and Notification of Awards

After the student's financial need is determined, the financial award is calculated. The Office of Financial Aid notifies the student of the types and amounts of financial aid the student is eligible to receive. Students must review this information carefully. In both the state and federal programs there are numerous differences among scholarships, grants, employment, and loans.

### Verification

Finlandia University is required by federal law to verify FAFSA information submitted by the student and/or parents. Requested information may consist of, but is not limited to, copies of U.S. income tax returns, and proof of FIA benefits, Social Security benefits, and business income. The State of Michigan may also request this information. The student is responsible for sending verification documents to the requesting agency.

The financial aid file must be complete before any financial aid is credited to a student account or the student begins to participate in the work-study program. Beginning in February of each year, and until the file is complete, students will periodically receive a verification checklist indicating missing documents. Students are urged to check regularly with the Office of Financial Aid about the status of their files. If FAFSA information conflicts with verification information submitted by students or parents, the award may change. In this event, the Financial Aid office will inform the student of the change in writing.

### Confirmation of Financial Aid Award

Financial aid awards are confirmed when the tuition deposit is received by the Office of Admissions (incoming students) or by the Office of Student Accounts (returning students). Although the awards are confirmed at this time, a change on the FAFSA may later change the award.

### File Completion

All financial aid files must be complete by the last day of the published drop/add period. Students whose files are incomplete at that time may be removed from classes, may be required to pay the full semester charges, or may be asked to drop their classes. Please contact the Office of Financial Aid at (906) 487-7261 with questions or concerns.

### Satisfactory Progress

To continue receiving financial aid, a student must fulfill satisfactory progress requirements. The requirements are based on a full-time student's completion of 24 credits per calendar year (3/4-time student, 18 credits; half-time

# Financial Aid

---

student, 12 credits). Only courses in which a passing letter grade was earned or transferred to the university fulfill this requirement. Courses with grades of incomplete, withdrawal, audit, repeat, or fail do not meet the requirement. To demonstrate satisfactory progress, students are also required to maintain a minimum cumulative GPA as follows:

## Satisfactory Progress Chart

<u>Level</u>	<u>Credits</u>	<u>Cumulative GPA</u>
I	0-24	1.60
II	25-48	1.75
III	49-72	2.00
IV	73-96	2.00
V	97+	2.00

The satisfactory progress assessment is conducted at the conclusion of each academic year of attendance. Students who do not meet the minimum requirements for satisfactory progress will, after one year of financial aid probation, be denied financial aid until satisfactory progress is achieved. Until satisfactory progress is achieved, students bear the full cost of attendance. In cases of extreme and unusual circumstances, students may, in writing, appeal a loss of financial aid to the Director of Financial Aid.

## Title IV Federal Student Aid Programs

### Federal Aid Eligibility

Students seeking federal financial aid must submit a Free Application for Federal Student Aid (FAFSA). Students must meet the following criteria to be eligible for Title IV Federal Student Aid Programs:

1. Have financial need, except for some loan programs
2. Have a high school diploma or GED certificate
3. Be a U.S. citizen or eligible non-citizen
4. Have a valid Social Security Number
5. Make satisfactory progress
6. Sign a statement on the FAFSA application certifying that federal student aid will only be used for educational purposes, that the student is not in default on a federal student loan, and that money is not owed on a federal student grant.

### Federal Pell Grant

Federal Pell Grants, unlike loans, do not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be

added. The maximum Pell Grant award amount for the 2008-2009 academic year is \$4,731. The amount of the award is based on the EFC, cost of attendance, part-time or full-time status, and the number of semesters attended in the academic year.

### Academic Competitive Grant (ACG)

Like the Pell Grant, the Academic Competitive Grant does not have to be repaid. If the student is eligible to receive the Pell Grant, the student may qualify for the ACG. To find out if you qualify, please contact a Finlandia University enrollment officer or the Financial Aid office.

### Federal Supplemental Educational Opportunity Grant (SEOG)

Supplemental Educational Opportunity Grant (SEOG) awards are based on exceptional financial need. Priority for the SEOG grant is given to Pell Grant recipients. Like the Pell Grant, the SEOG does not have to be repaid.

### Federal/State Work-Study Program

The Federal Work-Study Program provides jobs for students with financial need, helping them to earn money to help pay educational expenses. Finlandia University employs many students through the work-study program. Not all work-study-eligible students will receive work-study positions due to limited funding. Hourly work-study wages vary according to the type of work and level of responsibility involved. Most jobs require an average of 5-12 hours of work per week. Students are expected to perform work functions for all hours documented on their time sheets. Federal and state taxes are deducted from earned work-study wages. Checks are issued bi-weekly directly to students.

At Finlandia University, a student's academic standing affects eligibility in the Work-Study Program as follows:

- Student-employee cumulative GPAs are monitored at the end of each semester.
- Students whose GPA falls below 2.0 in the middle of an awarded academic year are placed on probation for the second semester. (Note: underperforming in the fall semester results in a probationary spring semester ONLY IF students were previously awarded a work-study award for both semesters.) Students who do not raise their cumulative GPA to a 2.0 or above by the end of the probationary semester are NOT eligible to participate in the work-study program until the semester following the subsequent achievement of a 2.0 GPA.

- Students on the work-study waiting list are considered for a work-study award ONLY IF they earned a cumulative GPA of 2.0 or above at the end of the previous semester. Students falling below a 2.0 GPA will remain on the list and will become eligible to receive an award the semester AFTER they achieve a cumulative GPA of 2.0 or above.
- Work-study students ending an academic year with a cumulative GPA of less than 2.0 are not eligible for the work-study program the next academic year. Returning students who, in one semester (i.e. fall semester), lift their cumulative GPA to 2.0 or above become eligible for a work-study award in the following semester (i.e. spring semester).
- Special circumstances may be considered if students wish to write an appeal regarding these stipulations.

### **Federal Family Education Loan Program**

Students attending the university at least half time may be eligible for the Federal Family Education Loan Program. The federal government encourages state governments to operate guaranteed long-term loan programs in conjunction with commercial lenders. While federal and state government agencies subsidize and guarantee these loans, students obtain the actual loan from a participating lending institution. Lending institutions may assess processing fees for each loan obtained. Finlandia University does not endorse one lender over another and is not financially contracted with any lender.

The responsibility for understanding the conditions and regulations of the loan and repayment process rests with the student. Students may contact the Office of Financial Aid or the lending institution for this information. Federal Family Education Loans are debts incurred by the student, not the family.

### **Subsidized Stafford Loan**

Subsidized loans are awarded on the basis of financial need. The federal government pays the interest to the lender until the borrower must begin to repay the loan. Repayment of subsidized loans begins six months after students cease to be enrolled at least half time. Students can borrow up to \$3,500 a year for Level I, \$4,500 for Level II, and \$5,500 for Levels III, IV, and V. Interest rates are variable (but will not exceed 8.25%) and borrower interest charges begin with the first repayment of the loan.

### **Unsubsidized Stafford Loan**

Students must be enrolled at least half time to be eligible for an unsubsidized loan. Unsubsidized loans are not awarded on the basis of financial need. The federal government does not make interest payments for

borrowers. The variable interest rate, which is not to exceed 8.25%, is charged from the time the loan is disbursed until it is paid in full. Independent students, and dependent students whose parents are not eligible for a PLUS Loan (see below), can borrow up to \$4,000 for each of the first two years of study, and up to \$5,000 for each of the last two years of study. The maximum amount students may borrow in any single year is equal to the cost of attendance minus the sum of all financial aid already awarded, not to exceed the limits outlined above.

### **Unsubsidized Loan For Parents (PLUS)**

The parents or guardians of dependent students enrolled at least half time are eligible to apply for PLUS loans. Parents or guardians applying for the loans must be citizens or residents of the United States, pass a credit check, and not be in default or owe a refund to any student financial assistance program. The yearly limit of a PLUS loan is equal to the cost of attendance minus any other financial aid that the student is awarded. The interest rate is variable (but will not exceed 9%) and begins to accrue as soon as the loan is disbursed, with repayment beginning within 60 days thereafter.

## **Other Federal Student Aid Programs**

### **Bureau of Indian Affairs**

Financial assistance based on financial need is available to students who are qualified Native Americans. Students should contact their tribal education office for application procedures.

### **Veterans Administration Education Benefits**

U.S. veterans and reservists, and their dependents, may be eligible for various financial aid programs. Information and applications can be obtained from state veterans affairs offices or the Finlandia University Office of Financial Aid.

## **State of Michigan Student Aid Programs**

### **Michigan Merit Award/Michigan Promise Award**

The Michigan Merit Award/Michigan Promise Award is granted to Michigan high school graduates and GED recipients who score a “1” or “2” on each of the four required areas of the Michigan Educational Assessment Program (MEAP) test. Students must also meet other eligibility requirements as established by the Michigan Merit Award Board.

### **Michigan Tuition Grant (MTG)**

The MTG program provides need-based grants to Michigan residents attending independent, degree-

## Financial Aid

---

granting postsecondary institutions in Michigan. To qualify for the Michigan Tuition Grant, a FAFSA application must be filed.

### **Michigan Competitive Scholarship (MCS)**

The Michigan Competitive Scholarship program provides need-based scholarships of up to \$2,100 per year to Michigan residents pursuing their first degrees at an approved Michigan postsecondary institution. Scholarship awards are based on financial need and ACT scores. To qualify for the Michigan Competitive Scholarship, a FAFSA application must be filed.

### **Michigan Tuition Incentive Program (TIP)**

The State of Michigan Tuition Incentive Program (TIP) encourages eligible students to complete high school by providing tuition assistance. To meet the financial eligibility requirement, a student must have (or have had) Medicaid coverage for 24 months within a 36-consecutive-month period as identified by the Michigan Department of Human Services (DHS), formerly the Family Independence Agency (FIA). Students may apply for the TIP program any time after completing the sixth grade, but must apply before high school graduation or GED completion. For eligibility guidelines contact the Michigan Department of Treasury Bureau of Student Financial Services.

### **Michigan Rehabilitation Services (MRS)**

Tuition assistance may be available through Michigan Rehabilitation Services. MRS provides services to individuals who require special assistance to become employment ready and successfully find and maintain a job. MRS services are intertwined with other community agencies and organizations that provide services to people with disabilities. For eligibility information, contact State of Michigan Rehabilitation Services.

### **Western Upper Peninsula Michigan Works**

Educational institutions throughout the Western Upper Peninsula area are utilized to provide training in occupations that have an identified employer demand. Realistic career goals are discussed with students through employment counseling before commitments are made. Tuition, books and fees are generally provided through the classroom training component. To be eligible for services, students must be economically disadvantaged, U.S. citizens, and residents of the western U.P. region. Call (906) 482-6916 or (800) 562-1200 for more information.

For additional information regarding State of Michigan financial aid opportunities, visit [www.mi.gov](http://www.mi.gov).

### **Finlandia University Scholarships and Grants**

All Finlandia University scholarships and grants require that students submit a completed FAFSA to the university Office of Financial Aid (except international students). To be eligible for university-offered financial aid opportunities the FAFSA does not have to be submitted to the Federal Student Aid office of the U.S. Department of Education.

Institutional financial aid awards are confirmed only after the Office of Admissions receives the \$100 tuition deposit and other required documents such as final high school transcripts. The decisions to award institutional aid are the responsibility of the Director of Financial Aid. The award of institutional scholarships and grants are considered after federal and state grants are applied to student accounts. The amount of institutional scholarships and grants awards cannot exceed the total cost of tuition, room, board, and fees.

Students who withdraw during the academic semester forfeit all institutional scholarships and grants awarded that semester. Students who fail to maintain continuous enrollment forfeit all previously awarded institutional scholarships and grants. On-campus students who move off-campus will see a change in the amount of institutional aid and may see a change of amount in certain state and federal aid awards.

For information regarding institutional financial aid, please contact the Office of Financial Aid or an enrollment officer.

## **Student Rights and Responsibilities**

### **Student Rights**

Students have the right to know the following:

1. The sources of financial assistance available, including information on all federal, state, and institutional financial aid programs.
2. The deadlines for submitting applications for each of the financial aid programs.
3. The cost of attending and the refund policies that apply to students who withdraw from the university.
4. The criteria used to select financial aid recipients.
5. How financial needs are determined. This includes the consideration of costs for tuition, fees, room and board, travel, books and supplies, personal, and miscellaneous expenses.
6. The details regarding the various programs in the student aid award. If students believe that an award was made in an unfair manner, students may request reconsideration of an award.

7. The portion of the financial aid award that must be repaid and the portion that is grant aid. If the aid awarded is a loan, students have the right to know the interest rate, the total amount that must be repaid, the length of time allowed to repay the loan, and when repayment is to begin.

### Student Responsibilities

It is the student's responsibility to do the following:

1. Complete the Free Federal Application for Student Financial Aid (FAFSA) carefully and accurately and submit it to the appropriate office prior to the deadline. Errors may delay the receipt of financial aid. Intentional falsification of information on

application forms for federal financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

2. Return all documentation, verification, corrections, and new information requested by the Office of Financial Aid or the agency to which the FAFSA application is submitted.
3. Read, understand, and keep copies of all forms that are submitted.
4. Accept responsibility for all signed agreements.
5. Notify lending institutions of changes in name, address, or school status (if a loan is pending).

---

## Student Development

**Associate Provost of Academic Support**....(906) 487-7276

**Director of Student Life & Housing** .....(906) 487-7360

### Academic Support

#### New Student Orientation

All newly admitted students with fewer than 24 college-level credits are required to participate in Finlandia University's New Student Orientation program and enroll in the one-credit course, Finlandia Success Seminar. The orientation program gives students the opportunity to learn about academic programs and university services, meet faculty, staff, and current students, and participate in activities designed to acquaint new students with the campus and its community. The course introduces students to the goals of a university education, the skills needed for university success, and the programs, services, and facilities available. Orientation programs are provided at the beginning of the fall and spring semesters.

#### Academic Advising

Each student is assigned an academic advisor in the student's selected program of study. If a student changes his or her program of study, the University Registrar assigns a new advisor. As the academic advisor is an integral part of the student's educational program, it is important that an on-going relationship is established between the student and the advisor.

#### Disability Student Services (DSS)

It is the mission of Disability Student Services to guide students with diagnosed disabilities to self-advocate for both their academic and personal needs. DSS provides eligible students with academic advising, academic

monitoring, assistive technology (limited), course accommodations, testing accommodations, and tutoring.

Through advising and careful planning, each student carefully formulates semester schedules and a degree completion plan with consideration of individual needs in attaining a reasonable, well balanced, sequential credit load.

DSS staff includes the Program Director who oversees all facets of the DSS services and staff, and provides academic advising to DSS participants. The Program Coordinator assists students in arranging reasonable accommodations and completing the paper work required to receive those accommodations, provides assistive technology, when available, and helps to arrange reasonable exam accommodations. The Academic Mentor monitors and assists students in their individual courses. Through weekly meetings, the mentor helps with scheduling and planning, study strategies, instructional technology, tutoring, and other academic and non-academic support.

To qualify for DSS services, a student must present appropriate documentation that specifically states the disability and indicates the date and source of the student's most recent evaluation and recommendations. High school and college transcripts must be provided for the student's DSS file. Once enrolled, each semester DSS participants are required to renew their file by signing a contract and maintaining regular contact with DSS staff. Specific student accommodations must be renewed each semester.

# Student Development

---

## Teaching and Learning Center (TLC)

The Teaching and Learning Center offers all Finlandia students free tutoring for help in all general education courses and some upper level courses. The TLC offers academic counseling, peer and professional tutoring, study skill workshops, study groups, computer literacy development, and the use of a small computer lab. Peer tutors are recommended by faculty and selected through the work-study program. Professional tutors hold bachelor's, masters, and/or doctoral degrees in their fields, and have professional teaching and/or tutoring experience. Finlandia University faculty members utilize the TLC to provide students with study aids such as classroom reserve material, review sheets, and past exams. The TLC is located in Nikander 10. It is open Monday through Friday, 8:00 a.m. to 4:30 p.m. During the fall and spring semesters, the TLC has regular evening hours.

## Testing Center

The Testing Center, located in Nikander 14a, oversees various test-taking activities for Finlandia and non-Finlandia students. Testing Center services include make-up testing (limited), testing accommodations (DSS participants), testing proctors, CLEP, and ICE tests. All tests must be scheduled in advance. Specific testing hours are posted each semester.

## TRiO Student Support Services (TRiO/SSS)

TRiO Student Support Services is fully funded by a U.S. Department of Education grant to serve 180 students per year. TRiO/SSS provides academic, career, and personal counseling assistance, and free on-campus professional tutoring, to students who qualify under federal guidelines. Students eligible for TRiO/SSS services are first generation college students, and/or have financial need, or have a physical or learning disability and some sort of academic need. All services are free and confidential. TRiO/SSS is located in Nikander 11 and is open weekdays 8:00 a.m.-4:30 p.m. Contact: Rob McTaggart, Director of TRiO/SSS, at (906) 487-7346 or [rob.mctaggart@finlandia.edu](mailto:rob.mctaggart@finlandia.edu).

The TRiO/SSS Personal Counselor assists students with social, personal, emotional, and academic concerns. Support and referral is available to students with chronic or complex issues. Contact the TRiO/SSS Personal Counselor at (906) 487-7353.

The TRiO/SSS Career Services Manager specializes in individualized self-assessment, career development, transfer services, graduate school assistance, and job search activities including résumé writing assistance and job interviewing techniques. The Career Services

Manager also provides personal, financial aid, and academic counseling. Contact the TRiO/SSS Career Services Manager at (906) 487-7315.

## Religious Life

### Finlandia Campus Ministry

Finlandia University belongs to a family of 28 colleges and universities affiliated with the Evangelical Lutheran Church in America (ELCA). One expression of Finlandia's Christian identity and Lutheran heritage is Finlandia Campus Ministry. Finlandia Campus Ministry reflects the university's commitment to encourage spiritual growth among students, faculty, and staff. The student-led Finlandia Campus Ministry Team coordinates activities that relate to spiritual growth and promotes activities intended to encourage growth in faith toward God and love toward neighbor.

### Student Activities

Weekly activities such as community worship, small-group Bible study, and prayer ministries are available to all students. The Finlandia Campus Ministry Team provides on-going opportunities for reflection and action in the areas of service, peace and justice, care for God's creation, and outreach. Finlandia shapes its religious life around Lutheran commitments while embracing and celebrating the diversity of religious traditions and expressions present on campus.

### Campus Pastor and

**the Chapel of St. Matthew** .....(906) 487-7239

The campus pastor works closely with the Finlandia Campus Ministry Team and oversees all activities scheduled at the Chapel of St. Matthew. The campus pastor also offers counseling services to the university community and maintains relationships with area churches and other faith-based organizations.

Community worship and other activities take place in the upper level of the Chapel. The lower level of the Chapel houses the Campus Ministry Center, a quiet place for students to study with wireless internet access.

Finlandia encourages all students to worship regularly. The Hancock-Houghton community provides students with the opportunity for worship in all major denominations.

## Servant Leadership Program

**Servant Leadership Program** .....(906) 487-7239

The Servant Leadership program, a significant part of religious life at Finlandia, explores the relationship

between faith, vocation, and service and seeks to empower students to realize the unique contributions they offer as citizens of the world. Servant Leadership courses encourage students to explore their spiritual development, expand their worldview, and boost their self-awareness and leadership abilities to support them in their desire to serve God and others and become agents for change.

The Servant Leadership program is rooted in Christian teachings and practices, with openness and respect for religious differences and interfaith dialogue. The program creatively and cooperatively explores expressions of faith through service. Honest and open questions of faith are supported.

Three Servant Leadership courses support students in the development of a servant-leader identity and can fulfill 3-9 credit hours of electives. They are: REL 230 (3 credits) – Servant Leadership; REL/SOC 236 (3 credits) – Service and Learning in Tanzania; and REL/SOC 237 (3 credits) – Servant Leadership for the Local Community.

## Student Development

### Residence Life

Finlandia University requires all students to live in the residence hall except those in one of the following categories. Students who:

1. have reached junior status (60 or more credits) prior to registration for the semester; have been enrolled in at least four semesters of higher education at an accredited institution; are twenty-one years of age (21) or older on or before the last official day of the semester they are registered for; or
2. live within a 60 mile radius of campus at their legal residence with parent(s) or a family member notarized as official caregiver; or
3. are married and/or residing at home with their children; or
4. have prior or concurrent military service.

The Residence Life Department ensures an appropriate community atmosphere, aids in residence hall administration, and assists students with personal, academic, and administrative concerns. Residence Life staff also work with the Student Senate to organize student activity programming for the residential community.

### Food Service

A full-service cafeteria is located in Mannerheim Hall. Meals are served three times daily throughout the regular academic year, with the exception of scheduled university breaks. Resident students are required to purchase a meal plan of 19 meals per week. Commuter students, faculty, and staff purchase meals on a cash basis; a reduced-rate, ten-meal Lunch Express Card is also available.

### Student Senate

The Finlandia University Student Senate plays a vital role in the development of the campus community as follows:

1. Responds to the requests and concerns submitted by the student body, faculty, or administration;
2. Organizes and promotes academic, spiritual, social, cultural, and recreational activities; and
3. Fosters high standards of Christian character and conduct throughout the university community.

The Student Senate is involved in various aspects of student life and is responsible for coordinating or assisting with numerous on-campus activities. The Senate may form subcommittees and special interest groups designed to address specific student concerns. All students are welcome and encouraged to participate in student senate activities.

### Student Activities

On- and off-campus activities give students multiple opportunities to exercise social skills in conjunction with educational programs, volunteer opportunities, leadership experiences, and entertainment. Most on-campus activities are free to the Finlandia community (students, faculty, and staff). Finlandia offers ample opportunities for students to get involved through the Student Senate and various social and academic clubs and organizations. Students are informed of campus events and activities via e-mail, on-line and telephone resources, and campus-wide message boards.

### Homecoming and Laskiainen Day

Each spring the Finlandia Student Senate and Student Alumni Association organize a winter Homecoming celebration around the varsity winter athletic schedule. Students, faculty, and staff are all encouraged to enjoy this spirited event. Annual Homecoming events include “Winter Games,” a semi-formal dance, the selection and crowning of a Homecoming queen and king, and a tailgate party prior to a home hockey game.

# Student Development

---

As a part of the annual Homecoming celebration, Laskiainen Day (a Finnish winter holiday traditionally celebrated with sledding) is observed on the Friday of Homecoming. Afternoon classes are canceled so that students can take part in Homecoming activities, a community lunch, and the conclusion of the Winter Games. In the interest of keeping university tradition alive, a sledding race is part of Homecoming Winter Games.

## Student Newspaper

*The Roar*, a bi-weekly student newspaper, gives interested students an opportunity to develop writing, photography, and graphic design skills. The university's journalism sequence (JRN 115, JRN 116, JRN 215, JRN 216), focuses on production of *The Roar*. Students completing the journalism courses write, edit, and publish the student newspaper under the direction of the Suomi College of Arts and Sciences and the Student Life Department.

## Campus Enrichment

Throughout the academic year, the Campus Enrichment calendar includes concert and lecture series, performing artists, visual arts presentations, and movies.

## Athletics

### Intercollegiate Athletics

Finlandia University is affiliated with the National Collegiate Athletic Association (NCAA) Division III and the Association of Division III Independents. The Finlandia Lions compete as an independent institution in the following sports: men's and women's soccer, men's and women's cross country running, women's volleyball, men's golf, men's and women's basketball, women's softball, and men's baseball. The men's and women's hockey programs compete in the Midwest College Hockey Association (MCHA) and the Northern Collegiate Hockey Association (NCHA), respectively. The intercollegiate athletics program encourages personal growth, academic success, and the development of athletic skills. Finlandia University does not offer athletic scholarships.

### Finlandia Fitness Center

The Finlandia Fitness Center, located in the Paavo Nurmi Center, is equipped with cardiovascular training machines including Stairmasters, exercise bikes, treadmills, and rowing machines, as well as Nautilus equipment and free weights. Students taking courses for credit may use the fitness center free of charge with a valid Finlandia University ID. Fitness Center hours are posted.

### Finlandia Swimming Pool

The Finlandia swimming pool is located in the Paavo Nurmi Center. Finlandia University students taking courses for credit may use the pool free of charge with a valid student ID. Hours for fitness and open swimming are posted.

### Music Program

The Finlandia University music program, open to both novice and advanced students, provides opportunities for choral and instrumental learning and performance.

### Theater Program

The Finlandia University theater program, open to both novice and advanced students, offers an opportunity to develop drama- and theater-related skills such as acting, directing, stage management, set design and execution, costume and make-up, house management, tour organization, and script writing.

## Student Services

### Career Services

Career guidance and counseling is available from the TRiO/SSS Career Services and Student Life. Career-related resources include interest and ability testing, a career resource library, job-hunting strategies, university transfer information, graduate school information, job training videos, and market bulletins. Students also receive assistance writing résumés and cover letters, and practicing interview skills.

For career services, TRiO/SSS students should contact Mark Cavis at (906) 487-7315. All other students should contact Bill Melchiori at (906) 487-7360.

### Health Services

All full-time students are automatically enrolled in the university's Accident and Sickness program. The program is supplemental to any other health care coverage in which the student may be enrolled. The program may serve as primary coverage for full-time students without other health care coverage. All claims are subject to program guidelines. For more information, contact Human Resources at (906) 487-7316.

Portage Health Hospital in Hancock is located minutes from campus, and its emergency room is open 24 hours a day. The Portage Health Medical Clinic, also in Hancock, provides medical services of all kinds. To contact the clinic, call (906) 483-1060. For emergencies, call 911 or (906) 483-1111. Many other health care services and providers are available in the local community.

# Student Development/Educational Outreach

In response to concerns about HIV/AIDS, Finlandia University's role is to inform and educate students, faculty, and staff. Finlandia University follows the principles stated in the General Statement on Institutional Response to AIDS developed by the American College Health Association.

## Department of Campus Safety and Security (DCSS)

The DCSS cooperates with other campus departments to maintain a safe and secure living and learning environment. The department acts as the liaison between the university and local law enforcement and emergency response agencies. DCSS has a mutual aid agreement with the City of Hancock Police to provide parking enforcement and assistance in reporting. The Hancock police provide routine patrol and investigation services to the campus. Campus Protection Officers receive basic criminal justice training and advanced protection and prevention training, and they possess detention and felony arrest powers as outlined in the Michigan Penal Code. DCSS provides the following:

1. Identification cards for employees and students.
2. Parking permits for visitors, employees, and students.
3. Individual security assistance as requested and appropriate.
4. Enforcement of university regulations.
5. Encouragement of compliance with applicable local, state, and federal laws.

A security report that includes campus and local crime statistics is available at the Campus Safety and Security office, Mannerheim Hall.

### Number of Occurrences of Selected On-Campus Crimes

Type	2005	2006	2007
Homicide	0	0	0
Manslaughter	0	0	0
Sex Offense (Forcible, dorm room)	0	0	1
Aggravated Assault	0	0	0
Robbery (Building)	0	0	0
Burglary (Attempted)	5	1	2
Arson (Attempted, dorm room)	0	0	0
Motor Vehicle Theft	0	0	1
Hate Crimes	0	0	0

### Number of Selected Arrests/ Campus Discipline for Selected Violations

Type	2005	2006	2007
Alcohol Arrests	0	0	0
Drug Arrests	0	0	0
Weapons Arrests	0	0	0
Alcohol Fines/Probation	11	14	6
Drug Fines/Probation	0	0	1
Weapons Forfeiture	0	1	0

### Number of All Other On-Campus Crimes

Crime	Location	2005	2006	2007
Larceny	Dorm Room	4	0	2
Larceny	Building	1	0	0
Larceny	Vehicle	0	0	0
Larceny	Locker Room	0	0	0
MDOP	Vehicle	3	0	0
MDOP	Building	0	1	1
Assault/Battery	Residence Hall	0	0	1
Stalking (non student)	Building	0	0	0
Trespassing (non student)	Grounds	1	0	1
Suicide (Attempted)	Residence Hall	0	0	0
Disorderly Conduct	Residence Hall	3	2	3
Harassment/Threat	Residence Hall	1	2	1
Fraudulent Activity	Campus Phones	0	0	0
Fraudulent I.D.	Cafeteria	0	0	0
Drug Possession/Use	Residence Hall	0	0	0

## Student Conduct

Finlandia University has developed standards for student behavior for the purpose of furthering its educational objectives. These standards support the educational mission of the university by fostering an environment conducive to student learning and personal growth and development. Student standards of behavior, and the procedures for dealing with student conduct, are specified in the Student Handbook.

## Educational Outreach

### Finnish Exchange Program

The Finlandia University Finnish Exchange program gives students the opportunity to experience Finnish life and culture by studying at institutions of higher education in Finland. Interested students may contact the Office of Admissions for additional information about the program and assistance applying to a particular exchange program. Students are selected based on academic standing and interest and involvement in Finnish studies. Students are expected to pay travel, personal expenses, textbooks, and board while in Finland, although they are considered enrolled at Finlandia University and are eligible for institutional and Title IV funds to assist in covering the cost of tuition. Housing and tuition costs are paid to the university. Coursework completed in Finland is accepted as transfer credit.

### ROTC - Army and Air Force

Finlandia University students may participate in the Army and Air Force ROTC programs offered through Michigan Technological University in Houghton, Michigan, according to special provisions of a cross-town agreement. Scholarships are available to qualified baccalaureate degree-seeking Finlandia University

## Educational Outreach/Academics Information

---

students who participate in ROTC courses. For additional information, contact the Finlandia University Financial Aid office at (906) 487-7240.

### Workforce Training

Finlandia University, the Keweenaw Industrial Council, and the Copper Country Intermediate School District created the Workforce Training Consortium in 1998. Its purpose is to provide continuing education opportunities for area employees based on local needs. Courses are offered through a cooperative effort among businesses, educational institutions, and government agencies. Recent sessions have included Leadership and Team Skills, Time Management, Customer Relations, ISO 9001 Certification, and various levels of computer training. For more information about the Workforce Training Consortium call (906) 487-7344.

### Upward Bound

Finlandia University Upward Bound serves 75 high school students from Baraga, Houghton, and Keweenaw counties. To be eligible for the program, students must be low income or potential first generation college-going students (2/3 of Upward Bound participants must meet both eligibility requirements). Students are eligible to enter the program immediately after 8th grade graduation and before completing the 10th grade. Students remain in the program through high school graduation.

Program services are intended to promote the skills and motivation necessary for success in college. Services include academic guidance and counseling; tutoring; college visits; cultural experiences; college and financial aid application assistance; ACT and college application fee waivers; a 6-week summer residential program; core curriculum instruction, nationwide field trips; and social activities.

The Finlandia University Upward Bound program is a federally funded, Department of Education TRiO program. For more information, call (906) 487-7286.

### Educational Talent Search (ETS)

Educational Talent Search is funded by the U.S. Department of Education and administered by Finlandia University for the seven western counties of the Upper Peninsula: Houghton, Keweenaw, Baraga, Ontonagon, Gogebic, Iron, and Marquette. Its purpose is to assist middle and high school students, as well as adults, in completing secondary school and entering programs of higher education.

ETS provides various free services, including one-on-one and group career exploration and academic counseling; workshops to learn study skills, test-taking strategies, and goal-setting; ACT and College Prep seminars; tours of college campuses throughout Michigan; and individual and group financial aid and college application assistance. For questions about the program, call the ETS office at (906) 487-7390.

## Academics Information

---

**University Registrar** .....(906) 487-7272

### Academic Standards and Policies

To help maintain an atmosphere conducive to education, the student is expected to read the catalog to understand and comply with the academic procedures and regulations of the university.

The course offerings, requirements, and policies of Finlandia University are under continual examination and revision. This catalog is not a contract; it merely presents the offerings, requirements, and policies in effect at the time of publication and in no way guarantees that the offerings, requirements, and policies will not change. Questions about academic policies should be addressed to the University Registrar's office.

### Completion and Graduation Rates

The retention rate for full-time, first-time freshmen students who began in 2006 and returned in 2007 was 61%. The graduation rate for full-time, first-time students who began their degree program in 2003 was 22%.

### Privacy and Access to Student Records

Finlandia University designates the following categories of student information as public or "directory information." The institution may disclose such information for any purpose, at its discretion.

#### Public Directory Information

<u>Category</u>	<u>Type</u>
I.	Name, address, telephone number, e-mail address, dates of attendance, class status, part-time or full-time status, class schedule/roster, photos.
II.	Previous institution(s) attended, degree and major, awards, honors (includes dean's and honors lists), degrees conferred (including dates).
III.	Past and present participation in officially recognized sports and school activities, physical factors (height, weight) of athletes, date and place of birth.

Students have the right to inspect their personal records. The University Registrar will respond within five working days to written requests to inspect personal records. Students also have the right to prevent release of information from personal files. Currently enrolled students may withhold disclosure of any of the above categories of information under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. To withhold disclosure, written permission (valid for one year only) must be submitted in person to the University Registrar prior to September 30 of the fall semester, January 30 of the spring semester, and May 30 of the summer semester. Forms to request the withholding of directory information are available from the University Registrar. Finlandia University assumes that the failure of any student to specifically request withholding any category of directory information indicates individual approval for disclosure.

If students would like other information, such as transcripts or instructor evaluations, released from a personal file, they must submit written permission to the University Registrar. Forms are available from the University Registrar. Students have the right to file a complaint with the Department of Education for alleged institutional failure to comply with FERPA requirements.

### Transferring Courses from Other Institutions

Finlandia University accepts all credits from regionally accredited colleges and universities that fulfill the requirements of the student's declared program (including any electives) that meet the following criteria:

1. Courses designated as "college level" by the transferring institution.
2. Courses in which the student earned a "C" or better ("C-" courses will not transfer). Grades and GPA do not transfer.
3. "P" credits are transferable when the transferring institution indicates that "P" is comparable to "C" or better.
4. Credits in courses comparable to those taught at Finlandia University are accepted. Credits for courses not taught at Finlandia University (but in subject areas in which the university offers instruction) are accepted and transfer as electives in those subject areas. Non-vocational, non-technical courses in subject areas in which the university does not offer instruction are accepted as UNS 000 (unassigned electives) and count as credit toward graduation in programs that allow electives.

5. Credits transferred from institutions on the quarter system are valued at 2/3 of the semester hour value. Trimester and 4-1-4 system credits are also pro-rated.
6. The University Registrar determines equivalency of transferred courses to Finlandia University.
7. There is no limit on the number of transfer credits; however, academic deans or department chairs may limit the number of transfer credits or courses to their school or department.
8. If a course that is required at Finlandia University transfers in with at least 2/3 of the Finlandia University credits required for that course, the course requirement has been met. If a course that is required at Finlandia University transfers in with fewer than 2/3 of the Finlandia University credits required for that course, the student must satisfy the remaining credit required for that course by taking the course at Finlandia University or securing approval for course substitution from the University Registrar and the academic dean of the area that offers the course.
9. Students with an earned bachelor's degree are expected to meet the general education and program requirements of the university.

### Finnish Exchange Program

Transfer credits for Finlandia University students participating in the Finnish Exchange Program are calculated by the University Registrar's office based on module descriptions furnished by the Finnish institution and in consultation with the appropriate academic dean.

### Transferring Credits from Other Sources

There is no charge to have AP, OAC, CLEP, IBO, ICE, or experiential learning credit applied to the university transcript; however, credit is only awarded after the student is officially enrolled at the university. Credit earned from these sources does not count toward residency requirements and is only awarded in areas applicable to the Finlandia University curriculum.

### MACRAO Articulation Agreement

Finlandia University participates in the MACRAO Articulation Agreement which facilitates transfer of credit between two-year and four-year colleges in Michigan. If a student completes the basic two-year requirements for graduation with the following course work, the transcript will show "MACRAO Articulated." These requirements are as follows:

## Academics Information

- 6 credits of English composition (ENG 103 and 104).
- 8 credits of science and math (BIO 111 or above and MAT 140 or above). Courses must be in more than one discipline and must include a lab course.
- 8 credits of social science. Courses must be taken in more than one discipline.
- 8 credits of humanities. Courses must be taken in more than one discipline.

Some associate degree programs at Finlandia University do not meet the MACRAO Agreement. Students planning on pursuing a baccalaureate degree elsewhere should see their advisor or the University Registrar for more information.

### Advanced Placement

Academic credit toward a degree will be awarded to the student who receives a grade of three or higher on the Advanced Placement Examinations of the College Board.

AP Title	Finlandia Equivalency	Credits
American History	HIS 211	3
American Government	PLS 221	3
Art History	HIS 103	3
Biology	BIO 111	4
Calculus	AB MAT 180	4
Chemistry	CHM 121	4
English Language with Comp.	ENG 103	4
English Literature with Comp.	ENG 103	4
European History	HIS 205	3
French Language	FRN 199	4
Macroeconomics	ECN 232	3
Microeconomics	ECN 231	3
Psychology	PSY 201	3
Spanish Language	SPN 199	4

### Ontario Academic Credits (OAC)

University credit may be earned through completion of Ontario Academic Credits with a grade of 60% or higher.

### College Level Examination Program (CLEP)

University credit may be earned through the College Level Examination Program. CLEP tests are \$70 per exam, plus an additional administration fee. Finlandia students can register at the Finlandia Testing Center or another CLEP testing center. Students must receive approval from the dean of the respective department before taking a CLEP exam for a course that is being taken or had been taken previously. CLEP policy requires a waiting period of six months before a student can retake a CLEP test. The minimum CLEP scores accepted by Finlandia University follow.

CLEP Exam	Minimum Score	Finlandia Equivalency	Credits
English Comp. with Essay	50	ENG103	4
Humanities	50	HUM 101	3
Financial Accounting	50	BUS 201	4
American Government	50	PLS 221	3
American Literature	50	ENG 233	3
Biology	50	BIO 111, 211	8
Business Law	50	BUS 361	3
Calculus-Elem. Functions	50	MAT 180	4
Chemistry	50	CHM 121/131/145	3-4
College Algebra	50	MAT 145	4
English Literature	50	ENG 243	3
French Level I/II	50/62	FRN 199	4/8
Freshman Comp.	50	ENG 103	4
German Level I/II	50/63	GRM 151,152	4/8
Human Growth & Development	50	PSY 343	3
Macroeconomics	50	ECN 232	3
Management	50	BUS 371	3
Marketing	50	BUS 345	3
Microeconomics	50	ECN 231	3
Psychology	50	PSY 201	3
Sociology	50	SOC 201	3
Spanish I/II	50/66	SPN 151,152	4/8
US History I	50	HIS 211	3
US History II	50	HIS 212	3
Western Civilization I	50	HIS 205	3
Western Civilization II	50	HIS 206	3

### International Baccalaureate Organization Program (IBO)

Academic credit toward a degree will be awarded to students who receive a grade of five or higher on the final subject examination for higher-level (HL) courses in the International Baccalaureate Organization Diploma program.

### Institutional Challenge Exam (ICE)

To take an Institutional Challenge Exam, Finlandia University students must obtain a form from the Testing Center and submit the completed request (in writing) to the academic dean of the subject area in which the course is offered. An \$85 fee for each exam must be paid in full prior to the scheduled exam date at the Office of Student Accounts. Requests to complete an ICE exam are subject to the following guidelines:

1. Each academic dean establishes the courses for which ICE credits will be accepted. (See ICE chart below) The college, school, or department develops the test to be used.
2. The minimum passing grade for all exams is a "C."
3. Students may not take the Institutional Challenge Exam if the course is being taken or has been taken at Finlandia University.

4. The credits earned do not count toward residency requirements.
5. Students may not take an ICE for a course that is available through the CLEP program.
6. Students may only attempt one ICE for each course.

## Currently Offered Finlandia ICE Exams

<u>Course Code</u>	<u>Course Description</u>
BUS 138	Fundamentals of Business, Economics, and Entrepreneurship
BUS 141	Business Communications
CIS 102	Introductory Computer Applications
CIS 202	Intermediate Computer Applications
EDU 101	Foundations of Education
HSC 112	Medical Terminology
HMS 111	Introduction to Human Services
HMS 270	Substance Abuse
MAT 140	Intermediate Algebra

## Experiential Learning

To apply for academic credit for life experience, such as on-the-job training, non-credit post-secondary programs, and other experiences that parallel academic study programs, students must prepare a portfolio according to the standards of the college or school that offers the course.

After a portfolio is submitted to the appropriate academic dean, a committee from that college or school reviews the portfolio. If approval is granted, the credit(s) are added to the university transcript. Students may earn up to 32 credits via experiential learning. Experiential learning credits do not count toward residency requirements.

## Semester Course Load and Semester System

Finlandia University offers courses on the semester system. The normal full-time course load for the fall and spring semesters is 12 to 16 credits with extra charges for any credits over 18. The normal full-time course load for summer is 12 credits with extra charges for any credits over 12. All credits are counted toward charges. Fewer than 12 credits for any semester is considered a part-time load. More than 18 credits for the fall and spring semesters, and more than 12 credits for the summer semester, is considered an overload. Only students who have a cumulative GPA of 3.00 or better may register for an overload with a maximum of 21 credits for the fall and spring semesters, and a maximum of 15 credits for the summer semester. The University Registrar must approve an overload.

## Advising and Selection of Courses

Academic placement, course selection forms, academic program progress sheets, and class availability determine the initial semester schedule for incoming students. After check-in day, students must meet with their assigned academic advisor to review program requirements and career goals. The name of the academic advisor is printed in the upper right-hand corner of the student's semester schedule.

All students are assigned an academic advisor in the student's selected program of study. Students who want to change their degree, major, concentration, or advisor should obtain a 'change of curriculum and advisor' form from the University Registrar's office. Since the academic advisor is an integral part of the student's educational program, it is important for students to establish an on-going relationship with their advisor. The academic advisor provides the student with assistance in the following areas:

1. Reviews general academic practices and policies of the university.
2. Discusses employment, transfer, and degree completion.
3. Explains assessment.
4. Distributes and reviews copies of program requirements and recommended course sequence. Points out specific credit and course requirements.
5. Shows student how to draft a semester schedule and tentative degree completion schedule, using the master schedule and the recommended course sequence as a guide.
6. Meets with each student individually to plan, review, and approve semester schedules.
7. Answers questions and refers student for help as needed.
8. Discusses course substitution requests as needed.

Students should meet with their advisors on a regular basis. Students must see their academic advisors after mid-semester to obtain a copy of their grades. The advisor's signature is required on all drop and add, change of advisor and curriculum, and registration cards.

The progress sheet is a valuable guide to chart the student's progress toward a degree. Progress sheets for all academic programs are available in this publication and at the University Registrar's office. The sheets list course requirements on one side and the suggested course sequence on the reverse. They are updated yearly with any program changes. Students follow the progress sheet for the academic year in which they entered Finlandia University.

# Academics Information

---

## Independent and Directed Studies

Two individualized study programs are available.

1. Independent Study: Students with a GPA of 2.0 or better may take a course listed in the catalog, in a semester when it is not scheduled, if it is necessary for graduation or if a special need is demonstrated. The instructor prepares the syllabus, offers assistance, reviews progress weekly, and evaluates the student's work at the end of the semester. Independent study requirements may include term papers, examinations, and critical journals. Regular credit is awarded for completed courses. To request independent study, the student must submit an independent study form, available at the University Registrar's office, along with a letter explaining the need for special scheduling.
2. Directed Study: Students with a GPA of 2.0 or better may request that a faculty member develop a directed study course to explore a special aspect of a particular area of study. An individualized syllabus, prepared by the faculty member, that includes a course title, objectives, general description, methods, and evaluation method must be submitted, along with a permission form, for each directed study. Faculty time is flexible for each project. Course credit is established by the faculty member and may range from 1 to 5 credits. To request directed study, the student must submit a directed study form, available at the University Registrar's office, along with a letter explaining the need for a specialized course of study.

All independent or directed study requests require approval from the course instructor, the academic dean, and the University Registrar. Completed, signed forms must be submitted to the University Registrar prior to registration.

## Field Experiences, Practicums, and Internships

Field experiences, practicums, and internships complement classroom study with planned, supervised off-campus experiences at community and government agencies, local schools, health care providers, and businesses of many kinds. Prerequisites include a 2.00 GPA, faculty recommendation, and approval of the academic dean. Students must make arrangements through the appropriate academic dean or department chair and obtain the dean's or chair's signature prior to registration. A copy of the student internship contract is placed in the student's permanent academic file.

## Online Learning

Online learning at Finlandia University responds to today's information-intense, knowledge-based society and enables the university to reach students that need or want the flexibility of completing a degree without having to attend traditional classroom sessions. In fall 2007 Finlandia began offering online courses via the eCollege platform, a comprehensive outsource solution that provides students in-house technical support 24 hours a day, 365 days a year. The university offers three levels of online courses: 1) eCourse (fully online), 2) Hybrid (no more than 50% online), and 3) eCompanion (regularly scheduled classes with an online component).

## Class Attendance

The university expects every student to attend all sessions of scheduled courses and complete all assignments. The policies regarding class attendance are as follows:

1. Each student is allowed a maximum of two excused or unexcused class absences per class credit. Individual instructors may choose to allow fewer absences.
2. Individual instructors decide whether class tardiness counts as an absence, and if class absences affect the student's grade.
3. Each instructor takes roll at every class meeting. Penalties for excessive absences from class may include withdrawal from the class or a grade of "F."
4. Individual instructors decide whether a student may make up work missed due to an absence.

## Dropping and Adding Courses

The drop and add period is used to rearrange class schedules. The period ends six class days after check-in day during the fall and spring semesters, and four class days after check-in day during the summer semester. Courses dropped during this period do not appear on the student's transcript or grade report. Courses may not be added following the drop and add period. Any course schedule changes must be approved by the student's academic advisor. To be accepted, signed drop and add cards must be received in the University Registrar's office by 4:30 p.m. of the sixth day of classes after check-in day during the fall and spring semesters, or by noon of the fourth day of classes after check-in day during the summer semester. Students are charged for all registered courses at the end of the drop and add period.

## Withdrawing from Courses

Students may withdraw from a course(s) by submitting a drop and add card, signed by the advisor, student, and instructor, to the University Registrar's office. Drop and add cards without all required signatures are not honored. Course withdrawals after the official drop and add period are graded as follows:

1. W-credits are not included when computing GPA.
2. During the 11th through 15th week of courses:
  - WP-Indicates student was passing at the time of withdrawal; WP credits are not included when computing GPA.
  - WF-Indicates student was failing at the time of withdrawal; WF credits are included in computing GPA.
3. Course withdrawals are not accepted during final exam week.

## Cheating and Plagiarism

Cheating is committing fraud on a record, report, paper, computer assignment, examination, project, or other course requirement. Plagiarism is taking someone else's ideas, words, statements, or other work as one's own without proper acknowledgment.

Any student found guilty of cheating or plagiarism may be dropped from a class and/or receive an "F" grade for the test, paper, or report. The instructor of the class has authority to determine the response to the violation. Student(s) involved in incidents of this kind may appeal to the academic dean.

## Class Standing

Class standing is based on total credits\* earned as follows:

Class Standing Chart	
Credits Earned	Class Standing
0-29	Freshman
30-59	Sophomore
60-89	Junior
90+	Senior

\*Total credits include transfer, AP, CLEP, ICE, IBO, experiential learning, and credits earned at Finlandia University.

## Complete Withdrawal from the University

Students who wish to completely withdraw from the university must obtain a withdrawal form from the University Registrar's office. Students must personally present the withdrawal form to, and obtain the signatures of, the Associate Provost of Academic

Support, Director of Financial Aid, Director of Student Accounts, and the University Registrar. All withdrawals must be in writing. The effective date of withdrawal is the date the University Registrar signs the form. When students completely withdraw from the university, tuition, fees, and room and board are charged in accordance with the refund policy outlined in the Student Accounts section of this publication.

Failure to attend classes does not constitute official withdrawal from the university. Students who intend to completely withdraw from the university, yet fail to complete the above withdrawal procedure, are financially responsible for all semester charges and will receive an "F" in each of their classes.

## Elementary Education Program Withdrawal and Dismissal

The Elementary Education program committee reserves the right to remove from the program a student whose health, conduct, scholastic standing, or field experience performance does not comply with the designated program expectations. Elementary Education students must maintain a cumulative GPA of 2.70 overall, a minimum professional education GPA of 3.00, and a minimum concentration area GPA of 2.70. A minimum grade of "C" must be earned in all education courses, with the exception of EDU 101 and EDU 201 (which require a grade of "B-" or higher). Methodology courses may only be repeated once and must be taken at Finlandia University.

It is the responsibility of the student to read the Finlandia University academic catalog and Elementary Education Handbook. If, at any time, the student violates the standards of State Administrative Rule 101.1, explained in the handbook, the individual will be removed from both the program and any professional education courses in which the student is enrolled.

## Readmission into Elementary Education

Any student who did not maintain the academic or professional behavior standards of the Elementary Education program and, as a result, was not permitted to continue the methodology sequence, may reapply to the program for the following academic year. Students requesting readmission will be subject to the departmental policies indicated in the Elementary Education Handbook in effect and published at the time of reentry.

Readmission is based on the following criteria:

1. Previous completion of elementary education methodology courses with a GPA of less than 3.0 must be retaken.

## Academics Information

2. Previous completion of elementary education methodology courses with a GPA of 3.0 or better will not have to be retaken if completed in the last two years.
3. The evaluations of previous field experience performances will be reviewed.
4. The student's cumulative, professional education, and minor GPAs will be reviewed.

Any Elementary Education student who has discontinued enrollment for one (1) or more semesters must apply by letter to the Office of Admissions requesting permission to be readmitted to the university. If the student has attended another university or college in the interim, a transcript from that institution is required.

### Nursing, Physical Therapist Assistant, and Human Services Withdrawal and Dismissal

Faculty members of the departments of Nursing, Physical Therapist Assistant, and Human Services reserve the right to dismiss a student whose health, conduct, scholastic standing, and/or clinical or internship performance does not comply with the designated program expectations. It is the responsibility of each student to read the Finlandia University academic catalog and, as appropriate, the Nursing, Physical Therapist Assistant, or Human Services handbook, and to consult with department personnel if specific problems or questions arise.

### Grading Procedures and Policies

#### Grading Scale

Grades are reported to the University Registrar at mid-semester and the end of each semester. Students receive mid-semester grades from their advisors. Final semester grades are mailed to each student's home address shortly after the end of the semester. Grades are reported and recorded according to the following scale:

Grade Scale	
Letter Grade	Grade Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

#### Grade Scale

Letter Grade	Definition
I	Incomplete is a temporary grade. The instructor must submit an "incomplete" contract, signed by both the student and the instructor, when the class grades are due. An incomplete grade is changed to a letter grade following the satisfactory completion of all unfinished work according to the conditions of the student-faculty 'incomplete' contract. If the work is not completed by the end of the semester (fall, spring, or summer) following the semester in which the incomplete grade was issued, the grade for that course becomes "F." The instructor may grant up to two additional semesters to complete the course work in documented extreme and unusual situations beyond the student's control.
P	Passed successfully; completed course with equivalent of "C" or better.
R	Repeated course; previous completion of the same course does not affect GPA and does not count as credits earned.
W	Withdrawal from a course after the drop and add period through the tenth week of courses in the fall and spring semesters, and through the sixth week of courses in the summer semester; does not affect GPA and does not count as credits earned.
WP	Withdrawal from a course, with a passing grade, after the tenth week of courses in the fall and spring semesters, and after the sixth week of courses in the summer semester; does not affect GPA and does not count as credits earned
WF	Withdrawal from a course, with a failing grade, after the tenth week of courses in fall and spring semesters, and after the sixth week of courses in the summer semester; affects GPA as an "F" and does not count as credits earned.
AU	Audit, no grade or credit given.
CR	Transfer credit (see explanation at the beginning of this section).

#### Grade Appeal Process

If a student feels that an incorrect grade has been assigned for a course, the student may seek resolution with the appropriate faculty member by January 30 for fall semester grades or September 30 for spring or summer grades. The student may appeal to the dean of the college or school if the issue is not resolved with the faculty member.

## Grade Point Average (GPA)

To calculate the semester GPA, divide the total semester grade points earned by the credits completed that semester. Only grades of “A” through “D-,” “F,” and “WF” earned at Finlandia University are used in calculating the semester GPA.

To calculate the cumulative GPA, divide the total grade points completed in all semesters by the total credits completed in all semesters. Only grades of “A” through “D-,” “F,” and “WF” are used in calculating the cumulative GPA.

Grades in courses below the 100-level are not used in calculating the GPA and do not count toward degree completion.

## Semester Academic Honors

Students who complete 12 or more credits, earn a semester GPA of 3.75 or above, with no grade below a “C,” are placed on the Dean’s List for that semester. Students who complete 12 or more credits and earn a semester GPA of 3.50 to 3.749, with no grade below a “C,” are placed on the Honors List for that semester. Semester academic honors are not granted to students with an incomplete (“I”) grade on their transcript that semester.

At the end of each spring semester, the faculty selects students for the special honor of membership in the Sampo Society, recognizing the value of lifetime learning, and the Sisu Award, recognizing achievement despite difficult circumstances. Both awards reflect Finlandia’s Finnish heritage: the Sampo is a tool from Finnish mythology, and *sisu* is Finnish for “persistent effort.”

## Academic Standing

Students must maintain satisfactory academic standing to remain at Finlandia University. Criteria for satisfactory (good) academic standing for students enrolled in degree-granting programs are as follows:

Level	Academic Standing	
	Credits Earned	Cumulative GPA
1	0-23	1.60
2	24-47	1.75
3	48-71	2.00
4	72-95	2.00
5	96+	2.00

In addition, all students must attain a cumulative GPA of 2.00 to graduate from a degree-granting program.

Academic standing is calculated at the end of each semester. Any student who fails to attain and maintain the required academic standing (see chart) is placed on

academic warning. During the subsequent semester of attendance, the student is limited to 14 credits. The student must also meet the guidelines outlined in a learning contract set up with the Associate Provost of Academic Support.

At the end of a semester on academic warning, any student who fails to raise their cumulative GPA to a satisfactory level (see chart) is placed on academic probation. During the following semester of attendance, the student is limited to 14 credits and must meet the guidelines outlined in a learning contract set up with the Associate Provost of Academic Support.

At the end of a semester on academic probation, any student who fails to raise their cumulative GPA to a satisfactory level (see chart) is placed on academic suspension. In extreme or unusual circumstances, a student may appeal the academic suspension. The appeal must be submitted to the University Registrar in writing to be considered for approval by the University Registrar, Associate Provost of Academic Support, Director of Financial Aid, Director of Student Accounts, and Academic Achievement Committee chairperson.

A student who has been academically suspended and desires to return to Finlandia University after an absence of at least one semester must apply through the Office of Admissions and file a formal appeal form. A student should not expect automatic readmission after serving a period of suspension. The University Registrar, in consultation with the Associate Provost of Academic Support, Director of Financial Aid, Director of Student Accounts, and Academic Achievement Committee chairperson, must approve the applications of students applying for readmission to the university.

A student who is readmitted to Finlandia University after serving a period of suspension and fails to raise their GPA to a satisfactory level (see chart), will be academically dismissed and ineligible to return to Finlandia University until the student earns a grade of “C” or better in at least 12 credits of college level courses at another college or university.

A student who fails all courses automatically receives academic suspension.

## Athletics Eligibility Requirements

To be eligible to participate in varsity athletics at Finlandia University a student athlete must meet current eligibility requirements set forth by athletic conference and national governing bodies, and Finlandia University. For further information please contact the Director of Athletics or the University Registrar.

## Academics Information

---

Students who participate in intercollegiate athletics must meet the following eligibility requirements:

1. Student-athletes must maintain a 2.00 GPA and maintain satisfactory academic progress toward a recognized degree. Students on academic warning or probation are ineligible to participate in the athletics program.
2. Incoming freshmen must have achieved a minimum high school GPA of a 2.0 to be immediately eligible to participate in intercollegiate athletics at Finlandia.
3. Student-athletes must be enrolled in a minimum of 12 credit hours per semester at Finlandia. If the course load of a student-athlete drops below 12 credits at anytime during a semester, they are immediately ineligible.
4. Student-athletes are ineligible if they earn less than 12 credits in a semester. An incomplete (I) grade in a class does not count toward earned credits. The student athlete remains ineligible until the incomplete grade is completed.
5. Student athletes may only participate in intercollegiate athletics during the first ten full-time semesters of enrollment at any college or university.
6. Transfer student-athletes must have achieved at least a 2.0 cumulative GPA at their previous institution to be immediately eligible for athletic participation at Finlandia University. Further, students who have ever participated in intercollegiate athletics must have been academically and athletically eligible if they had remained at the previous institution.

### Academic Amnesty

Former Finlandia University students who wish to return after a seven-year absence may request academic amnesty. If granted, the returning student's cumulative GPA and credits earned will include only courses taken since returning to the university. Students wishing to return to Finlandia University under academic amnesty must present a written request to the University Registrar.

### Course Repeat Policy

Students wishing to repeat a course and remove the prior grade from the cumulative GPA must satisfy each of the following guidelines:

1. Courses taken at Finlandia University must be repeated at Finlandia University to activate the policy.

2. The highest grade will apply toward the cumulative GPA. The prior grade will be removed only if a subsequent grade of "A" through "D-," "F," or "WF," is earned.
3. A course may be repeated no more than twice under this policy.
4. The course for which the grade has been deleted from computation of the cumulative GPA does not count toward credits earned, but remains on the record as a course attempted.
5. The course repeat policy is retroactive to include any course taken at Finlandia University; however, the policy is activated only when exactly the same course is repeated.
6. The activation of the repeat policy for a course taken in a prior semester does not affect the academic standing for that semester. Academic standing in a prior semester can be changed only in the event of a grade reporting error.

### Course Substitution Policy

Students with a legitimate case for a course substitution in the same discipline must submit a formal substitution request to the appropriate academic dean for approval and signature. Course substitution forms are available from academic deans or the University Registrar's office. Completed substitution requests must be approved by the appropriate academic dean and filed with the University Registrar prior to applying for graduation.

## Graduation

### Application for Graduation

All students must apply for graduation to activate the degree audit procedure and appear on the official graduation candidate list. Graduation applications are available from the student's academic advisor or the University Registrar. After the application is received, the University Registrar performs a degree audit to confirm eligibility for graduation.

Candidates for April or August graduation must apply by mid-November of the prior year; candidates for December graduation must apply by mid-March of the same year.

### Commencement

Commencement is typically held on the last Sunday in April or the first Sunday in May. All students who will successfully complete their degree requirements by the end of the spring semester, and have applied for graduation, are generally eligible to participate in the spring commencement ceremony.

However, a student must demonstrate by mid-semester prior to spring commencement that their final cumulative GPA will be 2.00 or above, and no incomplete (I) grades may appear on the student's transcript after April 1.

Associate degree students who have six or less credits remaining to complete their degree, and will take those credits in the summer session immediately following the ceremony, may participate in spring commencement. Students must show proof of summer registration for the required courses.

Bachelor degree students who have two remaining program requirements at the 300/400 course level to complete their degree, and will fulfill those requirements in the summer session immediately following spring commencement, may participate in the spring commencement ceremony. Students must show proof of summer registration for the required courses.

### Graduation Academic Honors

Graduation honors are determined by a student's cumulative GPA at Finlandia University. To achieve graduation honors at the associate degree level, students must have earned a minimum of 30 credits at Finlandia University. To achieve graduation honors at the baccalaureate degree level, students must have earned a minimum of 60 credits at Finlandia University. Students who have completed the requirements for their degree at Finlandia University must meet the following cumulative GPA standards to earn the corresponding academic distinction:

#### Academic Honors Chart

<u>GPA</u>	<u>Honors</u>
3.50-3.69	cum laude
3.70-3.89	magna cum laude
3.90-4.00	summa cum laude

The specific academic honor, calculated at the end of the fall semester of the student's graduation year, is included in the commencement program, and the distinction is displayed on the student's graduation gown or cap. However, the final cumulative GPA determined after all grades are recorded is used to determine the specific honor that is included on the student's transcript.

### Transcript Requests

Students who want an official transcript of their Finlandia University academic record sent to a third party may complete a transcript request form available at the University Registrar's office. All requests for transcripts must be submitted in writing to: University Registrar,

Finlandia University, 601 Quincy Street, Hancock, MI 49930. Requests submitted by mail, fax, or in person must include the student's signature, social security number or student ID number, full name while attending Finlandia University (including maiden name), birth date, years of attendance, and the exact address where the transcript should be sent. Transcript requests may be faxed to (906) 487-7509. Finlandia University does not accept transcript requests by e-mail.

There is no charge for the university to issue official transcripts to a third party. Typically, requests are fulfilled in three to five working days. If same-day or priority service is desired, a \$10 service charge applies, plus the cost of next day USPS air service, currently \$16.25, or USPS priority mail service, currently \$4.60. Anyone wishing to use UPS services should call the Finlandia University mailroom, (906) 487-7204, to inquire about the current cost. When requesting special mail services, please include with your request a credit card number, the expiration date, and the three-digit security code that appears on the back of the credit card.

Transcripts cannot be released if the student has an outstanding student account balance at Finlandia University, or if the student is in default on a Perkins Student Loan from Finlandia University.





# Degree Requirements/General Education

## Dual Degrees

To be granted a second bachelor's degree from Finlandia University in a different program, program requirements completed for the second bachelor's degree must total at least 36 credits beyond the credits completed for the first bachelor's degree. To be granted a second associate degree in a different program, program requirements completed for the second associate degree must total at least 24 credits beyond the credits completed for the first associate degree.

## Degree Audit

Typically completed prior to graduation, the purpose of a degree audit is to confirm that all degree program requirements have been fulfilled. After students register for their final semester at Finlandia University, they should apply for both graduation and a degree audit.

To track progress fulfilling degree program requirements, Academic Progress Sheets for all programs are available at the University Registrar's office and in this publication. For each academic program, the progress sheet lists course requirements on one side and suggested course sequence on the reverse. Each academic year, progress sheets are updated to reflect any program changes.

Students follow the progress sheet applicable to their year of entry into Finlandia University. Alternately, students may choose to follow program and degree requirements on a subsequent progress sheet. However, students may not combine requirements from progress sheets of different academic years. Students who interrupt their schooling at Finlandia University for more than one academic year forfeit the option to follow the Academic Progress Sheet of their original year of entry.

## Course Code Prefixes

<u>Course Code</u>	<u>Subject Area</u>
ARD .....	Art & Design
BIO.....	Biology
BUS .....	Business Administration
CHM .....	Chemistry
COM .....	Communications
CPT.....	Computer Technology
CRJ .....	Criminal Justice
DRM .....	Theater
ECN .....	Economics
EDU .....	Education
ENG .....	English
ENV .....	Environmental Studies
ESL.....	English as a Second Language
FNS.....	Finnish Studies
FRN.....	French
GEO .....	Geography
GRM .....	German

HIS .....	History
HMS .....	Human Services
HSC.....	Health Sciences
HUM .....	Humanities
JRN.....	Journalism
MAT .....	Mathematics
MUS .....	Music
NUR .....	Nursing
PHL .....	Philosophy
PHS.....	Physical Science
PLS .....	Political Science
PSY .....	Psychology
PTA.....	Physical Therapist Assistant
REL.....	Religion
SOC.....	Sociology
SPN.....	Spanish
UNS .....	University Studies

## Course Levels

<u>Levels</u>	<u>Descriptions</u>
000	Undesignated transfer electives that count toward degree requirements.
001-099	For credit courses that do not count toward degree requirements; grades are not included in GPA calculations.
100-198	Freshman level courses.
199	General education requirements fulfilled by transfer credit.
200-299	Sophomore level courses.
300-399	Junior level courses.
400-499	Senior level courses.

Students may not receive credit for a course that is a prerequisite for a course that has already been successfully completed.

## Finlandia University's General Education Program

### Mission

The Higher Learning Commission of the North Central Association of Colleges and Schools has provided its members with a clear statement of its expectations for general education in American colleges and universities. The North Central Association's expectations include:

- Higher learning organizations clearly and publicly articulate the purposes, content, and intended learning outcomes of general education.
- From an organization's general education, a student acquires a breadth of knowledge in areas that the organization identifies as hallmarks of being college educated.
- Effective general education helps students gain competence in the exercise of intellectual inquiry.

# General Education

---

- Effective general education stimulates students' examination and understanding of personal, social, and civic values.

To meet the Commission's expectations, as well as to foster an atmosphere of intellectual inquiry, the mission of the General Education program at Finlandia University is to provide a liberal arts foundation during the freshman and sophomore years of instruction. Foundational courses introduce students to a breadth of knowledge, skills, and information before they begin to specialize in their major programs of study. The General Education program anticipates that educated individuals demonstrate a basic understanding of the humanities, mathematics, natural sciences, and social sciences. Liberal arts courses prepare students to communicate effectively, think critically, solve problems, and appreciate intellectual activities.

We recognize at Finlandia University that students and teachers alike bear responsibility for the shape of the world future generations will inherit. General education, with its emphasis on creative approaches to problem solving, plays an important role in teaching students to meet the demands of today while preparing for the challenges of tomorrow. Many centuries ago Aristotle wrote, "The activity of our intelligence constitutes complete happiness." At Finlandia University, general education courses stimulate students' intelligence and curiosity about who they are and their place in the world's social and natural environment.

## Program Objectives

What follows are Finlandia University's General Education program objectives for each foundational area.

### Humanities:

When students complete a sequence of courses in the humanities they should be able to do the following:

- Communicate information clearly and persuasively using written, oral, and technological means.
- Demonstrate critical thinking and creative problem-solving skills when addressing complex humanistic issues.

### Mathematics:

When students complete selected courses in mathematics, they should be able to do the following:

- Interpret mathematical models such as formulas, graphs, and tables, and draw inferences from them.
- Use algebraic, geometric, and/or statistical methods to solve real-world problems.

### Natural Sciences:

When students complete selected courses in the natural sciences they should be able to do the following:

- Use the scientific method as a problem-solving tool and apply it to everyday situations.
- Understand and critically analyze general scientific articles.

### Social Sciences:

When students complete selected courses in the social sciences they should be able to do the following:

- Learn to distinguish between "common sense" assumptions based on personal observation or anecdotal data and social science analysis supported by scientific research.
- Explain and understand cultural value systems and social practices that differ from the student's own values.

Several assessments are used to determine students' mastery of General Education program objectives. Each course in the general education core has specific assessments to measure or test student learning. In addition, entering freshman take the CAAP Test (Collegiate Assessment of Academic Proficiency). At the freshman level, the CAAP provides information about incoming proficiencies in student writing, mathematics, and critical thinking skills. All students will take the CAAP upon completion of between 36 and 54 credits, including transfer students. These results are used by faculty advisors to assess student progress, and by the faculty to revise curriculum and assess educational effectiveness at Finlandia University.

## General Education Completion Policy

Students must successfully complete the following courses of the general education core (along with any prerequisites) before enrolling in 300- or 400-level courses:

### General Education Core Requirements

<u>Course Code</u>	<u>Description</u>
ENG 103	College English I
ENG 104	College English II
BIO, CHM, PHS _____	One science and laboratory course as required by program.
MAT _____	One math course as required by program.
Computers	One course in computer and digital applications.

Students transferring to Finlandia University with more than 60 earned credits may enroll in 300- or 400-level courses their first semester of attendance. However, during their first two semesters of attendance, they must complete any unfulfilled general education core requirements (ENG 103, ENG 104, one science and laboratory course as required by program, one math course as required by program, and one course in computer applications). The remainder of General Education program requirements must be successfully completed before graduation.

## General Education Program Requirements

The following courses fulfill the General Education program requirements:

### English .....8 credits

ENG 103 and ENG 104 satisfy the general education requirement for all programs.

### Computers .....3 credits

CIS 102 satisfies the computer requirement for all programs except the Bachelor of Fine Arts degree.

### Mathematics .....4 credits

MAT 130 or above satisfies the math general education requirement for the Business Administration (B.B.A.), Art & Design (B.F.A), and Criminal Justice (A.A.S) programs.

MAT 140 or above satisfies the math general education requirement for the Human Services (B.A.), Liberal Studies (B.A.) including the English and Social Sciences majors, General Studies (A.G.S.), Physical Therapist Assistant (A.A.S.), and Nursing (B.S.N.) programs.

MAT 145 or above satisfies the math general education requirement for the Liberal Studies (B.A.) program ACE major.

MAT 155 and MAT 156 satisfy the math general education requirement for the Elementary Education (B.A.) program.

### Science .....4 credits

Any science and laboratory course satisfies the science general education requirement for the Art & Design (B.F.A.), Business Administration (B.B.A.), Human Services (B.A.), Liberal Studies (B.A.) including English, Social Sciences, and ACE majors, General Studies (A.G.S.), and Criminal Justice (A.A.S.) programs.

BIO 171 and BIO 172 satisfy the science general education requirement for Nursing (B.S.N.) and Physical

Therapist Assistant (A.A.S.) programs.

BIO 111 and PHS 112 satisfy the science general education requirement for the Elementary Education (B.A.) program.

### Humanities .....9 credits

Choose only one course per discipline from the following: Any ENG (except ENG 101, 103, 104, and 201), FNS, FRN, GRM, HIS (except HIS 211 and 212), HUM, MUS 121 or 122, PHL, REL, SPN, or as specified by program. Associate degree programs require only three credits of humanities.

### Social Science .....9 credits

Choose only one course per discipline from the following: Any ECN, GEO, HIS 205, HIS 206, HIS 211, HIS 212, PLS, PSY, SOC, or as specified by program. Associate degree programs require only three credits of social science.

### General Education Electives .....11 credits

Choose from the following: Any BIO, CHM, CIS, COM, CPT, DRM, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT (except MAT 097), MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, UNS, or as specified by program. Associate degree programs require only five credits of general education electives.

### CAAP Test Requirement

All Finlandia University students are expected to take the Collegiate Assessment of Academic Proficiency (CAAP) test at the beginning of their freshman year (fall semester) and again after having successfully completed from 36-54 credits (spring semester). CAAP test results are used by the student to observe academic improvement, by the advisor to guide students, and by the university to evaluate programs.

# International School of Art & Design (ISAD)

---

## Interim Dean

Denise Vandeville, Assistant Professor, M.F.A.

## Faculty

Yueh-mei Cheng, Associate Professor, M.F.A.

Phyllis Fredendall, Associate Professor, M.F.A.

Paul Patrick Loduha, Associate Professor, M.F.A.

Denise Vandeville, Assistant Professor, M.F.A.

## Purpose

The purpose of the Art & Design program at Finlandia University is to provide a balanced curriculum in visual arts and 2D/3D design, with a liberal studies core, that reinforces the artistic experiences of students. The program prepares graduates for careers in a steadily changing world by providing foundations in entrepreneurship, sustainability, and business practices related to art and design.

## Learning Outcomes

### Ceramic Design

In the transition from academics to professional practice, Finlandia ceramic design students will be prepared to:

- Understand basic design principles, particularly as related to ceramic design.
- Develop solutions to ceramic design problems.
- Use tools, techniques, and processes to produce work from concept to finished object. This includes knowledge of raw materials and technical procedures such as clays, glazes, and furnace and kiln firing.
- Investigate and synthesize the needs of marketing, sales, engineering, manufacturing, and servicing, and reconcile these needs to those of the user in terms of satisfaction, value, aesthetics, ecology, and safety.
- Define problems, variables, and requirements; conceptualize and evaluate alternatives; and test and refine solutions.
- Understand the industrial applications of ceramic techniques.
- Communicate concepts and requirements to other designers and colleagues, suppliers and manufacturers, employers, and prospective clients.
- Understand basic business practices as they relate to entrepreneurial ventures, including the ability to organize design projects and work productively as a team member or leader.

- Understand the relevance of design history, theory, and criticism from a variety of perspectives, including those of art history, cultural studies, technology, and the social and cultural uses of designed objects.
- Make informed decisions about social and environmental issues, including ethical issues, concerning current ceramic design production and consumption.

### Fiber/Fashion Design

In the transition from academics to professional practice, Finlandia fiber/fashion design students will be prepared to:

- Understand basic design principles as they relate to fiber/fashion design and develop solutions to fiber/fashion design problems.
- Understand the possibilities and limitations of materials and processes. This includes awareness of the potential and uses of current and developing materials, media and technologies, and production methods.
- Use basic tools, techniques, and processes to produce work from concept to finished object.
- Understand the industrial applications of weaving, surface design, garment design, textiles, and production techniques.
- Determine design priorities and alternatives; research, define, and evaluate criteria and requirements; and design complex weaves for wearables or upholstery using jacquard design software.
- Investigate and synthesize the needs of marketing, sales, engineering, manufacturing, and servicing, and reconcile these needs to those of the user in terms of satisfaction, value, ecology, aesthetics, and safety.
- Define problems, variables, and requirements; conceptualize and evaluate alternatives; and test and refine solutions.
- Understand basic business practices as they relate to entrepreneurial ventures, including the ability to organize design projects and work productively as a team member and/or leader.
- Understand the relevance of design history, theory, and criticism from a variety of perspectives, including those of art history, linguistics, communication and information theory, technology, psychology, the natural sciences, and the social and cultural use of designed objects and systems.

## Graphic Design/Digital Art

In the transition from academics to professional practice, Finlandia graphic design/digital art students will be prepared to:

- Solve communication problems related to problem identification, research and information-gathering, analysis, generation of alternative solutions, prototyping and user testing, and the evaluation of outcomes.
- Describe and respond to the audiences and contexts that a communications solution must address, including recognition of the physical, cognitive, cultural, social, and human factors that shape design decisions.
- Create and develop visual form in response to communication problems using the principles of visual organization and composition, information hierarchy, symbolic representation, typography, aesthetics, and the construction of meaningful images. Use current technology to conceive, design, produce, and create visual form to successfully communicate ideas, opinions, and concepts in a style traditionally limited to the fine arts field.
- Advance personal and professional artistic growth through a digital medium; become fluent in the current technologies, methodologies, and creative processes through self-motivated exploration of computer software; and develop an individualized artistic “voice” through seamless integration of these technologies and the pure creativity of fine art.
- Understand the use of tools and technology, including their roles in the creation, reproduction, and distribution of visual messages.
- Investigate and synthesize the needs of marketing, sales, finance, manufacturing, and servicing, and reconcile these needs to those of the user in terms of satisfaction, value, aesthetics, ecology, and safety.
- Define problems, variables, and requirements; conceptualize and evaluate alternatives; and test and refine solutions.
- Communicate concepts and requirements to other designers and colleagues, suppliers and manufacturers, employers, and prospective clients.
- Understand the relevance of design history, theory, and criticism from a variety of perspectives, including those of art history, linguistics, communication theory, technology, and the social and cultural use of designed objects and systems.

- Understand basic business practices as they relate to entrepreneurial ventures, including the ability to organize design projects and work productively as a member or leader of a design team.
- Make informed decisions about social and environmental issues, including ethical issues, concerning current graphic design, design production, and consumption.

## Interdisciplinary Design - Product/Interior/Sustainable

In the transition from academics to professional practice, Finlandia interdisciplinary design students will be prepared for:

- Engaging in the user-centered research essential for guiding design decisions.
- Applying interdisciplinary design methodologies and concept development in design development processes.
- Collaboration in cross-disciplinary teams at every stage of design development.
- Using a balance of critical and creative thinking for ideation and concept development.
- Applying hands-on experience derived from working with a diverse palette of materials.
- Applying technology appropriate to specific design development paths.
- Communication of concept solutions, as well as the systems into which they are integrated, through two-dimensional, three-dimensional, verbal, and written presentation skills.



# International School of Art & Design

## Studio Arts

In the transition from academics to professional practice, Finlandia studio arts students will be prepared to:

- Understand basic design principles, concepts, and formats in various fine art disciplines including, but not limited to, painting, drawing, sculpture, and time-based media.
- Use basic tools, techniques, and processes to produce work from concept to finished object.
- Conceive, design, and create works in one or more studio arts field.
- Understand the similarities, differences, and relationships among the various fine art-based and design-based disciplines.
- Understand and apply knowledge of basic business practices as they relate to entrepreneurial ventures.
- Communicate concepts and requirements to suppliers, current and prospective financiers, and clients.
- Understand the relevance of art history, theory, and criticism from a variety of perspectives including those of design history, linguistics, communication and information theory, technology, psychology, the natural sciences, and the social and cultural use of art objects.
- Make informed decisions about social and environmental issues, including ethical issues, concerning current fine art production and consumption.
- Develop conceptual and problem-solving skills for picture making, cultivate a vision over a given theme, and develop a clear voice.
- Understand the function of illustration in the design process, and develop the ability to demonstrate ideas with professional quality.

## Academic Requirements

Students considering traveling abroad to study must have a 2.75 cumulative GPA and apply to the dean of the International School of Art & Design to make arrangements. Students are highly encouraged to study at least one year of the Finnish (or language of destination country) language prior to departure.

## Career Opportunities

### Ceramic Design

Ceramic Designer	Clay Body Technician
Ceramic Gallery Director	Production Plotter
Ceramic Glaze Technician	Teacher (add'l training)
Ceramic Sculptor	

## Fiber/Fashion Design

Accessories Designer	Industrial Garment Designer
Artist	Interior Contract Designer
Art Gallery Owner/Director	Interior Domestic Designer
Automotive Industry Fabric Designer	Restoration Artist
Carpet and Rug Designer	Surface Effects Dye Specialist
Clothing Fabric Designer	Teacher (add'l training)
Dye Specialist	Textile Consultant
Fabric Designer	Textile Designer
Fashion Designer	Textile Industry Designer
Historical Textile Designer	Textile Publication Designer
Independent Garment Designer	Upholstery Designer
Industrial Fabric Designer	Weaver

## Graphic Design/Digital Art

Advertiser	Packaging Designer
Art Designer	Producer
Book & Magazine Designer	Set and Costume Designer
Computer Illustrator	Signage Designer
Corporate Identity Designer	Teacher (add'l training)
Corporate Theatre Designer	Traditional Animator
Entertainment Designer	TV Graphics Specialist
Environmental Graphics Designer	Video Game Designer
Graphic Designer	Web Page Designer
Interactive CD Designer	

## Product/Interior/Sustainable Design

Alternative Energy Products Designer	Multi-Disciplinary Designer
Architectural Interior Designer	Office Landscape Designer
Alternative Resource Consultant	Office Products Designer
Design Entrepreneur	Product Design Consultant
Design Manager	Product Life-Cycle Analyst
Ecological Design & Consulting	Residential Interior Designer
Exhibit & Display Designer	Service Designer
Furniture Designer	Sustainable Design Consultant
Furniture Systems Designer	Sustainable Design Educator
'Green' Home Design Consultant	Sustainable Development Consultant
Green Materials Consultant	Sustainable Systems Designer
Housewares Designer	3-D Modeling Technician
Human Factors Researcher	Toy Designer
LEED Home Consultant	Transportation Designer
Living Products Designer	

## Studio Arts

Advertising Illustrator	Exhibits Installer
Animator	Greeting Card Designer
Architectural Illustrator	Installation Artist
Art Gallery Owner/Director	Medical Illustrator
Art Historian	Museum Director
Cartoonist	Professional Painter/Illustrator
Children's Books Illustrator	Professional Sculptor
Comic Book Designer/Illustrator	Public Art Artist
Commercial Artist	Restoration Artist
Computer Illustrator	Teacher (add'l training)
Conceptual Designer	Wildlife Illustrator
Editorial/Newspaper Illustrator	

# International School of Art & Design

## BACHELOR OF FINE ARTS - ACADEMIC PROGRESS SHEET 2008-2009

### GENERAL EDUCATION REQUIREMENTS

*ENG 103	College English I	4
*ENG 104	College English II	4
*MAT 130 or above	General Math	4
*BIO, CHM, PHS <sup>++</sup>	Science & Lab	4
HIS 103	History of Art I (Humanities)	3
**Humanities	Only one course per discipline	3
**Humanities	Only one course per discipline	3
***Social Science	Only one course per discipline	3
***Social Science	Only one course per discipline	3
***Social Science	Only one course per discipline	3
<sup>+</sup> Gen Ed	General Education elective	2
ARD 127	Digital Imagery	3
HIS 203	History of Art II (General Education)	3
HIS 303	History of Art III (General Education)	3

### ART & DESIGN PROGRAM REQUIREMENTS

ARD 100	Introduction to Visual & Plastic Arts	3
ARD 101	Drawing Foundations	3
ARD 102	Life Drawing	3
ARD 173	Color & Composition	3
ARD 211	Noetic Skills	2
ARD 276	Sculpture	3
ARD 277	Professional Drawing	3
ARD 279	Presentation & Portfolio	2
ARD 311	Design Research Skills	2
ARD 329	Art & Design Project Management	3
ARD 370	Human Factors & Ergonomics	2
ARD 395	Art & Design Project	4
ARD 497	Diploma Works Seminar	1
ARD 498	Art & Design Internship OR Electives	6
ARD 499	Diploma Works	6
BUS 138	Fund. of Business, Econ., & Entrepreneurship	3
BUS 346	Business Practices	3

### ART & DESIGN CONCENTRATION

Choose ONE concentration from those listed on this sheet.

Courses listed in order taken for each concentration.

#### CERAMIC DESIGN

ARD 124	Ceramic Design I	3
ARD 224	Ceramic Design II	3
ARD 240	Digital Modeling & Rendering	3
ARD 360	Technical Aspects of Ceramic Design	3
ARD 424	Studio Practice in Ceramic Design	3
HIS 406	History of Design	3
Electives	Art & Design electives	6

#### FIBER/FASHION DESIGN

ARD 205	Weaving and Off-loom Structures	3
ARD 225	Surface Design for Textiles	3
ARD 254	Jacquard Design	3
ARD 261	Technical Aspects of Fiber/Fashion Design	3
ARD 425	Studio Practices in Fiber/Fashion Design	3
HIS 406	History of Design	3
Electives	Art & Design electives	6

#### GRAPHIC DESIGN

ARD 227	Publications	3
ARD 327	Graphic Design	3
ARD 341	Package Design	3
ARD 427	Publications II	3
ARD 440	Multimedia Design	3
HIS 406	History of Design	3
Electives	Art & Design electives	6

### DIGITAL ART

ARD 221	Drawing Animation & Composition	3
ARD 222	Intermediate Studio	3
ARD 223	Digital Art Studio I	3
ARD 240	Digital Modeling & Rendering	3
ARD 273	Painting Fundamentals	3
ARD 323	Digital Art Studio II	3
Electives	Art & Design electives	6

### PRODUCT DESIGN

ARD 126	Sustainable Design Systems	3
ARD 226	Design Studio I	3
ARD 240	Digital Modeling & Rendering	3
ARD 263	Technical Aspects of Materials I	3
ARD 336	Design Studio II	3
+++ARD 363	Technical Aspects of Materials II	3
HIS 406	History of Design	3
Elective	Art & Design elective	3

### INTERIOR DESIGN

ARD 126	Sustainable Design Systems	3
ARD 205	Weaving & Off-loom Structures	3
ARD 226	Design Studio I	3
ARD 240	Digital Modeling & Rendering	3
ARD 263	Technical Aspects of Materials I	3
ARD 336	Design Studio II	3
+++ARD 363	Technical Aspects of Materials II	3
HIS 406	History of Design	3

### SUSTAINABLE DESIGN

ARD 126	Sustainable Design Systems	3
ARD 226	Design Studio I	3
ARD 240	Digital Modeling & Rendering	3
ARD 263	Technical Aspects of Materials I	3
ARD 336	Design Studio II	3
+++ARD 363	Technical Aspects of Materials II	3
HIS 406	History of Design	3
Elective	Art & Design elective	3

### STUDIO ARTS – DRAWING & PAINTING

ARD 202	Life Drawing II	3
ARD 222	Intermediate Studio	3
ARD 273	Painting Fundamentals	3
ARD 322	Advanced Studio I	3
ARD 403	Contemporary Issues in Art	3
ARD 422	Advanced Studio II	3
Electives	Art & Design electives	6

### STUDIO ARTS – ILLUSTRATION

ARD 202	Life Drawing II	3
ARD 221	Drawing Animation & Composition	3
ARD 222	Intermediate Studio	3
ARD 273	Painting Fundamentals	3
ARD 322	Advanced Studio I	3
ARD 403	Contemporary Issues in Art	3
ARD 422	Advanced Studio II	3
Elective	Art & Design elective	3

**Total Credits: 121**

\*Must be successfully completed before taking courses at the 300/400 level.

\*\*Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, GRM, HUM, MUS 121, MUS 122, NUR 309, PHL, REL, or SPN.

\*\*\*Social Science, choose only one course per discipline from the following: ECN, GEO, HIS 205, HIS 206, HIS 211, HIS 212, PLS, PSY, or SOC.

<sup>+</sup>General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.

<sup>++</sup>CHM 131 Chemistry of Artists' Materials is strongly recommended.

<sup>+++</sup>One cross-disciplinary Technical Aspects course may be substituted.

# International School of Art & Design

## BACHELOR OF FINE ARTS - SUGGESTED COURSE SEQUENCE 2008-2009

### FIRST SEMESTER

ARD 100	Intro. to Visual & Plastic Arts	3
ARD 101	Drawing Foundations	3
ARD 127	Digital Imagery	3
ARD 173	Color & Composition	3
ENG 103	College English I	4

### 16 CREDITS

### SECOND SEMESTER

ARD 102	Life Drawing	3
ARD _____	Concentration course	3
BIO, CHM, PHS	Science & Lab	4
ENG 104	College English II	4
MAT _____	MAT 130 or above	4

### 18 CREDITS

### THIRD SEMESTER

ARD 277	Professional Drawing	3
ARD 370	Human Factors & Ergonomics	2
ARD _____	Concentration course	3
ARD _____	Concentration course	3
HIS 103	History of Art I	3

### 14 CREDITS

### FOURTH SEMESTER

ARD 211	Noetic Skills	2
ARD 276	Sculpture	3
ARD 279	Presentation & Portfolio	2
ARD 311	Design Research Skills	2
ARD _____	Concentration course	3
HIS 203	History of Art II	3

### 15 CREDITS

### FIFTH SEMESTER

ARD 329	Art & Design Project Management	3
ARD _____	Concentration course	3
ARD _____	Art & Design elective	3
BUS 138	Fundamentals of Business, Econ., & Entrepreneurship	3
Social Science _____	Social Science elective	3

### 15 CREDITS

### SIXTH SEMESTER

ARD 395	Art & Design Project	4
ARD _____	Concentration course	3
HIS 406	History of Design	3
Humanities _____	Humanities elective	3
Social Science _____	Social Science elective	3

### 16 CREDITS

### SEVENTH SEMESTER

ARD 497	Diploma Works Seminar	1
BUS 346	Business Practices	3
HIS 303	History of Art III	3
Gen Ed _____	General Education elective	2
Humanities _____	Humanities elective	3
Social Science _____	Social Science elective	3

### 15 CREDITS

### EIGHTH SEMESTER

ARD 498 OR	Art & Design Internship OR	6
_____	Approved electives	
ARD 499	Diploma Works	6

### 12 CREDITS

## GENERAL EDUCATION AND PROGRAM CHECKLIST

Course	Credits	Sem./Yr.	Grade	Course	Credits	Sem./Yr.	Grade
*ENG 103	4	_____	_____	ARD 100	3	_____	_____
*ENG 104	4	_____	_____	ARD 101	3	_____	_____
*MAT _____	4	_____	_____	ARD 102	3	_____	_____
*BIO, CHM, PHS	4	_____	_____	ARD 173	3	_____	_____
HIS 103	3	_____	_____	ARD 211	2	_____	_____
Humanities	3	_____	_____	ARD 276	3	_____	_____
Humanities	3	_____	_____	ARD 277	3	_____	_____
Social Science	3	_____	_____	ARD 279	2	_____	_____
Social Science	3	_____	_____	ARD 311	2	_____	_____
Social Science	3	_____	_____	ARD 329	3	_____	_____
Gen Ed _____	2	_____	_____	ARD 370	2	_____	_____
ARD 127	3	_____	_____	ARD 395	4	_____	_____
HIS 203	3	_____	_____	ARD 497	1	_____	_____
HIS 303	3	_____	_____	ARD 498	6	_____	_____
				ARD 499	6	_____	_____
				BUS 138	3	_____	_____
				BUS 346	3	_____	_____

\*Must be successfully completed before taking courses at the 300/400 level.

## CONCENTRATION CHECKLIST

Course	Credits	Sem./Yr.	Grade	Course	Credits	Sem./Yr.	Grade
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
							<b>TOTAL CREDITS:</b> _____

## Dean

Joseph Monahan, Chair and Professor, International Business, Ph.D.

## Faculty

Nana Korsah, Associate Dean, Chair and Professor, Management, Ph.D.

John Kappler, Chair and Associate Professor, Accounting, M.B.A.

Joseph Monahan, Chair and Professor, International Business, Ph.D.

Mary Jane Hatton, Assistant Professor, M.P.A.

Chris Salani, Chair and Assistant Professor, Sports Management, M.S.

## Purpose

The purpose of the International School of Business is to help students find career opportunities by providing a solid foundation in areas such as human resources, marketing, management, finance, and technology. The business program prepares graduates to make an impact in small- to medium-sized business settings. The greatest rewards come to those who understand and practice sound business leadership skills for the benefit of employees, customers, and other stakeholders. Teaching those skills comprises the foundation of the Business Administration curriculum.

## Learning Outcomes

### Accounting Concentration

Graduates will be able to do the following:

1. Adhere to the standards of the accounting profession.
2. Participate in an internship that provides insight into the management of an accounting office.
3. Demonstrate an ability to work cross-functionally with people of different disciplines in order to gain information and deduce results.
4. Assume leadership roles in one's career by demonstrating an understanding of a variety of business skills.

### International Business Concentration

Graduates will be able to do the following:

1. Assume leadership roles in organizations that engage in global enterprise.
2. Translate standard business practices to the global marketplace.
3. Communicate effectively with other cultures and work with them effectively on cross-functional teams.

4. Conduct business activities in Europe, the Far East, and Latin America.

5. Assist small businesses and entrepreneurs in initiating global business operations.

Students considering traveling abroad to study International Business must have a 2.75 cumulative GPA and apply to the Dean of the International School of Business to make arrangements. Students are highly encouraged to study at least one year of the Finnish language (or language of destination country) prior to departure.

### Management Concentration

Graduates will be able to do the following:

1. Use a multi-disciplinary approach in researching and solving organizational problems and issues.
2. Apply important management principles, concepts, and theories from across disciplines.
3. Analyze business problems, develop business research, report key data, and recommend strategic and action plans.
4. Assess important trends in international and domestic ventures, marketing, financing, and human resource management.
5. Analyze data, solve problems, and make important decisions from both holistic and global perspectives.
6. Integrate emerging eCommerce technologies into organizational strategies.
7. Plan, direct, or coordinate the operations of public and private sector organizations.
8. Evaluate and reconcile ethics, socio-cultural, and political factors in management decision-making.

### Sports Management Concentration

Graduates will be able to do the following:

1. Assume leadership roles in organizations that engage in sports management and production.
2. Conduct effective public relations for sports events, facilities, and business.
3. Develop marketing tools for the effective promotion of sports events and business.
4. Manage public and private athletic and recreational organizations.
5. Integrate a blend of business skills, management techniques, and an understanding of human sport and recreation needs.



## **Career Opportunities**

### **Accounting Concentration**

Actuary	Government Accountant
Auditor	Investment Analyst
Budget Analyst	Investment Broker
Certified Public Accountant (additional training needed)	Management Accountant
Controller	Payroll Specialist
Financial Accountant	Tax Accountant

### **International Business Concentration**

Airline Employee	International Banker
Entrepreneur	International Human Resources Specialist
Government Trade Specialist	International Marketer
Hospitality Manager	International Operations Manager
Import/Export Agent	International Sales Representative

### **Management Concentration**

Administration — Industry and Commerce	Project Manager
Business Manager	Property Manager
Exchange Manager	Product Manager
Field Supervisor	Quality Control
Logistics Manager	Sales/Marketing Manager
Management Consulting	Supply Chain Manager

### **Sports Management Concentration**

- Manager of Public or Private Athletic and Recreational Organizations
- Public Relations — Events and Organizations
- Sports Event Management and Production
- Sports Marketing
- Sports Entrepreneurship
- Sports Equipment Manufacturing and Retail

## BACHELOR OF BUSINESS ADMINISTRATION - ACADEMIC PROGRESS SHEET 2008-2009

### GENERAL EDUCATION REQUIREMENTS (45)

*ENG 103	College English I	4
*ENG 104	College English II	4
*MAT 130 or above	Business Math	4
*BIO, CHM, PHS	Science & Lab	4
PHL 212	Ethics: Class. Theories & Cont. Issues	3
**Humanities	Only one course per discipline	3
**Humanities	Only one course per discipline	3
***Social Science	Only one course per discipline	3
***Social Science	Only one course per discipline	3
*CIS 202	Advanced Computer Applications	3
ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3
BUS 138	Fundamentals of Business	3
+Gen Ed	General Education elective	2

### BUSINESS PROGRAM REQUIREMENTS (48)

BUS 141	Business Communications	3
BUS 201	Principles of Accounting I	3
BUS 202	Principles of Accounting II	3
BUS 212	Business Ethics	3
BUS 235	Leadership & Team Skills	3
BUS 240	Electronic Business	3
BUS 345	Principles of Marketing	3
BUS 346	Business Practices	3
BUS 361	International Business Law	3
BUS 371	Principles of Management	3
BUS 388	International Business	3
BUS 481	Quantitative Methods	3
BUS 488	Business Strategies	3
++BUS 498 OR	Business Internship OR	6
++BUS 499	Business Senior Project or Thesis	6
ECN 351	Managerial Economics	3

### ACCOUNTING CONCENTRATION (30)

BUS 301	Intermediate Accounting I	3
BUS 302	Intermediate Accounting II	3
BUS 315	Cost Accounting	3
BUS 324	Income Tax Accounting	3
BUS 389	International Accounting	3
BUS 401	Advanced Accounting	3
BUS 411	Financial Management	3
BUS 420	Auditing	3
BUS 434	Global Finance	3
BUS 451	International Investments	3

### INTERNATIONAL BUSINESS CONCENTRATION (30)

BUS 307	Management Information Systems	3
BUS 311	Production & Operation Management	3
BUS 386	Organizational Behavior	3
BUS 411	Financial Management	3
BUS 434	Global Finance	3
BUS 447	International Marketing	3
BUS 451	International Investments	3
++BUS 499	Business Senior Project or Thesis	6
ECN 331	Global Economy	3

### MANAGEMENT CONCENTRATION (30)

BUS 307	Management Information Systems	3
BUS 311	Production & Operation Management	3
BUS 381	Human Resource Management	3
BUS 386	Organizational Behavior	3
BUS 434	Global Finance	3
BUS 411	Financial Management	3
BUS 435	Entrepreneurial Leadership	3
BUS 447	International Marketing	3
BUS _____	300- or 400- level elective	3
ECN 331	Global Economy	3

### SPORTS MANAGEMENT CONCENTRATION (30)

BUS 351	Sports Marketing	3
BUS 374	Principles of Sports Management	3
BUS 381	Human Resource Management	3
BUS 386	Organizational Behavior	3
BUS 435	Entrepreneurial Leadership	3
BUS 452	Sports Law	3
BUS 453	Athletic Admin. & Internat'l Sport	3
BUS 454	Facilities & Event Management	3
ECN 332	Sports Economics	3
SOC 351	Sociology in Sport	3

**TOTAL CREDITS: 123**

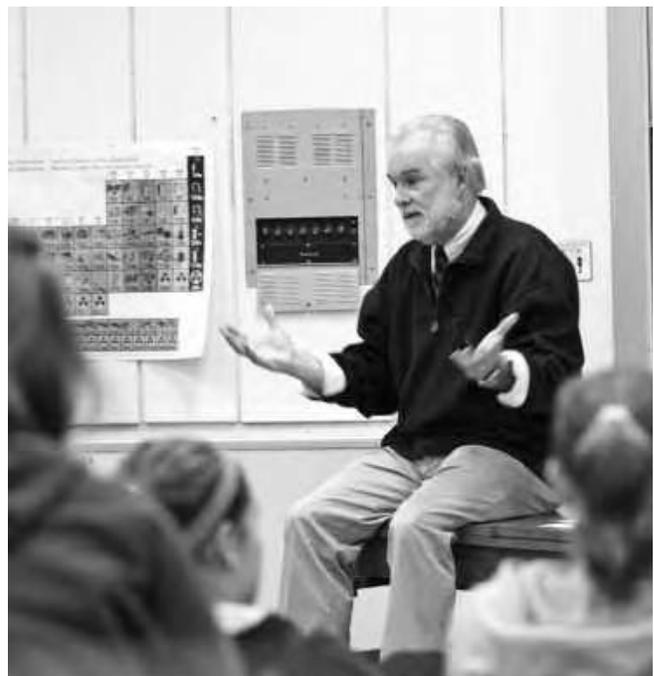
\*Must be successfully completed before taking courses at the 300- or 400-level.

\*\*Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, GRM, HIS (except HIS 211 & 212), HUM, MUS 121, MUS 122, REL, or SPN.

\*\*\*Social Science, choose only one course per discipline from the following: GEO, HIS 205, HIS 206, HIS 211, HIS 212, PLS, PSY, or SOC.

+General Education, choose from the following: BIO, CHM, CIS, COM, CPT DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.

++Students cannot register for BUS 498 or BUS 499 without prior approval from the faculty mentor and the Dean.



The above is a recommended core of courses for a concentration in International Business at Finlandia University. Changes can be made subject to approval by the Dean. For students who choose to take an overseas program, course choices will be reviewed with the Dean.

# International School of Business

## BACHELOR OF BUSINESS ADMINISTRATION - SUGGESTED COURSE SEQUENCE 2008-2009

<b>FIRST SEMESTER</b>		<b>17 CREDITS</b>	<b>SECOND SEMESTER</b>		<b>16 CREDITS</b>
BUS 138	Fundamentals of Business	3	BUS 141	Business Communications	3
BUS 201	Principles of Accounting I	3	BUS 202	Principles of Accounting II	3
ECN 232	Macroeconomics	3	CIS 202	Advanced Computer Applications	3
ENG 103	College English I	4	ECN 231	Microeconomics	3
MAT 130	Business Math	4	ENG 104	College English II	4
<b>THIRD SEMESTER</b>		<b>16 CREDITS</b>	<b>FOURTH SEMESTER</b>		<b>15 CREDITS</b>
BIO, CHM, PHS	Science & Lab	4	BUS 361	International Business Law	3
BUS 235	Leadership & Team Skills	3	BUS 388	International Business	3
BUS 240	Electronic Business	3	PHL 212	Ethics: Class. Theories & Cont. Issues	3
Humanities	Humanities elective	3	Humanities	Humanities elective	3
Social Science	Social Science elective	3	Social Science	Social Science elective	3
<b>FIFTH SEMESTER</b>		<b>15 CREDITS</b>	<b>SIXTH SEMESTER</b>		<b>17 CREDITS</b>
BUS 345	Principles of Marketing	3	BUS 212	Business Ethics	3
BUS 346	Business Practices	3	BUS 488	Business Strategies	3
BUS 371	Principles of Management	3	BUS 481	Quantitative Methods	3
ECN 351	Managerial Economics	3	Gen Ed	General Education elective (CPT 202 recommended)	2-3
Concentration	Concentration course	3	Concentration	Concentration courses (2)	6
<b>SEVENTH AND EIGHTH SEMESTERS</b>		<b>27 CREDITS</b>			
BUS 498 OR 499		6			
Concentration	Concentration courses (7)	21			

### GENERAL EDUCATION AND PROGRAM CHECKLIST

#### GENERAL EDUCATION REQUIREMENTS

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
*ENG 103	4	_____	_____	ECN 231	3	_____	_____
*ENG 104	4	_____	_____	ECN 232	3	_____	_____
*MAT	4	_____	_____	BUS 138	3	_____	_____
*BIO, CHM, PHS	4	_____	_____	Gen Ed	2	_____	_____
PHL 212	3	_____	_____			_____	_____
Humanities	3	_____	_____			_____	_____
Humanities	3	_____	_____			_____	_____
Social Science	3	_____	_____			_____	_____
Social Science	3	_____	_____			_____	_____
*CIS 202	3	_____	_____			_____	_____

\*Must be successfully completed before taking courses at the 300- or 400-level.

#### BUSINESS PROGRAM REQUIREMENTS

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
BUS 141	3	_____	_____	BUS 361	3	_____	_____
BUS 201	3	_____	_____	BUS 371	3	_____	_____
BUS 202	3	_____	_____	BUS 388	3	_____	_____
BUS 212	3	_____	_____	BUS 481	3	_____	_____
BUS 235	3	_____	_____	BUS 488	3	_____	_____
BUS 240	3	_____	_____	BUS 498 OR	6	_____	_____
BUS 345	3	_____	_____	BUS 499	6	_____	_____
BUS 346	3	_____	_____	ECN 351	3	_____	_____

#### CONCENTRATION CHECKLIST

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
							<b>TOTAL CREDITS:</b>	_____

## Dean

Judith Budd, Professor, Biology and Environmental Science, Ph.D.

## Assistant Dean

Christine O'Neil, Assistant Professor, Sociology, Ph.D.

## Faculty

Lauri Anderson, Professor, English, M.A.

Kirsti Arko, Assistant Professor, University Studies, M. S.

Carol Bates, Associate Professor, Elementary Education, M.A.

Sherry Blust, Professor, Math, M.S.

Judith Budd, Professor, Biology and Environmental Science, Ph.D.

Barbara Carpenter, Professor, Math, M.S.

Peter Gundersen, Associate Professor, Religion and Philosophy, M. Div.

Philip Johnson, President, Finlandia University, Religion and Philosophy, M.Div., Ph.D.

René Johnson, Assistant Professor, Religion and Philosophy, M.A.

Ann Kemppainen, Professor, Chemistry and Biochemistry, Ph.D.

Dolores Kilpela, Assistant Professor, Criminal Justice, M.A.

Timo Koskinen, Associate Professor, English, M.A.

Anna Leppänen, Assistant Professor, Finnish, M.A.

Daniel Maki, Associate Professor, Social Sciences, M.A.

Christine O'Neil, Assistant Professor, Sociology, Ph.D.

Doris Ravotas, Associate Professor, Human Services and Psychology, Ph.D.

Jeanne Rellahan, Professor, Political Science, Ph.D.

Jeremy Shannon, Assistant Professor, Geology and Earth Science, Ph.D.

Suzanne Van Dam, Assistant Professor, English, M.A.

Laurene Ziegler, Chair and Associate Professor, Elementary Education, Ph.D.

## Purpose

The Suomi College of Arts and Sciences (SCAS) offers six bachelor of arts degree programs: B.A. Liberal Studies; B.A. Liberal Studies: English; B.A. Liberal Studies: Social Science; B.A. Liberal Studies: Arts, Culture and Environment (ACE) Honors Program; B.A. Elementary Education; and B.A. Human Services. The College hosts two associate degree programs: an associate of arts (A.A.) in General Studies and an associate of applied science (A.A.S.) in Criminal Justice.

The College's degree programs provide knowledge in diverse areas such as English, the natural sciences, history, political science, psychology, sociology, elementary education, human services, and criminal

justice. All of the SCAS degree programs stimulate curiosity, exercise critical thinking, and develop communication skills. The programs promote academic development in a variety of fields and prepare students for graduate programs, including law school, and careers that demand critical thinking and excellent written and oral communication skills.

## Liberal Studies B.A.

The Liberal Studies B.A. program is designed for students who have many interests and want maximum flexibility in course selection. Instead of majoring in one particular field, Liberal Studies students select concentrations from two or three different academic disciplines. Students who have earned an abundance of college credits but have not yet earned a bachelor's degree are also good candidates for the Liberal Studies program.

## Liberal Studies B.A.: English

The English major acquaints students with the varied and important contributions the study of English makes to society. English majors explore literature from various cultures, practice creative writing, and engage in critical examination of film. Further, selected classes help the student apply English skills to journalism, Web page design, and theatre production. The English major prepares students to work in positions that range from a traditional focus on writing, editing, grant production, and the arts, to positions in education, business, government, and social services. The English major is also excellent preparation for graduate school.



## **Liberal Studies B.A.: Social Sciences**

The Social Sciences major provides students with an interdisciplinary understanding of human society and promotes awareness of human experience, societies, and cultures. The Social Sciences degree lays a foundation for understanding and evaluating the critical issues facing contemporary society from a diversity of perspectives. Students select one or two major areas of concentration from the disciplines of sociology, history, geography, political science, psychology, international studies, corporate communications, and environmental policy.

## **Liberal Studies B.A.: ACE – An Interdisciplinary Honors Program in Arts, Culture & the Environment**

Arts, Culture and the Environment (ACE) is an interdisciplinary honors program in liberal studies. ACE students will study history, literature, science, religion, and the arts to gain a greater understanding of humanity and our relationship with the natural world. ACE students learn to interpret literature, conduct scientific experiments, analyze data, engage in public debate, and defend complex arguments. They may also study abroad, create art, coordinate a community event, or lead an environmental restoration project.

It takes a unique and dedicated student to excel in multiple academic fields; thus, the Suomi College of Arts and Sciences has designated ACE as an honors program. To earn honors credit, ACE students must maintain a GPA of 3.0 or above and complete honors-level work in a minimum of three classes approved by the ACE advisor.

## **Elementary Education B.A.**

The Elementary Education Program prepares students for teaching careers in elementary and middle school classrooms (grades K-8). Finlandia University's Elementary Education program has been granted preliminary approval from state and regional accrediting organizations, and is in the process of seeking probationary approval leading to the program's full accreditation.

## **Human Services B.A.**

The Human Services program prepares students to work with people in all stages of human development who are experiencing life crises, and to intervene with appropriate services. Students learn to identify problems, create and maintain relationships with others, develop means of prevention for individuals and groups, and network with agencies for the provision of services.

## **Criminal Justice A.A.S.**

The Criminal Justice program prepares students for careers in the law enforcement and corrections fields by providing a combination of theoretical foundations and practical experiences. The Criminal Justice curriculum includes classroom and laboratory instruction and the use of security equipment. Courses cover methods of investigation, the use of evidence in courtrooms, and related subjects.

## **General Studies A.G.S.**

The associate degree in General Studies is designed for students who want to complete a two-year college degree without concentrating in a particular area. The program offers flexibility to the person seeking to obtain a better job or qualify for certain entry-level positions. The associate degree in General Studies is also intended for international students who require training in English as a Second Language in preparation for bachelor degree studies.

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

Finlandia's ESL program is for students whose first language is not English. Emphasis is placed on "real life" English learning through interactions with people on campus and in the local community. The typical ESL program lasts one year, with students taking three core ESL classes plus one regular university course each semester. However, with approval from the student's academic advisor, the program of study may be adjusted to meet a student's individual language needs. Coursework in reading, writing, speaking, and grammar is integrated with computer work, one-on-one tutoring, conversational partners, small group activities, and cultural experiences. The goal of Finlandia's ESL program is not only to teach English, but to help international students gain the tools and understanding necessary to succeed at a North American university.

A GPA of 2.0 is required to qualify for graduation from the ESL program. Finlandia University provides continued language support and development to international students as they work toward a baccalaureate degree at Finlandia.

## **Learning Outcomes**

### **Liberal Studies (B.A.)**

Liberal Studies graduates will be able to do the following:

1. Clearly express ideas and concepts through written, verbal, and technological communication skills.
2. Incorporate strong critical thinking skills through discovery, analysis, and application of knowledge.

3. Utilize effective problem solving skills using the scientific method, logic, creative thought processes, and interpersonal skills.
4. Acquire a breadth of knowledge in the social sciences, humanities, and natural sciences.
5. Acquire a depth of knowledge in chosen fields of study with support from practical experiences outside of the classroom.

### **Liberal Studies: English (B.A.)**

Liberal Studies: English graduates will be able to do the following:

1. Use creative and analytical skills to effectively generate, develop, and express ideas, orally and in writing.
2. Develop broad knowledge of, and critical appreciation for, the thought and written expressions of many literary periods and genres.
3. Understand the reciprocal relationships among society, culture, and literature, and recognize the influence of those relationships on modern life.
4. Use skills gained as an English major to acquire deeper knowledge of chosen concentrations of study in natural science, the arts, social science, and humanities.
5. Demonstrate enhanced critical thinking skills.

### **Liberal Studies: Social Sciences (B.A.)**

Liberal Studies: Social Sciences graduates will be able to do the following:

1. Demonstrate an understanding of political, economic, social, and historical trends, both nationally and globally.
2. Demonstrate an understanding of the diverse global community and how it is impacted by history, geography, economics, culture, and politics.
3. Identify the role that culture and society play in determining what it means to be a social being.
4. Understand the distinctive methods and theoretical perspectives of social science disciplines.
5. Identify and analyze different approaches to the social science disciplines and conceptualize the linkages among them.
6. Demonstrate enhanced critical thinking skills.
7. Understand how the social sciences contribute to knowledge and answer some of life's more important questions.

### **Arts, Culture and Environment – ACE Honors Program (B.A.)**

ACE honors graduates will be able to do the following:

1. Articulate the historical, cultural, literary, artistic, and/or religious paradigms out of which a major work of art is produced.
2. Demonstrate an awareness of major environmental concerns, both globally and regionally.
3. Communicate effectively using written, verbal, and technological means.
4. Think creatively and critically, and consider the ethical implications of decisions.
5. Identify, research, and analyze complex problems using a multi-disciplinary approach to detect missing information, evaluate truth claims, make hypotheses, arrive at workable solutions, and communicate results in a culturally sensitive manner.



# Suomi College of Arts & Sciences

---

## Elementary Education (B.A.)

Elementary Education graduates will be able to do the following:

1. Understand and appreciate the liberal arts (the humanities, social sciences, mathematical and natural sciences, and the arts).
2. Understand and make a commitment to student learning and achievement.
3. Demonstrate knowledge of both the assigned subject areas and the teaching of those subject areas.
4. Demonstrate an ability to manage and monitor student learning.
5. Demonstrate an ability to systematically organize teaching practices and to learn from experience.
6. Demonstrate a commitment to participation in learning communities.
7. Demonstrate an ability to use information technology to enhance learning and personal and professional productivity.

## Human Services (B.A.)

Human Services graduates will be able to do the following:

1. Communicate effectively to develop, build, and maintain relationships with peers, clients, and supervisors.
2. Select from appropriate modes of communication, including verbal, non-verbal, written, and electronic approaches.
3. Observe, infer, determine relationships, and draw conclusions using evidence-based practice skills and appropriate technology.
4. Use ethical decision-making skills, referencing National Organization of Human Services (NOHS) ethical standards.
5. Create, integrate, and evaluate ideas across a range of contexts, cultures, and areas of knowledge as applied to human service issues.
6. Recognize and appreciate the differences and similarities in the varied cultural and personal approaches to life.

## General Studies (A.G.S.)

General Studies graduates will be able to do the following:

1. Research, write, and communicate with clarity using written, verbal, and technological communication skills.

2. Critically examine complex problems and analyze potential solutions.
3. Perform basic computation and problem solving.
4. Recognize connections among the diverse populations inherent in a multicultural world.

## Criminal Justice (A.A.S.)

Criminal Justice graduates will be able to do the following:

1. Communicate with clarity and originality using interviewing and interrogation skills for dealing with victims and suspects and when testifying in a court of law.
2. Write technical reports using appropriate language.
3. Observe, infer, determine relationships, and draw conclusions regarding how laws are written and their impact on the rights of individuals and society.
4. Apply investigative techniques, logic, and critical thinking skills to bring a case to its logical conclusion.
5. Function in a multicultural society as a mature, adaptable citizen, while meeting the needs and challenges of clients and communities.
6. Create, integrate, and evaluate ideas across a range of disciplines, including sociology, politics, and science, among others.



## Program Requirements

### Elementary Education (B.A.)

Students will be integrated into an elementary or middle school classroom setting beginning with three hours per week for one semester in the second year of the program, continuing with one entire day per week for the entire junior year, three hours per week in a field experience during the first semester of the senior year, and concluding in the senior year with a 15-week student teaching internship. To qualify for the senior year student teaching internship, students must meet the following criteria:

1. Acceptance into the Elementary Education program.
2. Completion of the student teaching application form.
3. A minimum cumulative GPA of 2.70 overall.
4. A minimum professional education GPA of 3.00.
5. A minimum minor area GPA of 2.70.
6. A minimum grade of “C” in all Elementary Education courses.
7. Notification of approval of the Elementary Education Committee.
8. Completion of all general education courses, professional education courses, and minor courses.

### Human Services (B.A.)

The Human Services program provides students with a theoretical knowledge base in combination with directed opportunities to learn and practice helping skills. Students may select concentrations to study human services administration (business concentration), criminal justice or probation work (criminal justice concentration), or other interests in an elective concentration. Students must earn a “C” or higher in ENG 103 and 104, HMS 311, HMS 350, HMS 370, HMS 373, HMS 471, PSY 340, PSY 343, and PSY 344 to continue in the program.

Human Services students will demonstrate the behaviors of a developing professional, including a commitment to learn interpersonal skills, communication skills, problem solving, critical thinking, effective use of time and resources, responsibility, stress management, professionalism, and use of constructive feedback and self-awareness as reflected in the Generic Abilities Skills Assessment. The generic abilities and associated behavioral criteria are further described in the Human Services Student Handbook. Satisfactory progress is demonstrated by exhibiting Beginning Level criteria by the start of the practicum, and Developing criteria by the start of the internship.

In addition to a 150-hour sophomore-year practicum experience, seniors are required to complete a 200-hour capstone internship in a human service agency or related institution. Students gain knowledge with the guidance of professional supervisors.

## Career Opportunities

**Liberal Studies and ACE program (B.A.) graduates are qualified to pursue careers in the following fields.**

**Advertising, Marketing, and Sales** (Corporate Communications, Economics and Business, International Studies, English Language and Literature, Visual Communications)

Account Coordinator/Director	Market Analyst
Account Representative/Specialist	Media Planner/Specialist
Advertising Director	Print Production Manager
Art Director	Production Assistant
Campaign Developer	Promotion Manager
Consumer Affairs Specialist	Publicist
Copy Editor or Writer	Research Assistant
Creative Director	Sales Assistant
Editor	Sales Representative
Event Coordinator	Spokesperson
Graphic Artist	Travel Specialist

**Education** (Christian Vocation, Finnish Studies, History and Political Science, International Studies, English Language and Literature, Psychology and Sociology, Religion and Philosophy, Science, Visual Communications)

Academic Advisor	Overseas Development Educator
Career Advisor	Online Computer Instructor
Assistant Librarian	Private School Instructor
Community College Teacher (Adv deg)	Professional Tutor
Educational Lobbyist	Recreational Center Educator
Educational Policy Analyst	Religious Organization Tutor
Education Research Assistant	University Professor (Adv deg)
Employee Development Specialist	Vocational Institution Instructor
Museum Educator/Interpreter	



# Suomi College of Arts & Sciences

**Public Relations** (Corporate Communications, English Language and Literature, International Studies, Visual Communications)

Admissions Counselor	Independent Public Relations Executive
Alumni Relations Coordinator	Intercultural Communication Specialist
Business Development Mgr	International Student Affairs Officer
Charitable Org. Communications	Investor Relations Officer
Civic Affairs Coordinator	Labor Union Representative
Communications Specialist	Patient Advocate
Community Affairs Coordinator	Press Secretary
Community Relations Specialist	Private Foundation Representative
Consumer Affairs Specialist	Professional Assoc. Event Coordinator
Cooperative Education Coordinator	Promotional Campaigner
Copy Editor or Writer	Public Information Officer
Corporate Communicator	Public Relations Assistant/Writer
Corporate Media Coordinator	Research Assistant
Government Relations Officer	Spokesperson
Development Officer	Staff Writer
Foreign Service Officer	Volunteer Coordinator
Foreign Service Counselor	

**Media** (Corporate Communications, International Studies, English Language and Literature, History and Political Science, Psychology and Sociology, Religion and Philosophy, Visual Communications)

Acquisition Editor	International News Editor
Announcer	Investigative Reporter
Art Director	Journalist
Assignment Editor	Literary Agent
Assistant Editor	Managing Editor
Associate Editor	Media Resource Coordinator
Audiovisual Creator	News Editor or Writer
Author	Photojournalist
Book Editor	Production Editor/Assistant
Bureau Reporter	Public Service Director
Business Editor	Publisher
Columnist	Radio Production Assistant
Copy Editor or Writer	Religion Editor
Correspondent	Reporter
Critic	Researcher
Editorial Assistant or Writer	Scriptwriter
Electronic Publishing Specialist	Staff Writer
External Publications Editor	Story Editor
Feature Writer	Syndicated Columnist
Foreign Affairs Editor	Technical Writer
Freelance Writer	TV Production Assistant
Graphics Coordinator	Writer
Internal Publications Editor	

**Liberal Studies: English, Social Sciences, and ACE (B.A.) graduates are also prepared for graduate degree programs.**

Master of Arts	Master of Science
Master of Business Admin.	Master of Theology
Master of Education	Doctor of Philosophy
Master of Liberal Studies	Juris Doctor
Master of Divinity	

**Liberal Studies: ACE (B.A.) graduates are also prepared for environmental, parks, and recreation careers.**

Community Coordinator	National Park Ranger
DNR Representative	Tourist Business Manager
Eco-Tour Operator	Sports/Outdoor Writer
Environmental Educator	Parks and Recreation Coordinator
Forest Service Officer	

**Elementary Education (B.A.) graduates are qualified to pursue the following careers.**

Elementary School Teacher
Middle School Teacher (Grades 7, 8)

**Human Services (B.A.) graduates are qualified to pursue the following careers.**

Adolescent Residential Counselor	Domestic Violence Counselor
Alcohol Counselor	Drug Abuse Counselor
Adult Day Care Director	Employee Assistance Program Director
Career Counselor	Gerontology Counselor
Case Manager	Hotline Trainer or Supervisor
Child and Family Counselor	HMS Agency Director
Community Outreach Worker	Residential Counselor
Corrections Counselor	Women's Center Coordinator
Crisis Intervention Counselor	

**Human Services, Business Concentration**

Coordinator of HMS Agency	Direct-Care Manager
Creator of Private HMS Agency	Director of Private or Public HMS Agency

**Human Services, Criminal Justice Concentration**

Crisis Intervention Specialist	Police Crisis Center Supervisor
Juvenile Probation Officer	Probation Officer
Parole Officer	Truancy Officer
Police Supervisory Worker	

**Criminal Justice (A.A.S.) graduates are qualified to pursue the following careers.**

City Police Officer	Private Security Guard
Executive Protector	Probation Officer
Jailer	Sheriff's Department Officer
Parole Officer	State Police Officer
Prison Guard	

## BACHELOR OF ARTS - LIBERAL STUDIES - ACADEMIC PROGRESS SHEET 2008-2009

### GENERAL EDUCATION REQUIREMENTS (45)

*ENG 103	College English I	4
*ENG 104	College English II	4
*MAT 140 or above	Intermediate Algebra	4
*BIO, CHM, PHS	Science and lab	4
HUM 101	Intro to Liberal Studies	3
**Humanities	Only one course per discipline	3
**Humanities	Only one course per discipline	3
***Social Science	Only one course per discipline	3
***Social Science	Only one course per discipline	3
***Social Science	Only one course per discipline	3
*Computers	Any computer course	3
†Gen Ed	General Education Elective	3
†Gen Ed	General Education Elective	3
†Gen Ed	General Education Elective	2

### GEN ED REQUIREMENTS FOR ENV. POLICY OR ENV. SCIENCE

#### CONCENTRATIONS:

Humanities: PHL 212; Science: PHS 112; Social Science: GEO 202 and ECN 232. Environmental Science concentration students must complete MAT 145.

### GEN ED REQUIREMENTS FOR CHRISTIAN VOCATION CONCENTRATION:

Humanities: REL 201 & PHL 201; General Education Electives: REL 202 & REL 230.

### LIBERAL STUDIES PROGRAM REQUIREMENTS (75)

Liberal Studies is an inter-disciplinary program built on the liberal arts general education program. Choose two or three concentrations of 20-23 credits each; at least one must be in: Finnish Studies, History & Political Science, English Language & Literature, or Religion & Philosophy. Students may also propose creative, interdisciplinary concentrations or other liberal studies-related concentrations. Students should work with their advisors to develop individual concentrations. At least one concentration must be completed with courses at Finlandia University.

### SENIOR CAPSTONE PROJECT (3-6)

HUM 498/499	Liberal Studies Internship OR Senior Thesis/Project	3-6
-------------	-----------------------------------------------------	-----

### OPEN ELECTIVES (4-10)

### ENVIRONMENTAL POLICY CONCENTRATION (20-21)

CHM 121	Chemistry & Society	4
BIO 211	Organismal Biology	4
PHS 301 OR	Integrated Science OR	3
BIO 300	Ecology & the Environment	4
ENV 401	Environmental Science	3
ENV 411	Issues in Environmental Science	3
BUS 361 OR	Business Law OR	3
PLS 364	International Relations	3

### ENVIRONMENTAL SCIENCE CONCENTRATION (21)

CHM 121	Chemistry & Society	4
BIO 211	Organismal Biology	4
BIO 300	Ecology & the Environment	4
PHS 301	Integrated Science	3
ENV 401	Environmental Policy and Law	3
ENV 411	Issues in Environmental Science	3

### FINNISH STUDIES CONCENTRATION (21)

Choose any 21 credits in Finnish studies.

### HISTORY & POLITICAL SCIENCE CONCENTRATION (21)

Choose any 21 credits in history or political science, or FNS 321, or REL 301.

### INTERNATIONAL STUDIES CONCENTRATION (21) (Choose any 21 credits)

BUS 388	International Business	3
ECN 232	Macroeconomics	3
ECN 331	Global Economy	3
ENG 403	Cultures in Conflict	3
GEO 201	World Regional Geography	3
GEO 202	Geography of North America	3
GEO 350	Topics in Geography	3
PLS 221	American Government	3
PLS 350	Topics in Political Science	3
PLS 364	International Relations	3

### ENGLISH LANGUAGE & LITERATURE (21)

Choose any 21 credits in English language, advanced writing, or literature.

### PSYCHOLOGY & SOCIOLOGY (21)

Choose any 21 credits in psychology or sociology.

### RELIGION & PHILOSOPHY CONCENTRATION (21)

Choose any 21 credits in religion or philosophy.

### CHRISTIAN VOCATION CONCENTRATION (21)

REL 205	Spiritual Formation	3
REL 222 OR	Christian Ethics in Pluralistic Society OR	3
REL 236	Service Learning in Tanzania	3
REL 303	History of Christianity	3
REL 341	Christian Thought	3
REL 381	CV Contemporary Challenges	3
REL 420	Biblical Topics in Vocation	3
REL 445	Readings in Spirituality	3

### SCIENCE CONCENTRATION (23)

BIO 211	Organismal Biology	4
BIO 300	Ecology and the Environment	4
CHM 121	Chemistry & Society	4
PHS 112 & 212	Concepts in Physical Science I & II	8
PHS 301	Integrated Science	3

### MUSIC CONCENTRATION (21)

MUS 121	Music Appreciation (U.S.)	3
MUS 122	Music Appreciation (Classical)	3
MUS 125 & 225	Music Theory I & II	4
MUS 131 & 132	Piano I & II	2
MUS 227	Sight Singing & Ear Training	2
Electives	Music Electives	7

### ECONOMICS & BUSINESS CONCENTRATION (21)

ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3
ECN 331	Global Economy	3
ECN 351	Managerial Economics	3
BUS 411	Financial Management	3
BUS 434	Global Finance	3
BUS 451	International Investments	3

### CORPORATE COMMUNICATIONS CONCENTRATION (21)

BUS 141	Business Communications	3
BUS 235	Leadership & Team Skills	3
BUS 345	Principles of Marketing	3
BUS 371	Principles of Management	3
BUS 346	Business Practices	3
BUS 447	International Marketing	3
CIS 202	Intermediate Computer Applications	3

### VISUAL COMMUNICATIONS CONCENTRATION (21)

ARD 127	Digital Imagery	3
ARD 173	Color & Composition	3
ARD 211	Noetic Skills	3
ARD 227	Publications I	3
ARD 370	Human Factors	3
BUS 346	Business Practices	3
HIS 406	History of Design	3

### STUDENT-PROPOSED CONCENTRATION (21)

A student may propose a a single-discipline or interdisciplinary concentration not offered via courses at Finlandia, or at another college or university, or through experiential learning. The Dean must approve all proposed concentrations.

Experiential learning can consist of on-the-job training, non-credit post-secondary programs, and other experiences that parallel academic study programs. Experiential learning will require the preparation of a portfolio for committee evaluation.

**TOTAL CREDITS: 120**

\*Must be successfully completed before taking courses at the 300/400 level.

\*\*Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, HIS (except HIS 211 & 212), MUS 121, MUS 122, NUR 309, PHL, REL, or SPN.

\*\*\*Social Science, choose only one course per discipline from the following: ECN, GEO, HIS 205, HIS 206, HIS 211, HIS 212, PLS, PSY, or SOC.

†General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.



## BACHELOR OF ARTS - LIBERAL STUDIES: ENGLISH - ACADEMIC PROGRESS SHEET 2008-2009

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>(47)</b>	<b>PSYCHOLOGY &amp; SOCIOLOGY</b>		<b>(21)</b>
*ENG 103=	College English I	4	Choose any 21 credits in psychology or sociology.		
*ENG 104=	College English II	4	<b>RELIGION &amp; PHILOSOPHY CONCENTRATION</b>		
*MAT 140	Intermediate Algebra	4	<b>(21)</b>		
BIO, CHM, PHS	Science & Lab	4	Choose any 21 credits in religion or philosophy.		
HUM 101	Introduction to Liberal Studies	3	<b>INTERNATIONAL STUDIES CONCENTRATION</b> (Choose any 21 credits)		
Foreign Lang.	Foreign Language I	4	BUS 388	International Business	3
**Humanities	Only one course per discipline	3	ECN 232	Macroeconomics	3
***Social Science	Only one course per discipline	3	ECN 331	Global Economy	3
***Social Science	Only one course per discipline	3	ENG 403	Cultures in Conflict	3
***Social Science	Only one course per discipline	3	GEO 201	World Regional Geography	3
*Computers	Any computer course	3	GEO 202	Geography of North America	3
Foreign Lang.	Foreign Language II	4	GEO 350	Topics in Geography	3
+Gen Ed	General Education Elective	3	PLS 221	American Government	3
+Gen Ed	General Education Elective	2	PLS 350	Topics in Political Science	3
			PLS 364	International Relations	3
<b>ENGLISH MAJOR REQUIREMENTS</b>		<b>(30-36)</b>	<b>CHRISTIAN VOCATION CONCENTRATION</b>		
ENG 233	Survey of American Literature	3	REL 205	Spiritual Formation	3
ENG 243	Survey of English Literature	3	REL 222 OR	Christian Ethics in Pluralistic Society OR	3
<b>Choose 6 courses from the following:</b>			REL 236	Service Learning in Tanzania	3
ENG 201	College Grammar & Composition	3	REL 303	History of Christianity	3
ENG 219	Creative Writing	3	REL 341	Christian Thought	3
ENG 291	Film as Art	3	REL 381	CV Contemporary Challenges	3
ENG 320	Survey of English Language	3	REL 420	Biblical Topics in Vocation	3
ENG 322	Children's Literature	3	REL 445	Readings in Spirituality	3
ENG 332	Great Books of the U.S.	3	<b>SCIENCE CONCENTRATION</b>		
ENG 350	Topics in Literature	3	<b>(23)</b>		
ENG 403	Cultures in Conflict	3	BIO 211	Organismal Biology	4
FNS 350	Topics in Finnish Literature	3	BIO 300	Ecology & the Environment	4
<b>Choose 6 to 12 credits from the following:</b>			CHM 121	Chemistry & Society	4
BUS 241	Web Page Design	3	PHS 112 & 212	Concepts in Physical Science I & II	8
BUS/HMS 350	Topics: Grant Writing	3	PHS 301	Integrated Science	3
DRM 113	Theater Production I	1-3	<b>MUSIC CONCENTRATION</b>		
DRM 114	Theater Production II	1-3	<b>(21)</b>		
JRN 115	Journalism I	2	MUS 121	Music Appreciation (U.S.)	3
JRN 116	Journalism II	2	MUS 122	Music Appreciation (Classical)	3
REL 201	Old Testament	3	MUS 125 & 225	Music Theory I & II	4
REL 202	New Testament	3	MUS 131 & 132	Piano I & II	2
<b>SENIOR CAPSTONE PROJECT</b>		<b>(3-6)</b>	MUS 227	Sight Singing & Ear Training	2
HUM 499	Senior Thesis/Project	3-6	Electives	Music electives	7
<b>OPEN ELECTIVES</b>		<b>(12-20)</b>	<b>ECONOMICS &amp; BUSINESS CONCENTRATION</b>		
At least 9 credits of open electives must be at the 300 level or above			<b>(21)</b>		
<b>CONCENTRATION</b>		<b>(20-21)</b>	ECN 231	Microeconomics	3
Choose one concentration from those listed below (or student proposed).			ECN 232	Macroeconomics	3
<b>ENVIRONMENTAL POLICY CONCENTRATION</b>		<b>(20-21)</b>	ECN 331	Global Economy	3
CHM 121	Chemistry & Society	4	ECN 351	Managerial Economics	3
BIO 211	Organismal Biology	4	BUS 411	Financial Management	3
PHS 301 OR	Integrated Science OR	3	BUS 434	Global Finance	3
BIO 300	Ecology & the Environment	4	BUS 451	International Investments	3
ENV 401	Environmental Science	3	<b>CORPORATE COMMUNICATIONS CONCENTRATION</b>		
ENV 411	Issues in Environmental Science	3	<b>(21)</b>		
BUS 361 OR	Business Law OR	3	BUS 141	Business Communications	3
PLS 364	International Relations	3	BUS 235	Leadership & Team Skills	3
<b>FINNISH STUDIES CONCENTRATION</b>		<b>(21)</b>	BUS 345	Principles of Marketing	3
Choose any 21 credits in Finnish studies.			BUS 371	Principles of Management	3
<b>HISTORY &amp; POLITICAL SCIENCE CONCENTRATION</b>		<b>(21)</b>	BUS 346	Business Practices	3
Choose any 21 credits in history or political science, or FNS 321, or REL 301.			BUS 447	International Marketing	3
<b>ENVIRONMENTAL SCIENCE CONCENTRATION</b>		<b>(21)</b>	CIS 202	Intermediate Computer Applications	3
CHM 121	Chemistry & Society	4	<b>TOTAL CREDITS: 120</b>		
BIO 211	Organismal Biology	4	*Must be successfully completed before taking courses at the 300/400 level.		
BIO 300	Ecology & the Environment	4	**Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, MUS 121, MUS 122, NUR 309, PHL, REL, or SPN.		
PHS 301	Integrated Science	3	***Social Science, choose only one course per discipline from the following: ECN, GEO, HIS, PLS, PSY, or SOC.		
ENV 401	Environmental Policy & Law	3	+General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS		
ENV 411	Issues in Environmental Science	3	=English majors must achieve at least a "C" in both ENG 103 and ENG 104.		



## BACHELOR OF ARTS - LIBERAL STUDIES: SOCIAL SCIENCES - ACADEMIC PROGRESS SHEET 2008-2009

### GENERAL EDUCATION REQUIREMENTS (45)

*ENG 103	College English I	4
*ENG 104	College English II	4
*MAT 140	Intermediate Algebra	4
*BIO, CHM, PHS	Science & Lab	4
**Humanities	Only one course per discipline	3
**Humanities	Only one course per discipline	3
**Humanities	Only one course per discipline	3
***Social Science	Only one course per discipline	3
***Social Science	Only one course per discipline	3
***Social Science	Only one course per discipline	3
*Computers	Any computer course	3
+Gen Ed	General Education elective	3
+Gen Ed	General Education elective	3
+Gen Ed	General Education elective	2

### GEN ED REQUIREMENTS FOR ENVIRONMENTAL POLICY CONCENTRATION:

Humanities: PHL 212; Science: PHS 112; Soc. Science: GEO 202 and ECN 232

### SOCIAL SCIENCES MAJOR REQUIREMENTS (75)

Liberal Studies is an inter-disciplinary program built on the liberal arts General Education program. The Social Sciences major is designed to provide students with an interdisciplinary understanding of human society. The social sciences are comprised of a set of disciplines whose goal is to promote awareness of human experience, societies, and cultures. A Social Science degree lays the foundation necessary for students to understand and evaluate major issues facing contemporary society and prepares them for critical membership in this society. The courses in the major give students the knowledge to approach these critical issues from a diversity of perspectives. Within the Social Science major, students will choose to either concentrate on a single discipline, or concentrate on two areas to provide a more interdisciplinary degree.

### SOCIAL SCIENCE CORE (27)

HUM 101	Introduction to Liberal Studies	3
ECN 331	Global Economy	3
PHL 201	Introduction to Philosophy	3
HIS 205	World Civilizations I	3
HIS 206	World Civilizations II	3
PSY/SOC 353	Research Methods	3
ENG 403	Cultures in Conflict	3
SOC 372	Social Theory	3
SOC 201 OR	General Sociology	3
PLS 221 OR	American Government OR	3
PSY 201	General Psychology OR	3

### SENIOR CAPSTONE PROJECT (3-6)

HUM 498 OR	Liberal Studies Internship OR	3-6
HUM 499	Senior Thesis/Project	3-6

### ++OPEN ELECTIVES OR SECOND CONCENTRATION (24)

### SOCIOLOGY CONCENTRATION (21)

SOC 201	General Sociology	3
SOC 254	Social Problems	3
SOC 263	Human Relations & Diversity	3
SOC 346	Rural Sociology	3
SOC 350	Topics in Sociology	3
SOC 350	Topics in Sociology	3
SOC 351	Sociology of Sport	3

### HISTORY CONCENTRATION (Choose any 21 credits) (21)

FNS 321	History & Culture of Finland	3
HIS 103	History of Art I	3
HIS 203	History of Art II	3
HIS 211	History of U.S. to 1865	3
HIS 212	History of U.S. since 1865	3
HIS 303	History of Art III	3
HIS 350	Topics in History	3
HUM 201	History of Science	3
HUM 310	Turning Points in History	3

### HISTORY AND GEOGRAPHY CONCENTRATION (Choose any 21 credits) (21)

HIS 211	History of U.S. to 1865	3
HIS 212	History of U.S. since 1865	3
HIS 350	Topics in History	3
FNS 321	History & Culture of Finland	3
GEO 201	World Regional Geography	3
GEO 202	Geography of North America	3
GEO 350	Topics in Geography	3
HUM 310	Turning Points in History	3

### HISTORY AND POLITICAL SCIENCE CONCENTRATION (Choose any 21 credits) (21)

HIS 211	History of U.S. to 1865	3
HIS 212	History of U.S. since 1865	3
HIS 350	Topics in History	3
FNS 321	History & Culture of Finland	3
PLS 221	American Government	3
PLS 364	International Relations	3
PLS 350	Topics in Political Science	3
HUM 310	Turning Points in History	3
REL 301	World Religions	3

### PSYCHOLOGY CONCENTRATION (21)

PSY 201	General Psychology	3
PSY 340	Abnormal Psychology	3
PSY 343	Growth & Dev. of Child & Adolescents	3
PSY 344	Psychology of Adulthood & Aging	3
PSY 350	Topics in Psychology	3
~HMS 271	Interview & Counseling Techniques	3
HMS 350	Topics in Human Services	3
~HMS III is a prerequisite for HMS 271.		

### INTERNATIONAL STUDIES CONCENTRATION (Choose any 21 credits) (21)

BUS 388	International Business	3
ECN 232	Macroeconomics	3
ENG 403	Cultures in Conflict	3
GEO 201	World Regional Geography	3
GEO 202	Geography of North America	3
GEO 350	Topics in Geography	3
PLS 221	American Government	3
PLS 350	Topics in Political Science	3
PLS 364	International Relations	3

### CORPORATE COMMUNICATIONS CONCENTRATION (21)

BUS 141	Business Communications	3
BUS 235	Leadership & Team Skills	3
BUS 345	Principles of Marketing	3
BUS 346	Business Practices	3
BUS 371	Principles of Management	3
BUS 447	International Marketing	3
CIS 202	Intermediate Computer Applications	3

### ENVIRONMENTAL POLICY CONCENTRATION (20-21)

CHM 121	Chemistry & Society	4
BIO 211	Organismal Biology	4
PHS 301 OR	Integrated Science OR	3
BIO 300	Ecology & the Environment	4
ENV 401	Environmental Science	3
ENV 411	Issues in Environmental Science	3
BUS 361 OR	Business Law OR	3
PLS 364	International Relations	3

**TOTAL CREDITS: 120-123**

\*Must be successfully completed before taking courses at the 300/400 level.

\*\*Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, MUS 121, MUS 122, NUR 309, PHL, REL, or SPN.

\*\*\*Social Science, choose only one course per discipline from the following: ECN, GEO, HIS, PLS, PSY, or SOC.

+General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.

++At least 12 credits of open electives must be at the 300 level or above.

# Suomi College of Arts & Sciences

## BACHELOR OF ARTS - LIBERAL STUDIES: SOCIAL SCIENCES - SUGGESTED COURSE SEQUENCE 2008-2009

### FIRST SEMESTER

BIO, CHM, PHS _____	Science & Lab	4
ENG 103	College English I	4
HUM 101	Introduction to Liberal Studies	3
Concentration	Concentration course	3

### THIRD SEMESTER

ECN 331	The Global Economy	3
HIS 205	World Civilizations I	3
SOC 201 OR	General Sociology OR	3
PLS 221 OR	American Government OR	3
PSY 201	General Psychology	3
Concentration	Concentration course	3
Hum./Soc. Sci.	Humanities or Social Science elective	3

### FIFTH SEMESTER

SOC 372	Social Theory	3
Concentration	Concentration course	3
Hum./Soc. Sci.	Humanities or Social Science elective	3
Elective	General Education elective	3
Elective	Open elective or second concentration	3

### SEVENTH SEMESTER

PSY/SOC 353	Research Methods	3
Concentration	Concentration course	3
Hum./Soc. Sci.	Humanities or Social Science elective	3
Elective	Open elective or second concentration	3
Elective	Open elective or second concentration	3

### 14 CREDITS

### SECOND SEMESTER

ENG 104	College English II	4
MAT _____	MAT 140 or above	4
Computers	Any computer course	3
Concentration	Concentration course	3
Elective	General Education elective	2

### 16 CREDITS

### FOURTH SEMESTER

HIS 206	World Civilizations II	3
PHL 201	Introduction to Philosophy	3
Concentration	Concentration course	3
Hum./Soc. Sci.	Humanities or Social Science elective	3
Elective	Open elective or second concentration	3

### 15 CREDITS

### SIXTH SEMESTER

ENG 403	Cultures in Conflict	3
Concentration	Concentration course	3
Hum./Soc. Sci.	Humanities or Social Science elective	3
Elective	Open elective or second concentration	3
Elective	General Education elective	3

### 15 CREDITS

### EIGHTH SEMESTER

HUM 498/499	Internship or Thesis/Project	3-6
Hum./Soc. Sci.	Humanities or Social Science elective	3
Elective	Open elective or second concentration	3
Elective	Open elective or second concentration	3
Elective	Open elective or second concentration	3

### 15-18 CREDITS

## GENERAL EDUCATION AND PROGRAM CHECKLIST

Course	Credits	Sem./Yr.	Grade
*ENG 103	4	_____	_____
*ENG 104	4	_____	_____
*MAT _____	4	_____	_____
*BIO, CHM, PHS _____	4	_____	_____
Humanities _____	3	_____	_____
Humanities _____	3	_____	_____
Humanities _____	3	_____	_____
Social Sciences _____	3	_____	_____
Social Sciences _____	3	_____	_____
Social Sciences _____	3	_____	_____
*Computers _____	3	_____	_____
Gen Ed _____	3	_____	_____
Gen Ed _____	3	_____	_____
Gen Ed _____	2	_____	_____

Course	Credits	Sem./Yr.	Grade
HUM 101	3	_____	_____
ECN 331	3	_____	_____
PHL 201	3	_____	_____
HIS 205	3	_____	_____
HIS 206	3	_____	_____
PSY/SOC 353	3	_____	_____
ENG 403	3	_____	_____
SOC 372	3	_____	_____
SOC 201 OR	3	_____	_____
PLS 221 OR	3	_____	_____
PSY 201	3	_____	_____

\*Must be successfully completed before taking courses at the 300/400 level.

### CONCENTRATION CHECKLIST

Course	Credits	Sem./Yr.	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### SECOND CONCENTRATION OR OPEN ELECTIVES CHECKLIST

Course	Credits	Sem./Yr.	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_

## BACHELOR OF ARTS - LIBERAL STUDIES: ACE HONORS PROGRAM - ACADEMIC PROGRESS SHEET 2008-2009

### GENERAL EDUCATION REQUIREMENTS (48)

*ENG 103	College English I	4
*ENG 104	College English II	4
*MAT 145	College Algebra	4
*PHS 112 OR	Concepts in Physical Science OR	4
*CHM 121	Chemistry & Society	4
HUM 101	Introduction to Liberal Studies	3
ENV 213	Outdoor Recreation & Leadership	2
MUS 121 OR 122 OR	Music Appreciation I OR II OR	3
HIS 103	History of Art I	3
HIS 205 OR 206	World Civilizations I OR II	3
GEO 201	World Regional Geography	3
ECN 232	Macroeconomics	3
**Social Science	Social Science elective	3
*Computers	Any computer course	3
Electives	Open electives	9

### ACE PROGRAM REQUIREMENTS (66)

ACE is an interdisciplinary program; therefore, students must take a core of required courses plus additional elective courses from three major academic disciplines including: 1) Arts and Humanities; 2) Cultural Studies; and 3) Environmental Studies and Science.

**To remain in the ACE Honors Program, students must maintain a cumulative GPA of 3.0 or above and complete honors requirements in three upper division courses.**

### ART & HUMANITIES REQUIRED COURSES (12)

ENG 332	American Literature	3
ENG 350	Topics in Literature	3
ENG 403	Cultures in Conflict	3
HIS 203 OR 303	History of Art II OR III	3

### ARTS & HUMANITIES ELECTIVES (12)

Students must take 12 additional credits in any humanities field including history, English, art & design, drama, music or foreign language. Prefixes include the following: ENG, HIS, ARD, DRM, MUS, FNS, SPN, FRN, or GRM.

### CULTURAL STUDIES REQUIRED COURSES (12)

HUM 310	Turning Points of History	3
HUM 301	Contemporary Voices in Science	3
PHL ____	Philosophy Elective	3
REL ____	Religion Elective	3

### CULTURAL STUDIES ELECTIVES (12)

Students must take 12 additional credits in any cultural, social, or political studies field such as religious studies, philosophy, geography, political science, sociology, psychology, foreign language, or economics. Prefixes include the following: HUM, REL, PHL, SOC, GEO, PLS, ECN, PSY, GRM, SPN, or FRN.

### ENVIRONMENTAL STUDIES REQUIRED COURSES (Choose any 9 credits) (9)

ENV/HUM 202	Introduction to Environmental Studies	3
++ENV 213	Outdoor Recreation & Leadership	2
PHS 301	Integrated Science	3
ENV 401 OR	Environmental Policy & Law OR	3
ENV 411	Issues in Environmental Science	3

### ENVIRONMENTAL STUDIES ELECTIVES (9)

Students must take 9 additional credits in environmental or science-related fields such as biology, chemistry, physical science, or environmental studies. Prefixes include the following: BIO, CHM, ENV, or PHS.

### SENIOR CAPSTONE PROJECT (6)

HUM 498	ACE Senior Capstone Project I	3
HUM 499	ACE Senior Capstone Project II	3

### SUMMARY OF ACE REQUIREMENTS

Arts, Culture & Environment credits	66
ACE Senior Capstone credits	6
General Education credits	48

**TOTAL CREDITS: 120**

\*Must be successfully completed before taking courses at the 300/400 level.

\*\*Social Science, choose only one course per discipline from the following: HIS 205, HIS 206, HIS 211, HIS 212, PLS, PSY, or SOC.

+General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.

++ENV 213 counted in General Education requirements.



# Suomi College of Arts & Sciences

## BACHELOR OF ARTS - LIBERAL STUDIES: ACE HONORS PROGRAM - SUGGESTED COURSE SEQUENCE 2008-2009

<b>FIRST SEMESTER</b>		<b>16 CREDITS</b>	<b>SECOND SEMESTER</b>		<b>14 CREDITS</b>
ENG 103	College English I	4	CHM 121 OR	Chemistry & Society OR	4
ENV 213	Outdoor Recreation Skills	2	PHS 112	Concepts in Physical Science I	4
HUM 101	Introduction to Liberal Studies	3	ENG 104	College English II	4
MAT 145	College Algebra	4	ENV 202	Introduction to Environmental Studies	3
Computers	Any computer course	3	Elective	Open elective	3
<b>THIRD SEMESTER</b>		<b>15 CREDITS</b>	<b>FOURTH SEMESTER</b>		<b>15 CREDITS</b>
ENG 332	American Literature	3	ECN 232	Macroeconomics	3
GEO 201	World Regional Geography	3	HIS 206	World Civilization II	3
HIS 103	History of Art I	3	Arts & Hum.	Arts & Humanities elective	3
Arts & Hum.	Arts & Humanities elective	3	Elective	Open elective	3
Elective	Open elective	3	Social Science	Social Science elective	3
<b>FIFTH SEMESTER</b>		<b>15 CREDITS</b>	<b>SIXTH SEMESTER</b>		<b>15 CREDITS</b>
ENG 350	Topics in Literature	3	HIS 203 OR 303	History of Art II OR III	3
HUM 310	Turning Points in History	3	HUM 301	Contemporary Voices in Science	3
PHS 301	Integrated Science	3	Arts & Hum.	Arts & Humanities elective	3
Cultural	Cultural Studies elective	3	Cultural	Cultural Studies elective	3
Environmental	Environmental Studies or Science elective	3	Environmental	Environmental Studies or Science elective	3
<b>SEVENTH SEMESTER</b>		<b>15 CREDITS</b>	<b>EIGHTH SEMESTER</b>		<b>15 CREDITS</b>
ENG 403	Cultures in Conflict	3	ENV 401 OR	Environmental Policy & Law OR	3
HUM 498	ACE Senior Capstone Project I	3	ENV 411	Issues in Environmental Science	3
PHL _____	Philosophy elective	3	HUM 499	ACE Senior Capstone Project II	3
Cultural	Cultural Studies elective	3	REL _____	Religion elective	3
Environmental	Environmental Studies or Science elective	3	Arts & Hum.	Arts & Humanities elective	3
			Cultural	Cultural Studies elective	3

### GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
*ENG 103	4	_____	_____	ENG 332	3	_____	_____
*ENG 104	4	_____	_____	ENG 350	3	_____	_____
*MAT 145	4	_____	_____	ENG 403	3	_____	_____
*CHM, PHS _____	4	_____	_____	ENV 202	3	_____	_____
HUM 101	3	_____	_____	ENV 401 OR 411	3	_____	_____
ENV 213	2	_____	_____	HIS 203 OR 303	3	_____	_____
MUS 121 OR 122 OR	3	_____	_____	HUM 301	3	_____	_____
HIS 103	3	_____	_____	HUM 310	3	_____	_____
HIS 205 OR 206	3	_____	_____	HUM 498	3	_____	_____
GEO 201	3	_____	_____	HUM 499	3	_____	_____
ECN 232	3	_____	_____	PHL (300-400) _____	3	_____	_____
Social Science _____	3	_____	_____	PHS 301	3	_____	_____
*Computers _____	3	_____	_____	REL (300-400) _____	3	_____	_____
Elective _____	3	_____	_____				
Elective _____	3	_____	_____				
Elective _____	3	_____	_____				

### ARTS & HUMANITIES ELECTIVES CHECKLIST

Students must take 12 additional credits in any humanities field including: history, English, art & design, drama, music, or foreign language. Prefixes include: ENG, HIS, ARD, DRM, MUS, FNS, SPN, or GRM.

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

### CULTURAL STUDIES ELECTIVES CHECKLIST

Students must take 12 additional credits in any cultural, social, or political studies field.

Prefixes include: HUM, REL, PHL, SOC, GEO, PLS, ECN, or PSY.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### ENV. STUDIES/SCIENCE ELECTIVES CHECKLIST

Students must take 9 additional credits in an environmental or science-related field. Prefixes include: BIO, CHM, ENV, or PHS.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_

## BACHELOR OF ARTS - ELEMENTARY EDUCATION - ACADEMIC PROGRESS SHEET 2008-2009

### GENERAL EDUCATION REQUIREMENTS (52)

*ENG 103	College English I	4
*ENG 104	College English II	4
*MAT 155	Math for Elementary Teachers I	3
*MAT 156	Math for Elementary Teachers II	3
*BIO 111	Concepts in Biology	4
EDU 156	Health & Physical Education for Elementary Teachers	3
HIS 206	World Civilizations II (Humanities)	3
PHL 212	Ethics: Class. Theories & Cont. Issues (Humanities)	3
ENG 322	Children's Literature (Humanities)	3
PSY 201	General Psychology (Social Science)	3
PLS 221	American Government (Social Science)	3
SOC 263	Human Relations & Diversity (Social Science)	3
*CIS 102	Intro. Computer Applications (General Education)	3
PHS 112	Concepts in Physical Science I (General Education)	4
HIS 212	History of U.S. from 1865 (General Education)	3
PSY 343	Growth & Dev. of Child & Adolescents (General Education)	3

### PROFESSIONAL EDUCATION REQUIREMENTS (28)

EDU 101	Foundations of Education	3
EDU 201	Educational Psychology	3
**EDU 202	Digital Portfolio	1
EDU 203	Digital Apps. & Tech. for El. Ed. Teachers	3
EDU 411	Teaching of Exceptional Children	3
EDU 421	Education, Media, & Technology	3
EDU 498	Student Teaching Internship	11
EDU 499	Student Teaching Seminar	1

### PLANNED PROGRAM MINOR (21)

EDU 301	Methods of Teaching Language Arts	3
EDU 302	Methods of Teaching Social Studies	3
EDU 303	Methods of Teaching Math	3
EDU 304	Methods of Teaching Science	3
EDU 311	Methods of Teaching Reading I	3
EDU 312	Methods of Teaching Reading II	3
EDU 401	Teaching of Art, Music, & Theater	3

### ELEMENTARY EDUCATION MINORS (47-48)

Choose two minors from those listed on this sheet.

### ENGLISH MINOR (24)

ENG 201	College Grammar & Composition	3
ENG 219	Creative Writing	3
ENG 233	Survey of American Literature	3
ENG 243	Survey of English Literature	3
ENG 320	Survey of the English Language	3
+ENG 322	Children's Literature	3
ENG 332	Great Books of the U.S. 1860 to Present	3
ENG 350	Topics in Literature or English	3

### MATHEMATICS MINOR (23)

MAT 145	College Algebra	4
MAT 152	Trigonometry	3
+MAT 155	Math for Elementary Teachers I	3
+MAT 156	Math for Elementary Teachers II	3
MAT 180	Survey of Calculus	4
MAT 201	Probability & Statistics	3
MAT 270	Geometry	3

### SCIENCE MINOR (24)

BIO 211	Biology of Plants and Animals	4
BIO 300	Ecology & the Environment	4
CHM 121	Chemistry & Society	4
+PHS 112	Concepts in Physical Science I	4
PHS 212	Concepts in Physical Science II	4
PHS 301	Integrated Science	4

### SOCIAL STUDIES MINOR (24)

ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3
GEO 201	World Regional Geography	3
GEO 202	Geography of North America	3
HIS 211	History of U.S. to 1865	3
+HIS 212	History of U.S. from 1865	3
PHL 201	Introduction to Philosophy	3
PLS 364	International Relations	3

**TOTAL CREDITS: 138-143**

**Note:** A course is counted only once even though it may appear in both the General Education requirements and an Elementary Education minor.

\*Must be successfully completed before taking courses at the 300/400 level.

\*\*Must be taken simultaneously with EDU 201.

+Also fulfills General Education requirement.



# Suomi College of Arts & Sciences

## BACHELOR OF ARTS - ELEMENTARY EDUCATION - SUGGESTED COURSE SEQUENCE 2008-2009

### FIRST SEMESTER

BIO 111	Concepts in Biology	4
EDU 101	Foundations of Education	3
ENG 103	College English I	4
MAT 155	Math for Elementary Teachers I	3
PSY 201	General Psychology	3

### 17 CREDITS

### SECOND SEMESTER

CIS 102	Intro. Computer Applications	3
EDU 156	Health & Physical Education for Teachers	3
ENG 104	College English II	4
MAT 156	Math for Elementary Teachers II	3
PHS 112	Concepts in Physical Science I	4

### 17 CREDITS

### THIRD SEMESTER

EDU 203	Digital Apps. & Tech. for El. Ed. Teachers	3
PHL 212	Ethics: Class. Theories & Cont. Issues	3
PSY 343	Growth & Dev. of Child & Adolescents	3
Minor I or II	Minor I or II	6

### 15 CREDITS

### FOURTH SEMESTER

EDU 201	Educational Psychology	3
EDU 202	Digital Portfolio	1
ENG 322	Children's Literature	3
HIS 206	World Civilizations II	3
HIS 212	History of U.S. from 1865	3
Minor I or II	Minor I or II	3-4

### 16-17 CREDITS

### SUMMER SEMESTER

PLS 221	American Government	3
SOC 263	Human Relations & Diversity	3

### 6 CREDITS

### SIXTH SEMESTER

EDU 303	Methods of Teaching Math	3
EDU 304	Methods of Teaching Science	3
EDU 312	Methods of Teaching Reading II	3
Minor I or II	Minor I or II	9-12

### 18-21 CREDITS

### FIFTH SEMESTER

EDU 301	Methods of Teaching Language Arts	3
EDU 302	Methods of Teaching Social Studies	3
EDU 311	Methods of Teaching Reading I	3
Minor I or II	Minor I or II	9

### 18 CREDITS

### EIGHTH SEMESTER

EDU 498	Student Teaching Internship	11
EDU 499	Student Teaching Seminar	1

### 12 CREDITS

### SEVENTH SEMESTER

EDU 401	Teaching of Art, Music, & Theater	3
EDU 411	Teaching of Exceptional Children	3
EDU 421	Education, Media, & Technology	3
Minor I or II	Minor I or II	9-12

### 18-21 CREDITS

## GENERAL EDUCATION AND PROGRAM CHECKLIST

Course	Credits	Sem./Yr.	Grade	Course	Credits	Sem./Yr.	Grade
*ENG 103	4	_____	_____	EDU 101	3	_____	_____
*ENG 104	4	_____	_____	EDU 201	3	_____	_____
*MAT 155	3	_____	_____	EDU 202	1	_____	_____
*MAT 156	3	_____	_____	EDU 301	3	_____	_____
*BIO 111	4	_____	_____	EDU 302	3	_____	_____
EDU 156	3	_____	_____	EDU 303	3	_____	_____
HIS 206	3	_____	_____	EDU 304	3	_____	_____
PHL 212	3	_____	_____	EDU 311	3	_____	_____
ENG 322	3	_____	_____	EDU 312	3	_____	_____
PSY 201	3	_____	_____	EDU 401	3	_____	_____
PLS 221	3	_____	_____	EDU 411	3	_____	_____
SOC 263	3	_____	_____	EDU 421	3	_____	_____
*CIS 102	3	_____	_____	EDU 498	11	_____	_____
PHS 112	4	_____	_____	EDU 499	1	_____	_____
HIS 212	3	_____	_____				
PSY 343	3	_____	_____				

\*Must be successfully completed before taking courses at the 300/400 level.

### MINOR I CHECKLIST

Course	Credits	Sem./Yr.	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### MINOR II CHECKLIST

Course	Credits	Sem./Yr.	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_

## BACHELOR OF ARTS - HUMAN SERVICES - ACADEMIC PROGRESS SHEET 2008-2009

### GENERAL EDUCATION REQUIREMENTS (45)

*ENG 103	College English I	4
*ENG 104	College English II	4
*MAT 140 (or higher)	Intermediate Algebra	4
*BIO, CHM, PHS	Science & Lab	4
PHL 212	Ethics: Class. Theories & Cont. Issues (Humanities)	3
**Humanities	Only one course per discipline	3
**Humanities	Only one course per discipline	3
PLS 221	American Government (Social Science)	3
PSY 201	General Psychology (Social Science)	3
SOC 201	General Sociology (Social Science)	3
*CIS 102	Intro. Computer Applications (General Education)	3
PSY 343	Growth & Dev. of Child & Adolescents (General Education)	3
PSY 344	Psychology of Adulthood & Aging (General Education)	3
+Gen Ed	General Education elective	2

### HUMAN SERVICES PROGRAM REQUIREMENT (54)

BUS 235	Leadership & Team Skills	3
BUS 371	Principles of Management	3
HMS 111	Introduction to Human Services	3
HMS 270	Substance Abuse	3
HMS 271	Interviewing & Counseling Techniques	3
HMS 272	Human Services Practicum	3
HMS 311	Case Management	3
HMS 350	Topics in Human Services	3
HMS 350	Topics in Human Services	3
HMS 370	Counseling Theories & Group Process	3
HMS 373	Crisis Theory & Intervention	3
***HMS 471	Advanced Counseling in Human Services	3
***HMS 498	Human Services Internship	6
***HMS 499	Senior Seminar & Project in Human Services	6
PSY 340	Abnormal Psychology	3
SOC 346	Rural Sociology	3

### CONCENTRATION (21)

Choose one concentration from those listed below.

#### BUSINESS CONCENTRATION (21)

BUS 141	Business Communications	3
BUS 240	Electronic Business	3
BUS 307	Management Information Systems	3
BUS 345	Principles of Marketing	3
BUS 381	Human Resource Management	3
BUS 386	Organizational Behavior	3
ECN 331	Global Economy	3

#### CRIMINAL JUSTICE CONCENTRATION (21)

CRJ 101	Introduction to Criminal Justice	3
CRJ 104 OR	Police Operations OR	3
CRJ 140	Introduction to Corrections	3
CRJ 205	Criminal Law	3
CRJ 208	Criminal Procedures	3
CRJ 210	Professional Communications in Criminal Justice	3

Choose two from:

CRJ 105	Juvenile Delinquency	3
CRJ 190	Emergency Management	3
CRJ 201	Criminal Investigations	3
CRJ 203	Client Growth & Development	3
CRJ 212	Criminology	3
CRJ 251	Murder in the U.S.	3
PSY 351	Forensic Psychology	3
SOC 254	Social Problems	3
SOC 263	Human Relations and Diversity	3

#### ELECTIVES CONCENTRATION (21)

Open Electives 21

Note: Students preparing for graduate school should include the following courses in their electives:

MAT 145	College Algebra	4
MAT 201	Probability & Statistics	3
PYS/SOC 353	Research Methods in Social Sciences	3

**TOTAL CREDITS: 120**

\*Must be successfully completed before taking courses at the 300/400 level.

\*\*Humanities. choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, GRM, HIS (except HIS 211 & 212), HUM, MUS 121, MUS 122, NUR 309, REL, or SPN.

\*\*\*HMS 400-level courses are reserved for students with senior status.

+General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.





## ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE - ACADEMIC PROGRESS SHEET 2008-2009

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>(27)</b>	<b>CRIMINAL JUSTICE PROGRAM ELECTIVES</b> (Choose any 12 credits)		<b>(12)</b>
*ENG 103	College English I	4	CRJ 105	Juvenile Delinquency	3
*ENG 104	College English II	4	CRJ 190	Emergency Management	3
*MAT 130 (or higher)	General Math	4	CRJ 201	Criminal Investigations	3
*BIO, CHM, PHS	Science & Lab	4	CRJ 203	Client Growth & Development	3
PHL 212	Ethics: Class. Theories & Cont. Issues (Humanities)	3	CRJ 212	Criminology	3
*CIS 102	Intro. Computer Applications (General Education)	3	CRJ 250	Murder in the U.S.	3
PSY 201	General Psychology	3	CRJ 287	Field Placement	1-3
*General Education	General Education elective	2	HMS 111	Introduction to Human Services	3
<b>CRIMINAL JUSTICE CORE REQUIREMENTS</b>		<b>(9)</b>	HMS 270	Substance Abuse	3
BUS 235	Leadership & Team Skills	3	PSY 340	Abnormal Psychology	3
PLS 221	American Government	3	PSY 350	Forensic Psychology	3
SOC 201	General Sociology	3	SOC 254	Social Problems	3
<b>CRIMINAL JUSTICE PROGRAM REQUIREMENTS</b>		<b>(15)</b>	SOC 263	Human Relations & Diversity	3
CRJ 101	Introduction to Criminal Justice	3	<b>SUGGESTED COURSES FOR LAW ENFORCEMENT TRACK</b>		
CRJ 104 OR	Police Operations OR	3	CRJ 104	Police Operations	3
CRJ 140	Introduction to Corrections	3	CRJ 190	Emergency Management	3
CRJ 205	Criminal Law	3	CRJ 201	Criminal Investigations	3
CRJ 208	Criminal Procedures	3	<b>SUGGESTED COURSES FOR CORRECTIONS TRACK</b>		
CRJ 210	Professional Communications in Criminal Justice	3	CRJ 140	Introduction to Corrections	3
			CRJ 203	Client Growth & Development	3

**Note:** All electives can be utilized for either track.

\*Must be successfully completed before taking courses at the 300- or 400-level.

\*General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.

**TOTAL CREDITS: 63**

## ASSOCIATE IN APPLIED SCIENCE: CRIMINAL JUSTICE - SUGGESTED COURSE SEQUENCE 2008-2009

<b>FIRST SEMESTER</b>		<b>14 CREDITS</b>	<b>SECOND SEMESTER</b>		<b>17 CREDITS</b>
CRJ 101	Introduction to Criminal Justice	3	BIO, CHM, PHS _____	Science & Lab	4
ENG 103	College English I	4	ENG 104	College English II	4
MAT _____	MAT 130 or above	4	CIS 102	Intro. Computer Applications	3
PSY 201	General Psychology	3	CRJ 104 OR	Police Operations OR	3
<b>THIRD SEMESTER</b>		<b>17 CREDITS</b>	CRJ 140	Introduction to Corrections	3
BUS 235	Leadership & Team Skills	3	PLS 221	American Government	3
CRJ 210	Professional Communications in Criminal Justice	3	<b>FOURTH SEMESTER</b>		<b>15 CREDITS</b>
CRJ 205	Criminal Law	3	CRJ 208	Criminal Procedures	3
Elective	Criminal Justice elective	3	PHL 212	Ethics: Class. Theories & Cont. Issues	3
Elective	Criminal Justice elective	3	SOC 201	General Sociology	3
Gen Ed	General Education elective	2	Elective	Criminal Justice elective	3
			Elective	Criminal Justice elective	3

### GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
*ENG 103	4	_____	_____	BUS 235	3	_____	_____
*ENG 104	4	_____	_____	CRJ 101	3	_____	_____
*MAT _____	4	_____	_____	CRJ 104 OR	3	_____	_____
*BIO, CHM, PHS _____	4	_____	_____	CRJ 140	3	_____	_____
PHL 212 _____	3	_____	_____	CRJ 205	3	_____	_____
PSY 201 _____	3	_____	_____	CRJ 208	3	_____	_____
*CIS 102	3	_____	_____	CRJ 210	3	_____	_____
Gen Ed _____	2	_____	_____	PLS 221	3	_____	_____
				SOC 201	3	_____	_____

\*Must be successfully completed before taking courses at the 300/400 level.

### OTHER ELECTIVES

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
<b>TOTAL CREDITS:</b>							_____



## ASSOCIATE IN GENERAL STUDIES - ENGLISH AS A SECOND LANGUAGE - ACADEMIC PROGRESS SHEET 2008-2009

<u>GENERAL EDUCATION REQUIREMENTS</u>		(27)	<u>GENERAL STUDIES PROGRAM REQUIREMENTS</u>		(33)
ENG 101	Basic Grammar & Composition	3	Open electives		33
***ENG 103	College English I	4			
MAT 140 or above	Intermediate Algebra	4			<b>TOTAL CREDITS: 60</b>
BIO, CHM, PHS	Science & Lab	4	*Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, GRM, HIS (except HIS 211 & 212), HUM, MUS 121, MUS 122, NUR 309, PHL, REL, or SPN.		
UNS 103	College & Career Practices	3	**Social Science, choose only one course per discipline from the following: ECN, GEO, HIS 205, HIS 206, HIS 211, HIS 212, PLS, PSY, or SOC.		
*Humanities	Only one course per discipline	3			
**Social Science	Only one course per discipline	3			
CIS 102	Intro. Computer Applications	3			
			***International students with strong English skills may take a different English sequence: College English I and College English II. Depending upon their skills, they may also take fewer ESL classes, substituting them with regular university classes (with prior approval from the ESL advisor).		

## ASSOCIATE IN GENERAL STUDIES (ESL) - SUGGESTED COURSE SEQUENCE 2008-2009

<u>FIRST SEMESTER</u>		<u>16 CREDITS</u>	<u>SECOND SEMESTER</u>		<u>15 CREDITS</u>
ESL 101	Reading II	4	CIS 102	Intro. Computer Applications	3
ESL 104	Conversation II	4	ESL 111	Reading III	4
ESL 102	Writing II	4	ESL 112	Writing III	4
MAT ____	MAT 140 or above	4	ESL 114	Conversation	4
<u>THIRD SEMESTER</u>		<u>15 CREDITS</u>	<u>FOURTH SEMESTER</u>		<u>14 CREDITS</u>
BIO, CHM, PHS ____	Science & Lab	4	ENG 103	College English I	4
ENG 101	Basic Grammar & Composition	3	Humanities	Any Humanities course	3
UNS 103	College & Career Practices	3	Elective	Open elective	3
Elective	Open elective	2	Elective	Open elective	3
Social Science	Any Social Science course	3	Elective	Open elective	1

### GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
ENG 101	3	_____	_____
ENG 103	4	_____	_____
MAT ____	4	_____	_____
BIO, CHM, PHS ____	4	_____	_____
UNS 103	3	_____	_____
Humanities ____	3	_____	_____
Social Science ____	3	_____	_____
CIS 102	3	_____	_____

### OTHER ELECTIVES

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL CREDITS:</b>			_____

# College of Health Sciences

---

## Co-Deans

Frederika de Yampert, Chair and Associate Professor, Nursing, Ph.D.

Cameron Williams, Chair and Associate Professor, Physical Therapist Assistant, P.T., D.P.T., M.S.

## Faculty

Meta Bray, Assistant Professor, Nursing, M.S.N.

Frederika de Yampert, Chair and Associate Professor, Nursing, Ph.D.

Geri Hawley, Instructor, Physical Therapist Assistant, B.S.

Heidi Kaarto, Clinical Instructor, Nursing, B.S.N.

Debbie Karstu, Assistant Professor, Nursing, M.S.N.

Stewart McCabe, Associate Professor, Nursing, M.S.N.

Brenda Parker, Associate Professor, Nursing, M.S.N.

Gladys Polzien, Assistant Professor, Nursing, M.S.N.

Hilary Sproule, Associate Professor and Academic Coordinator of Clinical Education, Physical Therapist Assistant, B.S.c.P.T., M.H.S.A.

Johnna Therrian, Assistant Professor, Nursing, M.S.N.

Cameron Williams, Chair and Associate Professor, Physical Therapist Assistant, P.T., D.P.T., M.S.

Bonnie Woodruff, Assistant Professor, Nursing, M.S.N.

## Mission

To provide the health care community with competent, compassionate individuals prepared through programs dedicated to academic excellence, spiritual growth, and service with an emphasis on rural populations.

## Purpose

The Bachelor of Science in Nursing (BSN) program provides a balanced curriculum in nursing and liberal studies that prepares graduates to function as valuable members of a health care team. Its mission is to prepare professional nurses dedicated to academic excellence, spiritual awareness, and the practice of nursing. The BSN program provides students with educational opportunities in a high-quality learning environment that leads to the preparation of competent, caring nursing professionals. The integration of learning with spirituality and values promotes the student's intellectual growth and personal development. Students receive theory instruction in the classroom and clinical experience in patient care in a variety of acute care and community health care settings.

Finlandia University's Nursing program works to provide a nurturing, caring community focused on connecting theory and practice to the service of human beings. An active, collaborative partnership among

students, educators, and interdisciplinary health care professionals in the rural community is an integral part of the learning experience. Through active learning, students engage in critical thinking, apply theoretical concepts, demonstrate skill competencies, and model professional values. Nursing students are taught to be responsive to the changing multicultural health care needs of a global society. The broad theoretical base of knowledge and the high level of clinical competence provide students a foundation for assuming the professional roles of leadership and practice in regional, national, and international health care settings. Nursing program graduates are eligible to write the National Council Licensure Examination (NCLEX), and, upon passing, can practice as registered nurses.

The Physical Therapist Assistant (PTA) program provides each student with the education to become a competent physical therapist assistant. This is achieved through professional education and training using sequential instruction, practical clinical experiences, and strong leadership. Emphasized throughout the student experience are problem solving skills, scientific inquiry, ethics, and teamwork, as well as examination of the roles of the physical therapist and the physical therapist assistant and the boundaries between them. Physical Therapist Assistant program students develop professional behaviors that facilitate and enhance positive therapeutic relationships with patients including respect and sensitivity for ethnic, cultural, and spiritual differences. Qualified clinical learning sites further support these ideas.

The PTA faculty believes learning is a life-long process that requires self-assessment of professional behaviors, clinical skill performance, and service to society. This requires active participation in an open, supportive environment. The faculty demonstrates attitudes necessary to support individual learning styles and maximize each student's potential. Through a competency-based curriculum, the student is given the opportunity to learn the problem solving skills and professional behaviors necessary to become both a caring, critical-thinking PTA and a contributing member of society.

## Learning Outcomes

Program learning outcomes within the College of Health Sciences are derived from Finlandia University's core competencies known as the Finlandia Plan. Graduates from the College of Health Sciences are expected to demonstrate the ability to meet the individual program outcomes.

## **Nursing (B.S.N.)**

The Nursing program competencies are derived from Finlandia University's assessment plan (core competencies) and the competencies defined by the American Association of Colleges of Nursing in the Essentials of Baccalaureate Education for Professional Nursing Practice (1998). Program competencies serve as the exit outcomes for BSN graduates and are expressed in levels for each academic year within the Nursing major.

The six core competencies for the BSN graduate include:

1. **Communication:** The nursing graduate communicates effectively with persons through the use of verbal and non-verbal skills, written abilities, active listening, and informational technologies.
2. **Analytical Skills:** The nursing graduate integrates mathematics, scientific knowledge, and research with nursing practice.
3. **Citizenship:** The nursing graduate demonstrates the ability to meet personal needs as a mature, adaptable member of the nursing profession.
4. **Critical and Creative Thinking:** The nursing graduate demonstrates the ability to think critically and creatively in the identification, analysis, and resolution of problems, issues, truth claims, and ethical issues.
5. **Cultural Literacy and Heritage:** The nursing graduate understands and appreciates the humanities, social sciences, and fine arts within a global and multicultural society.
6. **Concentration in Nursing:** The nursing graduate demonstrates the ability and commitment to practice nursing within the roles of provider and manager of care.

## **Physical Therapist Assistant (A.A.S.)**

The Physical Therapist Assistant (PTA) program outcomes integrate the learning outcomes of the Finlandia Plan and the performance criteria of the American Physical Therapy Association's Physical Therapist Assistant Clinical Performance Instrument. At completion of the program the student will demonstrate the following:

1. The PTA graduate possesses the necessary entry level technical skills to practice as a physical therapist assistant in a variety of practice settings.
2. The PTA graduate applies knowledge of basic sciences and physical therapy theory to the application and appropriate modification of selected physical therapy procedures.

3. The PTA graduate communicates effectively with patients, supervisors, support personnel, and other health care team members using suitable verbal, non-verbal, and written skills.
4. The PTA graduate applies critical/creative thinking and analytical skills to make sound clinical judgments and proposals to enhance patient care.
5. The PTA graduate possesses the necessary professional behaviors to practice as a physical therapist assistant in a variety of practice settings. These behaviors include commitment to learning/use of constructive feedback; interpersonal skills; communication skills; critical thinking/problem-solving; stress management/effective use of time and resources; and professionalism/responsibility.
6. The PTA graduate delivers patient care in a respectful manner that reflects sensitivity to individual differences.
7. The PTA graduate is successful in qualifying for licensure/certification/registration where required by state law.

## **Accreditation and Program Requirements**

### **Nursing (B.S.N.)**

The Michigan State Board of Nursing of the Michigan Department of Consumer and Industry Services, Board of Nursing, P.O. Box 30193, Lansing, MI 48909, (517) 335-0918, approves the Nursing program.

The Nursing program is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Washington, D.C., 20036, (202)887-6791.

Nursing program policies are presented in the BSN Student Handbook distributed to students upon entry into the Nursing major in the sophomore year. Students interested in progressing into the Nursing major must file an application of interest with the Nursing Department during February of the year preceding entry into the sophomore level nursing curriculum. Transfer students are urged to contact the Nursing Department for assistance. A limited number of eligible students are accepted into the Nursing major each fall. If the number of eligible applicants exceeds the number of positions available, the faculty reserves the right to select the applicants based on academic qualifications and performance. The remaining applicants will be placed on a waiting list and are encouraged to apply for admission into the Nursing major the following year. Enrollment numbers in the professional Nursing major

are based on state regulations for student/faculty ratios in the clinical setting and the availability of cooperating health care agencies for clinical placement.

**Program Requirements:** In addition to meeting the general requirements for admission to Finlandia University, students applying for entry into the sophomore year of the Nursing major must meet the following criteria:

1. Comply with the health requirements as outlined in the orientation packet distributed upon acceptance to the Nursing major.
2. Have satisfactorily completed, or have reasonable expectations of completing, the freshman curriculum course requirements. A minimum grade of “C” is required for all pre-nursing coursework (a grade of “B-” or better is required for MAT 097).
3. Achieve a cumulative Finlandia University GPA of 2.5 or better, or receive a GPA of 2.5 or better in coursework at colleges other than Finlandia University. Required courses may be repeated only once to be eligible for admission to the Nursing major.
4. Upon admission to the Nursing major, students are expected to enroll in all nursing courses in the recommended sequence.
5. Students who are denied admission to the Nursing major and wish to re-apply must file an application for re-entry prior to subsequent admission deadlines.

Students progressing into the Nursing major from pre-nursing will be sent an orientation packet during the semester prior to entry. The course requirements in the BSN major are rigorous and will require more time and commitment than many other areas of study. In addition to academic coursework, the clinical component is integrated throughout the final three years of the curriculum.

Attendance in both class and clinical is mandatory. Each clinical nursing course requires a minimum of 3 hours of direct clinical experience per week per clinical semester credit hour; schedules will vary depending on the clinical assignment and/or clinical agency. Time required for travel, clinical preparation, and study prior to and after the clinical experience is additional. Students entering the Nursing major are required to complete three academic years and one required summer session, provided they complete all of their courses satisfactorily and in sequence.

**Participation in the clinical setting** requires the following:

1. Written documentation of a current criminal history check prior to entry into the clinical nursing courses.
2. Submission of the required health forms, including a recent physical examination completed by a licensed health care provider, documentation related to sensitivity or allergy to latex, and a current immunization record for tetanus/diphtheria, polio, measles, mumps, and rubella. Proof of immunization for Hepatitis B is recommended; however, students who do not wish to comply must sign a Hepatitis B Immunization Information and Release Form/Responsibility Form obtained from the Nursing Department.
3. Annual documentation of a negative skin-test, or chest x-ray, for tuberculosis.
4. Evidence of current CPR training for the professional rescuer or health care provider. Training must be renewed yearly.
5. Uniforms and attire that comply with the dress code as outlined in the BSN Student Handbook. Information regarding uniforms is included in the BSN Student Orientation Packet provided upon acceptance to the Nursing major (sophomore level).
6. Although health insurance is not required, it is strongly recommended. Finlandia University and its affiliated health care agencies assume no responsibility for injuries or illnesses incurred while performing duties as a student nurse.

**Progression in the Nursing major** is contingent upon the successful completion of the following:

1. Students must earn the minimally accepted grade in each nursing course as outlined in the BSN Student Handbook. Any student not meeting this requirement may not continue in the nursing sequence and will be required to apply for re-entry the following year. Students are advised to meet with their advisors should this situation arise.
2. Theory and clinical components must be successfully completed for all clinical courses. Theory and clinical grades are not combined.
3. Students must receive a minimum grade of “C” in all non-nursing courses. Courses completed with grades below the established requirements must be repeated to become eligible for re-entry into the Nursing major. Failed courses may be repeated only once.
4. Students must maintain a cumulative GPA of 2.50 or above throughout the nursing curriculum.

5. Students whose grades are below the required minimums at mid-term are to meet with the instructor, academic advisor, or Nursing Department chair to discuss strategies for success.
6. Students must demonstrate professional behaviors and practices consistent with the Standards for Professional Practice as outlined in the BSN Student Handbook.

## **Nursing (RN to BSN Completion)**

The instructional design of the RN to BSN Completion curriculum is planned to meet the needs of the working, adult learner. Web-based, online instructional technologies are utilized in conjunction with a faculty-directed independent study plan in order to provide the flexibility needed for adult learner success. Course requirements may be completed as either a full-time or part-time student. The RN to BSN Completion program can be completed in a minimum of 4 full-time semesters. Program requirements must be completed within seven (7) years.

**Degree Requirements:** Congruent with the BSN degree, students enrolled in the RN to BSN completion program are required to earn a total of 126 credits to graduate. Credits are achieved through transfer credits, the submission of a professional portfolio, and Finlandia course completion. Students must provide evidence of successful completion for the following:

- 48 credits of general education requirements, including a minimum of 9 credits of humanities electives and 6 credits at the 300/400 level;
- 30 credits for previously acquired clinical coursework;
- 24 credits for portfolio work (NUR 299) to include proof of an active RN license to practice in the State of Michigan; and the completion of
- 24 credits in BSN coursework at the 300-400 academic level.

In keeping with the policies set forth by Finlandia University, students receiving the BSN degree must complete 24 of the final 30 credits at Finlandia University immediately prior to graduation (the awarding of the new degree), complete at least 30 credits at the 300/400 level, and meet the general education requirements as outlined in this publication.

Consistent with the progression policies for the BSN program, students must maintain a minimum GPA of 2.5 throughout the program and receive the minimally accepted grade in each nursing course. All non-nursing courses must be completed with a minimum grade of “C” or above.

**Portfolio Requirements:** Prior to entry in NUR 303, Transition to Professional Nursing, students will prepare a professional portfolio that contains the documents listed below. A committee comprised of nursing faculty and the Nursing Department chair will review completed portfolios. Approved portfolios will be represented on the transcript as NUR 299 Experiential Portfolio, with 24 credits earned. A full description of the process and required portfolio documents will be sent to students upon admission.

- Letter of introduction addressed to faculty committee
- Proof of RN licensure: copy of state issued license to practice as a registered nurse in Michigan
- Copy of diploma granted upon successful completion of a State Board approved diploma or associate degree nursing program
- Official academic transcripts required for admission to the university
- Official criminal background check from the State of Michigan
- Proof of continuing education coursework consistent with the licensure requirements for Michigan
- Curriculum vitae/resume reflecting work history and professional development
- Three (3) letters of reference: 2 professional and one personal
- Updated health information and proof of immunizations required for clinical practice
- Updated CPR card
- Evidence of professional liability insurance (see Nursing Department for details)
- Professional Goal Statement (see Nursing Department for details)
- Admission Essay (see Nursing Department for details)

## **Physical Therapist Assistant (A.A.S.)**

The Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA), 1111 North Fairfax Street, Alexandria, Virginia 22314-1488, (703) 706-3245, or FAX (703) 838-8910, accredits the Physical Therapist Assistant program. This accreditation status allows graduates to write the licensure, registration, or certification exam in states where it is required.

In addition to academic course work, clinical education is a significant part of the physical therapist assistant's education, helping the student apply learned skills, professional behaviors, and academic knowledge to the practice of physical therapy. The Finlandia University

PTA program has a strong clinical education component with an emphasis on rural health care experiences. During clinical education, PTA students complete 14 weeks of full-time clinical experience at three different clinical affiliation sites. Students are required to experience diverse physical therapy settings, diagnosis groups, and patient populations.

**Participation in clinical education experiences** (the “technical phase”) requires the following:

1. Submit valid evidence of current training and certification in basic first aid and CPR. Both training courses are available through the local chapter of the Red Cross. Hospital, YMCA/YWCA, and health and fire department courses resulting in certification will also be accepted.
2. Submit a completed physical examination by a qualified physician stating that the student has no limitations that would interfere with successfully performing PTA interventions required during the technical phase of the PTA program. The cost of the examination is the student’s responsibility.
3. The following immunizations/health tests are required. The student must provide a current record of a negative tuberculosis skin test. If a TB test is positive, a negative chest x-ray no older than twelve months is required. Proof of immunization for rubella, rubeola (measles), and mumps is also required. It is recommended that the student be immunized for Hepatitis B; however, in the event that the student does not want this immunization, the student must sign a Hepatitis B Immunization Information and Release Form/Responsibility Form. The forms are available from the PTA Department. The costs of the tests and immunizations are the student’s responsibility.
4. The student is required to provide evidence of basic health insurance to participate in the technical phase of the PTA program. If a student does not have such insurance, the PTA program can recommend short-term policies and provide information from different vendors. The student is responsible for the cost of the insurance.
5. The student may be required to purchase a “lab coat” to be worn during the technical phase of the PTA program. The student is responsible for purchasing the lab coat. One lab coat costs approximately \$30-\$40.

In addition to course requirements, the following stipulations must be met before the A.A.S. degree in PTA will be granted:

1. Achieve at minimum a 2.00 GPA in any individual General Education course (except BIO 171 and BIO 172 or their equivalents), with a cumulative GPA of 2.50 in the required general education course work.
2. Earn a minimum of “B-” in BIO 171 and BIO 172, or their equivalents.
3. Maintain at least a “C” in all technical phase courses in the second year and third year (if applicable).
4. Demonstrate professional behavior as defined by the physical therapy specific generic abilities, which include commitment to learning, interpersonal skills, communication skills, problem solving, critical thinking, effective use of time and resources, responsibility, stress management, professionalism, and use of constructive feedback. The generic abilities and associated behavioral criteria are further described in the PTA Student Handbook. Satisfactory progress is demonstrated by exhibiting beginning-level criteria by the start of the first clinical affiliation, developing-level criteria by the start of the second affiliation, and entry-level criteria at the end of the third and final affiliation.



# College of Health Sciences

## Career Opportunities

### Nursing (B.S.N.)

#### Community and Home Health Nursing

Case Management	Outpatient Clinic
Community Health	Physician's Office
Home Health	Red Cross
Hospice	Schools
Occupational Health	

#### Hospital Nursing

Critical Care	Outpatient Surgery
Emergency Department	Pediatric
Long Term Care	Psychiatric/Mental Health
Medical	Rehabilitation
Obstetrics	Skilled Nursing Facilities
Oncology	Surgical
Orthopedic	

### Physical Therapist Assistant (A.A.S.)

#### Hospital Systems

Acute Care	Neurological Rehabilitation
Burn Care	Oncology
Home Health	Orthopedic Rehabilitation
Industrial Rehabilitation	Outpatient
Medical & Surgical Rehabilitation	Pediatric Rehabilitation

#### Orthopedic & Sports Medicine Centers

Industrial Rehabilitation	Orthopedic Rehabilitation
---------------------------	---------------------------

#### Private Practice

Home Health	Orthopedic Rehabilitation
Industrial Rehabilitation	Outpatient
Neurological Rehabilitation	

#### Public Health Department

Home Health	Orthopedic Rehabilitation
Neurological Rehabilitation	

#### Schools and Education

Neurological Rehabilitation	Research
Orthopedic Rehabilitation	Teaching
Pediatric Rehabilitation	

#### Skilled Nursing Facilities

Long Term Care	Orthopedic Rehabilitation
Neurological Rehabilitation	

#### Wellness Programs

Adult Day Care	Physical Fitness
Assisted Living Centers	Recreation Programs



This page is intentionally left blank.

## BACHELOR OF SCIENCE - NURSING - ACADEMIC PROGRESS SHEET 2008-2009

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>(57)</b>	<b>NURSING PROGRAM REQUIREMENTS</b>		<b>(69)</b>
*ENG 103	College English I	4	NUR 200	Pharmacology	3
*ENG 104	College English II	4	NUR 202	Health Assessment/Interviewing	3
*BIO 171	Anatomy & Physiology I	4	NUR 204	Introduction to Nursing Practice	6
*BIO 172	Anatomy & Physiology II	4	NUR 205	Application of Nursing Practice	2
BIO 273	Microbiology	4	NUR 206	Pathophysiology	3
CHM 145	Chemistry for Living Systems	3	NUR 208	Nursing Theory	2
*CIS 102 (or higher)	Intro. Computer Applications	3	NUR 300	Mental Health Nursing	6
HSC 112	Medical Terminology	1	NUR 302	Maternal/Newborn Nursing	6
HSC 200	Nutrition in Health	3	NUR 304	Pediatric Nursing	6
*MAT 140 (or higher)	Intermediate Algebra	4	NUR 306	Diagnostics/Therapeutics	2
PSY 201	General Psychology	3	NUR 308	Nursing Research/Statistics	3
PSY 343	Growth & Dev. of Child & Adolescents	3	NUR 310	Adult Medical/Surgical Nursing	8
SOC 201	General Sociology	3	NUR 400	Acute & Urgent Clinical Nursing (summer)	3
**Humanities	One course per discipline	3	NUR 402	Nursing Management/Leadership	6
**Humanities	One course per discipline	3	NUR 404	Issues in Professional Nursing	2
**Humanities	One course per discipline	3	NUR 406	Community Nursing	6
Elective	Open elective	3	NUR 408	Nursing Capstone	2
+Gen Ed	General Education elective	2	++NUR 301	Finlandia Connection	3

**TOTAL CREDITS: 126**

\*Must be successfully completed before taking courses at the 300/ 400 level.

\*\*Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, GRM, HIS (except HIS 211 & 212), HUM, MUS 121, MUS 122, NUR 309, PHL, REL, SPN or UNS.

+General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.

++Elective Nursing course — can satisfy open elective.



# College of Health Sciences

## BACHELOR OF SCIENCE - NURSING - SUGGESTED COURSE SEQUENCE 2008-2009

<b>FIRST SEMESTER</b>		<b>17 CREDITS</b>	<b>SECOND SEMESTER</b>		<b>16 CREDITS</b>
BIO 171	Anatomy & Physiology I	4	BIO 172	Anatomy & Physiology II	4
CHM 145	Chemistry of Living Systems	3	ENG 104	College English II	4
CIS 102 (or higher)	Intro. Computer Applications	3	HSC 112	Medical Terminology	1
ENG 103	College English I	4	MAT 140 (or higher)	Intermediate Algebra	4
PSY 201 OR	General Psychology OR	3	PSY 201 OR	General Psychology OR	3
SOC 201	General Sociology	3	SOC 201	General Sociology	3
<b>THIRD SEMESTER</b>		<b>15 CREDITS</b>	<b>FOURTH SEMESTER</b>		<b>17 CREDITS</b>
HSC 200	Nutrition & Health	3	BIO 273	Microbiology	4
NUR 200	Pharmacology	3	NUR 205	Application of Nursing Practice	2
NUR 202	Health Assessment/Interviewing	3	NUR 206	Pathophysiology	3
NUR 204	Intro to Nursing Practice	6	NUR 208	Nursing Theory	2
<b>SUMMER SEMESTER</b>		<b>3 CREDITS</b>	NUR 300	Mental Health Nursing	6
NUR 301	Finlandia Connection	3	<b>SIXTH SEMESTER</b>		<b>16 CREDITS</b>
<b>FIFTH SEMESTER</b>		<b>15 CREDITS</b>	NUR 306	Diagnostics/Therapeutics	2
NUR 302	Maternal/Newborn Nursing	6	NUR 308	Nursing Research/Statistics	3
NUR 304	Pediatric Nursing	6	NUR 310	Adult Medical/Surgical Nursing	8
PSY 343	Growth & Development	3	Humanities	Humanities elective	3
<b>SUMMER SEMESTER</b>		<b>3 CREDITS</b>	<b>EIGHTH SEMESTER</b>		<b>12-16 CREDITS</b>
NUR 400	Acute & Urgent Clinical Nursing	3	NUR 406	Community Nursing	6
<b>SEVENTH SEMESTER</b>		<b>12-15 CREDITS</b>	NUR 408	Nursing Capstone	2
NUR 402	Nursing Management/Leadership	6	Elective	Open elective	1-2
NUR 404	Issues in Professional Nursing	2	Humanities	Humanities elective	3-6
Gen Ed	General Education	1-2			
Humanities	Humanities elective	3-6			

### GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
*ENG 103	4	_____	_____	NUR 200	3	_____	_____
*ENG 104	4	_____	_____	NUR 202	3	_____	_____
*BIO 171	4	_____	_____	NUR 204	6	_____	_____
*BIO 172	4	_____	_____	NUR 205	2	_____	_____
BIO 273	4	_____	_____	NUR 206	3	_____	_____
CHM 145	3	_____	_____	NUR 208	2	_____	_____
*CIS 102 (or higher)	3	_____	_____	NUR 300	6	_____	_____
HSC 112	1	_____	_____	NUR 302	6	_____	_____
HSC 200	3	_____	_____	NUR 304	6	_____	_____
MAT 140 (or higher)	4	_____	_____	NUR 306	2	_____	_____
PSY 201	3	_____	_____	NUR 308	3	_____	_____
PSY 343	3	_____	_____	NUR 310	8	_____	_____
SOC 201	3	_____	_____	NUR 400	3	_____	_____
Humanities _____	3	_____	_____	NUR 402	6	_____	_____
Humanities _____	3	_____	_____	NUR 404	2	_____	_____
Humanities _____	3	_____	_____	NUR 406	6	_____	_____
Elective _____	3	_____	_____	NUR 408	2	_____	_____
Gen Ed	2	_____	_____	**NUR 301	3	_____	_____

\*\*Elective Nursing Course - can satisfy open elective.

### OTHER ELECTIVES

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_

## BACHELOR OF SCIENCE - NURSING, RN TO BSN COMPLETION - ACADEMIC PROGRESS SHEET 2008-2009

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>(48)</b>
*ENG 103	College English I	4
*ENG 104	College English II	4
*BIO 171	Anatomy & Physiology I	4
*BIO 172	Anatomy & Physiology II	4
*BIO 273	Microbiology	4
***CHM 145	Chemistry for Living Systems	3
*CIS 102 (or higher)	Intro. Computer Applications	3
*MAT 140 (or higher)	Intermediate Algebra	4
PSY 201	General Psychology	3
SOC 201	General Sociology	3
Social Science	Social Science elective	3
**Humanities	Any level, only one course per discipline	3
**Humanities	Any level, only one course per discipline	3
**Humanities	300- to 400- level, only one course per discipline	3
+Gen Ed	General Education elective	3

### **REQUIRED CLINICAL NURSING COURSEWORK** (30)

A maximum of 30 credits will be awarded for previously acquired clinical skills obtained through a State Board-approved Associate Degree or Diploma nursing program.

### **NUR 299 EXPERIENTIAL LEARNING** (24)

The submission of a portfolio is required to receive 24 credits for NUR 299 Experiential Learning. Contact the Nursing Department for details.

<b>NURSING PROGRAM REQUIREMENTS</b>		<b>(24)</b>
NUR 303	Transition to Professional Practice	3
NUR 308	Nursing Research/Statistics	3
++NUR 402	Nursing Management/Leadership	6
++NUR 406	Community Nursing	6
NUR 408	Nursing Capstone	2
<b>PLUS 4 CREDITS FROM THE FOLLOWING:</b>		<b>(4)</b>
NUR 301	Finlandia Connection	3
NUR 305	Pharmacology for the RN	2
NUR 306	Diagnostics/Therapeutics	2
NUR 307	Pathophysiology for the RN	2
NUR 309	Spirituality in Health Care	2
NUR 311	Perspectives in Nursing	2

**TOTAL CREDITS: 126**

**Note:** Students must complete 24 of final 30 credits at Finlandia University, and 30 credits must be completed at the 300-level or above.

\*Must be successfully completed before taking courses at the 300/400 level.

\*\*Humanities, choose only one course per discipline from the following: ENG (except ENG 101 & 201), FNS, FRN, GRM, HIS (except HIS 211 & 212), HUM, MUS 121, MUS 122, NUR 309, PHL, REL, or SPN.

\*\*\*If CHM 145 waived per faculty recommendation, student may be required to complete 1-3 credits of an open elective to meet the required 48 general education credits.

+General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.

++Requires a clinical component



# College of Health Sciences

## BACHELOR OF SCIENCE - NURSING, RN TO BSN COMPLETION - SUGGESTED PART-TIME COURSE SEQUENCE 2008-2009

### FIRST SEMESTER

NUR 303	Transition to Professional Practice	3
NUR ____	Nursing elective	2
Social Science	Social Science elective	3

### 8 CREDITS

### SECOND SEMESTER

NUR 308	Nursing Research/Statistics	3
NUR ____	Nursing elective	2
Humanities	Humanities elective	3

### 8 CREDITS

### THIRD SEMESTER

NUR 402	Nursing Management/Leadership	6
Humanities	Humanities elective	3

### 9 CREDITS

### FOURTH SEMESTER

NUR 404	Nursing Capstone	2
NUR 406	Community Nursing	6

### 8 CREDITS

**Note:** General Education courses, excluding 300-level electives, must be completed prior to initiating first semester of RN to BSN Completion course sequence.

See Nursing Department for details on full-time and other part-time options. Students who elect to take two courses per semester will require 6-7 semesters for program completion.

## GENERAL EDUCATION AND PROGRAM CHECKLIST

Course	Credits	Sem./Yr.	Grade	Course	Credits	Sem./Yr.	Grade
*ENG 103	4	_____	_____	NUR 301	3	_____	_____
*ENG 104	4	_____	_____	NUR 303	3	_____	_____
*BIO 171	4	_____	_____	NUR 305	2	_____	_____
*BIO 172	4	_____	_____	NUR 306	2	_____	_____
*BIO 273	4	_____	_____	NUR 307	2	_____	_____
CHM 145	3	_____	_____	NUR 308	3	_____	_____
*CIS 102 (or higher)	3	_____	_____	NUR 309	2	_____	_____
MAT 140 (or higher)	4	_____	_____	NUR 311	2	_____	_____
PSY 201	3	_____	_____	NUR 402	6	_____	_____
SOC 201	3	_____	_____	NUR 406	6	_____	_____
Social Science ____	3	_____	_____	NUR 408	2	_____	_____
Humanities ____	3	_____	_____				
Humanities ____	3	_____	_____				
Humanities ____	3	_____	_____				
Gen Ed	3	_____	_____				
Previous Clinical							
Coursework	30						
NUR 299	24						

\*Must be successfully completed before taking courses at the 300/400 level.

### OTHER ELECTIVES

Course	Credits	Sem./Yr.	Grade	Course	Credits	Sem./Yr.	Grade
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_



## ASSOCIATE IN APPLIED SCIENCE - PHYSICAL THERAPIST ASSISTANT - ACADEMIC PROGRESS SHEET 2008-2009

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>(28)</b>	<b>PTA PROGRAM REQUIREMENTS</b>		<b>(40)</b>
*ENG 103	College English I	4	HSC 260	Pathological Conditions	2
*ENG 104	College English II	4	PTA 200	Functional Anatomy	3
*MAT 140 (or higher)	Intermediate Algebra	4	PTA 205	Functional Activities	1
*BIO 171	Anatomy & Physiology	4	PTA 210	Therapeutic Exercises	2
+Gen Ed	General Education elective	1	PTA 211	Clinical Orthopedics	2
+Gen Ed	General Education elective	1	PTA 215	Therapeutic Modalities I	3
PHL 212	Ethics: Class. Theories & Cont. Issues (Humanities)	3	PTA 216	Therapeutic Modalities II	2
PSY 201	General Psychology (Social Science)	3	PTA 217	Therapeutic Procedures	1
*Gen Ed	CIS 102 (or higher) recommended	3	PTA 220	Tests & Measures	1
**UNS 100	Finlandia Success Seminar	1	PTA 223	Clinical Preparation	2
<b>PRE-PTA REQUIREMENTS</b>		<b>(6)</b>	PTA 224	Clinical Practice	4
BIO 172	Anatomy & Physiology II	4	PTA 226	Clinical Preparation & Special Topics	2
HSC 112	Medical Terminology	1	PTA 230	Neurological Rehabilitation	2
PTA 101	Introduction to Physical Therapy	1	PTA 235	Patient Handling & Massage	1
*Must be successfully completed before taking courses at the 300-or 400-level.			PTA 240	Pediatric PTA	2
**Required for students with less than 24 earned college-level credits.			PTA 250	Geriatric PTA	2
+General Education, choose from the following: BIO, CHM, CIS, COM, CPT, DRM, ECN, ENG, FNS, FRN, GEO, GRM, HIS, HUM, JRN, MAT, MUS, PHL, PHS, PLS, PSY, REL, SOC, SPN, or UNS.			PTA 290	Clinical Education I	2
			PTA 291	Clinical Education II	2
			PTA 292	Clinical Education III	4

**TOTAL CREDITS: 74**



# College of Health Sciences

## ASSOCIATE IN APPLIED SCIENCE - PHYSICAL THERAPIST ASSISTANT - SUGGESTED COURSE SEQUENCE 2008-2009 THREE-YEAR PREFERRED SCHEDULE

<b>FIRST SEMESTER</b>		<b>13 CREDITS</b>	<b>SECOND SEMESTER</b>		<b>13 CREDITS</b>
BIO 171	Anatomy & Physiology I	4	BIO 172	Anatomy & Physiology II	4
ENG 103	College English I	4	ENG 104	College English II	4
PSY 201	General Psychology	3	HSC 112	Medical Terminology	1
PTA 101	Introduction to Physical Therapy	1	PHL 212	Ethics: Class. Theories & Cont. Issues	3
UNS 100	Finlandia Success Seminar	1	Gen Ed	General Education elective	1
<b>THIRD SEMESTER</b>		<b>12 CREDITS</b>	<b>FOURTH SEMESTER</b>		<b>12 CREDITS</b>
HSC 260	Pathological Conditions	2	MAT 140 (or higher)	Intermediate Algebra	4
PTA 200	Functional Anatomy	3	PTA 217	Therapeutic Procedures	1
PTA 220	Tests & Measures	1	PTA 235	Patient Handling & Massage	1
Gen Ed	CIS 102 (or higher) recommended	3	PTA 250	Geriatric PTA	2
Gen Ed	PSY 344 recommended	3	Gen Ed	General Education elective	1
<b>FIFTH SEMESTER</b>		<b>12 CREDITS</b>	<b>SIXTH SEMESTER</b>		<b>12 CREDITS</b>
PTA 205	Functional Activities	1	PTA 211	Clinical Orthopedics	2
PTA 210	Therapeutic Exercise	2	PTA 216	Therapeutic Modalities II	2
PTA 215	Therapeutic Modalities I	3	PTA 226	Clinical Prep & Special Topics	2
PTA 223	Clinical Preparation	2	PTA 230	Neurological Rehabilitation	2
PTA 224	Clinical Practice	4	PTA 240	Pediatric PTA	2
<b>SEVENTH SEMESTER</b>		<b>6 CREDITS</b>	PTA 290	Clinical Education I	2
PTA 291	Clinical Education II	2			
PTA 292	Clinical Education III	4			

### GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
*ENG 103	4	_____	_____	HSC 260	2	_____	_____
*ENG 104	4	_____	_____	PTA 200	3	_____	_____
*MAT	4	_____	_____	PTA 205	1	_____	_____
*BIO 171	4	_____	_____	PTA 210	2	_____	_____
Gen Ed	1	_____	_____	PTA 211	2	_____	_____
Gen Ed	1	_____	_____	PTA 215	3	_____	_____
PHL 212	3	_____	_____	PTA 216	2	_____	_____
PSY 201	3	_____	_____	PTA 217	1	_____	_____
*Gen Ed		_____	_____	PTA 220	1	_____	_____
(CIS 102 or higher)	3	_____	_____	PTA 223	2	_____	_____
		_____	_____	PTA 224	4	_____	_____
		_____	_____	PTA 226	2	_____	_____
		_____	_____	PTA 230	2	_____	_____
		_____	_____	PTA 235	1	_____	_____
		_____	_____	PTA 240	2	_____	_____
		_____	_____	PTA 250	2	_____	_____
		_____	_____	PTA 290	2	_____	_____
		_____	_____	PTA 291	2	_____	_____
		_____	_____	PTA 292	4	_____	_____

\*Must be successfully completed before taking courses at the 300/400 level.

### OTHER ELECTIVES

<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>	<u>Course</u>	<u>Credits</u>	<u>Sem./Yr.</u>	<u>Grade</u>
BIO 172	4	_____	_____	_____	_____	_____	_____
HSC 112	1	_____	_____	_____	_____	_____	_____
PTA 101	1	_____	_____	_____	_____	_____	_____
							<b>TOTAL CREDITS:</b> _____

## ASSOCIATE IN APPLIED SCIENCE - PHYSICAL THERAPIST ASSISTANT - ACADEMIC PROGRESS SHEET 2008-2009

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>(28)</b>	<b>PTA PROGRAM REQUIREMENTS</b>		<b>(40)</b>
*ENG 103	College English I	4	HSC 260	Pathological Conditions	2
*ENG 104	College English II	4	PTA 200	Functional Anatomy	3
*MAT 140 (or higher)	Intermediate Algebra	4	PTA 205	Functional Activities	1
*BIO 171	Anatomy & Physiology	4	PTA 210	Therapeutic Exercises	2
<sup>†</sup> Gen Ed	General Education elective	1	PTA 211	Clinical Orthopedics	2
<sup>†</sup> Gen Ed	General Education elective	1	PTA 215	Therapeutic Modalities I	3
PHL 212	Ethics: Class. Theories & Cont. Issues (Humanities)	3	PTA 216	Therapeutic Modalities II	2
PSY 201	General Psychology (Social Science)	3	PTA 217	Therapeutic Procedures	1
*Gen Ed	CIS 102 (or higher) recommended	3	PTA 220	Tests and Measures	1
**UNS 100	Finlandia Success Seminar	1	PTA 223	Clinical Preparation	2
<b>PRE-PTA REQUIREMENTS</b>		<b>(6)</b>	PTA 224	Clinical Practice	4
BIO 172	Anatomy & Physiology II	4	PTA 226	Clinical Preparation & Special Topics	2
HSC 112	Medical Terminology	1	PTA 230	Neurological Rehabilitation	2
PTA 101	Introduction to Physical Therapy	1	PTA 235	Patient Handling & Massage	1
			PTA 240	Pediatric PTA	2
			PTA 250	Geriatric PTA	2
			PTA 290	Clinical Education I	2
			PTA 291	Clinical Education II	2
			PTA 292	Clinical Education III	4

**TOTAL CREDITS: 74**





## Art & Design

### ARD 100 Introduction to Visual and Plastic Arts (offered every fall).....3

This course introduces students to several art and design disciplines and examines how they are interrelated through applied work using various mediums and techniques.

### ARD 101 Drawing Foundations (offered every fall).....3

In Drawing Foundations students develop their ability to draw what they see through the application of perspective, contour, and tonal study. Basic drawing techniques and the use of different materials are introduced.

### ARD 102 Life Drawing I (offered every spring) .....3

This class emphasizes accurate drawing of the human form using a wide variety of media, and focusing on proportion, problems of foreshortening, and anatomy.

### ARD 124 Ceramic Design I (offered every fall).....3

This is an introduction to ceramic design. During this class students become familiar with the design and making of ceramic products, and the properties of the media. Students learn basic manufacturing methods and techniques.

### ARD 126 Sustainable Design Systems (offered every fall).....3

This course introduces students to an evolving array of alternative design systems that are based on a philosophical paradigm shift toward Earth-awareness and environmental stewardship. The course also contains a design studio component in which students select a specific sustainable design system and use it to address a particular design problem.

### ARD 127 Digital Imagery (offered every semester) .....3

This class begins an in-depth study of industry-standard computer software applications for artists and designers. Working on a Macintosh platform, students develop basic computer graphics skills utilizing a powerful vector drawing program (Adobe Illustrator®) and an image manipulation program (Adobe Photoshop®). The theory and practice of designing with text and imagery is also explored.

### ARD 173 Color and Composition (offered every fall).....3

This class is an exploration of the basic elements and principles of two-dimensional design and its applications. Dot, line, shape, field, texture, brightness, and color are introduced as basic and interrelated components in solving design problems. Color theories including the physics and psychophysics of color, and cultural and aesthetic considerations are discovered. Projects encourage students to express ideas in a visual context, while exploring the interaction of ideas and principles.

### ARD 202 Life Drawing II (offered every fall).....3

In Life Drawing II, students develop a greater understanding of anatomy and skeletal structure through applied study of the figure through drawing. Prerequisites: ARD 101 and ARD 102.

### ARD 205 Weaving and Off-Loom Structures (offered every fall).....3

In this class, students discover fiber structure through sampling construction methods, including twining, coiling, knitting, crochet, knotting, and weaving. The emphasis is on loom preparation, drafting graphics, basic structures, and includes research and analysis of historic and contemporary examples. Students use these techniques to create art objects, one-of-a-kind garments, or design prototypes for multiples.

### ARD 211 Noetic Skills (offered every spring) .....2

This course focuses on creative, problem-solving strategies that challenge restrictions placed on rapid, adaptive, and unorthodox solutions by an adherence to conventional thinking. Students learn about obstacles to creativity and how to overcome them through the use of logic, intuition, and synthesis. Creativity is viewed as a rational thinking process that can be learned.

### ARD 221 Drawing Animation and Composition (offered every spring) .....3

This class emphasizes the composing process and the development of an understanding of drawing as a dynamic organization of shape, value, line, and form. The instructional format builds animation skills from the ground up, using a technical foundation in drawing as a basis for exploring animation. The development of individual and creative skills in the use of various drawing media is stressed. Prerequisites: ARD 101 and ARD 102.

# Course Descriptions

---

**ARD 222 Intermediate Studio**  
(offered every spring) .....3

In this course, students begin the exploration of a personal approach through one or more chosen media. Research to discover the properties, history, and various uses of the materials appropriate to the beginnings of one's own aesthetic expressions is stressed. Prerequisites: ARD 101 and ARD 102.

**ARD 223 Digital Art Studio I**  
(offered every spring) .....3

This course offers an introductory experience in the growing field of digital art, a combination of fine art and graphic design. Digital art combines the aesthetic appeal and sensibilities of traditional image-making with current design trends and technologies, utilizing the computer as the primary creative medium. This class is primarily intended for graphic design students who wish to focus on their illustration skills, as well as studio artists who wish to explore a new medium for their art. Students strengthen and polish the computer and software skills acquired in ARD 127 through projects designed to increase the comfort level of using the computer as a "canvas." Students are also expected to research, analyze, and report on the work of a contemporary digital artist of their choice. Prerequisites: ARD 101 and ARD 127.

**ARD 224 Ceramic Design II**  
(offered every spring) .....3

In this course, students develop greater knowledge and skills required in professional ceramic design work, such as making prototypes, manufacturing limited series, and designing and making one-of-a-kind pieces. Molds and casting techniques for ceramic production are also explored.

**ARD 225 Surface Design for Textiles**  
(offered every spring) .....3

This course covers the development of visual language for the surface design of printed, woven, and felted textiles including motifs, layouts, color-ways, printing, and dyeing techniques.

**ARD 226 Design Studio I**  
(offered every spring) .....3

This class is the first full design studio for Sustainable Design, Product Design, and Interior Design concentrations. The design studio uses design projects as a vehicle to learn and apply design systems and methodologies to creative problem solving. Students learn to define projects, perform research, and generate diverse concept responses.

**ARD 227 Publications**  
(offered every fall).....3

This class is an introduction to production and pre-press requirements for printed work. It covers publication design, copy and art preparation, graphic arts photo processes, paper, ink, and computer file preparation. Methods to keep design strategies flexible and appropriate amidst rapidly changing publishing practices are discussed. Prerequisite: ARD 127.

**ARD 240 Digital Modeling and Rendering**  
(offered every spring) .....3

Utilizing an industry-standard software application, in this course students learn the concepts and practice of creating three-dimensional computer models of their designs and how to apply surface textures, lighting effects, and modeling techniques.

**ARD 254 Jacquard Design**  
(offered odd spring) .....3

This course teaches students to create patterns and weaves for jacquard upholstery using professional software. Student designs are woven as samples in a textile mill. Students use drawing, basic math, and organizational skills to complete three design projects. Prerequisites: ARD 205 and ARD 225.

**ARD 261 Technical Aspects of Fiber and Fashion Design**  
(offered every spring) .....3

This class explores studio and industry materials and processes for surface design, weaving, and garment design. Flat pattern drafting and draping are introduced.

**\*ARD 263 Technical Aspects of Materials I**  
(offered every spring) .....3

In this course, students gain 'hands-on' experience with a wide range of materials, discover inherent characteristics of materials, and learn the processes used to produce and form them. New materials generated in response to concerns about conservation, renewable and reusable resources, recyclability, product life cycle analysis, and associated environmental impacts are explored. \*One cross-disciplinary Technical Aspect course may be substituted.

**ARD 273 Painting Fundamentals**  
(offered every fall).....3

This class is an introduction to the use of paint as a medium to explore the fundamentals of composition and pictorial organization. Instruction is given in the use of materials, the expressive use of color, and the rendering of form and volume through color value studies. Prerequisites: ARD 101 and ARD 173.

**ARD 276 Sculpture**  
(offered every spring) .....3

This class introduces the elements and principles of three-dimensional design through form development. Students discover materials and processes while developing an awareness of surface. Individual expression through unique objects and the production of multiples is encouraged.

**ARD 277 Professional Drawing**  
(offered every fall).....3

In this course, students are instructed in the professional language of technical drawings and learn to generate orthographic projections and 1-, 2-, and 3-point mechanical perspective drawings, and explore axonometric and exploded-view illustration techniques.

**ARD 279 Presentation and Portfolio**  
(offered every spring) .....2

In this course, students learn additional tools and techniques used by professional designers for concept presentation and professional portfolio construction.

**ARD 311 Design Research Skills**  
(offered every spring) .....2

This course develops basic skills in data collection and research techniques required by the design industry. A variety of systematic approaches to how designers translate complex information provided by engineers, market analysts, consumer groups, environmental scientists, and economists are explored. Qualitative research techniques drawn from several fields of study are examined, including surveying, interviewing, auditing, and observational methodology. Information collected is analyzed and synthesized into a cohesive design problem statement in order to address and explore solutions.

**ARD 322 Advanced Studio**  
(offered every fall).....3

In this course, the student continues exploration and mastery of their chosen media while researching present and past artists whose work can serve to guide the student’s direction and choices in developing a personal expression. The student begins to form a personal point of view and develop a focus in relation to the larger social and aesthetic environment. The emphasis is on content and awareness of varying approaches as means to understand others and one’s

self and gain the ability to create images with impact and personal style. Through illustration projects, students develop the use of conceptual and narrative skills in the problem solving process with emphasis on pictorial composition and use of color theory.  
Prerequisites: ARD 222 and ARD 273.

**ARD 323 Digital Art Studio II**  
(offered every spring) .....3

This course offers a continuing and in-depth experience in the growing field of digital art. Digital art, a combination of fine art and graphic design, combines the aesthetic appeal and sensibilities of traditional image-making with current design trends and technologies using the computer as the primary creative medium. Students advance their computer and software skills to a level where use of the technology becomes “invisible,” allowing students to concentrate on the creativity of their work. Students are encouraged to develop a visual style or dialogue, and push the medium by exploring various software and software combinations to help students find their artistic “voice.” Class assignments focus on artistic technique and editorial content based on personal, cultural, historical, and societal perceptions and observations. Prerequisite: ARD 223.

**ARD 327 Graphic Design**  
(offered every spring) .....3

In this class, students expand and sharpen their graphic design skills by finding independent solutions for real design problems. The class covers audience definition, demographics, research and analysis, concept development, and all pre-press production.  
Prerequisite: ARD 227.

**ARD 329 Art & Design Project Management**  
(offered every fall).....3

This class focuses on learning the project management skills required in art and design professions. Students have the opportunity to develop a personal focus linked to their chosen concentration. Students learn how to identify an objective for an art or design project, make a project plan and budget, negotiate with clients and partners, establish a timetable, and complete the project. Students can also choose a more demanding project and learn how to develop a business idea, create a business plan, perform a marketing analysis, and start an entrepreneurial venture.

# Course Descriptions

---

**ARD 336 Design Studio II**  
(offered every fall).....3

This class is the second full design studio for the Sustainable Design, Product Design, and Interior Design concentrations. This design studio is a continuation of creative problem solving using design projects as a vehicle to learn and apply design systems and methodologies. Students in Design Studio II aim for improved levels of research, conceptualization, and 'real-world' response. Prerequisite: ARD 226.

**ARD 341 Package Design**  
(offered every fall).....3

This course explores graphic design for the packaging industry. Topics include package design analysis, conceptualization, creation, and execution. The use of paper, board, plastic, glass, and metal containers is also covered. Final full-color structural comprehensives are executed for actual and simulated problem statements. Prerequisite: ARD 327.

**ARD 360 Technical Aspects of Ceramic Design**  
(offered every fall).....3

In this class, students study the chemistry and physics of the raw materials used in ceramic products, and the behavior of the materials during the different stages of production. The students become familiar with the different types and compositions of clay bodies, and with ceramic kilns and equipment operating principles.

**\*ARD 363 Technical Aspects of Materials II**  
(offered every spring) .....3

This course is a continuation of ARD 263. Students research the technical aspects of alternative materials developed in response to issues regarding conservation, renewable and reusable resources, and recyclability. Students gain a pragmatic understanding of these new materials and how they can be used to the benefit of society and the environment. Prerequisite: ARD 263. \*One cross-disciplinary Technical Aspects course may be substituted.

**ARD 370 Human Factors and Ergonomics**  
(offered every fall).....2

In this class, students study the interface between humans and the built environment. Course work includes the study of anthropometrics, ergonomics, proxemics, and human sensory and psychological response in relation to human-made objects and environments. Also explored are ADA specifications and regulations, and the principles of universal design and sustainable design.

**ARD 395 Art & Design Project**  
(offered every spring) .....4

This class deepens the skills learned in ARD 329. The emphasis of the class is on individual professional development. Students choose project topics, prepare timetables and project plans, and produce a product, set of products, or piece(s) of art. Instructors approve the project topics. Students prepare a report of the project and complete a project portfolio using advanced presentation techniques. Students are encouraged to select a challenging and inspiring topic that generates individual expertise and lays the groundwork for subsequent professional projects. Prerequisite: ARD 329.

**ARD 403 Contemporary Issues in Art**  
(offered odd spring) .....3

This course is a senior-level discussion about the place of art and the artist in contemporary global culture. It explores questions such as: What are artists doing and saying now? What are the contexts in which they are responding? What kinds of new media and venues are being developed? The course explores the responsibility of artists (if any) to society, themselves, the environment, and the ecology of the planet.

**ARD 422 Advanced Studio II**  
(offered every spring) .....3

In this course, the student is expected to arrive at a focus that is personal, well-informed, and articulate. The semester is devoted to working in the chosen focus to develop an artistic vision that encompasses one's background, environment, philosophy, and energy. This series of works expressing the student's refined individual style leads to the final senior project. Students complete the project, and prepare a professional-level portfolio and presentation. Illustration concentration students work through the entire illustration process in specific advertising, book, or editorial illustration projects to enhance conceptual abilities and technique with a career-oriented direction. Prerequisite: ARD 322.

**ARD 424 Studio Practices in Ceramic Design**  
(offered every spring) .....3

This class focuses on advanced problem solving related to the process of creating ceramics. The aesthetics of clay as an expressive medium are explored. Prerequisites: ARD 224 and ARD 360.

**ARD 425 Studio Practices in Fiber and Fashion Design**  
(offered every fall).....3

Professional practices in design development and presentation for individual artists, small businesses, and industry are emphasized in this class. Students further develop their unique focus in fiber or fashion design, laying the foundation for their diploma works project.

**ARD 427 Publications II**  
(offered every spring) .....3

This class discusses methods of keeping design strategies flexible and appropriate in the midst of rapidly changing publishing practices, and examines some of the more complex pre-press production processes. The class is project-based but also includes instruction in an industry-standard page-layout program such as Adobe InDesign® and the execution of professional-quality publication mock-ups. Prerequisites: ARD 227 and ARD 327.

**ARD 440 Multimedia Design**  
(offered every spring) .....3

This course covers the concepts, theory, and practice of graphic design for multimedia presentations. Various industry-standard multimedia software applications are explored. Each student is expected to design and produce a multimedia presentation for a real or simulated project. Self-exploration of appropriate software applications is encouraged. Prerequisite: ARD 341.

**ARD 497 Diploma Works Seminar**  
(offered every fall).....1

This seminar prepares students for ARD 499 Diploma Works. The student is introduced to the approaches, basic standards, and required guidelines for ARD 499 Diploma Works. Students plan their diploma works project and present it for approval. Requirement: Student must enroll in ARD 499 the following spring semester.

**ARD 498 Art & Design Internship**  
(offered every semester) .....6

Art and Design Internship students are required to participate in a one-semester internship with a professional design firm or company. Students may also elect to study abroad in lieu of professional practice.

**ARD 499 Diploma Works**  
(offered every spring) .....6

This is an intensive class in which the student researches, develops, and completes a final diploma works project with the supervision of a faculty member.

Topics and requirements vary according to the student's focus. A paper and support materials that document the development of the work are required. Prerequisites: ARD 311, ARD 329, ARD 395, and ARD 497.

**Biology**

**BIO 111 Concepts in Biology**  
(offered every semester) .....4

This course focuses on understanding the scientific process and basic concepts of modern biology. Topics include scientific inquiry, characteristics of life, diversity of organisms, basic biological chemistry, cell structure and function, photosynthesis and respiration, cell reproduction, and chromosomes and patterns of inheritance. Includes laboratory. No prerequisite required.

**BIO 171 Anatomy and Physiology I**  
(offered every fall).....4

This course provides a systematic review of the anatomy and physiology of the human body. Topics include basic biochemistry, cells, tissues, and body systems such as integumentary, skeletal, muscular, and nervous. Includes laboratory. Prerequisites: two years of high school biology and/or chemistry or equivalent, or BIO 111, or permission of instructor.

**BIO 172 Anatomy and Physiology II**  
(offered every spring) .....4

This course is a continuation of BIO 171. Body systems studied include endocrine, cardiovascular, lymphatic, respiratory, digestive, renal, and reproductive. Includes laboratory. Prerequisite: BIO 171.

**BIO 211 Organismal Biology**  
(offered odd fall).....4

The course covers theories related to the origin of life, the evolution of all living things, and the mechanisms of inheritance. A survey of the six kingdoms of organisms is included. Includes laboratory. No prerequisite.

**BIO 273 Microbiology**  
(offered every spring) .....4

This course offers an introduction to medically important microorganisms. Topics include microbial growth and metabolism, methods of control, host-parasite interactions, and microbial disease of the human body. Includes laboratory. Prerequisite: BIO 172 or BIO 211.

# Course Descriptions

---

**BIO 300 Ecology and the Environment**  
(offered even fall) .....4

This course outlines the essential elements of ecology starting with a discussion of the nature and history of the discipline of ecology, followed by a brief review of the natural history of the planet. The course builds on these foundations by focusing on theoretical principles involved in the ecology of individuals, populations, communities, and ecosystems. Includes laboratory. Prerequisite: PHS 112 or permission of instructor.

**Business**

**BUS 138 Fundamentals of Business**  
(offered every fall).....3

This course provides an introduction to business, management, and entrepreneurship. The student gains a basic understanding of the process of establishing a new business, the operational components and functions of a business, and the essentials of small business.

**BUS 141 Business Communications**  
(offered every spring) .....3

This course is an introduction to, and practice in, written and oral communication, communication theory related to business letters and reports, and the human relations approach to positive communication. Prerequisite: ENG 103.

**BUS 201 Principles of Accounting I**  
(offered every fall).....3

This class covers the basic concepts, principles, and procedures of accounting, including methods of recording, reporting, and interpreting financial data.

**BUS 202 Principles of Accounting II**  
(offered every spring) .....3

This class, a continuation of BUS 201, focuses on partnership and corporate accounting. The statement of cash flows and financial statement analysis are also covered. Prerequisite: BUS 201.

**BUS 205 Accounting with Computers**  
(offered every fall).....3

This course is an introduction to computerized applications used in the accounting cycle, including accounts payable, accounts receivable, and payroll. Prerequisite: BUS 202.

**BUS 212 Business Ethics**  
(offered every spring) .....3

Business Ethics acquaints students with the major frameworks for ethical decision-making in the business professions. The focus is on ethical questions that can arise in the professional practice of business, and the relationships between professionals and clients, management, employees, stakeholders, and customers. Students use analytical tools to recognize and address contemporary ethical dilemmas in business organizations. Emphasis is placed on analyzing ethical theories and principles, and the central questions of ethics and morality. Students analyze and synthesize ethical theories that affect thinking, policy formulation, business decision making, and professional conduct.

**BUS 235 Leadership and Team Skills**  
(offered every fall/spring) .....3

This class explores the leader's role and behavior in an effective organization; theories for assessing strengths and weaknesses of self, teammates, and subordinates; how to participate in and work with teams; and communication skills. Experiential exercises actively engage the student in learning the leadership process. Students employ adaptive leadership skills as they synthesize course concepts through guided community service activities.

**BUS 240 E-Business**  
(offered every fall).....3

This course studies the impact of the Internet on business, the principles and concepts of e-commerce and doing business on the Web, Internet-focused marketing, operational transformation, formation of electronic markets, and the digital economy. It is an introduction to the World Wide Web, browsers, search engines, portals and Internet service providers, HTML and Web development tools, and Web site metering tools. It also covers the principles of Web site planning and design. Skills are developed for simple Web page development using common software packages. Prerequisites: CIS 202 or equivalent knowledge of computer systems, PC access and Internet account, or permission of instructor.

**BUS 301 Intermediate Accounting I**  
(offered every fall).....3

This class is an in-depth study of the accounting cycle and the accepted standards that govern financial reporting. Topics include current assets, long-lived assets, and intangibles. Prerequisite: BUS 202.

**BUS 302 Intermediate Accounting II**  
(offered every spring) .....3

This class is a continuation of BUS 301. Topics include current liabilities, long-term investments, and stockholder equity. Prerequisite: BUS 301.

**BUS 307 Management Information Systems**  
(offered every fall).....3

The course covers strategic approaches to information systems decisions. Students are introduced to the role IT systems play in managing information as a resource, and using IT information for competitive advantage. Topics include a basic framework for understanding the relationships among business strategy, information systems, and organizational strategies. Students learn how IT relates to organizational design and business strategies, how to find opportunities for improvement in the work environment, and how to innovatively apply current technologies to leverage those opportunities. The course considers when to use off-shoring and outsourcing, treating IT systems from a portfolio management perspective, and issues of ethics, privacy protection, and security management. Prerequisite: CIS 202 or permission of instructor.

**BUS 311 Production and Operations Management**  
(offered every spring) .....3

This course provides business administration students with a sound understanding of the concepts, techniques, and applications of contemporary production and operations management. Regional and national needs for improvement in quality and productivity are discussed in terms of meeting the demands of a new millennium. Students acquire a body of knowledge and appreciation for production and operations as they relate to international competitiveness and survival in the global marketplace. Prerequisite: BUS 371 or permission of instructor.

**BUS 315 Cost Accounting**  
(offered every fall).....3

This class studies how accounting information is used by managers to plan production and control the costs of a manufacturing operation. Topics include cost systems, cost elements, budgeting, profit planning, responsibility accounting, and standard cost. Prerequisite: BUS 202 or permission of instructor.

**BUS 324 Income Tax Accounting**  
(offered every spring) .....3

This class is an introduction to the study of federal income tax laws and how they apply to individuals, partnerships, and corporations. Prerequisite: BUS 202.

**BUS 332 Business Finance**  
(offered every fall).....3

The basic principles of the acquisition, management, and distribution of financial resources are presented. The emphasis is on small businesses. Prerequisites: MAT 130 or higher.

**BUS 345 Principles of Marketing**  
(offered every fall).....3

The course covers marketing principles, including classification of goods, retailing, wholesaling, physical distribution, personal selling, advertising, pricing, market forecasting and research, and the economic and legal environment in which a business enterprise functions. The emphasis is on small businesses.

**BUS 346 Business Practices**  
(offered every fall).....3

The course prepares students to develop a marketing, advertising, and public relations strategy for their own business endeavors or for a small business where they may work. Students develop a conversational knowledge of why and how a small business with limited resources can benefit from developing and implementing a plan. Practical techniques, as opposed to theory, are presented and discussed. This pragmatic approach helps students understand business fundamentals as they immediately apply them to new or existing small-scale business ventures.

**BUS 350 Topics in Business**  
(offered every fall).....3

Topics in this seminar-style course vary depending on the instructor. Issues addressed include current problems or dilemmas faced in the business world and their relationship to the student. Emphasis is on critical thinking, problem solving, and oral communication skills. Prerequisite: junior standing.

**BUS 351 Sport Marketing**  
(offered every spring) .....3

This course applies the principles of promotion and marketing for college and high school athletics, professional sports, corporate fitness clubs, and resorts. Prerequisite: BUS 345.

**BUS 361 International Business Law**  
(offered every spring) .....3

Legal terminology, contracts, agencies, partnerships, corporations, property, negotiable instruments, sales, and court proceedings are examined. Prerequisite: sophomore standing.

# Course Descriptions

---

**BUS 371 Principles of Management**  
(offered every fall).....3

This course examines the evolution and function of management, including theory, technique, and social and environmental influences, and how management goals and strategies are set and attained.

**BUS 374 Principles of Sports Management**  
(offered every spring) .....3

This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sports management. Fundamental sports management principles and skills, and information on current issues are emphasized. The course introduces students to sports management career opportunities and sports principles as they relate to leadership style, communication, and motivation. Prerequisite: BUS 371.

**BUS 381 Human Resource Management**  
(offered every fall).....3

This course provides an overview of contemporary strategies and best practices for the effective management of human resources in the public and private sectors. The course is framed by organizational theories that propose practical solutions to human resource operations in environments such as business, government, and not-for-profit agencies. Providing an analysis of the procedural and legal components of HR management, this course offers strategies to adjust for change while retaining effective systems. It examines how to manage human resources effectively in the dynamic legal, social, and economic environment of organizations. Topics include appraisal and evaluation of HRM systems; techniques for recruitment and selection, training and development, and performance appraisal; and industry standards in compensation and benefits. Prerequisite: BUS 371.

**BUS 386 Organizational Behavior**  
(offered every spring) .....3

The class is an interdisciplinary study of the variables that affect work performance and how those principles can be applied in the workplace. Students discuss the micro- and macro-effects of the work environment on morale and explore the manager's role in employee motivation, leadership, team-building, conflict resolution, creating a positive culture, and implementing healthy change. Prerequisite: BUS 371.

**BUS 388 International Business**  
(offered every spring) .....3

This class studies the effective management of a multi-national small business. Discussion includes how operating a business in foreign environments with differing cultures and philosophies influences entrepreneurs and small business managers. Prerequisite: BUS 371.

**BUS 389 International Accounting**  
(offered every spring) .....3

This course examines the international dimensions of financial accounting and analysis focusing on the nature of, and differences in, accounting and financial reporting for similar transactions in major countries around the world. The historical and contemporary forms of governmental influence in specific countries, the role and influence of International Financial Reporting Standards (IFRS) on international accounting standards and their related impact on financial reporting, and various world-wide disclosure and analysis requirements are examined. Specific attention is given to inflation accounting, foreign currency transactions, methods for translating foreign financial statements, and the implementation of IFRS accounting standards. Prerequisite: BUS 302.

**BUS 401 Advanced Accounting**  
(offered every spring) .....3

Advanced Accounting examines the specialized issues, problems, practices, and skills required when accounting for business combinations. Topics include preparing consolidated financial statements for organizations with branch offices, and for domestic corporations that are wholly- and/or partially-owned subsidiary operations. Transactions associated with international operations are also discussed. Prerequisite: BUS 302.

**BUS 411 Financial Management**  
(offered every fall).....3

This class presents a basic “nuts and bolts” background to the principles of finance. Comprehensive exposure to capital acquisition, capital investment, and working capital are covered. Prerequisite: MTH 130.

**BUS 420 Auditing**  
(offered every spring) .....3

The course studies the attest functions of public accounting. Topics include professional ethics, generally accepted auditing standards, internal control, and the design of audit programs. Prerequisite: BUS 302.

**BUS 434 Global Finance**  
(offered every spring) .....3

Global Finance topics include foreign exchange markets, global money and capital markets, and international risk exposures and their management. Prerequisite: BUS 411.

**BUS 435 Entrepreneurial Leadership**  
(offered every fall).....3

This course develops an entrepreneurial mindset, empowering students to transform their vision for the future into reality. Students develop self-leadership to augment personal effectiveness, improve critical communication skills to reinforce important relationships, and explore strategies for bridging the gap between ideas and results. Prerequisite: BUS 235.

**BUS 447 International Marketing**  
(offered every spring) .....3

The course studies the development and implementation of a marketing strategy in a global setting. Topics include how to devise a mission, utilize limited resources, and design and measure the effectiveness of an international marketing plan. Prerequisite: BUS 345.

**BUS 451 International Investment**  
(offered every spring) .....3

This course explores the various financial goals, investment objectives, and investment constraints that are considered when making investment decisions. Investment objectives, and the uncertain environment in which choices are made, are analyzed in terms of how they influence investment product choices. The course begins with an overview of financial markets and financial instruments, followed by detailed discussions of topics including common concepts in formulation of investment policies, fundamental and technical security analysis, and portfolio strategy. Measurement of investment risks and rewards, understanding human behavior, locating and using current investment information, and planning and managing a personal investment portfolio are also covered. Prerequisite: BUS 411 or permission of instructor.

**BUS 452 Sports Law**  
(offered every fall).....3

This class is a survey of the legal issues associated with what is commonly referred to as sports law. Laws affecting a range of sports-related activities are examined, including application of contract law to sports relationships; standard form contracts in sports; the doctrine of restraint of trade; competition law as applied to sports; internal regulation of sports including

topics such as discipline, natural justice, and rights of athletes; civil and criminal liability arising from participation in and management of sports; the internationalization of sports law; and dispute resolution in sports. Prerequisite: BUS 361.

**BUS 453 Athletic Administration and International Sport**  
(offered every spring) .....3

In part one of this course, the management of amateur athletics is introduced, including a review of the organizational structures of intercollegiate athletic departments, conferences, and the NCAA. In part two, the class analyzes, in light of an expanding global sport industry, the organization and management of international sport, including the European “Club” structure and Olympic movements.

**BUS 454 Facility and Game Event Management**  
(offered every spring) .....3

This class offers an overview of the operation, management, and financing of public and private assembly facilities, including arenas, coliseums, and stadiums. Also covered are the elements of managing sport games and events. Prerequisite: BUS 374.

**BUS 453 Athletic Administration and International Sport**  
(offered every spring) .....3

This class is an introduction to the management of amateur athletics, including a review of the organizational structures of intercollegiate athletic departments, conferences, and the NCAA. The organization and management of international sports organizations are analyzed, including the European “Club” structure and Olympic movements. Prerequisite: BUS 374.

**BUS 481 Quantitative Methods for Business Decision-Making**  
(offered every spring) .....3

This class studies the application of linear programming, network models, and forecasting models, and presents simulations of various problems encountered by smaller businesses. Prerequisite: MTH 130.

**BUS 488 Business Strategies**  
(offered every spring) .....3

Through case studies, in this course students analyze each major business function in terms of how the function is integrated into the particular business. The course impels students to synthesize their knowledge and create better, more positive strategies for business success. Prerequisites: BUS 345 and BUS 371.

# Course Descriptions

---

**BUS 498 Business Internship**  
(offered every semester) .....6

For the Business Internship, individual employers accept students for participation in job activities that meet the objectives of the International School of Business, the employer, and the student. A learning agreement is developed between the student and a faculty mentor, who then ensures that the student's knowledge is applied and utilized in the work setting. Prerequisite: junior or senior standing.

**BUS 499 Senior Thesis or Project in Business**  
(offered every semester) .....6

The end product of this class is a comprehensive and integrated research paper and presentation focusing on a topic of interest to the student. This thesis or project is intended to demonstrate the student's capacity to synthesize and apply knowledge from an organizational perspective. Prerequisites: senior standing and permission of instructor.

## Chemistry

**CHM 121 Chemistry and Society**  
(offered odd spring) .....4

This course introduces basic chemistry principles such as elements, compounds and mixtures, atomic structures and periodic properties, chemical bonding, aqueous solutions, acids and bases, and energy relationships. The chemistry concepts are discussed in the context of important societal issues, such as clean air and water, global climate change, acid rain, ozone depletion, and biotechnology. Includes laboratory. Prerequisite: MAT 140.

**CHM 131 Chemistry of Artists' Materials**  
(offered every spring) .....4

This course covers the basics of chemistry, including elements, compounds, atoms, chemical bonding, the periodic table, acid-base and oxidation-reduction reactions, and basic inorganic and organic chemistry. The concepts are studied in the context of artists' materials: paints and dyes, paper, fibers and plastics, metals and alloys, ceramics and glass. Light and color of materials are examined. Includes laboratory. This class is open only to Art and Design students or by permission of instructor.

**CHM 145 Chemistry of Living Systems**  
(offered every fall).....3

The focus of this course is the chemical basis of life processes. It surveys general chemistry and organic chemistry, then focuses on biochemistry. Specific topics

include atomic and molecular structure, chemical change, organic compounds, proteins, carbohydrates, lipids, metabolism, and hormones. It is assumed that students have some background in science. Prerequisite: a minimum of two years of high school science (chemistry, biology, and/or physics). Alternately, students should complete at least one college science course with a significant chemistry component, such as CHM 121 or BIO 111.

## Computer Information Systems

**CIS 102 Introductory Computer Applications**  
(offered every semester) .....3

The course includes an overview of how computers work, computer terminology and concepts, and the use of a computer as a tool in various disciplines. The course provides extensive coverage of the use of Microsoft Office® 2007 software for problem solving and decision-making. Applications include Word, Excel, Access, and PowerPoint. Students create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use. Also included is information about Microsoft Office® Outlook, communications and scheduling software, creating Web pages, and the integration of software applications with the World Wide Web.

**CIS 202 Intermediate Computer Applications**  
(offered every semester) .....3

This course builds on basic student knowledge of Microsoft Office® 2007 software. The course covers the advanced features of Word, Excel, and PowerPoint, including integration among them and with the Internet. Students work with various business situations and are required to use problem-solving, critical-thinking, and hands-on computer skills to design documents for each situation. Prerequisite: CIS 102 or equivalent, or permission from the instructor.

**CIS 350 Topics in Computer Information Systems**  
(offered as needed) .....3

This class covers the use of the Internet as a resource and the common software packages frequently used for Internet problem solving and decision-making.

## Computer Technology

**CPT 202 Digital Applications and Technologies for Life**  
(offered every semester) .....3 credits

This course provides training in the application of digital technologies, including computers, digital video and cameras, courseware and software, Web site development, blogging, podcasting, and others. Internet

safety, intellectual property rights, and ethical issues associated with Internet use are examined. Students develop a multimedia project incorporating four of the digital technologies learned in the course.

## Communications

**COM 108 Fundamentals of Public Speaking**  
(offered every semester) .....2 credits

This course focuses on the preparation and delivery of informative and persuasive speeches in the classroom and beyond. Covered are basic rhetorical principles to enrich understanding, analysis of professional speeches to inform, speaking and listening competencies, and the practice of sound ethics.

## Criminal Justice

**CRJ 101 Introduction to Criminal Justice**  
(offered every fall).....3

This introductory course covers the traditional components of the criminal justice system including police, courts, and corrections, along with discussion of the general influences of community, family, legislation, and victims' rights groups on the criminal justice system.

**CRJ 104 Police Operations**  
(offered every spring) .....3

This class studies the roles and responsibilities of the police officer during the activity of patrol. It includes discussion of the types of patrols, and the role of an officer in traffic stops, prowler calls, felonies in progress, suicide, hostage calls, and group disturbances.  
Prerequisite: CRJ 101 or permission of instructor.

**CRJ 105 Juvenile Delinquency**  
(offered every fall).....3

This course explores issues of juvenile delinquency, factors contributing to delinquency, and societal and governmental attempts to prevent and control delinquent behavior. The role of the juvenile court and juvenile corrections is examined.

**CRJ 131 Private Security**  
(offered as needed) .....3

This class studies the role of security in society, and surveys the physical and personnel aspects of security.  
Prerequisite: CRJ 101 or permission of instructor.

**CRJ 140 Corrections**  
(offered every fall).....3

This class is an introduction to the correctional system. The types of correctional institutions are

identified and discussed, from boot camps through super-max security prisons. The functions of parole and probation are identified and explored in depth. The many career paths within the correctional system are also addressed. Prerequisite: CRJ 101 or permission of instructor.

**CRJ 190 Emergency Management**  
(offered odd spring) .....3

This class discusses local and national emergency management procedures as they relate to natural and man-made disasters, with an emphasis on terrorism.  
Prerequisite: CRJ 101 or permission of instructor.

**CRJ 201 Criminal Investigation**  
(offered every spring) .....3

The fundamentals of investigative techniques such as surveillance, search at the crime scene, developing sources of information, collecting and preserving evidence, and modern methods of investigation and police operations are studied. Prerequisites: CRJ 101 and CRJ 104 or CRJ 140, or permission of instructor.

**CRJ 203 Client Growth and Development**  
(offered every spring) .....3

This course discusses the differences between normal and criminal behavior, explores the causes and development of criminal behavior, and identifies specific problems and interventions as they relate to offenders. Treatment options and community alternatives to institutionalization are also discussed. Prerequisite: CRJ 101 or permission of instructor.

**CRJ 205 Criminal Law**  
(offered every fall).....3

Criminal Law studies the elements, purposes, and functions of criminal law. Also covered are sources of criminal law, contempt and conspiracy, criminal responsibility, defenses to crime, laws of arrest, search and seizure, and other laws. Actual cases are studied.  
Prerequisite: CRJ 101 or permission of instructor.

**CRJ 208 Criminal Procedures**  
(offered every spring) .....3

This class is a study of the fundamentals of criminal procedures including the elements of a crime, legal implications related to rules of evidence, search, seizure, arrest, interview, interrogation, and court presentation.  
Prerequisite: CRJ 205 or permission of instructor.

# Course Descriptions

---

**CRJ 210 Professional Communications in Criminal Justice**  
(offered every fall).....3

This course instructs the student in interview and interrogation techniques for witnesses, victims, and suspects in the criminal justice system. Also covered are report writing, construction of search and arrest warrants, and testifying in court. Prerequisite: CRJ 101 or permission of instructor.

**CRJ 212 Criminology**  
(offered even fall) .....3

This class analyzes the nature, causes, and distribution of crime; societal factors in crime and delinquency; theoretical explanations of crime; and contemporary social responses. Prerequisite: CRJ 101 or permission of instructor.

**CRJ 250 Topics in Criminal Justice**  
(offered as needed) .....3

This course gives students an opportunity for in-depth exploration of an aspect of the field of criminal justice not dealt with extensively in other criminal justice courses. Topics may include Drugs in the Community, Crime in America, History of the Criminal Justice System, and Contemporary Issues in Criminal Justice.

**CRJ 251 Murder in the U.S.**  
(offered even spring).....3

Using an interdisciplinary theoretical approach, this course addresses the issues of violence and homicide in the United States. The class examines past and present murder patterns, different types of crimes associated with murders committed by intimates and/or former intimates, and serial and mass murderers. Victim and murder typologies, and tools of death are examined. The subject of capital punishment in the U.S. is discussed.

**CRJ 287, CRJ 288 Fieldwork in Criminal Justice**  
(offered every semester) .....3

In this class, individual organizations accept students for participation in job activities that meet the objectives of both the Criminal Justice Program and the employer. Participation is detailed in a student learning agreement developed with the appropriate faculty member. Prerequisite: sophomore standing.

## Drama

**DRM 113, 114, 213, 214, 313, 314 Theater Production**  
(offered every semester) .....3

In Theater Production students participate in all phases of the production of a twice-yearly Finlandia University play. Class activities typically involve cooperation with children and adults in the community.

**DRM 250 Topics in Theater**  
(offered as needed) .....1-3

This course offers students an opportunity to explore a fine arts sub-genre or theme not covered in regular survey courses.

## Economics

**ECN 231 Microeconomics**  
(offered every fall).....3

Microeconomics is a social science that studies the choices that individuals, businesses, governments, and entire societies make when coping with scarcity, and the incentives that influence and reconcile those choices. In this very broad subject, which touches all aspects of human lives, students go beyond the definition of microeconomics to understand the types of questions economists try to answer, the way economists think, and how they go about seeking answers. Students learn how choices end up determining what, how, and for whom goods and services are produced, and when choices made in pursuit of self-interest also promote social interest.

**ECN 232 Macroeconomics**  
(offered every spring) .....3

Macroeconomics is a social science that studies how the nation's overall economy works. It introduces students to the theoretical and practical principles that drive national markets relative to production, prices, business and government policy decision-making, and consumer behavior. Topics include recessions, economic growth cycles and growth rates, inflation, consumption, saving and savings, taxes, fiscal and monetary policy, and national and trade deficits.

**ECN 331 Global Economy**  
(offered every spring) .....3

This class is an introduction to the elements that make up today's global economy, including regional economic patterns and trends of change for the 21st century. Prerequisites: ECN 231 and ECN 232.

**ECN 350 Topics in Economics**  
(offered as needed) .....3

This course investigates in greater depth aspects of economics not covered or only lightly touched on in other economics courses. Topics may include The European Union, The Less-Developed Country in the World Economy, U.S. Trade Policies and Asia, Contemporary Economic Problems, or the Environment and Economics.

**ECN 351 Managerial Economics**  
(offered every fall).....3

Managerial Economics studies the coordination of economic theory with managerial practices. Topics include consumer demand, production functions, cost behavior, output determination, and pricing within various market structures. Prerequisites: ECN 231, ECN 232, and MAT 130.

**ECN 332 Sports Economics**  
(offered every spring) .....3

In this course, economic concepts are applied to sports and the management of sports franchises. Topics include sports organization, team financing, player compensation, labor economics, labor relations, team policies, the organization and structure of sports franchises as profit-maximizing entities, competition within the industry, college sports, and the costs and benefits of a franchise to a city. Prerequisites: ECN 231 and ECN 232.

**Education**

**EDU 101 Foundations of Education**  
(offered every semester) .....3

This class offers students the opportunity to explore the teaching profession. The student studies the teaching process, including the education of teachers, their role, the nature of the learners, the history and control of American education, and the rewards and frustrations of the profession.

**EDU 156 Physical Education Methods for Elementary School Teachers**  
(offered every spring) .....3

This class helps elementary education students understand the principles and practices of health and physical education as applied to individual development of personal and social skills. Topics include the use of health and physical education activities to promote life long fitness, safety practices associated with physical activities, movement exploration, and the development of a child's positive self-concept through physical education. Prerequisite: EDU 101.

**EDU 201 Educational Psychology**  
(offered every spring) .....3

This course explores issues related to learning theory, human growth and development, and school reform efforts. An overview of models of teaching, discipline theories, and the purpose and processes of assessment are provided. A field experience is required. Prerequisite: EDU 101 with a grade of "B-" or higher, PSY 201, and sophomore standing.

**EDU 202 Digital Portfolio**  
(offered every spring) .....1

This course guides students in the use of current technologies to develop a discipline-specific digital portfolio that displays creative design and contains samples of work that demonstrate integrated learning, not only in the use of technology, but in the habits of thinking and the practices that cultivate those habits. The portfolios are stored and presented as Web sites, with clear and thoughtful links that demonstrate student understanding of the relationships he or she has built through education coursework and individual achievements. This course must be taken concurrently with EDU 201.

**EDU 203 - Digital Technologies and Applications for Teachers**  
.....3

This course presents an overview of the use of technology in education, including online safety, productivity tools, software evaluation, and equipment proficiency. Students employ emerging technologies in the classroom environment by designing lesson plans and sharing practical ways to incorporate technology into the classroom curriculum using a weekly 'blog.' Prerequisite: CIS 102.

**EDU 301 Methods of Teaching Language Arts**  
(offered every fall).....3

This course is the study and exploration of methods integrating children's literature with the language art skills of listening, speaking, reading, and writing. Activities to enhance language arts development are designed and evaluated. The class includes a scheduled field experience in addition to regular class meetings. This course must be taken concurrently with EDU 302 and EDU 311. Prerequisites: EDU 201 and admission into the Elementary Education program.

# Course Descriptions

---

**EDU 302 Methods of Teaching Social Studies**  
(offered every fall).....3

This course examines the objectives, methods, content, and instructional materials used in the teaching of social studies in elementary school. Critical thinking, problem solving, cultural diversity, cooperative learning, and integrating social studies across disciplines are emphasized. A field experience is required. This course must be taken concurrently with EDU 301 and EDU 311. Prerequisites: EDU 201 and admission into the Elementary Education program.

**EDU 303 Methods of Teaching Math**  
(offered every spring) .....3

This course is a study of the content, problems, and methods of teaching mathematics in the elementary school. Curriculum design, lesson preparation, and the context for learning are emphasized within the framework of national and state standards. Problem solving, the use of technology, and assessment are also included. The class includes a scheduled field experience in addition to regular class meetings. This course must be taken concurrently with EDU 304 and EDU 312. Prerequisites: EDU 301, EDU 302, and EDU 311.

**EDU 304 Methods of Teaching Science**  
(offered every spring) .....3

This course is a study of the content, problems, and methods of teaching science in the elementary school. Curriculum design, lesson preparation, and the context for learning are emphasized within the framework of national and state standards. Problem solving, the use of technology, and assessment are also included. The class includes a scheduled field experience in addition to regular class meetings. This course must be taken concurrently with EDU 303 and EDU 312. Prerequisites: EDU 301, EDU 302, and EDU 311.

**EDU 311 Methods of Teaching Reading I**  
(offered every fall).....3

This course studies the major philosophies, approaches, and techniques of reading instruction. It examines the reading process, the development of reading competence, and the teaching of reading through content areas. Current reading research is surveyed. A field experience is required. This course must be taken concurrently with EDU 301 and EDU 302. Prerequisites: EDU 201 and admission into the Elementary Education program.

**EDU 312 Methods of Teaching Reading II**  
(offered every spring) .....3

This course further studies the reading process by examining the factors that contribute to difficulties in reading, the diagnostic techniques used in assessing reading problems, and the methods of evaluating student progress. Organization and management of classroom reading programs and strategies for meeting the needs of exceptional and minority students are investigated. A field experience is required. This course must be taken concurrently with EDU 303 and EDU 304. Prerequisites: EDU 301, EDU 302, and EDU 311.

**EDU 401 Teaching of Art, Music, and Theater**  
(offered every fall).....3

This course examines the methods and materials used in the visual arts, music, and theater fields that are essential to the development of artistic and musical creativity. Basic skills and practical work experience are included in this preparation for teaching art, music, and theater in elementary education. Prerequisites: EDU 303, EDU 304, and EDU 312.

**EDU 411 Teaching of Exceptional Children**  
(offered every fall).....3

This course is a general introduction to the characteristics of exceptional learners and their education. Emphasis is on classroom practices and the psychological, sociological, and medical aspects of disabilities and giftedness. Prerequisites: EDU 303, EDU 304, and EDU 312.

**EDU 421 Education, Media, and Technology**  
(offered every fall).....3

This course updates student knowledge and skills in current educational technologies and applies this learning for use in elementary education. Applications include methods of using computers and audio-visual technologies in the selection and assessment of instructional media, materials, courseware and software, literacy development, content area, and instructional management. Research about the educational impact of using computer and audio-visual technologies are presented and discussed. A field experience is required. Prerequisites: CPT 202, EDU 303, EDU 304, and EDU 312.

**EDU 498 Student Teaching Internship**  
(offered every semester) .....11

This is a supervised practicum in which students engage in planned instruction and other responsibilities of the teacher as a professional educator and reflective practitioner. Placement is primarily in schools located in Keweenaw, Houghton, Baraga, and Ontonagon counties. Students must have transportation. EDU 498, taken concurrently with EDU 499, is considered a full load. No other classes may be taken concurrently. Students follow the calendar of the school district, not the university. Prerequisite: Successful completion of the requirements for student teaching.

**EDU 499 Student Teaching Seminar**  
(offered every semester) .....1

The Student Teaching Seminar meets weekly during the student teaching experience. Elementary Education faculty members and other students who are teaching discuss and explore the challenges, experiences, and difficulties encountered in the student teaching experience. This seminar must be taken concurrently with EDU 498 and requires successful completion of both the written and oral exit interview portfolio requirements. Prerequisite: Successful completion of the requirements for student teaching.

**English**

**ENG 101 Basic Grammar and Composition**  
(offered every fall).....3

In the first half of this class students write different types of paragraphs; in the second half, students write essays. Designed for developmental writers, the class covers grammar and includes the reading of essays.

**ENG 103 College English I**  
(offered every semester) .....4

This class is designed to improve reading, writing, and speaking abilities. The emphasis is on writing essays and the analysis of essays and major literary works.

**ENG 104 College English II**  
(offered every semester) .....4

This class builds on the skills acquired in ENG 103. The emphasis is on writing essays and completing a research paper. Critical and analytical reading skills are used in discussing complex literary works. Prerequisite: ENG 103 or permission of instructor.

**ENG 201 College Grammar and Composition**  
(offered every spring) .....3

This class studies college-level grammar and punctuation and their relationship to stylistics, and strengthens student knowledge of English structure. Students review the rules that govern the English language and create examples. Short compositions are composed in a variety of modes, making use of the elements of the sentence, the paragraph, and the short essay. Prerequisite: ENG 103 or permission of instructor.

**ENG 219 Creative Writing**  
(offered every fall).....3

This class is an introduction to the writing of fiction, poetry, and the literary essay. It includes a variety of readings to support student writing. Prerequisite: sophomore standing, or completion of ENG 104, or permission of instructor.

**ENG 233 Survey of American Literature**  
(offered odd fall).....3

This is a survey of American literature in an historical context from its beginning to the present. The course introduces the student to literary movements and major writers. Prerequisite: ENG 103 or permission of instructor.

**ENG 243 Survey of English Literature**  
(offered even fall) .....3

This is a chronological survey of English literature from Beowulf to Modernism, concentrating on major figures and works. Prerequisite: ENG 103 or permission of instructor.

**ENG 263 Survey of European Literature**  
(offered as needed) .....3

This is a survey of continental European literature from the ancient world to the present. Prerequisite: ENG 103 or permission of instructor.

**ENG 291 Film as Art**  
(offered odd spring) .....3

This course evaluates films of different genres and introduces film history and the terminology of film criticism. Prerequisite: ENG 104 or permission of instructor.

## Course Descriptions

---

**ENG 320 Survey of the English Language**  
(offered every spring) .....3

This course examines how linguistics, literacy, and history shape and reshape the English language. Students are introduced to various components of English, including discourse, pragmatics, grammar, communication, semantics, phonetics, phonology, morphology, syntax, and lexicon. Prerequisite: ENG 104 or equivalent.

**ENG 322 Children's Literature**  
(offered every spring) .....3

This class is a survey of children's literature in a historical context with emphasis on genre, thematic content, and criteria for selection. Prerequisite: ENG 104.

**ENG 332 Great Books of the United States:  
American Literary Landscape**  
(offered even fall) .....3

This class focuses on reading and discussing major American writers such as Twain, Thoreau, Cather, Fitzgerald, Faulkner, and Plath. Students examine how these authors use the American landscape to create fictional environments that range from disharmonic inner realities to realistic regional portrayals. Prerequisite: ENG 104.

**ENG 350 Topics in Literature or English**  
(offered every spring) .....3

This course offers the student the opportunity to explore a subgenre or theme in literature not found in the regular survey courses. Topics may include (but are not limited to) mythology; Scandinavian, African, African-American, and Native American literature; magical and social realism; and the literature of work, revolution, war and peace, utopia, and western America. Prerequisite: ENG 104.

**ENG 403 Cultures in Conflict**  
(offered odd spring) .....3

This class studies major conflicts around the globe, and analyzes their effects on human societies and the environment. This class focuses on literary works written in English by under-represented writers, exploring territories as diverse as an urban ghetto in South America, a rural village in Africa, or a Maori community in New Zealand. Texts may include historical analyses, fiction, poetry, literary journalism, and drama. Prerequisite: ENG 104.

### Environmental Studies

**ENV 202/HUM 202 Intro. to Environmental Studies**  
(offered every spring) .....3

This course incorporates ecology, art, literature, and ethics, giving students a hands-on appreciation of the human relationship with the natural world through field trips, academic study, and personal reflection. The class introduces students to environmental challenges at the personal, regional, and global levels.

**ENV 213 Outdoor Recreation Skills and Leadership**  
(offered as needed) .....2

This course includes field trips to Copper Country historical sites, the use of maps and a compass, campfire building, fishing, orienteering, biking, and identification of rocks, trees, and wildlife. It meets the first 7-1/2 weeks of the semester.

**ENV 401 Environmental Policy and Law**  
(offered even fall) .....3

This course examines the role of government and citizens in formulating, implementing, and enforcing environmental policy. Students investigate the formal and informal mechanisms involved in controlling pollution and protecting the environment. The pros and cons of regulatory and economic approaches to pollution control are considered. Prerequisite: ECN 232.

**ENV 411 Issues in Environmental Science**  
(offered odd fall).....3

This course examines the science-related and social implications of globally significant environmental issues. Topics include rural and urban planning, benefit-cost analysis, environmental impact analysis, environmental systems analysis, and model development. Case study sites are local, regional, national, and international. Prerequisites: CHM 121, or PHS 112, or permission of the instructor.

### English as a Second Language

**ESL 101 Reading II**  
(offered every fall).....4

This class is designed for students whose first language is not English. Required reading introduces students to a broad range of texts, from simple stories and articles with basic vocabulary to more advanced readings, including current newspaper and magazine articles. Through reading, writing about what is read, and discussing the readings, students increase their vocabulary and comprehension of written English. Readings also introduce students to American culture and traditions. A lab provides additional reading comprehension practice.

**ESL 102 Writing II**  
(offered every fall).....4

This class is designed for students whose first language is not English. The class helps students develop their expression of ideas and opinions in written English with clarity and fluency. Students are encouraged to write thoughtfully and skillfully. Development of these goals is encouraged through a process approach to writing.

**ESL 104 Conversation II**  
(offered every fall).....4

This class introduces students from other countries to conversational English. In a wide variety of settings—with friends, at school, and in the community—students learn strategies to communicate more effectively in English. Whenever possible, learning takes place in “real world” situations. Students take field trips to local parks, stores, and businesses, interview Americans, view videos, role play, learn new vocabulary, and practice pronunciation. Topics include American culture and customs, holidays, history, and American idioms and slang. Emphasis is on developing communication skills and fluency.

**ESL 105 Grammar I**  
(offered as needed) .....3

This is a beginning-level grammar course designed for the non-native speaker of English. In incremental steps, the course presents English grammatical structures in small, manageable units. Students are introduced to the forms, meanings, and usage of basic sentence structures, punctuation, and vocabulary. Students learn the basics of English grammar through contextualized and communicative exercises using interactive and communicative approaches to language learning.

**ESL 111 Reading III**  
(offered every spring) .....4

A continuation of ESL 101, ESL 111 emphasizes the reading tools students need to participate in mainstream English courses at North American universities. Critical and creative thinking skills are encouraged as students expand their vocabulary and learn to comprehend written English from a variety of perspectives. Reading selections include both fiction and nonfiction with varied cultural content. Students discuss and write about what they read. A lab provides individualized readings for additional comprehension practice, and students give brief oral presentations on these readings.

**ESL 112 Writing III**  
(offered every spring) .....4

A continuation of ESL 102, this class helps students better understand the expectations of American academic writing in various fields. Focus is on developing clear, well-supported arguments in grammatically correct English. Students practice summarizing outside sources to learn how to avoid plagiarism. Readings and writing assignments enhance the student’s understanding of American culture, history, and politics.

**ESL 114 Conversation III**  
(offered every spring) .....4

A continuation of ESL 104, this class emphasizes communication, fluency, and accuracy. In class and in the community, students practice presenting more formal academic presentations with emphasis on proper pronunciation. Students are encouraged to increase their understanding of verbal and nonverbal communication and become proactive listeners.

**Finnish Studies**

**FNS 151 Elementary Finnish I**  
(offered every fall).....4

In this course students learn the basics of the Finnish language. Class work is based heavily on the oral skills of pronunciation and speaking. Grammar, vocabulary, hearing exercises, and written skills are also covered. This class may only be taken for credit. Tervetuloa!

**FNS 152 Elementary Finnish II**  
(offered every spring) .....4

This course deepens understanding of the Finnish language. Students learn additional vocabulary, practice oral communication skills, and write short essays. Grammar and hearing exercises are also part of the course. This class may only be taken for credit. Prerequisite: FNS 151 or equivalent.

**FNS 251 Intermediate Finnish I**  
(offered every fall).....4

The main emphasis of this class is on oral and written Finnish. Grammar, vocabulary, hearing, and reading comprehension exercises are part of the course. Students plan and present a 20-minute oral project at the conclusion of the class. This class may only be taken for credit. Prerequisite: FNS 152 or equivalent.

# Course Descriptions

---

**FNS 252 Intermediate Finnish II**  
(offered every spring) .....4

The main emphasis of this class is on oral and written Finnish. Grammar, vocabulary, hearing, and reading comprehension exercises are part of the course. Students plan and present a 20-minute oral project at the conclusion of the class. The project is presented to the first-year Finnish language class. This class may only be taken for credit. Prerequisite: FNS 251 or equivalent.

**FNS 321 History and Culture of Finland**  
(offered every spring) .....3

This course explores the country of Finland and its many aspects. Students gain an understanding of Finland as a modern nation. Topics include major historical periods of Finland, lifestyle, culture and mentality, education, politics and society, nature, and population.

**FNS 350 Topics in Finnish Studies**  
(offered as needed) .....3

This course offers the student the opportunity to study a particular aspect of Finnish culture or society. Topics may include Finnish literature in translation, Finnish film, study of Finland's national epic *The Kalevala*, and others.

## French

**FRN 199 General Education Req. Fulfilled By Transfer**  
This designation is for courses in the French language transferred to Finlandia University.

## Geography

**GEO 201 World Regional Geography**  
(offered every spring) .....3

This course is a study of world regions, with emphasis on the interrelationships between the physical and human cultural components of geography.

**GEO 202 Geography of North America**  
(offered even fall) .....3

This course analyzes the physical, political, economic, and social aspects of North America's geography, with strong emphasis on the opportunities and problems resulting from the distribution of people and resources on the continent.

**GEO 350 Topics in Geography**  
(offered as needed) .....3

This course gives students an opportunity to investigate in greater depth aspects of the field of geography not covered extensively in other survey courses. Topics may include cultural or economic geography, the geography of Africa, the Pacific Rim, Europe, Michigan, and others.

## German

**GRM 151 Elementary German I**  
(offered every fall).....4

In this course, pronunciation, easy conversation, and basic grammar of the German language are covered. The emphasis is on basic patterns of language and vocabulary.

**GRM 152 Elementary German II**  
(offered every spring) .....4

This course is a continuation of GRM 151. Pronunciation, grammar, vocabulary, and written and oral communication skills are covered. An overview of German culture is also presented. Prerequisite: GRM 151 or equivalent.

## Health Sciences

**HSC 112 Medical Terminology**  
(offered every fall and spring).....1

This online course introduces the student to the professional vocabulary of medical terms. Recognition, correct spelling, and pronunciation of medical terms are presented as they relate to the diagnosis, pathology, and treatment of the major body systems.

**HSC 200 Nutrition and Health**  
(offered every fall).....3

This course introduces the student to the role of nutrition, exercise, and health behaviors in health promotion and disease prevention across the age continuum. Emphasis is on understanding the basic biological mechanisms through which adequate nutrition and exercise promote wellness. Prerequisite: BIO 111 or permission of the instructor.

**HSC 260 Pathological Conditions**  
(offered every fall).....2

In this class, major pathophysiologic concepts are studied, from the cellular level to the resultant abnormal functioning of the organ systems. Topics include inflammation, immunity, neoplasia and allergy, and the most commonly acquired and hereditary diseases. In particular, disorders commonly encountered by practicing physical therapist assistants are emphasized. Concepts from anatomy and physiology provide the foundation for exploring human dysfunction. Prerequisites: BIO 171 and BIO 172, or equivalent, with grades of "C" or better.

## History

### **HIS 103 History of Art I**

(offered every fall).....3

This class examines sculpture, architecture, and painting from pre-history through the medieval periods of Western Civilization. It also explores the arts of non-Western cultures.

### **HIS 203 History of Art II**

(offered every spring) .....3

This class explores sculpture, architecture, painting, and other art forms of Western and non-Western cultures from the Renaissance period to the late 19th century. Prerequisite: HIS 103 or permission of instructor.

### **HIS 205 World Civilizations I**

(offered every fall).....3

This course is a survey of the development of civilizations in Asia, Africa, Europe, and the Americas from their earliest beginnings to the early 17th century. The origins and evolution of political, religious, economic, and cultural ideas and institutions are studied.

### **HIS 206 World Civilizations II**

(offered every spring) .....3

This class is a survey of the major developments in world civilizations over the past four hundred years. Strong emphasis is placed on the effects of industrial and political revolutions, population growth and urbanization, transportation and communication improvements, colonialism and the nation-state system, and the world of the 21st century. The effects of change on the arts are included.

### **HIS 211 History of the United States to 1865**

(offered even fall) .....3

This class covers the Age of Discovery to the Civil War: the Colombian Exchange, the colonial era, the American Revolution, the Constitution and the new nation, expansion, slavery, sectionalism, reform movements, and the Civil War.

### **HIS 212 History of the United States since 1865**

(offered every spring) .....3

This class covers the Civil War to the present, emphasizing political, social, and economic changes due to industrialization, population migration, and the emergence of the United States as a world power. Michigan history is incorporated.

### **HIS 303 History of Art III**

(offered every fall).....3

This course is a survey of major movements and modern perspectives in 20th century art. These include Cubism/Dada, Russian Avant-Garde, German Expressionism, Surrealism, the Bauhaus, American Modernism, Abstract Expressionism, Pop, Post-pop, Conceptual and New-Conceptualism, Earth and Performance Art, Minimalism and Post-Minimalism, and Media Art consisting of photography, video and computer generated imagery. The social and political context of each is examined. Prerequisite: HIS 203 or permission of instructor.

### **HIS 350 Topics in History**

(offered as needed) .....3

This course offers the student an opportunity to explore topics either not found or only lightly touched on in survey history courses. Topics may include U.S. History from the 1960s to the 1990s, nationalism in the modern world, modern Russian history, oral history, and history of the Upper Peninsula and the Copper Country.

### **HIS 406 History of Design**

(offered every spring) .....3

This course covers the historical development of the profession of design from its origin in ancient traditional crafts through contemporary design. Artistic, social, cultural, political, and economic issues that influence design theories and development are investigated. The emphasis is on 20th century development.

## Human Services

### **HMS 111 Introduction to Human Services**

(offered every fall).....3

This class is an introduction to the human services profession beginning with its history and continuing with current trends, including types of services, social policy, and client interventions.

### **HMS 270 Substance Abuse**

(offered every spring) .....3

This class studies the causes, types, treatments, and prevention of substance abuse, as well as drug classifications and HIV/AIDS.

# Course Descriptions

---

**HMS 271 Interviewing and Counseling Techniques**  
(offered every fall).....3

This class assists students in the development of interviewing and communication skills, including responsive listening and problem solving, and introductory counseling techniques. Prerequisite: HMS 111 or concurrent registration in HMS 111.

**HMS 272 Human Service Practicum and Seminar**  
(offered every spring) .....3

This class is a field placement experience in a human service agency or related institution. Students observe professionals and provide service in selected structured situations. The accompanying seminar introduces the student to experiential learning approaches. The dimensions and contexts of human service agencies are also explored. Prerequisites: HMS 271, 2.00 GPA, and permission of instructor.

**HMS 311 Case Management in Rural Settings**  
(offered every fall).....3

This course teaches a dynamic method of human service delivery emphasizing the dual role of coordinating and directing services. Prerequisite: HMS 272.

**HMS 350 Topics in Human Services**  
(offered every semester) .....3

This course offers students an opportunity to explore aspects of the human service field that are not dealt with extensively in human service survey courses. Topics may include death and dying, assessment and treatment of substance abuse, mediation, and related subjects. Prerequisite: PSY 201 or permission of instructor.

**HMS 370 Group Counseling**  
(offered every fall).....3

This class is a study of theoretical knowledge and techniques for effective group leadership, including group dynamics, therapeutic forces, and current trends. Prerequisite: HMS 272.

**HMS 373 Crisis Intervention**  
(offered every spring) .....3

This course is a study of crisis, its causes, and the theories of dealing with crises through intervention. Methods of intervention are compared and demonstrated in simulated settings. Prerequisite: HMS 272.

**HMS 471 Advanced Counseling in Human Services**  
(offered every fall).....3

This class studies the major concepts and practices, ethical standards, and professional issues of contemporary counseling models. Students explore theories and techniques to develop a personal style of counseling. Prerequisites: HMS 370 and senior status.

**HMS 498 Human Services Internship and Seminar**  
(offered every spring) .....6

This class is an advanced supervised field placement experience in a human service agency. Students apply knowledge and skills to client assessment, treatment, and/or intervention. The accompanying seminar focuses on experiential learning enhancement and entry-level human services skills, including conducting meetings, making agency presentations, writing on the job, and conducting a job search. Prerequisites: HMS 471 and concurrent enrollment in HMS 499.

**HMS 499 Human Services Capstone Project and Seminar**  
(offered every spring) .....6

This course gives the student an opportunity to develop a culminating project using an evidence-based practice approach. Projects may include case studies, developing a program and leading groups, undertaking feasibility studies, and related topics. Prerequisites: Concurrent enrollment in HMS 498.

## Humanities

**HUM 101 Introduction to Liberal Studies**  
(offered every fall).....3

This course introduces students to the Liberal Studies disciplines—the humanities, social sciences, natural sciences, and mathematics. Through reading and discussion students learn how each discipline responds to the world, approaches problems, poses questions, and develops new knowledge. Examples of thinking and writing across disciplinary lines are explored.

**HUM 201 History of Science**  
(offered odd spring) .....3

This course offers students a broad understanding of scientific principles and discoveries, and the cultural and historical perspectives out of which these discoveries arose. Students study the “zeitgeist” of various periods (Medieval, Renaissance, Enlightenment, Romantic, Victorian, etc.), integrating history, religion, and science to understand how different eras and individuals interpreted their environment. Prerequisites: ENG 104 and one BIO, CHM, or PHS course.

**HUM 202/ENV 202 Intro. to Environmental Studies**  
(offered every spring) .....3

This course incorporates ecology, art, literature, and ethics to give students a hands-on appreciation of our relationship with the natural world. Course activities include field trips, academic study, and personal reflection. Students are introduced to environmental challenges at the personal, regional, and global levels.

**HUM 301 Contemporary Voices in Science**  
(offered even spring) .....3

This course explores the interaction between contemporary scientific principles and the natural world. The ethical implications of science are examined through topics such as the green revolution, genetic alteration, global climate change, and nanotechnology. Prerequisite: ENG 104.

**HUM 310 Turning Points in History**  
(offered odd fall).....3

The course introduces students to the idea of “History as Progress” and how it has developed over time. The origins of this idea, both ancient and modern, and the ways it has shaped the political, religious, and economic aspects of the modern world, are emphasized, and various criticisms of this idea are explored. Prerequisite: Junior status or permission of the instructor.

**HUM 350 Topics in Humanities**  
(offered as needed) .....3

This course offers students an opportunity to explore in-depth a sub-genre or theme of the humanistic experience as viewed by diverse contemporary religious thinkers representing both the East and the West.

**HUM 498 Liberal Studies Internship**  
(offered every semester) .....3-6

In this course, students participate in an internship in which they gain knowledge and experience in a chosen career area. A learning agreement is developed with the student, employer, and faculty member. Prerequisites: junior or senior status and permission of the instructor.

**HUM 499 Senior Thesis/Project in Liberal Studies**  
(offered every semester) .....3-6

For this class, students prepare a cross-disciplinary research paper or design a research project. The focus is on topics of interest to the student, and the paper or project is intended to demonstrate the student’s ability to synthesize and apply knowledge. Prerequisites: junior or senior status and permission of the instructor.

**Journalism**

**JRN 115, 116, 215, 216 Journalism**  
(offered every semester) .....2

This class presents the fundamentals of journalistic writing and a survey of the field as a career. The course teaches principles of news writing, editing, layout, interviewing, and production. The focus is on publication of *The Roar*, the monthly Finlandia University student newspaper.

**Mathematics**

**MAT 097 Elementary Algebra**  
(offered every semester) .....4

This class studies the fundamental operations of algebra. Topics include a review of arithmetic, signed numbers, exponents and polynomials, linear equations and inequalities, graphing, factoring, rational expressions, and systems of equations. Prerequisite: academic placement.

**MAT 130 Business Math**  
(offered every fall).....4

This comprehensive course teaches the practical application of mathematical concepts used in business. Students gain confidence in basic business math skills through study of the following topics: a review of arithmetic; ratio, proportion, and percent; payroll; depreciation; interest and discount; annuities and their applications; stocks and bonds; buying and selling; insurance; and introductory statistics. The course focuses on the use of practical examples. Prerequisite: none. Does not meet requirements of the MACRAO Articulation Agreement.

**MAT 140 Intermediate Algebra**  
(offered every semester) .....4

This course bridges the gap between elementary algebra and pre-calculus. Topics include equations and inequalities, polynomials, application problems, rational expressions, exponents and radicals, quadratic equations and inequalities, and graphs of linear and quadratic functions. Prerequisite: MAT 097 or academic placement.

**MAT 145 College Algebra**  
(offered every fall and spring semester) .....4

Topics in this class include algebraic operations on polynomial and rational expressions; solving linear, quadratic, and polynomial equations and inequalities; the graphing of functions; systems of equations and determinants; exponential and logarithmic functions; and the theory of equations, sequences, and probability. Prerequisite: MAT 140 or academic placement.

# Course Descriptions

---

**MAT 146 Geometry for Art and Design**  
(offered every spring) .....4

This course demonstrates a non-traditional way of thinking about mathematics. Linked with art and design, the inner logic of symmetry, shape, and space are discovered through innovative hands-on practice. The course develops the fundamental concepts of geometry through visual projects. Course topics contribute perspectives on applications in art and design. Prerequisite: Two solid years of math education such as algebra and geometry or MAT 097, or permission of the instructor.

**MAT 152 Trigonometry**  
(offered odd spring) .....3

This course covers trigonometric functions, applications of trigonometry to right and oblique triangles, trigonometric identities and equations, graphs of trigonometric functions, inverse trigonometric functions, vectors, and complex numbers. Prerequisite: MAT 145 or above.

**MAT 155 Math for Elementary Teachers I**  
(offered every fall).....3

MAT 155 is intended primarily for future elementary school teachers. The course investigates mathematics (arithmetic, geometry, algebra, problem solving) for elementary school teachers. Topics include sets and Venn diagrams, relations and functions, decimals and real numbers, and problem solving. The emphasis is on doing and explaining mathematics using manipulatives and developing intuition and problem solving skills. Prerequisite: MAT 140 or academic placement.

**MAT 156 Math for Elementary Teachers II**  
(offered every spring) .....3

This course is a continuation of MAT 155. The course explores concepts, properties, and applications of probability, statistics, and geometry. Concepts in informal geometry are developed through naming, drawing, and measuring two and three-dimensional geometric shapes. Additional topics include the English and metric measuring systems, area, volume and perimeter, transformational and co-ordinate geometry, and problem solving strategies. Prerequisite: MAT 155.

**MAT 180 Survey of Calculus**  
(offered even spring).....4

Topics in this course include the study of algebraic, logarithmic, and exponential functions; limits; continuity, techniques of differentiation; applications of the derivative (such as curve sketching); implicit differentiation and related rates; integration techniques;

and applications of the definite integral. The emphasis is on applications. Prerequisite: MAT 145.

**MAT 201 Probability and Statistics**  
(offered every spring) .....3

This course covers descriptive statistics, probability, counting techniques, and probability distributions, including normal, t- and chi-square techniques for statistical inference. Confidence intervals and tests of hypothesis, and linear regression and correlation are included. Students are instructed in the meaningful interpretation of statistical measures and the application of statistical methods to problem solving and decision-making. Prerequisite: MAT 145.

**MAT 270 Geometry**  
(offered every odd fall) .....3

In this course students broaden their understanding of Euclidean geometry, study geometric transformations and non-Euclidean geometries, apply geometric concepts to real-world situations, and explore geometric concepts and relationships using interactive software. The course is designed for elementary education students. Prerequisite: MAT 156 or permission of the instructor.

## Music

**MUS 121 Music Appreciation I**  
(offered every fall).....3

This course is a study of the music of the U.S., including Native American, folk, blues, gospel, jazz, and popular. The class involves reading, listening to music, and viewing music videos. MUS 121 and MUS 122 may be taken independently of each other.

**MUS 122 Music Appreciation II**  
(offered every spring) .....3

This course is a study of Western European classical music from the Medieval period through the Renaissance, Baroque, Classic, Romantic, and Modern periods. The class involves reading, listening to music, and viewing music videos. MUS 121 and MUS 122 may be taken independently of each other.

**MUS 125 Music Theory I**  
(offered every fall).....2

This course introduces the fundamentals of music theory. The structural elements of music are explored through lessons on the piano keyboard, including note and staff reading, intervals, major and minor scales, key signatures, meters, and rhythms. This course is open to all students and is a requirement for the Music concentration.

**MUS 131-140 Individual Instrumental Lessons or Ensemble I and II**  
(offered every semester) .....1

This course offers individual freshmen-level lessons in piano, guitar, kantele, or instrumental ensemble. It is conducted as one 25-minute lesson or a 55-minute classroom lesson each week, at the instructor's discretion.

**MUS 151-152 Individual Voice Lessons I and II**  
(offered every semester) .....1

This course offers individual freshmen-level lessons in voice. The fundamentals of singing, proper breathing, breath control, diction, tone production and articulation, and vocal and solo repertoire are covered. It is conducted as one 25-minute lesson or a 55-minute classroom lesson each week, at the instructor's discretion.

**MUS 153-154 University Singers I and II**  
(offered every semester) .....2

This freshman-level course is open to all students without audition. The class covers the development of good vocal production and the performance of all styles of music.

**MUS 225 Music Theory II**  
(offered every spring) .....2

This course is a continuation of MUS 125. The structural elements of music are explored through lessons in triads, inversions, tonics, dominants, subdominants, cadences, and sequences. This course is open to all students and is a requirement for the Music concentration. Prerequisite: MUS 125.

**MUS 227 Sight-Singing and Ear Training**  
(offered every fall).....2

This course covers basic singing-on-sight of melodic material using the solfege system, including scales, intervals, and simple melodies with various rhythms. Ear training includes basic rhythmic and melodic material, identifying the difference between major and minor scales, major and minor triads, diminished and augmented chords, and the identification of different intervals. This course is open to all students and is a requirement for the Music concentration.

**MUS 231-240 Individual Instrumental Lessons or Ensemble III and IV**  
(offered every semester) .....1

This course offers individual sophomore-level lessons in piano, guitar, kantele, or instrumental ensemble. It is conducted as one 25-minute lesson or a 55-minute

classroom lesson each week, at the instructor's discretion. Prerequisite: corresponding section of MUS 131-140.

**MUS 250 Topics in Music**  
(offered as needed) .....1-3

This course offers the student the opportunity to explore a fine arts sub-genre or theme not covered by the regular survey courses.

**MUS 251-252 Individual Voice Lessons III and IV**  
(offered every semester) .....1

This course offers individual sophomore-level lessons in voice. Fundamentals of singing, proper breathing, breath control, diction, tone production, articulation, and vocal and solo repertoire are covered. It is taught as one 25-minute lesson or a 55-minute classroom lesson per week, at the instructor's discretion. Prerequisite: corresponding section of MUS 151-152.

**MUS 253-254 University Singers III and IV**  
(offered every semester) .....2

This sophomore-level course is open to all students without audition. The class covers the development of good vocal production and the performance of all styles of music. Prerequisite: corresponding section of MUS 153-154.

**MUS 331-340 Individual Instrumental Lessons or Ensemble V and VI**  
(offered every semester) .....1

This course offers individual junior-level lessons in piano, guitar, kantele, or instrumental ensemble. It is taught as one 25-minute lesson or a 55-minute classroom lesson each week, at the instructor's discretion. Prerequisite: Corresponding section of MUS 231-240.

**MUS 351-352 Individual Voice Lessons V and VI**  
(offered every semester) .....1

This course offers individual junior-level lessons in voice. The fundamentals of singing, proper breathing, breath control, diction, tone production, articulation, and vocal and solo repertoire are covered. It is taught as one 25-minute lesson or a 55-minute classroom lesson per week, at the instructor's discretion. Prerequisite: corresponding section of MUS 251-252.

**MUS 353-354 University Singers V and VI**  
(offered every semester) .....2

This junior-level course is open to all students without audition. The class covers the development of good vocal production and the performance of all styles of music. Prerequisite: corresponding section of MUS 253-254.

## Course Descriptions

---

**MUS 431-440 Individual Instrumental Lessons or Ensemble VII and VIII**  
(offered every semester) .....1

This course offers individual senior-level lessons in piano, guitar, kantele, or instrumental ensemble. It is taught as one 25-minute lesson or a 55-minute classroom lesson each week, at the instructor's discretion. Prerequisite: corresponding section of MUS 331-340.

**MUS 451-452 Individual Voice Lessons VII and VIII**  
(offered every semester) .....1

This course offers individual senior-level lessons in voice. The fundamentals of singing, proper breathing, breath control, diction, tone production, articulation, and vocal and solo repertoire are covered. It is taught as one 25-minute lesson or a 55-minute classroom lesson per week, at the instructor's discretion. Prerequisite: corresponding section of MUS 351-352.

**MUS 453-454 University Singers VII and VIII**  
(offered every semester) .....2

This senior-level course is open to all students without audition. The class covers the development of good vocal production and the performance of all styles of music. Prerequisite: corresponding section of MUS 353-354.

**Nursing (B.S.N.)**

*Note: Nursing credits are differentiated by theory and clinical components For example, (4-2) indicates four theory credit hours and two clinical hours. Each clinical credit hour is equivalent to 3 clock hours.*

**NUR 104 Clinical Transitions**  
(offered as needed) .....1

Clinical Transitions is a self-directed course designed for students who have been out of the nursing sequence for more than one semester. Independent study, technical skills testing, and patient care experiences are planned to review and evaluate a student's readiness to re-enter the nursing sequence. Prerequisite: Must be enrolled in the Nursing major. Requires approval of the Nursing Department chair.

**NUR 200 Pharmacology (3-0)**  
(offered every fall).....3

This course introduces the student to the basic concepts of pharmacology and their relationships to health care. The course focuses on the major drug classifications, principles of drug actions/interactions, the application of

specific drugs in the treatment of disease, normal and abnormal responses to drug therapy, dosage calculations, and appropriate nursing actions to achieve desired outcomes of drug therapy. The nurse's role and responsibilities in clinical pharmacology are examined. Prerequisites: BIO 171, BIO 172, CHM 145, and MAT140, or equivalents.

**NUR 202 Health Assessment and Interview (2-1)**  
(offered every fall).....3

This course provides an introduction to the skills used in data collection and physical assessment, including interviewing, communication, comprehensive history taking, physical assessment, and formulating a nursing diagnosis. The course draws on the nursing process in assessing the health of individuals across the life span. Prerequisites: BIO 171, BIO 172, HSC 112, or equivalents.

**NUR 204 Introduction to Nursing Practice (3-3)**  
(offered every fall).....6

This course introduces the basic concepts of the practice of nursing. An introduction to Nursing program philosophy is presented. The course focuses on the skills required to care for adult clients in structured, non-emergent environments using demonstration and simulated practice. The role of the nurse as provider of care is discussed. Students are introduced to the clinical setting where the nursing process is used as the basis for decision making and nursing behaviors. Communication skills and nurse-client relationships are developed. Laboratory settings include campus lab, senior living complex, community events, schools, and in-patient units. Prerequisites: BIO 171 and BIO 172. Taken concurrently with NUR 200 and NUR 202.

**NUR 205 Application of Nursing Practice (0-2)**  
(offered every spring) .....2

This course provides students with the opportunity to use previously attained nursing skills in caring for an adult client in a non-emergent environment. Students apply the skills necessary to demonstrate the role of the nurse as provider of care. This course follows NUR 204 in the nursing sequence. Prerequisites: NUR 202 and NUR 204, or equivalents. Taken concurrently with NUR 206.

**NUR 206 Pathophysiology (3-0)**  
(offered every spring) .....3

This course introduces the student to concepts and diseases common to the general practice of health care.

The course studies how normal physiological processes are altered by disease. Core content provides understanding of the mechanisms and principles of disruptions of health. Theories related to pathogenesis, etiology, and clinical manifestations are used to study common diseases with an emphasis on clinical correlations. Prerequisites: BIO 171, BIO 172, CHM 145, or equivalents.

**NUR 208 Nursing Theory (2-0)**  
(offered every spring) .....2

This course is designed to enable the student to examine nursing from historical and present-day perspectives. The course examines the organizational framework of Nursing program philosophy and the concepts of nursing, person, environment, and health that underscore the metaparadigm of nursing. Conceptual nursing models and theories and their relationships to research and professional nursing practice are discussed. Prerequisites: ENG 103, ENG 104, and NUR 204.

**NUR 300 Mental Health Nursing (4-2)**  
(offered every spring) .....6

This course acquaints the student with the theoretical and clinical foundations for application of the nursing process in support of the person's mental health. Theories, concepts, and responses related to mental health and illness are presented. The course further develops nursing assessment and intervention and explores patient rights and legal issues for individuals and groups of mental health clients in various health care and community environments. Individual and group nursing care used to promote, maintain, and restore the person's mental health are applied. Prerequisites: NUR 200, NUR 202, NUR 204, or equivalents. Taken concurrently with NUR 205, NUR 206, and NUR 208.

**NUR 301 Finlandia Connection (3-0)**  
(summer only) .....3

This elective course is designed to introduce the nursing student to issues, practices, and research activities relevant to nursing in Finland. Offered in the summer semester, students either travel to Finland to experience nursing, or a nurse educator from Finland teaches at Finlandia University. The course satisfies a general elective requirement. Prerequisite: Must be enrolled in the Nursing program.

**NUR 302 Maternal/Newborn Nursing (4-2)**  
(offered every fall).....6

This course focuses on the theoretical and clinical foundation for application of the nursing process in caring for the childbearing family. The emphasis is on the primary family unit during the expanding years, including the concepts of optimal health, changing relationships, and the impact of the community and culture on growing families. Physiological and psychosocial adaptation of the family during normal and complex pregnancies, and newborn life are addressed. Women's health throughout the life span is discussed. Prerequisite: NUR 300. Taken concurrently with NUR 304 and PSY 343.

**NUR 304 Pediatric Nursing (4-2)**  
(offered every fall).....6

This course provides the student with the theoretical and clinical foundation for application of the nursing process in caring for children, from infancy through adolescence, and their families. Emphasis is on the role of the nurse in the promotion, maintenance, and restoration of the health of the child and family. Growth and development, disease prevention, and care of the child with simple and complex health needs are examined. Prerequisite: NUR 300. Taken concurrently with NUR 302 and PSY 343.

**NUR 306 Diagnostics/Therapeutics (2-0)**  
(offered every spring) .....2

This course introduces the student to the principles of diagnostic and therapeutic procedures, including laboratory, imaging, cardiopulmonary, neurovascular, and endoscopic. Scientific rationale and nursing implications for selected diagnostic and therapeutic procedures are discussed. Prerequisites: BIO 171, BIO 172, CHM 145, NUR 202, or permission of the instructor.

**NUR 308 Nursing Research/Statistics (3-0)**  
(offered every spring) .....3

This course introduces the student to the concepts of the research process and its application to nursing practice. An introduction to the measurement and analysis of research data is presented. The course provides students with a foundation for the interpretation and evaluation of research and its application to nursing knowledge and practice. Emphasis is on students becoming knowledgeable consumers of research as they expand their nursing practice. Prerequisites: MAT 140 or equivalent, and NUR 208.

## Course Descriptions

---

**NUR 310 Adult Medical/Surgical Nursing (4-4)**  
(offered every spring) .....8

This course expands the theoretical and clinical foundation for application of the nursing process in caring for the acutely ill adult. Students apply scientific principles in managing nursing care for adults who are experiencing health deficits requiring medical and/or surgical intervention. Students use critical judgments in planning and implementing nursing interventions in caring for the adult experiencing acute complex health needs in various health care environments. Prerequisites: NUR 300, NUR 302, and NUR 304. Taken concurrently with NUR 306.

**NUR 400 Acute and Urgent Clinical Nursing (0-3)**  
(offered every summer).....3

This summer course broadens the clinical professional nursing experience and prepares students for the final year of the BSN curriculum. The primary focus of the course is an expanded opportunity for achieving clinical competencies in acute and urgent care settings within the regional medical center. A total of 135 contact hours is required with time scheduled for pre-clinical activities, hospital orientation, day and evening shift rotations in various acute and urgent care settings, and compiling final case presentations to share individual experiences with others. Travel associated with scheduled clinical experiences at a regional medical center is expected. Prerequisites: NUR 306, NUR 308, NUR 310, and PSY 343.

**NUR 402 Nursing Management/Leadership (2-4)**  
(offered every fall).....6

This course synthesizes the previously acquired theoretical and clinical foundation for application of the nursing process as it relates to management in professional nursing. Entry-level leadership and management skills as provider of care and manager of clients with complex multidimensional health problems are further developed. Students refine their autonomy, accountability, collaboration, and caring communication in managing groups of clients in a variety of settings. Prerequisites: NUR 208, NUR 308, and NUR 400. Taken concurrently with NUR 404.

**NUR 404 Issues in Professional Nursing (2-0)**  
(offered every fall).....2

This course explores the issues and trends in nursing as a profession. Social, economic, political, and educational forces influencing nursing and health care in the United States are discussed. The professional, legal, and ethical responsibilities of the nurse, and the career opportunities

available within the profession, are examined. Health care delivery systems, entry into practice, and professional organizations are discussed. The course investigates role socialization from student to professional nurse. Taken in the final year of the Nursing program. Prerequisites: NUR 208, NUR 308, and NUR 400.

**NUR 406 Community Nursing (2-4)**  
(offered every spring) .....6

This course focuses on the theoretical and clinical foundation for application of the nursing process in caring for individuals, families, groups, and the community as a client. Emphasis is on disease prevention, health promotion, health maintenance, health education, and coordination of care. Content includes application of public health nursing principles, epidemiological investigation, knowledge of rural environments, supervision and leadership in promoting desired health evaluation, and outcomes in community and home environments. The course explores the roles of the nurse as teacher, collaborator, advocate, and direct care provider. Prerequisites: All previously sequenced nursing courses and NUR 404 or equivalent.

**NUR 408 Nursing Capstone (2-0)**  
(offered every spring) .....2

This course serves as a capstone experience in which students synthesize evidence-based practice and theoretical and research-based knowledge to develop a senior project using critical thinking skills, critical judgment, and independent decision-making. Students demonstrate proficiency in meeting the BSN terminal objectives and accreditation outcome criteria. Taken concurrently with NUR 406 in the final semester of the Nursing program.

**Nursing (RN-BSN)**

*Implementation of the RN to BSN completion program is in progress. Please contact the Nursing Department for course start dates and additional scheduling information. Courses required by both BSN and RN to BSN programs are located under the "Nursing (B.S.N.)" course descriptions.*

**Note:** Credits are differentiated by theory and clinical components. For example, (4-2) indicates four theory credit hours and two clinical credit hours. Each clinical credit hour is equivalent to 3 clock hours.

**NUR 303 Transition to Professional Nursing (3-0)\*\***  
.....3

This course introduces the associate degree or diploma RN to the BSN curriculum, including an overview of Nursing program philosophy, competencies, outcomes,

and conceptual framework, to facilitate the transition from the role of practicing nurse to that of professional nurse. The course explores the student's motivation to continue his or her education and examines the historical and theoretical development of the profession as it relates to nursing practice and its influence on public opinion. Alternative roles for future professional practitioners are also explored. Prerequisites: RN licensure and Internet access.

**NUR 305 Pharmacology for the Practicing RN (2-0)**  
.....2

This course focuses on review of the application of pharmacological interventions used to promote, maintain, or restore health. Major drug classifications and nursing implications for pharmacology administration in the treatment of disease and processes are emphasized. Prerequisites: RN licensure, and CHM 145 and MAT 140 or equivalents, or permission of the instructor.

**NUR 307 Pathophysiology for the Practicing RN (2-0)**  
.....2

This course focuses on review of pathophysiological processes leading to alteration of body structure and functions. Identification of etiology and pathogenesis of selected diseases are explored. Prerequisites: RN licensure, and CHM 145 and MAT 140 or equivalents, or permission of the instructor.

**NUR 309 Spirituality and Nursing (2-0)**  
.....2

This course examines the spiritual foundations of church-led health ministries. Skills and knowledge specific to parish nursing are explored with topics to include roles of the parish nurse, ethical/legal aspects of the role, professional standards, and personal spiritual growth. The course also studies the legal and medical perspectives of issues such as abortion, euthanasia, behavior control, alternate health care modalities, and bioethical issues. The psychosocial-spiritual assessment of persons across the age continuum, loss/grief, end-of-life, and crisis are explored.

**NUR 311 Perspectives in Nursing (2-0)**  
.....2

This course is an overview of selected health issues including topics such as women's rights across the globe, emerging infections, the state of health care in other nations, healthy aging, the impact of cultural beliefs and traditions on health, and the ethical implications of

advances in science and technology, for example the impact of genetic engineering, gene therapy, and reproductive technology.

**Philosophy**

**PHL 201 Introduction to Philosophy**  
(offered every spring) .....3

This beginning course offers an overview of topics in Western philosophy using readings from original sources. It explores attempts to answer such questions as: What is the nature of reality? of human knowledge? of moral good? Class discussion and written assignments encourage the development of orderly philosophical reflection.

**PHL 212 Ethics: Classical Theories and Contemporary Issues**  
(offered every semester) .....3

This course introduces classical topics in Western philosophical ethics, applying them to current ethical concerns in areas such as the value of life, sexuality, medicine, business, media, and the environment.

**PHL 251 Critical Thinking**  
(offered even fall) .....3

This course is a practical introduction to the art and skill of recognizing arguments that need improvement and forming sound arguments of one's own. It examines common mistakes in thinking that may confuse understanding and communication at all levels, and offers practice in making ourselves understood by others.

**PHL/REL 301 World Religions**  
(offered even spring) .....3

In this course, students attempt to understand a variety of the world's religions through understanding the questions they seek to answer, the issues they seek to address, and their traditional beliefs, rituals, and cultural contributions.

**PHL 302 Great Voices in Philosophy**  
(offered odd spring) .....3

This course offers a comparison of Western and non-Western approaches in some or all of the following philosophies: metaphysics, epistemology, ethics, esthetics, and political. Prerequisite: PHL 201 or equivalent, or permission of instructor.

# Course Descriptions

---

**PHL 350 Topics in Philosophy**  
(offered as needed) .....3

The content of this seminar-style course varies. Previous topics include bioethics, theories of human nature, and political philosophy. Prerequisite: PHL 201 or equivalent, or permission of instructor.

**PHL 401 Philosophy and the Environment**  
(offered odd fall).....3

This course attempts a critical look at environmental problems and proposed solutions through the lenses of classical and contemporary philosophers, and other historic and contemporary thinkers. Some attention may be given to non-Western traditions and/or various theological approaches. Prerequisite: PHL 201 or equivalent, or permission of instructor.

**Physical Science**

**PHS 112 Concepts in Physical Science I**  
(offered every spring).....4

This course examines introductory earth science topics related to geology and meteorology. Major themes include rocks and minerals, plate tectonics, earthquakes, volcanoes, atmospheric structure and composition, and the Earth's radiation budget. Local geology and climate are also emphasized. Includes laboratory.

**PHS 212 Concepts in Physical Science II**  
(offered even spring).....4

This class is a survey of basic physics concepts. Topics include motion, forces, energy, heat, wave motion (light and sound), electricity, magnetism, and modern physics. Physics principles are used to develop an understanding of astronomy. Includes laboratory. Prerequisite: MAT 140 or permission of instructor.

**PHS 301 Integrated Science**  
(offered every fall).....3

This course integrates physical and biological concepts emphasizing modern applications of scientific principles. Topics include physical hydrology and climate, terrestrial and aquatic biodiversity, environmentally sustainable development, water resources and water pollution, and other relevant environmental and scientific issues. Prerequisite: PHS 112.

**Physical Therapist Assistant**

**PTA 101 Introduction to Physical Therapy**  
(offered every fall).....1

This class is an introduction to the field of physical therapy, its history, and the role physical therapy plays in

the health care system. Basic medical abbreviations are learned, and standards of ethical practice are emphasized. The practice of physical therapy, the laws that regulate the physical therapist assistant, and the structure and function of the American Physical Therapy Association are discussed. Strongly emphasized are the boundaries between the physical therapist and physical therapist assistant. Also covered are common practice settings and patient types. Prerequisites: For students whose first language is not English, a TOEFL score of 550 or greater and permission of instructor. Co-requisites: ENG 103 or equivalent, BIO 171 or equivalent, or permission of PTA program director.

**PTA 200 Functional Anatomy**  
(offered every fall).....3

Knowledge of functional anatomy and kinesiology are essential foundations for the PTA. In this course the skeletal, muscle, joint, and nervous systems are studied in terms of their ability to produce movement. The biomechanics of the human body is emphasized. Lecture and laboratory exercises are integrated to help the student learn how the body moves and then apply that knowledge to physical therapy. Prerequisite: BIO 172 or permission of PTA program director.

**PTA 205 Functional Activities**  
(offered every fall).....1

In this class, basic patient handling skills are instructed and practiced, including patient transfers from and with a variety of patient equipment, gait training, wheelchair/bed mobility, and transfers training. Assistive devices are introduced and practiced using patient mobility and transfer skills. Body mechanics are taught and practiced with an emphasis on the safety of the patient and caregiver during activity. OSHA safety requirements and universal precaution procedures are presented. Issues regarding the quality, appropriateness, and clarity of documentation are presented and practiced with an emphasis on documenting functional activities. Prerequisite: BIO 172. Co-requisite: PTA 200.

**PTA 210 Therapeutic Exercise**  
(offered every fall).....2

This class introduces the principles and techniques of range of motion, strengthening, soft-tissue stretching, endurance, and balance/coordination. The basic concepts of peripheral joint mobilization are examined. The healing process of the various tissues, ligaments, bones, cartilage, and muscles/tendons is reviewed. Theories of the body's response to exercise in the normal and pathological states are examined. Prerequisite: BIO 172. Co-requisite: PTA 200.

**PTA 211 Clinical Orthopedics**  
(offered every spring) .....2

In this course, the knowledge of therapeutic management and rehabilitation is expanded with regard to common orthopedic injuries/conditions. Principles for treating soft tissue, bony, and post-surgical problems are emphasized. This includes the investigation of sprains, strains, surgical procedures, overuse syndromes, and fractures. Therapeutic management and rehabilitative intervention methods for the presented condition/injuries in various stages of recovery are investigated joint by joint. Prerequisites: PTA 200 and PTA 210.

**PTA 215 Therapeutic Modalities I**  
(offered every fall).....3

In this class, students learn the theory and application of the therapeutic thermal agents: heat, cold, ultrasound, and hydrotherapy, including aquatic therapy. The pathologic and physiological processes, specific techniques, frequencies, and the effects of intervention are discussed. Application methods are learned with an emphasis on the indications, contraindications, and precautions for the selected forms of therapeutic thermal agents. The safe, effective, and efficient delivery of the physical thermal agents are considered, as well as patient and caregiver interactions. Prerequisite: BIO 172. Co-requisite: PTA 200.

**PTA 216 Therapeutic Modalities II**  
(offered every spring) .....2

In this class, the student is presented with theories concerning the pathologic processes, the physiological responses to an intervention, and the application of the following agents: electrical current, mechanical lumbar/cervical traction, ultraviolet, and external compression. Intervention methods are learned with emphasis on the safe, effective, and efficient deliveries of the physical agents. Consideration is given to the indications, contraindications, and precautions for these physical agents. Because an intervention requires human interaction, clinical lab activities emphasize the interaction between the clinician and the patient. Prerequisite: PTA 215 or permission of PTA program director.

**PTA 217 Therapeutic Procedures**  
(offered every spring) .....1

This class studies pathological gait deviations, the physical therapy management of the burn-injured patient, wound care management, chest physical therapy, amputee care, prosthetics, and orthotics for the

upper and lower extremities. Anatomy, physiology, and pathology are discussed for each topic. Prerequisite: PTA 200 or permission of PTA program director.

**PTA 220 Tests and Measures**  
(offered every fall).....1

This class is an introduction to the tests and measures commonly used in the practice of physical therapy, including goniometry, gross functional muscle testing, sensation, pain, vital signs, and anthropometric measurements. The comparison of examination and evaluation as it relates to physical therapy practice is emphasized. Prerequisite: BIO 172. Co-requisite: PTA 200.

**PTA 223 Clinical Preparation**  
(offered every fall).....2

This course orients the student to clinical practice policy and procedures and clinical documentation, and provides information to assist student learning in the clinical environment. Students begin the process of self-assessing their development of professional behaviors and develop a plan to enhance their professional skills. Co-requisites/Prerequisites: PTA 200, PTA 205, PTA 210, PTA 220, PTA 215, and HSC 260, or permission of PTA program director

**PTA 224 Clinical Practice**  
(offered every fall).....4

This course is a full-time, four-week clinical practice. The student applies novice physical therapy knowledge and skills (selected tests and measures, modalities, therapeutic exercise, and functional activities) under the close supervision of a qualified clinical instructor. Prerequisites: All fifth semester PTA classes and HSC 260.

**PTA 226 Clinical Affiliation/Preparation/Special Topics**  
(offered every spring) .....2

This course prepares students for completion of the final two clinical practices and further develops the professional skills required for the PTA work environment. Topics include stress management, the therapeutic relationship between the PTA and patient, communication skills, disability awareness, death and dying, cultural diversity, and domestic violence. Students develop a plan for continued development of their professional skills in the clinical affiliations. Interviewing skills are addressed in a special seminar and students have the opportunity to do a mock interview and receive additional help with their résumés. Prerequisite: Satisfactory completion of all fifth semester PTA courses or permission of PTA program director. Co-requisite: sixth semester PTA courses.

# Course Descriptions

---

**PTA 230 Neurological Rehabilitation**  
(offered every spring) .....2

This course examines the elements of the nervous system that affect human movement and the common neuropathologies acquired in adulthood. Students study contemporary neurological treatment approaches with an emphasis on motor control and motor learning theories. The lecture component of the course presents the fundamentals of neuroanatomy and related treatment techniques and strategies, and the rehabilitation needs of patients with hemiplegia, head injury, Parkinson's disease, and spinal cord lesions. The laboratory component allows the student to practice the techniques on classmates and develop competence in delivering a physical therapist's plan of care to the neurological patient in the clinical setting. Prerequisite: PTA 200.

**PTA 235 Patient Handling and Therapeutic Massage**  
(offered every spring) .....1

This course teaches therapeutic massage and patient handling skills. The student is instructed in the basic principles and application of soft tissue massage techniques as part of an overall physical therapy intervention plan. Various basic local and general massage techniques are presented and practiced. General principles of massage for specialized systems and selected specific purposes are introduced. Prerequisite: PTA 200.

**PTA 240 Pediatric PTA**  
(offered every spring) .....2

In this class, the unique needs of the pediatric patient are highlighted, including life span issues, importance of play, and the needs of the family. The role of the PTA in the pediatric setting is explored. Specific positioning and handling techniques are presented, and students apply these techniques to case scenarios of children with neurological dysfunction. Myelomeningocele and cerebral palsy disabilities are covered in detail. Genetic disorders such as Down's syndrome and Duchenne's muscular dystrophy are also included. Prerequisite: PTA 200. Co-requisite: PTA 230.

**PTA 250 Geriatric PTA**  
(offered every spring) .....2

This class presents a comprehensive study of the area of physical therapy and aging. Age-related changes in biology, physiology, and anatomy are discussed. General information on theory and psychosocial aspects of aging is provided. Specific treatment considerations for the older person are outlined. Prerequisite: HSC 260 or permission of instructor.

**PTA 290 Clinical Education I**  
(offered every spring) .....2

This is the initial two weeks of a five-week clinical affiliation. It allows students to apply their didactic and laboratory learning as an active participant in clinical practice. The student is expected to practice all the basic physical therapy data collection techniques and treatment interventions, and implement the plan of care as directed by the physical therapist. Eighty hours of clinical practice at an affiliated clinical site are required. Prerequisites: Student must be assessed at the developing level or higher on the Generic Abilities Assessment Tool, completion of all PTA course work, or permission of the PTA program director.

**PTA 291 Clinical Education II**  
(offered every summer).....2

This is the final three weeks of a five-week clinical affiliation. It provides further development of problem solving and interpersonal skills, and continues to develop in the successful student the minimal competencies necessary to become an effective, efficient physical therapist assistant. At the conclusion of this affiliation, the student is expected to consistently provide quality care with simple or complex patients in a predictable environment. The student may require supervision or cueing when addressing complex problems, and may still be developing efficiency in delivering treatment plans. One hundred twenty hours of clinical practice at an affiliated clinical site are required. Prerequisite: PTA 290.

**PTA 292 Clinical Education III**  
(offered every summer).....4

This five-week, full-time clinical affiliation is the final clinical practice for the student. At the start of this affiliation, students will have completed 65% of their clinical hours and all of their academic coursework. The student is expected to practice all the basic physical therapy data collection techniques and treatment interventions, and implement the plan of care as directed by the physical therapist. At the conclusion of this affiliation, the student is expected to perform at entry-level, consistently and efficiently providing quality care with simple or complex patients in a variety of clinical environments under the supervision of a physical therapist. The student requires no further guidance or supervision except when addressing new or complex problems, at which time the student seeks assistance. Two hundred hours of off-site clinical experience are required. The affiliation culminates with a one-day on-campus seminar. Prerequisite: PTA 291.

## Political Science

**PLS 221 American Government**  
(offered every semester) .....3

This course covers the origins and present powers of American national government, and the complex ways in which institutional and non-institutional forces interact to determine public policy.

**PLS 350 Topics in Political Science**  
(offered as needed) .....3

This course offers the student an opportunity to explore in greater depth topics not covered fully in political science survey courses. Topics may include The American Presidency, Politics and the Environment, Comparative Governments, or Political Theory. Prerequisite: PLS 221 or equivalent, or permission of instructor.

**PLS 364 International Relations**  
(offered every fall).....3

This course covers the influences that shape the foreign policies of states, including geographical location, ideological and economic factors, institutions involved in foreign policy making, and international organizations. Different foreign policy problems are discussed each time the class is offered. Prerequisite: PLS 221 or permission of instructor.

## Psychology

**PSY 201 General Psychology**  
(offered every semester) .....3

This class is an introduction to the study of human behavior and cognitive processes. Major topics typically include biological foundations, life-span development, learning, personality, perception, memory, states of consciousness, stress, and social psychology.

**PSY 340 Abnormal Psychology**  
(offered every fall).....3

This class is a study of the cultural, biological, and psychological aspects of the abnormal personality. Case histories are analyzed in the context of the Diagnostic and Statistical Manual-Fourth Edition (DSM-IV). Various theories of deviance and disorder are discussed. Prerequisite: PSY 201.

**PSY 343 Growth and Development of Children and Adolescents**  
(offered every semester) .....3

This class examines the psychological development of infants and children through adolescence. The social,

emotional, biological, and physical viewpoints of this age period are studied. Current research, literature, and practical applications are explored. Prerequisite: PSY 201.

**PSY 344 Psychology of Adulthood and Aging**  
(offered every spring) .....3

This class is a study of the theories and research related to the psychological development of adults. Students analyze the biological, cognitive, cultural, personality, and social contexts in which aging occurs. Prerequisite: PSY 201.

**PSY 350 Topics in Psychology**  
(offered as needed) .....3

This course offers students an opportunity to explore aspects of the field of psychology not dealt with extensively in psychology survey courses. Topics may include Personality Theory, Social Psychology, Learning, or Applied Behavior Analysis. Prerequisite: PSY 201.

**PSY 351 Forensic Psychology**  
(offered odd fall).....3

This course presents a psychological look at investigation, violence, victims, child custody, juries, and expert testimony.

**PSY/SOC 353 Research Methods in the Social Sciences**  
(offered every odd fall) .....3

This course provides students with an introduction to the methods of social inquiry. Students learn how to design and conduct research, and how to become a critical consumer of it. An overview of the various research strategies in the social sciences is presented and students perform some preliminary research. The course focuses on conceptual and applied dimensions of social research. Prerequisite: MAT 140 or above.

## Religion

**REL 201 Introduction to the Bible-Old Testament**  
(offered even fall) .....3

This course offers historical, theological, and literary consideration of the scriptures from Genesis to Malachi.

**REL 202 Introduction to the Bible- New Testament**  
(offered odd spring) .....3

This course covers Jesus and the church in gospels and letters: Matthew through Revelation.

## Course Descriptions

---

**REL 205 Spiritual Formation**  
(offered every fall).....3

This course provides guided, critical reflection related to spiritual formation. Students explore a series of readings on faith development and spiritual formation selected from classical and contemporary Christian authors. The readings aim to introduce vocabulary and concepts necessary for critical reflection in the areas of faith, vocation, and service.

**REL 222 Christian Ethics in Pluralistic Society**  
(offered every spring) .....3

This course introduces the contributions to society of ethical reflection and decision-making as shaped by the Christian tradition. These contributions are evaluated for their relevance in a pluralistic context. Contemporary ethical issues are discussed with the aim of applying ethical theory to practical decision-making.

**REL/SOC 230 Servant Leadership**  
(offered every semester) .....3

This course is a Christian faith-based approach to the nature, style, and skills of servant leadership. Students consider contemporary leadership theories and styles of leadership, local and global social justice issues, and vocation in connection with servant-leading. The concepts of servant leadership are applied through participation in service-learning volunteer work in the local community.

**REL/SOC 236 Service-Learning in Tanzania**  
(offered every spring) .....3

This course applies the leadership philosophy and skills explored in REL 230. The primary learning experiences of the course take place during a three-week trip to Tanzania in May. During the spring semester prior to the trip, students meet weekly to discuss readings and fundraising strategies. A mid-semester weekend preparation seminar explores the culture, history, and language of Tanzania, and appropriate ways of behaving as a guest in a foreign country. One seminar following the trip presents the opportunity to reflect on the experience. The visit to Tanzania is at the invitation of the Eastern and Coastal Diocese of the Evangelical Lutheran Church in Tanzania. Students stay in host homes, learn about local concerns, and participate in a service project. Students also have an opportunity to take part in a three-day safari at a Tanzanian game park. It is expected that all students, regardless of financial need, participate in fundraising efforts to help offset some of the travel expenses. Prerequisite: REL 230.

**REL/SOC 237 Servant Leadership for the Local Community**  
(offered every odd fall) .....3

This course explores servant leadership as a spiritual discipline while developing leadership skills for local volunteer service. The essence of spirituality and spiritual practices in relation to service is explored. Students identify local needs and organize a service-in-kind project to benefit the local community. Students participate in discussion seminars and journal activities.

**REL/PHL 301 World Religions**  
(offered even spring) .....3

In this course, students attempt to understand a variety of the world's religions through understanding the questions they seek to answer, the issues they seek to address, and their traditional beliefs, rituals, and cultural contributions.

**REL 303 History of Christianity**  
(offered every fall).....3

This course introduces the key figures and developments of Christianity: Ancient, Reformation, and Modern. Both Eastern and Western Christianity are surveyed. Modern Christian history stresses figures and developments in the West. Recent global trends and developments are also covered.

**REL 341 Christian Thought**  
(offered even fall) .....3

This course examines key themes in Christian theology. The role of historical influences is considered. Primary and secondary sources are employed. Modern, global perspectives in Christian theological reflection are included. Prerequisite: REL 303 or equivalent.

**REL 381 Christian Vocation: Contemporary Challenges and Opportunities**  
(offered even fall) .....3

This course builds on REL 230 coursework. Contemporary applications of Christian vocation concepts and practices in modern culture are examined. Prerequisite: REL 230 or equivalent.

**REL 420 Biblical Topics in Vocation**  
(offered odd spring) .....3

This course offers an in-depth examination of vocation through the lens of selected biblical texts. The Pentateuch, Prophets, and writings of the Old Testament are examined for their distinct contribution to a theology of vocation. In the New Testament, Pauline literature is considered. Prerequisites: REL 201 and REL 202.

**REL 445 Readings in Spirituality**  
(offered odd spring) .....3

This course develops a wider and deeper vocabulary and conceptual framework for spiritual development using primary readings from classical Christian and non-Christian spiritual works. The class complements REL 205, Spiritual Formation, bracketing the Christian Vocation concentration with critical reflection on one's spiritual growth and place in the world. Prerequisite: REL 205 or equivalent.

**Sociology**

**SOC 201 General Sociology**  
(offered every semester) .....3

This course provides a broad introduction to the field of sociology. Many different understandings of society and their implications are explored. Students learn to identify and compare major sociological perspectives, understand basic sociological concepts, and apply them to various situations.

**SOC/REL 230 Servant Leadership**  
(offered every semester) .....3

This course is a Christian faith-based approach to the nature, style, and skills of servant leadership. Students consider contemporary leadership theories and styles of leadership, local and global social-justice issues, and vocation in connection with servant-leading. The concepts of servant leadership are applied through participation in service-learning volunteer work in the local community.

**SOC/REL 236 Service-Learning in Tanzania**  
(offered every spring) .....3

This course is an application of the leadership philosophy and skills explored in REL 230, Servant Leadership. The primary learning experiences of the course take place during a three-week trip to Tanzania in May. During the spring semester prior to the trip, students meet weekly to discuss readings and fundraising strategies. A mid-semester weekend preparation seminar explores the culture, history, and language of Tanzania, as well as appropriate ways of behaving as a guest in a foreign country. One seminar following the trip presents the opportunity to reflect on the experience. The visit to Tanzania is at the invitation of the Eastern and Coastal Diocese of the Evangelical Lutheran Church in Tanzania. Students stay in host homes, learn about local concerns, and participate in a service project. Students also have the opportunity to take part in a three-day safari at a Tanzanian game park. It is expected that all students, regardless of financial

need, participate in fundraising to help offset some of the travel expenses. Prerequisite: REL 230.

**SOC/REL 237 Servant Leadership for the Local Community**  
(offered every odd fall) .....3

This course explores servant leadership as a spiritual discipline while developing leadership skills for local volunteer service. The essence of spirituality and spiritual practices in relation to service are explored. Students identify local needs and organize a service-in-kind project to benefit the local community. Students participate in discussion seminars and journal activities.

**SOC 254 Social Problems**  
(offered even fall) .....3

This class covers selected social problems of American society. Varying topics include problems such as poverty, race relations, international tensions, population, and crime. Prerequisite: none, but SOC 201 is recommended.

**SOC 263 Human Relations and Diversity**  
(offered every fall).....3

This course is an examination of the history, culture, social institutions, values, and contributions of various racial, cultural, and ethnic minority groups in the United States. Students examine the diversity of American society, and speculate about the nation's future in light of significant contemporary changes. Immigrant and non-immigrant experiences and continually evolving minority-majority relationships are also discussed.

**SOC 346 Rural Sociology**  
(offered every spring) .....3

This course offers a survey of culture, society, social processes, and institutions in the context of rural communities. In surveying rural issues, students are provided with the analytical tools necessary for understanding rural communities and the socioeconomic changes facing rural areas. Students develop critical and analytical skills to better understand the conditions and trends that confront rural society. Prerequisite: SOC 201.

**SOC 350 Topics in Sociology**  
(offered every odd spring).....3

This course gives students an opportunity to explore aspects of the field of sociology not covered extensively in other sociology survey courses. Topics may include Social Stratification, Gender and Society, Economic Sociology, Globalization, or Indigenous Peoples. Prerequisite: SOC 201.

# Course Descriptions

---

**SOC 351 Sociology of Sport**  
(offered every even spring) .....3

This course attempts to critically analyze sport to better understand how it is practiced and what those practices mean. The world of sport is viewed as a microcosm of larger society and a lens through which to examine social structures and processes. Throughout the course, both positive and negative features of sport in our society are discussed. Using various theoretical approaches, students focus on topics as they relate to sports such as identity, gender, race/ethnicity, the media, economics, drugs, and violence. Prerequisite: SOC 201.

**SOC/PSY 353 Research Methods in the Social Sciences**  
(offered every odd fall) .....3

This course provides an introduction to the methods of social inquiry. Students learn how to design and conduct research, and how to become a critical consumer of it. An overview of various social sciences research strategies is presented and students perform some preliminary research. The course focuses on both conceptual and applied dimensions of social research. Prerequisite: MAT 140 or above.

**SOC 372 Social Theory**  
(offered every even fall).....3

This course introduces students to the major social theorists and the fundamental concepts important to the development and continuation of the social sciences. Students develop a framework to address critical social and political issues and better understand the society in which we live. Prerequisite: PLS 221, or PSY 201, or SOC 201.

**Spanish**

**SPN 151 Elementary Spanish I**  
(offered every fall).....4

This course covers pronunciation, easy conversation, and basic grammar of the Spanish language. The emphasis is on basic patterns of language and vocabulary.

**SPN 152 Elementary Spanish II**  
(offered every spring) .....4

This course is a continuation of SPN 151. Pronunciation, grammar, vocabulary, and written and oral communication skills are covered. An overview of Spanish-speaking cultures is also presented. Prerequisite: SPN 151 or equivalent.

**University Studies**

**UNS 100 Finlandia Success Seminar**  
(offered every semester) .....1

This course is required of all full-time incoming students with less than 24 earned college credits. It is designed to help students make a successful transition to college and Finlandia University. The class is an introduction to the goals of a university education, the skills and knowledge needed for university success, and the programs, services, and facilities available at Finlandia.

**UNS 103 College and Career Practices**  
(offered every semester) .....3

This class introduces strategies designed to enhance success in college and advancement in the world of work. The emphasis is on academic and life management skills, vocabulary development for improved communication, and critical discussion and evaluation.

**UNS 150/151 University Studies**  
(offered as needed) .....12

These classes require study abroad at a cooperating institution. Students must have prior approval of the appropriate academic dean and the University Registrar. This is a temporary registration designation.

**UNS 203 Career Planning**  
(offered spring semester).....1

This course develops preparation skills necessary for a successful career. Students are introduced to a variety of topics including career goal assessment, job search strategies, effective resume and cover letter writing, employment benefits information, interviewing techniques, graduate school opportunities, and job market analysis.

## Faculty

**Anderson, Lauri**, Professor, English

B.A., University of Maine, M.A., University of the Pacific, M.A., Michigan State University  
906 487-7282

[lauri.anderson@finlandia.edu](mailto:lauri.anderson@finlandia.edu)

**Arko, Kirsti**, Associate Provost, Academic Support; Assistant Professor, University Studies

B.S., M.S., Michigan Technological University  
906 487-7276

[kirsti.arko@finlandia.edu](mailto:kirsti.arko@finlandia.edu)

**Bates, Carol**, Associate Professor, Elementary Education

B.S., University of Idaho, M.A., Teachers College, Columbia University  
906 487-7258

[carol.bates@finlandia.edu](mailto:carol.bates@finlandia.edu)

**Blust, Sherry**, Professor, Mathematics

B.S., M.S., Michigan Technological University  
906 487-7256

[sherry.blust@finlandia.edu](mailto:sherry.blust@finlandia.edu)

**Bray, Meta**, Assistant Professor, Nursing

M.S.N., University of Michigan  
906 487-7357

[meta.bray@finlandia.edu](mailto:meta.bray@finlandia.edu)

**Budd, Judith**, Dean, Suomi College of Arts & Sciences; Professor, Science

B.S., M.S., University of Michigan, Ph.D., Michigan Technological University  
906 487-7243

[judith.budd@finlandia.edu](mailto:judith.budd@finlandia.edu)

**Carpenter, Barbara**, Professor, Mathematics

B.S., Saginaw Valley State College, M.S., Michigan Technological University  
906 487-7280

[barbara.carpenter@finlandia.edu](mailto:barbara.carpenter@finlandia.edu)

**Cheng, Yueh-mei**, Associate Professor, Art & Design (Studio Arts)

B.A., Chinese Culture University-Taipei, Taiwan, M.A., M.F.A., University of Wisconsin-Madison

906 487-7375

[yueh-mei.cheng@finlandia.edu](mailto:yueh-mei.cheng@finlandia.edu)

**de Yampert, Frederika**, Co-Dean, College of Health Sciences; Chair and Associate Professor, Nursing

B.S.N., University of Texas-El Paso, M.S.N., St. Joseph's College of Maine, Ph.D., Capella University

906 487-7306/305

[fredi.deyampert@finlandia.edu](mailto:fredi.deyampert@finlandia.edu)

**Fredendall, Phyllis**, Associate Professor, Art & Design (Fiber/Fashion Design)

B.F.A., Northern Michigan University, M.F.A., Goddard College  
906 487-7376

[phyllis.fredendall@finlandia.edu](mailto:phyllis.fredendall@finlandia.edu)

**Gundersen, Peter**, Associate Professor, Religion and Philosophy

B.A., Luther College, M.Div., Luther Seminary  
906 487-7318

[pete.gundersen@finlandia.edu](mailto:pete.gundersen@finlandia.edu)

**Hatton, Mary Jane**, Assistant Professor, Business Administration

B.A., George Washington University, M.P.A., Troy University  
906 487-7283

[maryjane.hatton@finlandia.edu](mailto:maryjane.hatton@finlandia.edu)

**Hawley, Geri**, Instructor, Physical Therapist Assistant

A.A.S., Suomi College, B.S., Michigan Technological University  
906 487-7377

[geri.hawley@finlandia.edu](mailto:geri.hawley@finlandia.edu)

**Johnson, René**, Assistant Professor, Religion and Philosophy

B.A., Concordia College, M.A., Luther Seminary  
906 487-7239

[rene.johnson@finlandia.edu](mailto:rene.johnson@finlandia.edu)

**Kaarto, Heidi**, Instructor, Nursing

B.S.N., Bellin College of Nursing  
906 487-7356

[heidi.kaarto@finlandia.edu](mailto:heidi.kaarto@finlandia.edu)

**Kappler, John**, Chair and Associate Professor, Accounting

B.S., Michigan Technological University, M.B.A., Babson College, C.P.A.  
906 487-7371

[john.kappler@finlandia.edu](mailto:john.kappler@finlandia.edu)

**Karstu, Debbie**, Assistant Professor, Nursing

B.S.N., M.S.N., Northern Michigan University  
906 487-7354

[debbie.karstu@finlandia.edu](mailto:debbie.karstu@finlandia.edu)

**Kemppainen, Ann**, Professor, Science

B.S., Michigan Technological University, Ph.D., University of Notre Dame  
906 487-7254

[ann.kemppainen@finlandia.edu](mailto:ann.kemppainen@finlandia.edu)

**Kilpela, Dolores**, Assistant Professor, Criminal Justice

B.S., Northern Michigan University, M.A., Marylhurst University  
906 487-7385

[dolores.kilpela@finlandia.edu](mailto:dolores.kilpela@finlandia.edu)

**Korsah, Nana**, Associate Dean, International School of Business; Chair and Professor, Management

B.A., University of Ghana, M.Ed., Troy University, M.A., University of Windsor, Ph.D., University of Pennsylvania

906 487-7364

[nana.korsah@finlandia.edu](mailto:nana.korsah@finlandia.edu)

**Koskinen, Timo**, Associate Professor, English

B.S., Northern Michigan University, M.A., Colorado State University  
906 487-7327

[timo.koskinen@finlandia.edu](mailto:timo.koskinen@finlandia.edu)

**Leppänen, Anna**, Assistant Professor, Finnish Language and Culture

M.A., Tampere University, Finland  
(906) 487-7273

[anna.leppanen@finlandia.edu](mailto:anna.leppanen@finlandia.edu)

**Loduha, Rick**, Associate Professor, Art & Design (Product/Interior/Sustainable Design)

B.A., M.F.A., University of Illinois  
906 487-7211

[rick.loduha@finlandia.edu](mailto:rick.loduha@finlandia.edu)

**Maki, Daniel**, Associate Professor, Social Science

B.A., M.A., Northern Michigan University  
906 487-7257

[dan.maki@finlandia.edu](mailto:dan.maki@finlandia.edu)

# University Personnel

---

**McCabe, Stewart**, Associate Professor, Nursing  
B.S., M.S.N., Post Graduate Studies, Northern Michigan University, APN, Family Nurse Practitioner  
906 487-7247  
[stewart.mccabe@finlandia.edu](mailto:stewart.mccabe@finlandia.edu)

**Monahan, Joseph**, Dean, International School of Business; Chair and Professor, International Business  
B.A., M.A., Adelphi University, Ph.D., New York University  
906 487-7262/594  
[joseph.monahan@finlandia.edu](mailto:joseph.monahan@finlandia.edu)

**O'Neil, Christine**, Assistant Dean, Suomi College of Arts & Sciences; Assistant Professor, Social Science  
B.A., Albion College, M.A., Ph.D., Colorado State University  
906 487-7328  
[christine.oneil@finlandia.edu](mailto:christine.oneil@finlandia.edu)

**Parker, Brenda**, Associate Professor, Nursing  
B.S.N., Sangamon State University, M.S.N., Northern Michigan University  
906 487-7323  
[brenda.parker@finlandia.edu](mailto:brenda.parker@finlandia.edu)

**Polzien, Gladys**, Assistant Professor, Nursing  
B.S.N., M.S.N., Northern Michigan University  
906 487-7355  
[gladys.polzien@finlandia.edu](mailto:gladys.polzien@finlandia.edu)

**Ravotas, Doris**, Associate Professor, Human Services and Psychology  
B.A., Olivet Nazarene University, M.A., Adams State College, Ph.D., Michigan Technological University  
906 487-7228  
[doris.ravotas@finlandia.edu](mailto:doris.ravotas@finlandia.edu)

**Rellahan, Jeanne**, Provost; Professor, Political Science  
B.A., Ohio State University, M.A., University of Nevada, Ph.D., University of Hawaii-Manoa  
906 487-7301/512  
[jeanne.rellahan@finlandia.edu](mailto:jeanne.rellahan@finlandia.edu)

**Salani, Chris**, Associate Provost, Student Development; Chair and Assistant Professor, Sports Management  
B.S., Michigan State University, M.S., University of Massachusetts  
906 487-7378  
[chris.salani@finlandia.edu](mailto:chris.salani@finlandia.edu)

**Shannon, Jeremy**, Assistant Professor, Science  
B.S., M.S., Ph.D., Michigan Technological University  
906 487-7531  
[jeremy.shannon@finlandia.edu](mailto:jeremy.shannon@finlandia.edu)

**Sproule, Hilary**, Associate Professor and Academic Coordinator, Physical Therapist Assistant  
B.Sc.PT., University of Toronto, M.S., University of Alberta  
906 487-7372  
[hilary.sproule@finlandia.edu](mailto:hilary.sproule@finlandia.edu)

**Therrian, Johnna**, Assistant Professor, Nursing  
M.S.N., University of Phoenix  
906 487-7332  
[johnna.therrian@finlandia.edu](mailto:johnna.therrian@finlandia.edu)

**Van Dam, Suzanne**, Assistant Professor, English  
B.A., M.A., University of Illinois  
906 487-7515  
[suzanne.vandam@finlandia.edu](mailto:suzanne.vandam@finlandia.edu)

**Denise Vandeville**, Interim Dean and Assistant Professor, International School of Art & Design  
B.F.A., Finlandia University, M.F.A., University of the Arts-Philadelphia  
906 487-7379  
[denise.vandeville@finlandia.edu](mailto:denise.vandeville@finlandia.edu)

**Williams, Cameron, P.T.**, Co-Dean, College of Health Sciences; Chair and Associate Professor, Physical Therapist Assistant  
B.S., Northern Illinois University, M.S., California College for Health Sciences, D.P.T., Simmons College  
906 487-7368/308  
[cam.williams@finlandia.edu](mailto:cam.williams@finlandia.edu)

**Woodruff, Bonnie**, Assistant Professor, Nursing  
B.S.N., Northern Michigan University, M.S.N., Michigan State University  
906 487-7389  
[bonnie.woodruff@finlandia.edu](mailto:bonnie.woodruff@finlandia.edu)

**Ziegler, Laurene**, Chair and Associate Professor, Elementary Education  
B.S., North Adams State College, M.Ed., Boston University, CAGA, Lesley College, Ph.D., Michigan State University  
906 487-7351  
[laurene.ziegler@finlandia.edu](mailto:laurene.ziegler@finlandia.edu)

## Administrative and Support Staff

**Alatalo, Pamela**, Middle School Coordinator, Educational Talent Search  
B.B.A., Suomi College  
906 487-7218  
[pam.alatalo@finlandia.edu](mailto:pam.alatalo@finlandia.edu)

**Anderson, Tim**, Maintenance  
906 487-7267

**Andler, Dottee**, Housekeeping  
906 487-7267

**Bates, Carol**, Director, Academic Computing/Distance Learning  
B.S., University of Idaho, M.A., Teachers College, Columbia University  
906 487-7258  
[carol.bates@finlandia.edu](mailto:carol.bates@finlandia.edu)

**Beaudette, Brad**, Director, Publications  
A.A., Collins College  
906 487-7289  
[brad.beaudette@finlandia.edu](mailto:brad.beaudette@finlandia.edu)

**Blake, Scott**, Director, Information Technology  
906 487-7242  
[scott.blake@finlandia.edu](mailto:scott.blake@finlandia.edu)

**Bonini, Robin**, Program Manager, Jutila Center for Global Design and Business; Administrative Coordinator, International School of Art & Design  
B.S., Michigan Technological University  
906 487-7225  
[robin.bonini@finlandia.edu](mailto:robin.bonini@finlandia.edu)

**Book, Angela**, Office and Program Assistant to the Campus Pastor; Administrative Coordinator, University Registrar's Office  
B.S., University of Wisconsin-Stevens Point, M.A., Western Michigan University  
906 487-7265  
[angela.book@finlandia.edu](mailto:angela.book@finlandia.edu)

**Bur, John**, Director, Educational Talent Search  
B.S., M.A.E., Northern Michigan University  
906 487-7390  
[john.bur@finlandia.edu](mailto:john.bur@finlandia.edu)

**Burcar, Joe**, Assistant Athletic Recruiting Coordinator; Head Coach, Men's Ice Hockey  
906 487-7316  
[joe.burcar@finlandia.edu](mailto:joe.burcar@finlandia.edu)

**Cavis, Mark**, Career Services Manager, Student Support Services (TRiO)  
B.S., Northern Michigan University  
906 487-7315  
[mark.cavis@finlandia.edu](mailto:mark.cavis@finlandia.edu)

**Chapman, David**, Cook, Food Service  
906 487-7271

**Dlubala, Philip**, Information Technology Specialist  
906 487-7237  
[philip.dlubala@finlandia.edu](mailto:philip.dlubala@finlandia.edu)

**Engman, Tim**, Maintenance  
906 487-7267

**Farrell, Matthew**, Game Event Coordinator; Athletic Recruiting Coordinator;  
Head Coach, Men's Baseball  
B.A., University of Wisconsin-Eau Claire  
906 487-7212  
[matt.farrell@finlandia.edu](mailto:matt.farrell@finlandia.edu)

**Flaspohler, Carrie**, Gallery Director, Finlandia University Gallery  
B.S., University of Michigan, M.F.A., University of Wisconsin  
906 487-7500  
[carrie.flaspohler@finlandia.edu](mailto:carrie.flaspohler@finlandia.edu)

**Gagnon, Karen**, Administrative Assistant, International School of Business  
906 487-7594  
[karen.gagnon@finlandia.edu](mailto:karen.gagnon@finlandia.edu)

**Gardner, Derek**, Enrollment Officer  
B.S., Lakeland College  
906 487-7241  
[derek.gardner@finlandia.edu](mailto:derek.gardner@finlandia.edu)

**Gatlin, Alan**, Maintenance  
906 487-7267

**Goke, Evelyn**, University Registrar  
B.S., University of Wisconsin-Platteville  
906 487-7272  
[evelyn.goke@finlandia.edu](mailto:evelyn.goke@finlandia.edu)

**Griffith, Matt**, Athletics Academic Coordinator; Head Coach, Men's and Women's  
Soccer  
B.S., Michigan Technological University  
906 487-7326  
[matt.griffith@finlandia.edu](mailto:matt.griffith@finlandia.edu)

**Gundlach, Kim**, Administrative Assistant, Upward Bound  
A.A., Suomi College  
906 487-7343  
[kim.gundlach@finlandia.edu](mailto:kim.gundlach@finlandia.edu)

**Hahka, Curt**, Director, Plant and Facilities  
A.A., Gogebic Community College  
906 487-7380/267  
[curt.hahka@finlandia.edu](mailto:curt.hahka@finlandia.edu)

**Halgren, Anne**, Administrative Assistant, Physical Therapist Assistant  
906 487-7308  
[anne.halgren@finlandia.edu](mailto:anne.halgren@finlandia.edu)

**Hamilton, Stephanie**, Enrollment Officer  
B.S., Clearwater Christian College  
906 487-7234  
[stephanie.hamilton@finlandia.edu](mailto:stephanie.hamilton@finlandia.edu)

**Harden, Jim**, Supervisor, Campus Security  
A.A.S., Finlandia University  
906 487-7307  
[jim.harden@finlandia.edu](mailto:jim.harden@finlandia.edu)

**Hess, Gerald**, Personal Counselor, Student Support Services (TRiO)  
B.A., Indiana University-South Bend, M.S.W., Indiana University - Purdue University  
906 487-7353  
[jerry.hess@finlandia.edu](mailto:jerry.hess@finlandia.edu)

**Holland, Bonnie**, Director, Jutila Center for Global Design and Business  
B.F.A., Northern Michigan University  
906 487-7344  
[bonnie.holland@finlandia.edu](mailto:bonnie.holland@finlandia.edu)

**Johnson, Karen**, Executive Director, Communications  
B.S., Central Michigan University  
906 487-7348  
[karen.johnson@finlandia.edu](mailto:karen.johnson@finlandia.edu)

**Johnson, Rev. Philip**, President  
B.A., Concordia College, M.Div., Luther Northwestern College, Ph.D., Luther Seminary  
906 487-7200/201  
[philip.johnson@finlandia.edu](mailto:philip.johnson@finlandia.edu)

**Johnson, René**, Interim Campus Pastor; Director of Servant Leadership  
B.A., Concordia College, M.A., Luther Seminary  
906 487-7239  
[rene.johnson@finlandia.edu](mailto:rene.johnson@finlandia.edu)

**Kamrad, David**, Project Coordinator, Educational Talent Search  
B.S., M.S., Michigan Technological University  
906 487-7235  
[dave.kamrad@finlandia.edu](mailto:dave.kamrad@finlandia.edu)

**Karppinen, Carol**, Housekeeping  
906 487-7267

**Karvonen, Ted**, Head Cook, Food Service  
906 487-7271

**Kaunonen, Gary**, Archivist, Finnish American Historical Archives  
B.S., Minnesota State University-Mankato, M.S., Michigan Technological University  
906 487-7347  
[gary.kaunonen@finlandia.edu](mailto:gary.kaunonen@finlandia.edu)

**Kemppainen, Charlie**, Strength and Conditioning Coordinator; Head Coach,  
Men's Basketball  
906 487-7238  
[charlie.kemppainen@finlandia.edu](mailto:charlie.kemppainen@finlandia.edu)

**Kinard, Martin**, Director, Admissions  
B.S., South Carolina State University  
906 487-7352  
[martin.kinard@finlandia.edu](mailto:martin.kinard@finlandia.edu)

# University Personnel

---

**Korpela, Doreen**, Executive Administrative Assistant, President and Advancement  
906 487-7201  
[doreen.korpela@finlandia.edu](mailto:doreen.korpela@finlandia.edu)

**Krueger, Joanna**, Senior Enrollment Officer  
B.B.A., Finlandia University  
906 487-7263  
[joanna.krueger@finlandia.edu](mailto:joanna.krueger@finlandia.edu)

**Kurtti, James**, Director, Finnish American Heritage Center; Editor, *The Finnish American Reporter*  
B.S., University of Minnesota  
906 487-7302  
[james.kurtti@finlandia.edu](mailto:james.kurtti@finlandia.edu)

**Lakanen, Kathleen**, Vice President, Advancement  
B.S.W., Northern Michigan University  
906 487-7349/201  
[kathleen.lakanen@finlandia.edu](mailto:kathleen.lakanen@finlandia.edu)

**Lampela, Glenn**, Maintenance  
906 487-7267

**Lantto, John**, Maintenance  
906 487-7267

**Lantto, Thomas**, Housekeeping Supervisor  
906 487-7267

**Lorenz, Cindy**, Accounts Payable Coordinator  
A.A., Suomi College, B.A., Finlandia University  
906 487-7207  
[cindy.lorenz@finlandia.edu](mailto:cindy.lorenz@finlandia.edu)

**Loukus, Kitti**, Associate Director, Admissions; International Recruitment Officer  
906 487-7208  
[kitti.loukus@finlandia.edu](mailto:kitti.loukus@finlandia.edu)

**Luoto, Lee**, Director/Counselor, Upward Bound  
B.S.W., Northern Michigan University, M.S.W., University of Southern Mississippi  
906 487-7286/343  
[lee.luoto@finlandia.edu](mailto:lee.luoto@finlandia.edu)

**Macomber, Brian**, Maintenance  
906 487-7267

**Maki, David**, Assistant Editor, *The Finnish American Reporter*  
B.A., Northern Michigan University  
906 487-7549  
[davemaki@finnishamericanreporter.com](mailto:davemaki@finnishamericanreporter.com)

**Martin, Elizabeth**, Library Services Assistant  
B.A., Western Michigan University, M.L.S., Wayne State University  
906 487-7502  
[beth.martin@finlandia.edu](mailto:beth.martin@finlandia.edu)

**Martin, Terri**, Assistant to the Executive Vice President and Provost  
B.S., Western Michigan University  
906 487-7512  
[terri.martin@finlandia.edu](mailto:terri.martin@finlandia.edu)

**Mayworm, Christina**, Director, Donor and Alumni Relations  
B.A., Finlandia University  
906 487-7205  
[christina.mayworm@finlandia.edu](mailto:christina.mayworm@finlandia.edu)

**McTaggart, Robert**, Director, Student Support Services (TRiO)  
B.S., M.A., Central Michigan University  
906 487-7346  
[rob.mctaggart@finlandia.edu](mailto:rob.mctaggart@finlandia.edu)

**Melchiori, Bill**, Director, Student Life and Housing  
B.B.A., Finlandia University  
906 487-7360  
[bill.melchiori@finlandia.edu](mailto:bill.melchiori@finlandia.edu)

**Mensch, Heidi**, Academic Coordinator, Upward Bound  
B.S., Northern Michigan University  
906 487-7293  
[heidi.mensch@finlandia.edu](mailto:heidi.mensch@finlandia.edu)

**Monahan, Joseph**, Executive Vice President, External Relations  
B.A., M.A., Adelphi University, Ph.D., New York University  
906 487-7262/594  
[joseph.monahan@finlandia.edu](mailto:joseph.monahan@finlandia.edu)

**Nakkula, Tammy**, Food Service  
906 487-7271

**Nakkula, Tim**, Director, Food Service  
906 487-7271  
[tim.nakkula@finlandia.edu](mailto:tim.nakkula@finlandia.edu)

**Nolan, Alana**, Manager, North Wind Books  
B.A., Finlandia University  
906 487-7309  
[alana.nolan@finlandia.edu](mailto:alana.nolan@finlandia.edu)

**Nottke, Janine**, Administrative Assistant and Purchaser, Facilities Management  
906 487-7267  
[janine.nottke@finlandia.edu](mailto:janine.nottke@finlandia.edu)

**Olsen, Terri**, Project Coordinator, Student Support Services (TRiO)  
A.A., Suomi College, B.A., Finlandia University  
906 487-7296  
[terri.olsen@finlandia.edu](mailto:terri.olsen@finlandia.edu)

**Oye, Paula**, Administrative Coordinator, Suomi College of Arts & Sciences  
B.A., Macalester College  
906 487-7222  
[paula.oye@finlandia.edu](mailto:paula.oye@finlandia.edu)

**Paskvan, David**, Food Service  
906 487-7271

**Puska, Martha**, Library Technician  
B.A., Northern Michigan University  
906 487-7503  
[martha.puska@finlandia.edu](mailto:martha.puska@finlandia.edu)

**Raffaelli, Kellie**, Director, Teaching & Learning Center; Coordinator, Disability Student Services  
M.A., New Mexico State University, M.Ed., Regis University  
906 487-7324  
[kellie.raffaelli@finlandia.edu](mailto:kellie.raffaelli@finlandia.edu)

**Ramirez-Madera, Yesianne**, Acting Head Librarian  
M.L.S., University of Puerto Rico  
906 487-7253  
[yesianne.ramirez@finlandia.edu](mailto:yesianne.ramirez@finlandia.edu)

## University Personnel

---

**Rellahan, Jeanne**, Executive Vice President and Provost  
B.A., Ohio State University, M.A., University of Nevada, Ph.D., University of Hawaii-Manoa  
906 487-7301/512  
[jeanne.rellahan@finlandia.edu](mailto:jeanne.rellahan@finlandia.edu)

**Ries, Cheryl**, Coordinator, Gift Planning  
B.S., Michigan Technological University  
906 487-7317  
[cheryl.ries@finlandia.edu](mailto:cheryl.ries@finlandia.edu)

**Rinkinen, Ross**, Director, Annual Giving  
B.A., Finlandia University  
906 487-7314  
[ross.rinkinen@finlandia.edu](mailto:ross.rinkinen@finlandia.edu)

**Salani, Chris**, Director of Intercollegiate Athletics; Head Coach, Men's Golf  
B.S., Michigan State University, M.S., University of Massachusetts  
906 487-7378  
[chris.salani@finlandia.edu](mailto:chris.salani@finlandia.edu)

**Shahnaz, Pam**, Housekeeping  
906 487-7267

**Steinhoff, Brian**, Cook, Food Service  
906 487-7271

**Stevens, April**, Assistant Manager, North Wind Books  
B.F.A., Finlandia University  
906 487-7358  
[april.stevens@finlandia.edu](mailto:april.stevens@finlandia.edu)

**Stevens, Nicholas**, Executive Vice President, Business and Finance  
B.S., Michigan Technological University  
906 487-7231  
[nick.stevens@finlandia.edu](mailto:nick.stevens@finlandia.edu)

**Sullivan, Jason**, Associate Director, Financial Aid  
B.B.A., Finlandia University  
906 487-7261  
[jason.sullivan@finlandia.edu](mailto:jason.sullivan@finlandia.edu)

**Sweeney, Lynne**, Mailroom/Switchboard Operator  
906 487-7204  
[lynne.sweeney@finlandia.edu](mailto:lynne.sweeney@finlandia.edu)

**Testini, Ann**, Director, Human Resources; Payroll and Benefits Administrator  
B.S., Michigan Technological University  
906 487-7361  
[ann.testini@finlandia.edu](mailto:ann.testini@finlandia.edu)

**Tossava, Kori**, Director, Foundation Relations  
B.S., M.A., Northern Michigan University  
906 487-7232  
[kori.tossava@finlandia.edu](mailto:kori.tossava@finlandia.edu)

**Tracey, Lisa**, Director, Students Accounts  
B.S., Michigan Technological University  
906 487-7210  
[lisa.tracey@finlandia.edu](mailto:lisa.tracey@finlandia.edu)

**Turnquist, Sandra**, Director, Financial Aid  
B.A., Finlandia University  
906 487-7240  
[sandra.turnquist@finlandia.edu](mailto:sandra.turnquist@finlandia.edu)

**Veker, Justin**, Housekeeping  
B.B.A., Finlandia University  
906 487-7267

**Wells, Donald**, Lead Professional Tutor  
B.S., Michigan Technological University  
906 487-7255  
[don.wells@finlandia.edu](mailto:don.wells@finlandia.edu)

**Wittenberg, Curtis**, Sports Information Director; Head Coach, Women's Basketball  
B.S., Ferris State University  
906 487-7214  
[curtis.wittenberg@finlandia.edu](mailto:curtis.wittenberg@finlandia.edu)

**Woodbeck, Janice**, Administrative Assistant, Nursing  
A.D.A., Jackson Community College, B.A., Michigan Technological University  
906 487-7305  
[jan.woodbeck@finlandia.edu](mailto:jan.woodbeck@finlandia.edu)

**Zerbst, Joe**, Assistant Director, Upward Bound  
B.S., Michigan Technological University  
906 487-7259  
[joe.zerbst@finlandia.edu](mailto:joe.zerbst@finlandia.edu)

## Board of Trustees

---

### The Finlandia University Board of Trustees

Dr. Sylvia Fleishman, Chair  
The Hon. Michael A. Lahti, Vice Chair  
The Hon. Dr. Gloria J. Jackson, Secretary  
Dr. Kenneth D. Seaton, Treasurer  
Mr. Duane Aho  
Mr. Scott J. Dickson

Dr. John C. Hamar  
Mr. Ronald P. Helman  
Mr. Ray M. Hirvonen  
The Rev. Melvin L. Johnson  
Mr. John M. Leinonen  
Mr. Alexander McAfee  
Mr. William R. Sauey

Mrs. Luanne M. Skrenes  
Mr. John Stierna  
Mrs. Patricia Van Pelt  
Mrs. Iola Jean Vanstrom  
The Hon. Dr. Gary R. Waissi

# Catalog Index

<b>A</b>	
A.A.S., Criminal Justice .....	46, 48
A.A.S., Physical Therapist Assistant.....	67, 69-70
Academic Advising .....	17, 25
Academic Amnesty.....	30
Academic Competitive Grant.....	14
Academic Honors, Graduation.....	31
Academic Honors, Semester.....	29
Academic Standards and Policies .....	22
Academic Standing .....	29
Academic Support .....	17-18
Academics Information.....	22-31
Accounting.....	41
Accreditation, Nursing.....	67
Accreditation, Physical Therapist Assistant.....	69
Accreditation, University .....	3
ACE, Liberal Studies .....	46, 47
ADA Compliance .....	3
Adding Courses .....	26
Address, University .....	1
Admission on Warning .....	7, 8
Admission Procedures .....	7
Admission, Early .....	7
Admission, Regular .....	7
Admission, Specific Program Requirements .....	9-10
Admission, Transfer Students .....	8
Admissions .....	7-10
Admissions, General Requirements.....	7-8
Advanced Placement .....	24
Advising, Academic .....	17, 25
A.G.S. ....	46, 48
Amnesty, Academic .....	30
Appeal Process, Grade .....	28
Application Deadlines, Admission .....	7
Application Fee .....	10
Application, Graduation .....	30
Articulation Agreement, MACRAO.....	23
Arts & Sciences, Suomi College of .....	45-65
Arts, Culture, and the Environment .....	46, 47
Associate in Applied Science, Criminal Justice.....	46, 48
Associate in General Studies.....	46
Associate of Applied Science, PTA .....	67, 69-70
Athletics Eligibility .....	29-30
Athletics, Intercollegiate.....	2, 20
Attendance, Class.....	26
Audit Fee .....	11
Audit Students .....	8
Audit, Degree.....	33
Awards, Calculation and Notification .....	13
<b>B</b>	
B.A. ....	45-49
Bachelor of Arts .....	45-49
Bachelor of Business Administration, Progress Sheet and Course Sequence ..	43-44
Bachelor of Fine Arts, Progress Sheet and Course Sequence .....	39-40
Bachelor of Science in Nursing.....	67-69
B.B.A., Progress Sheet and Course Sequence .....	43-44
B.F.A., Progress Sheet and Course Sequence.....	39-40
Board of Trustees .....	119
Books and Supplies .....	11
B.S.N.....	67-69
Bureau of Indian Affairs, Financial Aid .....	15
Business, International .....	41
<b>C</b>	
CAAP Test .....	35
Calculation of Awards, Financial Aid .....	13
Calendar Year, University .....	2
Calendar, University (2008-09) .....	122
Calendar, University (2009-10) .....	123
Campus Buildings .....	4-5
Campus Enrichment .....	20
Campus Ministry .....	18
Campus Safety and Security.....	21
Campus, Portage .....	5
Career Opportunities, ISAD .....	38
Career Opportunities, ISOB .....	42
Career Opportunities, Nursing .....	71
Career Opportunities, Physical Therapist Assistant .....	71
Career Opportunities, SCAS.....	49-50
Career Services .....	20
Ceramic Design .....	36
Chapel of St. Matthew.....	5, 18
Cheating .....	27
Check-In .....	8, 11
Class Attendance .....	26
Class Standing .....	27
CLEP.....	24
Clinical Education, Nursing.....	68
Clinical Education, Physical Therapist Assistant .....	69-70
College Level Examination Program .....	24
College of Health Sciences .....	66-80
Colors, University .....	2
Commencement .....	30-31
Commitments, University .....	3
Complete Withdrawal from the University .....	27
Completion Rates .....	22
Conduct, Student .....	21
Confirmation, Financial Aid .....	13
Course Code Prefixes .....	33
Course Descriptions .....	81-114
Course Levels.....	33
Course Load, Semester.....	25
Course Registration .....	8
Course Repeat Policy .....	30
Course Sequence, Bachelor of Fine Arts.....	40
Course Sequence, Bachelor of Business Administration .....	44
Course Sequence, Criminal Justice.....	63
Course Sequence, Elementary Education .....	60
Course Sequence, English as a Second Language .....	65
Course Sequence, General Studies .....	64
Course Sequence, Human Services.....	62
Course Sequence, Nursing .....	74
Course Sequence, Physical Therapist Assistant (2-year) .....	80
Course Sequence, Physical Therapist Assistant (3-year) .....	78
Course Sequence, RN to BSN Completion .....	76
Course Sequence, Liberal Studies.....	52
Course Sequence, Liberal Studies-ACE .....	58
Course Sequence, Liberal Studies-English .....	54
Course Sequence, Liberal Studies-Social Sciences.....	56
Course Substitution Policy.....	30
Courses, Dropping and Adding .....	26
Courses, Withdrawing from.....	27
Courses, Advising and Selection of .....	25
Credit Balance, Refund Policy .....	12
Criminal Justice .....	46, 48
Criminal Justice, Progress Sheet and Course Sequence.....	63
<b>D</b>	
Degree Audit .....	33
Degree Requirements .....	32-33
Degree Requirements, RN to BSN Completion .....	69
Degrees, Dual .....	33
Departmental Fees .....	11
Deposit, Tuition.....	7, 10
Digital Art .....	37
Directed Studies.....	26
Disability Student Services.....	17
Discount, Pre-Pay .....	12
Drop and Add .....	26
Dropping Courses .....	26
Dual Degrees .....	33
Dual Enrollment .....	8, 11

<b>E</b>	
Early Admission .....	7
Educational Outreach .....	21-22
Educational Talent Search .....	22
Elementary Education .....	46, 48
Elementary Education, Admission .....	9
Elementary Education, Program Requirements .....	49
Elementary Education, Progress Sheet and Course Sequence .....	59-60
Elementary Education, Readmission .....	27
Elementary Education, Withdrawal and Dismissal .....	27
Eligibility, Athletics .....	29-30
Eligibility, Federal Aid .....	14
English as a Second Language .....	46
English as a Second Language, Admission .....	9
English as a Second Language, Progress Sheet and Course Sequence .....	65
English, Liberal Studies .....	45, 47
ESL .....	46
ESL, Admission .....	9
Exchange Program, Finnish .....	21, 23
Experiential Learning .....	25

<b>F</b>	
Faculty, University .....	115-116
FAFSA .....	13
Family Education Loan .....	15
Federal Student Aid, Other .....	15
Federal Student Aid, Title IV .....	14-15
Fee, Application .....	10
Fee, Audit .....	11
Fee, General .....	11
Fee, Matriculation .....	11
Fees, Departmental .....	11
Fiber/Fashion Design .....	36
Field Experiences .....	26
File Completion, Financial Aid .....	13
Financial Aid .....	13-17
Financial Aid Form .....	13
Financial Aid Priority Dates .....	13
Financial Aid Procedures .....	13
Finlandia Hall .....	5
Finlandia Payment Plan .....	12
Finlandia Plan .....	3
Finnish American Heritage Center .....	4
Finnish Exchange Program .....	21, 23
Fitness Center .....	20
Food Service .....	19
Former Finlandia University Students, Admission .....	9
Free Application for Federal Student Aid .....	13

<b>G</b>	
General Education Program .....	33-35
General Fee .....	11
General Studies .....	46, 48
General Studies, Progress Sheet and Course Sequence .....	64
GPA .....	29
Grade Appeal Process .....	28
Grade Point Average .....	29
Grading Procedures and Policies .....	28-30
Grading Scale .....	28
Graduation .....	30-31
Graduation Academic Honors .....	31
Graduation Rates .....	22
Graduation, Application .....	30
Grants, Finlandia University .....	16
Graphic Design .....	37
Guest Students .....	8

<b>H</b>	
Health Services .....	20
Heritage of Finlandia University .....	2
Homecoming .....	19
Home-Schooled Students .....	7

Honors Program, ACE .....	46, 47
Honors, Academic .....	29
Hoover Center .....	4
Human Services .....	46, 48
Human Services, Program Requirements .....	49
Human Services, Progress Sheet and Course Sequence .....	61-62
Human Services, Withdrawal and Dismissal .....	28

<b>I</b>	
Identification Cards .....	11
Independent Studies .....	26
Institutional Challenge Exam .....	24-25
Intercollegiate Athletics .....	2, 20
Interdisciplinary Design .....	37
Interior Design .....	37
International Baccalaureate Organization .....	24
International Business .....	41
International School of Art & Design .....	36-40
International School of Business .....	41-44
International Students, Admission .....	9
Internships .....	26
ISAD .....	36-40
ISOB .....	41-44

<b>K</b>	
Kivi House .....	5

<b>L</b>	
Laskiainen Day .....	19
Learning Outcomes, College of Health Sciences .....	66-67
Learning Outcomes, ISAD .....	36-37
Learning Outcomes, ISOB .....	41
Learning Outcomes, SCAS .....	46-48
Levels, Course .....	33
Liberal Studies B.A. .....	45-46
Liberal Studies, ACE .....	46, 47
Liberal Studies, English .....	45, 47
Liberal Studies, Progress Sheet and Course Sequence .....	51-52
Liberal Studies, Social Sciences .....	46, 47
Liberal Studies-ACE, Progress Sheet and Course Sequence .....	57-58
Liberal Studies-English, Progress Sheet and Course Sequence .....	53-54
Liberal Studies-Social Sciences, Progress Sheet and Course Sequence .....	55-56
Library, Maki .....	5
Location, University .....	2

<b>M</b>	
MACRAO Articulation Agreement .....	23
Management .....	41
Management, Sports .....	41
Mannerheim Hall .....	4
Map, Campus .....	6
Matriculation Fee .....	11
Michigan Competitive Scholarship .....	16
Michigan Merit Award/Promise Award .....	15
Michigan Rehabilitation Services .....	16
Michigan Student Aid Programs .....	15-16
Michigan Tuition Grant .....	15
Michigan Tuition Incentive Program .....	16
Michigan Works, Western Upper Peninsula .....	16
Mission Statement, University .....	2
Mission, General Education .....	33
Motto, University .....	2
Music Program .....	20

<b>N</b>	
Need Analysis, Financial Aid .....	13
New Student Orientation .....	17
Nikander Hall .....	4
Non-Discrimination Policy .....	1
North Wind Books .....	5
Notification of Awards, Financial Aid .....	13
Notification, Admission .....	7
Nursing .....	67-69
Nursing, Admission .....	10

# Catalog Index

Nursing, Progress Sheet and Course Sequence .....	73-74
Nursing, RN to BSN Completion .....	69
Nursing, RN to BSN Completion, Progress Sheet and Course Sequence .....	75-76
Nursing, Withdrawal and Dismissal.....	28

## O

Old Main.....	4
Online Learning.....	26
Ontario Academic Credits .....	24
Orientation, New Student .....	17

## P

Paavo Nurmi Athletic Center.....	4
Pastor, Campus .....	18
Payment Plan, Finlandia .....	12
Payments .....	12
Pell Grant.....	14
Physical Therapist Assistant .....	67, 69-70
Physical Therapist Assistant, Admission .....	10
Physical Therapist Assistant, Progress Sheet and Course Sequence (2-year) ..	79-80
Physical Therapist Assistant, Progress Sheet and Course Sequence (3-year) ..	77-78
Physical Therapist Assistant, Withdrawal and Dismissal .....	28
Placement, Advanced.....	24
Plagiarism .....	27
PLUS Loan .....	15
Portage Campus.....	5
Portfolio Requirements, RN to BSN Completion .....	69
Practicums .....	26
Prefixes, Course Code .....	33
Pre-Pay Discount .....	12
Priority Dates, Financial Aid .....	13
Privacy and Access, Student Records.....	22-23
Product Design .....	37
Program Objectives, General Education.....	34
Program Requirements, Elementary Education .....	49
Program Requirements, General Education .....	35
Program Requirements, Human Services .....	49
Program Requirements, Nursing.....	67-69
Programs of Study .....	32
Progress Sheet, Bachelor of Business Administration .....	43
Progress Sheet, Bachelor of Fine Arts .....	39
Progress Sheet, Criminal Justice .....	63
Progress Sheet, Elementary Education .....	59
Progress Sheet, English as a Second Language .....	65
Progress Sheet, General Studies .....	64
Progress Sheet, Human Services .....	61
Progress Sheet, Liberal Studies .....	51
Progress Sheet, Liberal Studies-ACE.....	57
Progress Sheet, Liberal Studies-English.....	53
Progress Sheet, Liberal Studies-Social Sciences .....	55
Progress Sheet, Nursing .....	73
Progress Sheet, Physical Therapist Assistant (2-year) .....	79
Progress Sheet, Physical Therapist Assistant (3-year) .....	77
Progress Sheet, RN to BSN Completion .....	75
Progression, Nursing .....	68
PTA .....	67, 69-70
PTA, Admission.....	10
Public Directory Information .....	22-23

## R

Readmission, Elementary Education .....	27
Refund Policy, Credit Balance .....	12
Refunds, Withdrawals.....	11-12
Religious Life .....	18
Repeat Policy, Course.....	30
Residence Hall Charges .....	11
Residence Life .....	19
Rights and Responsibilities, Student .....	16-17
RN to BSN Completion, Nursing .....	69
RN to BSN Completion, Progress Sheet and Course Sequence .....	75-76
Roar, The.....	20
Room Reservation .....	8
ROTC .....	21

## S

Safety and Security, Campus .....	21
Satisfactory Progress, Financial Aid.....	13-14
Scale, Grading .....	28
SCAS .....	45-65
Scholarships, Finlandia University .....	16
Selection of Courses.....	25
Semester System.....	25
Servant Leadership Program .....	18-19
Servicemembers Opportunity College .....	8
Social Sciences, Liberal Studies .....	46, 47
Sports Management .....	41
Staff, University .....	116-119
Stafford Loan .....	15
Standards and Policies, Academic.....	22
Standing, Academic .....	29
Standing, Class.....	27
Student Accounts .....	10-12
Student Activities .....	19
Student Activities, Religious Life .....	18
Student Body .....	2
Student Conduct .....	21
Student Development .....	17-21
Student Newspaper .....	20
Student Records, Privacy and Access.....	22-23
Student Rights and Responsibilities .....	16-17
Student Senate .....	19
Student Services .....	20-21
Student Support Services, TRiO .....	18
Studio Arts.....	38
Substitution Policy, Course .....	30
Suomi College of Arts & Sciences .....	45-65
Supplemental Educational Opportunity Grant .....	14
Sustainable Design .....	37
Swimming Pool .....	20

## T

Teaching and Learning Center.....	18
Telephone Directory, Campus .....	1
Testing Center .....	18
Theater Program .....	20
Today at Finlandia University .....	2
Transcript Requests .....	31
Transfer Students, Admission .....	8
Transferring Credit and Courses .....	8, 23
TRiO Student Support Services.....	18
Trustees, Board of .....	119
Tuition and Fees .....	11, 12
Tuition Deposit .....	7, 10
Tuition, Dual Enrollment .....	11

## U

University Calendar (2008-09) .....	123
University Calendar (2009-10) .....	124
University Personnel .....	115-119
Unpaid Accounts .....	12
Upward Bound .....	22

## V

Verification, Financial Aid .....	13
Veterans Administration Education Benefits .....	15
Vision Statement, University .....	2

## W

Wargelin Hall.....	4
Warning, Admission on .....	7, 8
Withdrawal and Dismissal, Elementary Education.....	27
Withdrawal and Dismissal, Nursing, PTA, Human Services .....	28
Withdrawal from Courses .....	27
Withdrawal from University .....	27
Withdrawals, Refund for .....	11, 12
Workforce Training .....	22
Work-Study Program, Federal/State .....	14-15

## **Fall 2008 Semester**

### **August 20, Wednesday**

Residence hall opens for incoming and returning students  
Community Welcome and required financial check-in for new and returning students

### **August 21-25, Thursday-Monday**

Orientation for incoming students  
Student life activities for returning students

### **August 21, Thursday**

Late check-in begins (\$50 late fee)

### **August 25, Monday**

Placement testing for new students, advising for all students  
First day of classes (after 5:00/5:30 p.m.)

### **September 1, Monday**

No classes (Labor Day)

### **September 2, Tuesday**

Last day to register and adjust tuition  
Last day to add/drop a class with no grade (until 4:30 p.m.)

### **October 17, Friday**

Mid-semester break (after last class on Thursday)

### **October 20, Monday**

Classes resume

### **October 31, Friday**

Last day to withdraw with a "W" (until 4:30 p.m.)

### **November 26-30, Wednesday-Sunday**

Thanksgiving break (after last class, Tuesday)  
Residence hall closes at noon, Wednesday  
Residence hall opens at 9:00 a.m., Sunday

### **December 1, Monday**

Classes resume

### **December 8-12, Monday-Friday**

Final exam week

### **December 12, Friday**

End of semester

### **December 14, Sunday**

Residence hall closes at noon

## **Spring 2009 Semester**

### **January 10, Saturday**

Residence hall opens for incoming students

### **January 11, Sunday**

Residence hall opens for returning students

### **January 12, Monday**

Financial check-in for all students  
Placement testing, advising, and registration  
Orientation for incoming students  
First day of classes (after 5:00/5:30 p.m.)

### **January 13, Tuesday**

Late check-in begins (\$50 late fee)

### **January 20, Tuesday**

Last day to register and adjust tuition  
Last day to add/drop classes with no grade (until 4:30 p.m.)

### **March 6, Friday**

Spring Break (after last class)  
Residence hall closes at noon, Saturday

### **March 15, Sunday**

Residence hall opens at 9:00 a.m.

### **March 16, Monday**

Classes resume

### **March 27, Friday**

Last day to withdraw with a "W" (Until 4:30 p.m.)

### **April 10, Friday**

Good Friday, No classes 12:30-5:30 p.m.

### **April 24, Friday**

Honors Banquet

### **April 27-May 1, Monday-Friday**

Final exam week

### **May 1, Friday**

End of semester

### **May 3, Sunday**

Commencement  
Residence hall closes at 6:00 p.m.

## **Summer 2009 Semester**

### **May 16, Saturday**

Residence hall opens

### **May 18, Monday**

Registration  
First day of classes (beginning at 8:15 a.m.)

### **May 22, Friday**

Last day to register and adjust tuition (until noon)  
Last day to add/drop classes with no grade (until noon)

### **May 25, Monday**

No classes (Memorial Day)

### **June 26, Friday**

Last Day to withdraw with a "W" (until noon)

### **July 3, Friday**

No classes (Independence Day observed)

### **July 17, Friday**

Summer semester ends (after last exam)

### **July 18, Saturday**

Residence hall closes at noon

# University Calendar

---

## **Fall 2009 Semester**

### **August 19, Wednesday**

Residence hall opens for incoming and returning students  
Community Welcome and required financial check-in for new and returning students

### **August 20-24, Thursday-Monday**

Orientation for incoming students  
Student life activities for returning students

### **August 20, Thursday**

Late check-in begins (\$50 late fee)

### **August 24, Monday**

Placement testing for new students, advising for all students  
First day of classes (after 5:00/5:30 p.m.)

### **September 1, Tuesday**

Last day to register and adjust tuition  
Last day to add/drop a class with no grade (until 4:30 p.m.)

### **September 7, Monday**

No classes (Labor Day)

### **October 16, Friday**

Mid-semester break (after last class on Thursday)

### **October 19, Monday**

Classes resume

### **October 30, Friday**

Last day to withdraw with a "W" (until 4:30 p.m.)

### **November 25-November 29, Wednesday-Sunday**

Thanksgiving break (after last class, Tuesday)  
Residence hall closes at noon, Wednesday  
Residence hall opens at 9:00 a.m., Sunday

### **November 30, Monday**

Classes resume

### **December 7-11, Monday-Friday**

Final exam week

### **December 11, Friday**

End of semester

### **December 13, Sunday**

Residence hall closes at noon

## **Spring 2010 Semester**

### **January 9, Saturday**

Residence hall opens for incoming students

### **January 10, Sunday**

Residence hall opens for returning students

### **January 11, Monday**

Financial check-in for all students  
Placement testing, advising, and registration  
Orientation for incoming students  
First day of classes (after 5:00/5:30 p.m.)

### **January 12, Tuesday**

Late check-in begins (\$50 late fee)

### **January 19, Tuesday**

Last day to register and adjust tuition  
Last day to add/drop classes with no grade (until 4:30 p.m.)

### **March 5, Friday**

Spring break (after last class)  
Residence hall closes at noon, Saturday

### **March 14, Sunday**

Residence hall opens at 9:00 a.m.

### **March 15, Monday**

Classes resume

### **March 26, Friday**

Last day to withdraw with a "W" (until 4:30 p.m.)

### **April 2, Friday**

Good Friday, no classes 12:30-5:30 p.m.

### **April 23, Friday**

Honors Banquet

### **April 26 - 30, Monday - Friday**

Final exam week

### **April 30, Friday**

End of semester

### **May 2, Sunday**

Commencement  
Residence hall closes at 6:00 p.m.

## **Summer 2010 Semester**

### **May 22, Saturday**

Residence hall opens

### **May 24, Monday**

Registration  
First day of classes (beginning at 8:15 a.m.)

### **May 28, Friday**

Last day to register and adjust tuition (until noon)  
Last day to add/drop classes with no grade (until noon)

### **May 31, Monday**

No classes (Memorial Day)

### **July 2, Friday**

Last day to withdraw with a "W" (until noon)

### **July 5, Monday**

No classes (Independence Day observed)

### **July 23, Friday**

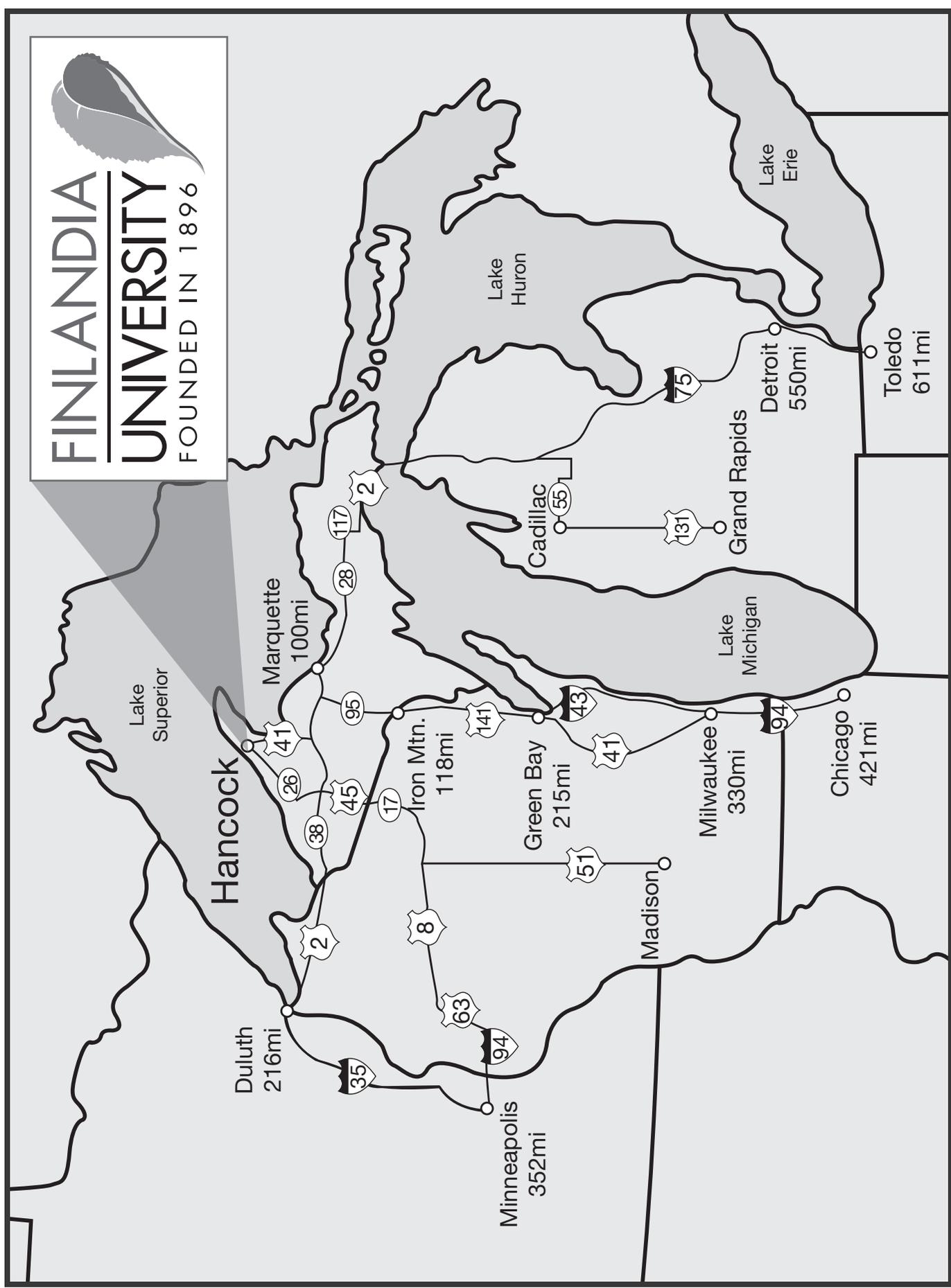
Summer semester ends (after last exam)

### **July 24, Saturday**

Residence hall closes at noon

# FINLANDIA UNIVERSITY

FOUNDED IN 1896





Finlandia University  
601 Quincy Street  
Hancock, Michigan 49930-1882  
phone: 877-202-5491  
fax: 906-487-7383  
email: [admissions@finlandia.edu](mailto:admissions@finlandia.edu)  
[www.finlandia.edu](http://www.finlandia.edu)