

FINLANDIA
UNIVERSITY

2014-15
COURSE CATALOG



where you belong



Greetings From The President

Welcome to Finlandia! I am pleased to bring this greeting to you as you plan your college career with us. The pages that follow contain many helpful details for achieving success here at Finlandia. Here I offer a few thoughts that intend to reinforce the larger commitments we make to all students who choose our learning community for their college career.

It is our shared conviction that higher education at its best engages and educates students as whole persons. This is why Finlandia is committed to a deliberately conceived and rigorously practiced model of teaching and learning that is relationship-driven, holistic, and transformative. This idea takes seriously students in their entirety—mind, heart, and body—and its purpose is to foster enduring positive change in how all of us think, act, and feel in matters of the self, others, and the wider world.

It is also our conviction that in order to flourish in the 21st-century world and workplace our graduates need to acquire and develop a breadth of intellectual and professional competencies as well as a blend of matured human qualities. Knowledge acquisition and skill competency are essential and yet essentially inadequate for earning employer confidence or advancing careers. The growing expectation and need is matured personhood.

Most importantly, perhaps, is the conviction that a deeper sense of belonging enlivens the college experience and elevates student learning outcomes. We believe that learning pursued in community is higher education at its best. And this is what inspires us toward our vision: to accompany—as a whole learning community—the whole student toward a whole life. Welcome to Finlandia, where you belong.

A handwritten signature in black ink, which appears to read "Philip Johnson". The signature is fluid and cursive, written over a light gray background.

Philip Johnson, Ph.D.
President

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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*

NON-DISCRIMINATION STATEMENT

Finlandia University does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion, veteran status, familial status, height, weight, socio-economic status, sexual orientation, genetic information, or any other category protected by applicable law, or by institutional policy.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policy or status based equity concerns:

Dr. Shana Porteen
Dir. of Institutional Equity & Diversity
Office: Nikander Hall, Room 31
Phone: (906) 487-7394
E-mail: shana.porteen@finlandia.edu

Campus Telephone Directory

Academic Affairs Office	(906) 487-7512
Academic Success and Student Life	(906) 487-7324
Academic Support	(906) 487-7324
Admissions	(877) 202-5491
	(906) 487-7274
Advancement	(906) 487-7201
Alumni Relations	(906) 487-7317
Athletic Programs	(906) 487-7378
Bookstore and Gift Shop	(906) 487-7217
Chaplain	(906) 487-7239
College of Health Sciences - Nursing	(906) 487-7305
College of Health Sciences - Certified Medical Assistant	(906) 487-7396
College of Health Sciences - Medical Billing & Coding	(906) 487-7396
College of Health Sciences - Physical Therapist Assistant	(906) 487-7308
Disability Student Services	(906) 487-7258
Educational Talent Search	(906) 487-7390
Financial Aid	(906) 487-7240
Finlandia University Gallery	(906) 487-7500
Finlandia Residence Hall	(906) 487-7276
Finnish American Heritage Center	(906) 487-7302
Fitness Center	(906) 487-7281
Food Service	(906) 487-7271
Human Resources	(906) 487-7361
Institutional Equity and Diversity/Title IX	(906) 487-7394
International School of Art & Design	(906) 487-7225
International School of Business	(906) 487-7222
IT Help Desk	(906) 487-7444
Jutila Center Campus	(906) 487-7339
Jutila Center for Global Design and Business	(906) 487-7344
Maki Library	(906) 487-7252
Maintenance/Housekeeping	(906) 487-7380
Marketing Communications	(906) 487-7348
President's Office	(906) 487-7201
Purchasing	(906) 487-7229
Security	(906) 487-7307
Student Accounts	(906) 487-7210
Residential Life and Housing	(906) 487-7273
Student Support Services/TRiO	(906) 487-7346
Suomi College of Arts & Sciences	(906) 487-7513
Switchboard	(800) 682-7604
Teaching & Learning Center	(906) 487-7255
Testing 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 originates hundreds of years before. During the early years of their country's formation, Finnish people developed an attitude of *sisu*, a concept roughly defined as persistence and determination. It was with this steadfast attitude that Suomi College was established. Early Finnish immigrants, toiling in Upper Peninsula mining and lumber camps, dreamed of a better life for their children and future Finnish-American generations. They found their answer in Suomi College. Although the first graduating class comprised only 11 men and women, the college persisted and in 1899 constructed its first building, Old Main. The Finns recognized the need not only to educate their children, but to maintain their cultural heritage. The college served many purposes in its early years: preserving Finnish culture, upholding and teaching the tenets of the Lutheran religion, training Lutheran ministers, teaching the English language, and imparting other practical skills that would provide employment and service opportunities in their new land.

TODAY

Finlandia University is a co-educational, baccalaureate degree-granting institution, and one of 26 U.S. colleges and universities affiliated with the Evangelical Lutheran Church in America (ELCA). It is the only private, not-for-profit institution of higher learning in Michigan's Upper Peninsula. Finlandia University awards bachelor and associate degrees through two colleges and two schools: the Suomi College of Arts & Sciences, the College of Health Sciences, the International School of Art & Design, and the International School of Business.

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 numerous outdoor recreational opportunities and cultural events. Finlandia is just minutes from the southern shores of Lake Superior, the world's largest freshwater lake. Year-round, students enjoy hiking, camping, picnicking, fishing, swimming, canoeing, snowshoeing, skating, ice hockey, and skiing.

STUDENT BODY

During the fall 2013 academic semester, 519 students attended Finlandia University. Of the total number of students enrolled, 25% lived on campus; 43% were female; 16% were of minority groups, and 6% were international students.

UNIVERSITY COLORS

Finlandia Blue, Navy Blue, and White

INTERCOLLEGIATE ATHLETICS

Finlandia University is affiliated with the National Collegiate Athletic Association (NCAA) Division III. Finlandia offers the following women's sports: basketball, cross country, golf, hockey, soccer, softball, and volleyball. The Finlandia Lions compete in the Great South Athletic Conference in the sports of women's soccer, women's volleyball, women's basketball, and women's softball. Finlandia offers the following men's sports: baseball, basketball, cross country, football, golf, hockey, and soccer. The men's soccer program competes in the Wisconsin Intercollegiate Athletic Conference (WIAC) as an associate member. The men's and women's hockey programs compete in the Northern Collegiate Hockey Association (NCHA). The 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."

ACADEMIC YEAR

Finlandia offers full-length fall and spring semesters, and shorter summer sessions.

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; and
9. Achieving recognized standards of quality for students, employees, programs, service areas, and fiscal performance.

ACCREDITATION, UNIVERSITY

Finlandia University is accredited by The Higher Learning Commission (HLC) of The North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 800-621-7440. Additional information about Finlandia University's HLC accreditation can be found at 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.

ACCREDITATION, COLLEGE OF HEALTH SCIENCES

The Physical Therapist Assistant program at Finlandia University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

The baccalaureate Nursing program at Finlandia University is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, D.C., 20036, (202) 887-6791.

The Certified Medical Assistant Program at Finlandia University is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756; 727-210-2350.

UNIVERSITY MEMBERSHIPS

The university holds memberships in the Association of Governing Boards (AGB), Association of Independent Colleges and Universities of Michigan (AICUM), Council for Higher Education Accreditation (CHEA), Council of Independent Colleges (CIC), Lutheran Educational Conference of North America (LECNA), Michigan Academy of Science, Arts & Letters, Michigan Campus Compact (MCC), and National Association of Independent Colleges and Universities (NAICU).

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 office of Disability Student Services can be reached at (906) 487-7258.

DIVERSITY COMMITMENT

Based on shared values and principles, Finlandia University affirms the worth of all people and cultures by privileging human dignity. We foster a campus environment that does not perpetuate or tolerate any forms of discrimination. We are committed to recruiting, developing, and retaining a diverse faculty, staff, and student body to enrich our community as a whole.

FINLANDIA UNIVERSITY CAMPUS



CHAPEL OF ST. MATTHEW

Built in 2000, the Chapel of St. Matthew offers students a quiet place for meditation and reflection. Worship services are held twice weekly during the academic year. Finlandia Campus Ministry arranges numerous events and activities for worship, study, service, and outreach. The chapel also hosts campus gatherings and public events. The Campus Ministry

Center, the Office of the University Chaplain, and “The Table,” a student-needs pantry, occupy the chapel’s lower level.



COLLEGE OF HEALTH SCIENCES

Built in 1923, the future home of the College of Health Sciences was acquired by the university as part of Campus and Community: Together for Good, an

innovative exchange of local school district properties for a 12-year package of scholarships for graduates of Hancock Central High School. Adjacent to the Finnish American Heritage Center on Quincy Street, the four-story, 73,000 square-foot building will house state-of-the-art College of Health Sciences classrooms, labs, and offices.

FINLANDIA HALL

Finlandia Hall is the university’s co-ed residence hall. Built in the mid-1980s, the four-story building accommodates up to 180 students. Rooms are organized suite-style, with four students sharing two bedrooms and a bath. Located in Finlandia Hall are the university café, student recreation areas, a TV/game lounge, a 24-hour computer lab, student lounges on each floor, laundry facilities, the Office of the Coordinator of Residential Life, and the Department of Campus Safety and Security.





FINLANDIA UNIVERSITY ATHLETIC COMPLEX AND McAFEE FIELD

Phase I construction of the Finlandia Athletic Complex was completed in September 2011 when McAfee Field, a collegiate, state-of-the-art competition field, became ready for use by Finlandia student-athletes, area middle and high school sports teams, and local youth sports leagues. The field features an all-weather competition surface, sport lighting, and an electronic scoreboard with digital video display. The Athletic Complex is just a few short blocks from Finlandia's main campus. Future plans for the complex include a grand stand, a field house, a collegiate softball field, and a practice field.

JUTILA CENTER CAMPUS

The Finlandia University Jutila Campus is located on the banks of the Portage Waterway, five blocks from Finlandia's Quincy St. campus. You'll find the International School of Art & Design, based on the Finnish contemporary education model in which students engage in innovative, hands-on learning. Formerly a hospital, the renovated building now houses dynamic art studios and classrooms, the Reflection Gallery, and the Lily I. Jutila Center for Global Design and Business, a small business incubator.



The Finlandia University Reflection Gallery, located on the second level of the Jutila Center Campus, was established to give the students of Finlandia University's International School of Art & Design department, as well as local artists, the opportunity to display art work in a professional manner in a relaxed and comfortable environment.

If you are interested in starting your own business, you will want to check out the Jutila Center. If you will be setting up a professional internship or need a site for a class project, you can find both at the Jutila Center. There are 30 diverse businesses in the building, representing law and engineering to nutrition and classical guitar. The Jutila Center is also a great place to shop – try out the restaurant, two hair salons, and gift shop. The Jutila Center sponsors entrepreneurial education on campus including the Faculty Entrepreneurial Fellows program, the Collegiate Entrepreneur Organization – Finlandia's CEO Club, and the FUEL Studio, one of Finlandia's student-run businesses. University Relations and Marketing Communication staff is also housed at the building.



JUTILA ANNEX

Attached on the east side of the Jutila Center is a smaller office building that's home to several businesses and non-profit organizations. The building is also home to Finlandia's TRiO Educational Talent Search and Upward Bound.



NORTH WIND BOOKS / FINLANDIA UNIVERSITY BOOKSTORE

The Finlandia University bookstore located in the Kivi house, built in the 1880s, was originally the rectory for an adjacent Catholic church (now the Finnish American Heritage Center). Since 1999 it has been the home to North Wind Books, the official Finlandia University Bookstore. Textbooks and course supplies along with university apparel and uniform shop are available at NWB. You will also find books and many other items to interest and tempt readers of both fiction and non-fiction, history enthusiasts, nature lovers, friends of the arts, and lighthouse and maritime buffs. There are books and gifts for travelers, titles for armchair philosophers, and books to rekindle memories of other times and places. Discover astounding photography, thought-provoking poetry and prose, and inspiring stories of early Copper Country immigrants and their contemporary decedents. Visit the CUB (children's unique books) section of the store to find the perfect gift for the children in your life. All are welcome to explore or visit online anytime at bookstore.finlandia.edu.

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 it has since been renovated to house classrooms, a student lounge, faculty offices, the university mailroom and the office of the University Registrar.



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 Eiel Saarinen, and his son-in-law, J.R.F. Swanson. Nikander houses a computer lab, PTA and Nursing labs and classrooms, TRiO Student Support Services, the Teaching Learning Center (TLC), the Academic Success Center, and faculty offices.

OLD MAIN

Constructed in 1899, Old Main was the first building on the Finlandia University campus. The three-story building is built in 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, Admissions, and Student Accounts are located in the building. In 1991 Old Main was designated a State of Michigan Historic Site.





PAAVO NURMI ATHLETIC CENTER

Finlandia’s athletic center, the Paavo Nurmi Center, features a full-size gymnasium, an adaptive sports balcony, and a fitness and weight training area. The Paavo Nurmi Center also houses Athletics Department

staff offices and classrooms. The building was named after the Finnish runner, Paavo Nurmi, who during the 1920s set 31 world track records and won 12 Olympic medals. Finlandia University students taking courses for credit use the Paavo Nurmi Center free of charge with a valid student ID. Day passes and longer-term memberships are available to community members.

SULO AND AILEEN MAKI LIBRARY

The Sulo and Aileen Maki Library, in Wargelin Hall, is a comfortable, inviting space for research, study, and reading. In 1997, the library was renovated and enlarged and named for Mrs. Aileen Maki, whose gift in memory of her husband, Sulo, made the improvements possible. The 12,100-square-foot library has varied seating, computers for student use, a computer lab/classroom, and a small conference room. The library’s traditional collections include approximately 50,000 books, 300 periodical titles, and hundreds of DVDs and CDs. Laptops, multimedia projectors, and other AV equipment are available for short-term use. The library supports a regional on-line catalog, over 13,000 electronic books, and dozens of specialized subscription-only online library databases. Students may also borrow materials from libraries throughout Michigan and the United States using an interlibrary loan system. To help students get the most from the library’s resources, Maki Library staff members conduct tours, present informational sessions, teach library and information literacy skills, and provide one-on-one research help and reference services.



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 then-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, and Alumni Relations.

WARGELIN HALL

Wargelin Hall was dedicated in 1965 in honor of Finlandia’s second president, John Wargelin. The building houses the Maki Library, classrooms, science laboratories, and the largest lecture hall on campus (seats 128).

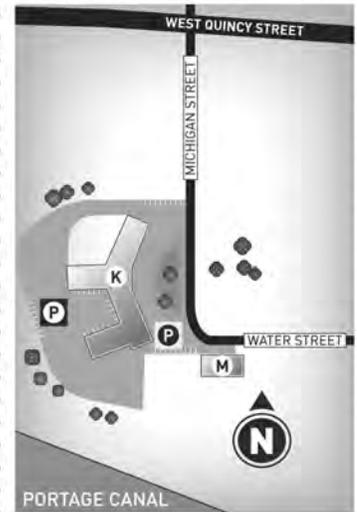
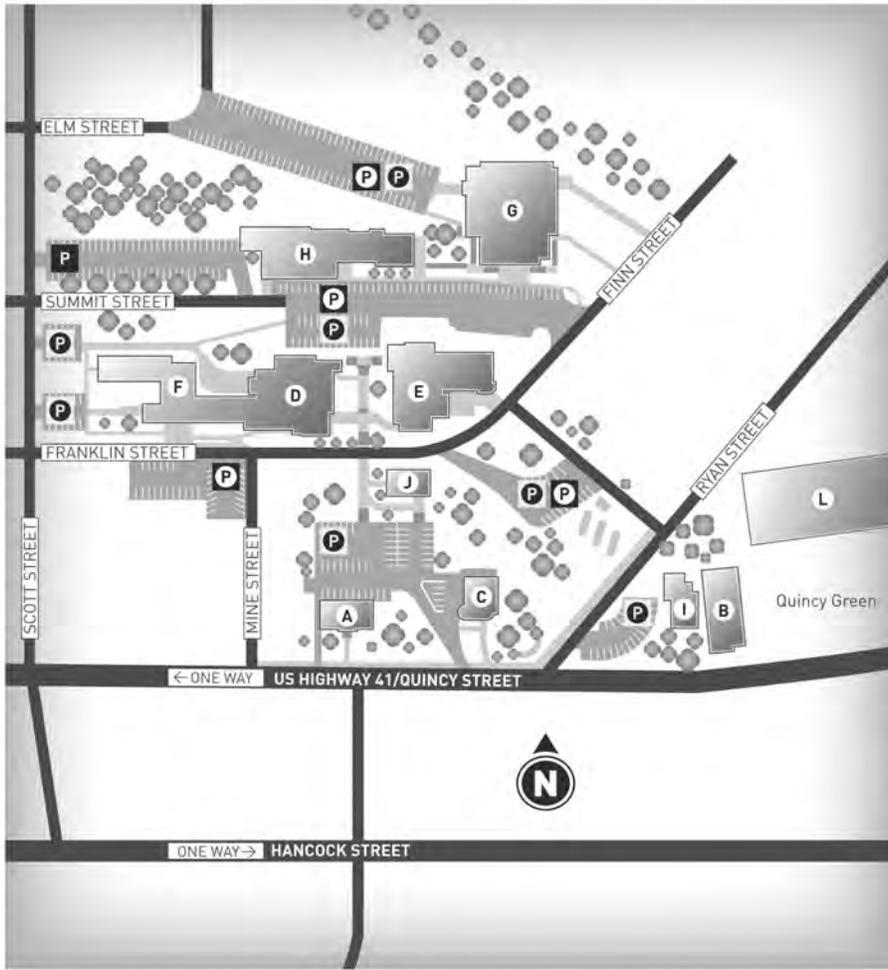
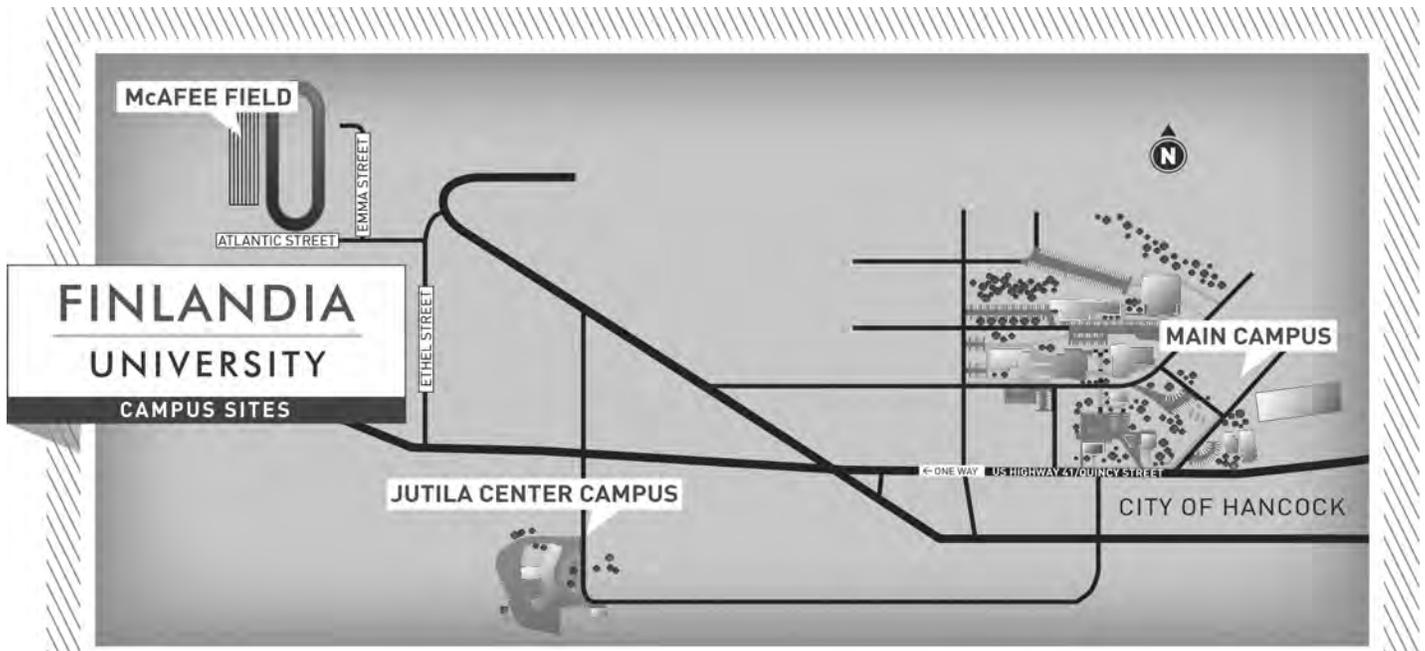


THE FINNISH AMERICAN HERITAGE CENTER AND HISTORICAL ARCHIVE

Opened in 1990, the Finnish American Heritage Center serves as home to the Finnish American Historical Archive and Museum, the monthly journal “The Finnish American Reporter” (FAR) and the office of the Honorary Consul of Finland for Michigan’s Upper Peninsula.

In addition to the archive – which houses the largest collection of Finnish-American materials in the world – and the FAR – which reaches readers throughout North America and around the world – the FAHC provides many opportunities for students to explore Finnish-American and Finnish culture by hosting numerous university events, as well as enrichment programming, the Nordic Film Series, concerts, lectures, exhibits and annual ethnic events, such as the Finnish Folk Music Camp, Finnish Independence Day celebrations and the mid-winter festival Heikinpäivä.

The Finnish American Heritage Center also houses the Finlandia University Gallery which is free and open to the public. Through exhibitions of contemporary Finnish, Finnish-American and American artists, the Finlandia University Gallery promotes Finlandia University’s Mission: A Learning Community Dedicated to Academic Excellence, Spiritual Growth, and Service.



- A** Old Main
- B** Finnish American Heritage Center
- C** Hoover Center
- D** Nikander Hall
- E** Wargelin Hall/Maki Library
- F** Mannerheim Hall
- G** Paavo Nurmi Center
- H** Finlandia Hall
- I** North Wind Books
- J** Chapel of St. Matthew
- K** Jutla Center
- L** Future CHS Building
- M** Jutla Center Annex

P Student Parking **P** Resident Parking **P** Faculty/Staff/Visitor

OFFICE OF ADMISSIONS(906) 487- 7274

ADMISSION PROCEDURES

A completed admission file includes an application for admission, official high school transcripts from the last high school attended, and official college transcripts from all colleges attended. ACT or SAT scores are required for admission.

Admission to Finlandia University is considered after the above-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 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 deadlines are:

<u>STUDENT STATUS</u>	<u>FALL</u>	<u>SPRING</u>	<u>SUMMER</u>
New, Transfer, Former	August 19	January 6	May 13
International	May 1	October 1	—

GENERAL REQUIREMENTS

REGULAR ADMISSION

Regular admission to the university for the 2014-2015 academic year requires graduation from a high school program with at least a 2.00 cumulative grade point average (GPA) as reported on the final official high school 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). ACT or SAT scores must also be provided in the application for process for regular admission.

PROVISIONAL ADMISSION

Provisional admission 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. Applicants whose overall high school GPA is lower than 2.0 must submit to the Admissions Committee an explanation of at least 250 words about why the applicant feels he or she should be considered for admission to the university. The Admissions Committee will review the file for acceptance or denial. Students accepted on provisional admission are required to take UNS 103, Fundamentals of Academic Effectiveness, and are limited to registering for 14 credits in the first semester of enrollment at Finlandia University. Any student admitted on provisional admission 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

For admissions consideration, home-schooled students must provide official copies of all work completed. ACT or SAT scores are required. Many home-schooled students

enjoy the small class sizes and educational opportunities at Finlandia, and home-schooled students are encouraged to consider Finlandia. The Office of Admissions 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 and senior years of high school. The admissions policies for regular students apply to early admission students.

NOTIFICATION OF ACCEPTANCE

Students must submit all required documents to complete their admission file. When all documents have been received and evaluated, students will be notified of university acceptance or non-acceptance by the Office of Admissions. Following notification of university acceptance, students will receive information about course registration, housing, 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 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.

STUDENTS WITH LESS THAN 24 EARNED COLLEGE CREDITS

Incoming students with 24 or fewer earned college credits are required to take the one-credit Sisu Seminar, UNS 115, and attend orientation activities the week prior to the start of classes.

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 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 the university registrar 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. 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 course grades or university credit. 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

ADMISSIONS

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 Office of Admissions at (877) 202-5491 or (906) 487-7274.

TRANSFER STUDENTS

REGULAR ADMISSION

Provided they meet all high school admissions requirements, regular admission for the 2014-15 academic year is granted to transfer students who have achieved one of the following: 1) Students who have earned at least 6 and no more than 24 credits and maintained a GPA of 1.60 at another institution of higher education; 2) Students who have earned 25 or more credits with a 2.00 or higher GPA at another institution of higher education; or 3) Students who have earned no more than 24 credits at another institution of higher education and have been out of school for at least two years. A satisfactory review of a transfer student's academic history is required for regular admission. Transfer students must submit high school transcripts and ACT or SAT scores.

PROVISIONAL ADMISSION-TRANSFER STUDENTS

Provisional admission may be granted to transfer students with: 1) a cumulative GPA of less than 2.00 with more than 25 college credits, or 2) less than a 1.60 cumulative GPA with 24 credits or fewer, pending an academic history review by the Admissions Committee. Applicants who do not meet the GPA requirements must submit to the Admissions Committee an explanation of at least 250 words about why the applicant feels he or she should be considered for admission to the university. The Admissions Committee will review student files for acceptance or denial. Transfer students admitted on provisional admission are required to take UNS 103, Fundamentals of Academic Effectiveness, and are limited to registering for 14 credits in the first semester of enrollment at Finlandia University. Any student admitted on provisional admission 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 Finlandia University policies for acceptance of academic credit from other colleges and universities, and from Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate Program (IB), Ontario Academic Credits (OAC), Institutional Challenge Examination (ICE), and Experiential Learning are listed in the Academic Information section of this publication. Finlandia University course equivalencies for many Michigan colleges and universities can be found at www.finlandia.edu/transfer-guides and through the Michigan Transfer Network website at www.michigantransfernet.org. Finlandia also has articulation agreements with various Michigan colleges and universities. Contact the Office of Admissions for more information.

FORMER FINLANDIA UNIVERSITY STUDENTS

Applications for readmission to the university must be approved by the University Registrar, Director of Financial Aid, and Director of Student Accounts. The Office of Admissions initiates this process, and before any action is taken 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. Finlandia University

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 re-admitted 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 re-admission directives.

INTERNATIONAL STUDENTS

International students may enroll directly in an undergraduate degree program, or enroll in the university's English as a Second Language (ESL) certificate program for a semester, a year, or longer. Entrance to all undergraduate programs for students whose native language is not English, or whose primary language of instruction is not English, requires one of the following official scores for admission: TOEFL, IELTS, PTE Academic, STEP (Japan only), or SAT I.

- TOEFL: minimum 550 PBT, 213 CBT, 79 iBT (paper-based, computer-based, Internet-based), www.ets.org/toefl.
- IELTS: minimum 6.0 overall band score (minimum 6.0 writing and speaking portion), www.ielts.org. (IELTS is jointly operated by the British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examinations.)
- PTE: minimum score of 53, www.pearsonpte.com/PTEAcademic. (NOTE: Score reports available in 5 days.)
- STEP (Japan only): "STEP Pre-1st" allows for admission to any undergraduate degree program; "STEP 2A" allows for conditional admission to a degree program (ESL or English language program required).
- SAT I: minimum 420 writing, 500 critical reading, www.collegeboard.com. (Score report must be sent directly from the testing service.)

Degree-seeking students who require additional English language support may enroll in the English as a Second Language (ESL) certificate program described below. All international students must be enrolled full-time. A completed international admissions file includes: 1) international application for admission; 2) essay; 3) completed Finlandia University affidavit of financial support form; 4) certified and sealed official transcripts in English from all institutions where previous academic work has been completed (high school or secondary school, college or university); 5) an original bank statement showing support in U.S. funds for one academic year; and 6) a copy of the applicant's passport photo page. An optional personal statement is highly encouraged.

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. An international application checklist and the required forms are available at www.finlandia.edu/international-students.

ENGLISH AS A SECOND LANGUAGE CERTIFICATE PROGRAM (ESL)

The same international student admissions procedure for acceptance to undergraduate programs must be completed for entrance to the English as a Second Language certificate program. Entrance into the ESL program requires an internet-based TOEFL score of 32 (or equivalent test), or permission of the international admissions officer. Finlandia University ESL students must enroll in at least 12 credits per semester and receive an overall 2.5 GPA to be awarded an ESL Certificate. A full description of the ESL program can be found in the Academic Programs section of this publication.

PROGRAM-SPECIFIC ADMISSION REQUIREMENTS

NURSING PROGRAM (B.S.N.)

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). High school science courses require completion with a minimum grade of “B-”, math placement in MAT 140 Intermediate Algebra is based on University requirements, and a minimum cumulative high school GPA of 2.5 on a 4.0-point scale is required. College-level course equivalents require a minimum grade of “C” or better and a minimum cumulative college GPA of 2.50. Admission to the pre-nursing curriculum does not guarantee admission to the nursing major. For information regarding progression from pre-nursing to the nursing major, please refer to the Nursing Program requirements located under the College of Health Sciences.

Transfer students who wish to directly enter the Nursing major must be in good academic standing with a minimum earned GPA of 2.7 on all work attempted, and must satisfy the Finlandia University pre-nursing curriculum. Transfer students enter on a space-available basis and should plan on at least three years to complete the Nursing major. Interested students are encouraged to review the suggested course sequence and detailed program requirements in this publication. Transfer students may direct inquiries to the Nursing Department.

PHYSICAL THERAPIST ASSISTANT PROGRAM A.A.S. (PTA)

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

To be eligible for admission to PTA Major, the student must;

- 1) Complete a PTA Program Application for admission to the Finlandia University PTA Program;
- 2) Have earned a minimum of a 2.7 (B-) in the following courses: BIO 171 and BIO 172 or equivalent within the past five years and must achieve at least a C (2.0) in any individual required course and must have a minimum cumulative GPA of 2.5 in the required general education core course work. Required courses may be repeated only once. All prerequisite course work must be completed before the final year;
- 3) Complete 12 documented hours of clinical observation in more than one physical therapy setting prior to the start of the technical phase coursework;
- 4) Participate in an interview with the PTA faculty in person or via telecommunications.

The PTA Department strives to admit students who can provide evidence of adequate potential to succeed in the PTA program. Students are selected on a competitive basis based on their GPA and interview content. The PTA faculty reserves the right to use professional judgment when selecting students for

admission. Although GPA is strongly considered, other factors such as communication, interpersonal skills, and critical thinking ability are considered. Qualified students are considered for admission to the PTA program regardless of race, color, creed, sex, age, sexual orientation, national or ethnic origin or disability that does not interfere with the performance of physical therapy.

Students who have attended a college elsewhere may apply as transfer students. Qualified students that meet the PTA admission requirements and meet the application deadline will be considered. Although preference is given to Finlandia students, enrollment is not limited to such applicants. Qualified students that meet the PTA admission requirements and apply after the deadline will be accepted on a space available basis. Transfer students must be in good standing and eligible to return to all institutions previously attended and have earned a cumulative GPA of 2.5 or better (on a 4.0 scale or its equivalent) on all work attempted. Transfer students must satisfy the pre-PTA curriculum in order to transfer directly into the PTA Major.

For more detailed PTA admissions information please see the PTA Student Handbook.

CERTIFIED MEDICAL ASSISTANT PROGRAM A.A.S. (CMA)

Incoming students apply to the Certified Medical Assistant program through the Office of Admissions. Admission to the first year of the CMA program requires the successful completion of one full year of high school algebra and two full years of high school science in biology and anatomy/physiology or chemistry, all with a minimum grade of “C”; and a minimum cumulative high school GPA of 2.5 on a 4.0 point scale.

Transfer students who wish to enroll directly into the final year (three semesters) of the Certified Medical Assistant program must meet the required academic standards and progression criteria. Completed college-level courses require a minimum grade of “C” and a cumulative college GPA of 2.5 or better. The number of students enrolled in the final year of the program is limited. Successful completion of the first-year Certified Medical Assistant curriculum does not guarantee enrollment in the technical phase of the CMA program. The exact number of students admitted is determined each year by the CMA program director based on academic performance, the availability of clinical site rotations, and available resources. Student admission to the CMA program is considered without regard to race, color, national origin, sex, disability, or age.

MEDICAL BILLING AND CODING SPECIALIST A.A.S. (MBC)

Incoming students apply to the Medical Billing and Coding Specialist program through the Office of Admissions. Admission to the first year of the MBC program requires the successful completion of one full year of high school algebra and two full years of high school science in biology and anatomy/physiology or chemistry, all with a minimum grade of “C”; and a minimum cumulative high school GPA of 2.5 on a 4.0 point scale.

Transfer students who wish to enroll directly into the final year (three semesters) of the Medical Billing and Coding Specialist program must meet the required academic standards and progression criteria. Completed college-level courses require a minimum grade of “C” and a cumulative college GPA of 2.5 or better. The number of students enrolled in the final year of the program is limited. Successful completion of the first-year Medical Billing and Coding Specialist curriculum does not guarantee enrollment in the technical phase of the MBC program. The exact number of students admitted is determined each year by the MBC program director based on academic performance, the availability of clinical site rotations, and available resources. Student admission to the MBC program is considered without regard to race, color, national origin, sex, disability, or age.

STUDENT ACCOUNTS

OFFICE OF STUDENT ACCOUNTS(906) 487-7210

TUITION

For part-time students (fewer than 12 credits), 2014-2015 academic year tuition is \$699 per credit hour. For full-time students (12-18 credits), 2014-2015 academic year tuition is \$10,490 per semester (\$20,980 yearly). Tuition for credits over 18 per semester is \$699 per credit. Students who drop classes prior to the end of the published semester drop/add period will not incur tuition charges for those classes. Students who withdraw from classes after the end of the published semester drop/add period are responsible for full semester tuition charges for those classes, unless the student withdraws from all classes for the semester. See REFUND FOR WITHDRAWALS section in this publication for details. Tuition rates for the academic year are typically established by the Board of Trustees each spring. For current tuition rates, see the university website at www.finlandia.edu/tuition or contact the Office of Admissions.

RESIDENCE HALL CHARGES

Students living on-campus during the 2014-2015 academic year are required to pay residence hall charges of \$3,713 per semester (\$7,426 yearly). The charges cover a shared room and the resident student meal plan in the university dining hall, which is required of all resident students. The charge for a single room in the residence hall, if available, is an additional \$750 per semester. Students who move off-campus prior to the end of the published semester drop/add period will not incur room and board charges but are charged a \$200 fee. Students who move off-campus after the end of the published semester drop/add period are responsible for full semester room and board charges. The Board of Trustees typically establishes residence hall charges for the academic year each spring. For current residence hall charges, see the university website at www.finlandia.edu/tuition or contact the Office of Admissions.

MATRICULATION FEE

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

GENERAL FEE

All regular, enrolled students are charged a general fee of \$250 per semester (\$500 per year) to cover costs such as instructional technology and student activities.

DEPARTMENTAL FEES

Departmental fees are charged to students enrolled in specific programs. The fees cover various instructional materials and lab maintenance expenses. College of Health Sciences majors (Nursing, PTA, Medical Assistant) are charged a \$250 lab fee each semester. Art & Design program students are charged a \$360 fee per semester. All non-Art & Design majors (including audit and dual-enrolled students) are charged a \$120 fee per Art & Design (ARD) course (\$360 per semester maximum). Departmental fees are not charged during the summer semester.

DUAL ENROLLMENT TUITION CHARGES

The non-refundable cost for dual enrollment is \$140 per credit hour, plus additional fees as applicable. Dual enrolled students who withdraw from classes after the end of the published semester drop/add period are responsible for full semester dual enrollment costs for those classes. Although school district state funding normally covers dual enrollment charges, students are responsible for any balance not covered by the school district.

AUDIT FEE

The non-refundable fee to audit a course is \$75 per credit, plus additional fees as applicable. Audit students who withdraw from classes after the end of the published semester drop/add period are responsible for full semester audit fees for those classes.

BOOKS AND SUPPLIES

Textbooks and supplies are available at North Wind Books, the university's on-campus bookstore. Total semester book costs vary according to the student's program of study and the availability of used books. Books may be purchased by cash, check, credit card, or charged to a student account. Student accounts must be arranged through the Office of Student Accounts prior to charging purchases. Student accounts can be used, with student ID, one week prior to the first day of class.

Textbooks may also be purchased or rented online (credit card only) through <https://bookstore.finlandia.edu>. Purchased textbooks must be picked up at North Wind Books; rented books will be shipped to the student by Follett Higher Education. North Wind Books is the official return depot for rented textbooks.

To review return/exchange policy please visit bookstore.finlandia.edu. North Wind Books offers textbook buyback the final week of each semester; days and hours are posted prior to the event.



IDENTIFICATION CARDS

All resident and commuter students are issued a student identification card. If the card is lost, the student must purchase a replacement card at the Campus Safety & Security office. A replacement ID card is \$10.

REFUND FOR WITHDRAWALS

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

Finlandia University complies with the revised Higher Education Act Amendment of 1998 as it applies to students receiving Title IV funds. Tuition refunds are allocated according to the provisions of the Higher Education Act in the following order of priority (starting with Title IV funds):

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal PLUS Loan (Parent)
5. Federal Pell 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 completed at the time of withdrawal, measured from the first day of that semester's classes.

The table below outlines approximate refund percentages. Please contact the Office of Student Accounts for actual amounts.

<u>PORTION OF SEMESTER COMPLETED</u>	<u>PERCENTAGE REFUNDED</u>
10%	100%
20%	80%
30%	70%
40%	60%
50%	50%
60%	40%
60.1% and over	No Refund

REFUND OF CREDIT BALANCES

Students with a credit balance on their account will receive a refund check from the Office of Student Accounts within 14 days after the credit appears on the account. However, refund checks will not be disbursed until all tuition and fee charges are paid.

PAYMENTS

Room and board charges (on-campus students), tuition, and all other costs not covered by financial aid (federal loans, federal and state grants, and institutional grants and scholarships, not including work-study), are payable on or before the first day of class, unless a Finlandia Payment Plan has been arranged.

PRE-PAY DISCOUNT

Students who pay the balance of their bill in full for the fall semester, or for the 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. There is a \$25 non-refundable fee per semester to enroll in the payment plan. The payment 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. 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. Diplomas and transcripts, official or unofficial, will not be released until all balances are paid in full. 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 2014 drop/add date for full semester courses is August 29, 2014; the spring 2015 drop/add date for full semester courses is January 16, 2015. 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 Office of Student Accounts. Upon final departure from Finlandia University, before a diploma is issued or any transcripts, official or unofficial, are released, all outstanding balances must be paid in full, including library, parking and disciplinary fines, and any other charges. Students are responsible for fees incurred in collecting the account balance. For information, contact the Office of Student Accounts.

TUITION AND FEES (2014-2015)

<u>FEE</u>	<u>ONE TIME</u>	<u>PER CREDIT</u>	<u>PER SEMESTER</u>	<u>PER YEAR</u>
Matriculation Fee	\$100			
General Fee			\$250	\$500
Tuition (part-time)		\$699		
Tuition (full-time)			\$10,490	\$20,980
Room & Board			\$3,713	\$7,426
Single Room Fee			\$750	\$1,500
Art & Design Fee (majors)			\$360	
Nursing Lab Fee			\$250	
PTA Fee			\$250	
Medical Assistant Fee			\$250	
ESL Fee			\$150	
Dual Enrollment		\$140		
Audit Fee		\$75		
Late Registration Fee			\$50	
Books (estimate)			\$750	\$1,500

OTHER FEES

Art & Design Fee (non-majors, per course): \$120 (\$360 maximum/semester)

CLEP, ICE Fee (per exam): \$95 for Finlandia students (Subject to change without notice.)

FINANCIAL AID

OFFICE OF FINANCIAL AID(906) 487-7261
(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.gov. Federal and state financial aid programs also use information provided by the FAFSA.

The FAFSA must be completed each year and should be submitted as soon after January 1 as possible for financial aid consideration the following 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.

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 or e-mailed to the student and to 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, etc.).

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 state and federal financial aid 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, verification of income, proof of Family Independence Agency (FIA) benefits, Social Security benefits, and business income. The State of Michigan may also request verification information. The student is responsible for sending verification documents to the requesting agency. The financial aid file must be complete, including any requested verifications, before any financial aid is credited to a student account or the student begins to participate in the work-study program. In their initial financial aid packets, students will receive a list of the required 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, Financial Aid will inform the student of the change in writing.

FILE COMPLETION

All financial aid files must be complete by the last day of the published drop/add period in any semester. Students whose files are incomplete at that time may be removed from classes, may be required to immediately pay the full semester charges, or may be asked to drop their classes.

SATISFACTORY PROGRESS

Federal financial aid regulations require students to make satisfactory academic progress towards their degree to remain eligible for financial aid. The financial aid programs affected by this policy include, but are not limited to:

Federal Pell Grant	Federal Direct Unsubsidized Loan
Federal Work Study	Federal Direct Parent PLUS Loan
Federal Supplemental Grant (SEOG)	State Grants
Federal Direct Subsidized Loan	Michigan Tuition Incentive Program (TIP)
Federal Perkins Loan	

This policy defines the minimum requirements for financial aid eligibility at Finlandia University and should not be confused with any other academic status policy enforced by other departments, schools, or colleges at Finlandia. Students should understand the renewal criteria of each of their respective scholarships and awards. Some scholarships/awards may have more stringent requirements than those listed in this policy.

Financial Aid Satisfactory Academic Progress (SAP) will be measured at the end of each semester and a student must meet all three (3) of the following requirements.

Requirement 1: University Cumulative Grade Point Average (GPA)

An undergraduate student must maintain the following GPA to be making satisfactory academic progress

<u>CREDITS</u>	<u>CUMULATIVE GPA</u>
0-23	1.6
24-47	1.75
48+	2.0

Requirement 2: Cumulative Pace of Completion

An undergraduate student must maintain a minimum pace of completion of 67%. Pace of completion is calculated by dividing the cumulative credit hours successfully completed by the cumulative number of attempted credit hours.

Requirement 3: Maximum Time Frame for Degree Completion

Undergraduate students are permitted to receive financial aid for 150% of the required number of credits to earn their degree. For example, most degree programs at Michigan Tech require 128 credits. Therefore, 150% of 128 = 192. In this scenario, a student may receive financial aid for 192 attempted credits prior to completing degree requirements for graduation. A student enrolling in a semester after attempting their 192nd credit is no longer considered to be making satisfactory progress toward the degree.

Students who do not meet the minimum requirements for satisfactory progress will, after one semester 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 Office 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; and
6. Sign a statement on the FAFSA application certifying that federal student aid will be used only 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 2014-15 academic year is scheduled to be \$5,730. The amount of an individual Pell Grant award is based on the Expected Family Contribution (EFC), cost of attendance, part-time or full-time status, and the number of semesters attended in the academic year.

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 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. Due to limited funding, not all work-study-eligible students will receive work-study positions.

Hourly work-study wages vary according to the type of work and level of responsibility involved. Most jobs require an average of 4.5-6 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, following the first pay date of each semester. All students participating in the work-study program are required to follow the guidelines listed in the employment packet. Failure to comply and/or leaving a substantial portion of the award not worked at the end of the school year may affect your work-study award eligibility the following school year.

WILLIAM D. FORD DIRECT LOAN PROGRAM (DIRECT LOAN PROGRAM)

Students attending the university at least half-time who have filed a FAFSA may be eligible for the Direct Loan Program. Direct Loans are low-interest loans made directly by the federal government. These funds are requested through the university, sent from the government directly to the school, and applied by the university to the student's account. Students' financial aid files must be complete to receive Direct Loan funds. The required documents include a signed award letter to accept the loan, a completed Direct Loans Master Promissory Note (MPN), and a completed online Student Entrance Counseling session.

Students are responsible for understanding the conditions and regulations of the loan and repayment process. Students may contact the Office of Financial Aid or the lending institution for this information. Students should note that Direct Loans are debts incurred by the student, not by the family.

SUBSIDIZED DIRECT LOANS

Subsidized loans are awarded based on financial need. For undergraduate students, no interest is charged on subsidized loans while you are in school at least half-time and during deferment periods. 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 borrower's first payment on the loan.

UNSUBSIDIZED DIRECT LOANS

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 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 final 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. A FAFSA must be filed for the child for which they are borrowing. The annual 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 interest begins to accrue as soon as the loan is disbursed; repayment begins within 60 days thereafter. Parents have the option of requesting a postponement of payments while the child for which they are borrowing is attending at least half-time. It is the obligation of the parent to understand the responsibilities and regulations of the PLUS loan.

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 to apply.

FINANCIAL AID

VETERANS ADMINISTRATION EDUCATION BENEFITS

U.S. veterans and reservists, and their dependents, may be eligible for various financial aid/Veterans benefits programs. Information and applications can be obtained from state veterans affairs offices, the Finlandia University Office of Financial Aid, or on-line at www.gibill.va.gov.

STATE OF MICHIGAN STUDENT AID PROGRAMS

MICHIGAN TUITION GRANT (MTG)

The MTG program provides need-based grants to Michigan residents attending independent, degree-granting postsecondary institutions in Michigan. To qualify for the Michigan Tuition Grant, a FAFSA application must be filed. Finlandia must be the first school listed on the FAFSA in order for the state to consider the student for this award.

MICHIGAN COMPETITIVE SCHOLARSHIP (MCS)

The Michigan Competitive Scholarship program provides need-based scholarships to Michigan residents pursuing their first degrees at an approved Michigan postsecondary institution. Awards are based on financial need and ACT scores. To qualify for the MCS, a FAFSA application must be filed. Finlandia must be the first school listed on the FAFSA in order for the state to consider the student for this award.

MICHIGAN TUITION INCENTIVE PROGRAM (TIP)

The State of Michigan Tuition Incentive Program (TIP) encourages eligible students to complete high school by providing college tuition assistance. To meet the TIP 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, which 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.

FINLANDIA UNIVERSITY SCHOLARSHIPS AND GRANTS

Finlandia University offers a variety of institutional scholarships and grants. The decisions to award institutional aid are the responsibility of the Office of Financial Aid. Institutional funding assists our students towards tuition, fees, and room and board. The amount of institutional scholarship and grant 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 full-time enrollment forfeit all previously awarded institutional scholarships and grants. On-campus students who choose to 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 about institutional financial aid, 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 available sources of financial assistance, 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 need is determined, including 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.
7. The portion of the financial aid award that must be repaid and the portion that is grant or scholarship aid.
8. 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.
9. The student has the right to request reconsideration of an award if the student believes it was made in an unfair manner.

STUDENT RESPONSIBILITIES

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

1. Complete the Free Application for Federal Student 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).

DIRECTOR OF DISABILITY STUDENT SERVICES(906) 487-7258
DIRECTOR OF ACADEMIC SUCCESS AND STUDENT LIFE..(906) 487-7324

ACADEMIC SUPPORT

NEW STUDENT ORIENTATION

All newly admitted Finlandia University students with 24 or fewer college credits (obtained post-high school graduation) are required to participate in the full four-day New Student Orientation program and enroll in the one-credit course, UNS 115 - Sisu Seminar. Newly admitted transfer students with 25 or more college credits (obtained post-high school graduation) are expected to attend the New Student Orientation only on the first day of orientation.

The orientation program gives new students opportunities to:

- Learn about academic program and support opportunities
- Become aware of on and off campus resources and programs available to Finlandia students.
- Meet faculty, staff, and students
- Participate in activities designed to acquaint new students with the campus and its community

The Sisu Seminar 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 start of the fall and spring semesters.

ACADEMIC ADVISING

Academic advising is a dialogue between student and advisor to promote responsible and appropriate choices and facilitate a successful academic experience. 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 office of the University Registrar assigns a new 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 course and testing accommodations and access to auxiliary aids and services like Learning Ally audio books.

To qualify for DSS services, a student must present appropriate documentation that specifically states the disability. Once enrolled, DSS participants are required to renew specific student accommodations each semester.

The DSS program director assists students in arranging accommodations and completing the required paperwork. The Coordinator of Academic Support, located in Mannerheim III, monitors and assists students with individual course accommodations.

TUTORING AND LEARNING CENTER (TLC)

The Tutoring and Learning Center offers all Finlandia students free tutoring and help in most General Education courses and selected upper level courses. TLC services include academic coaching, peer and professional tutoring, study skill workshops, study groups, computer literacy development, and the use of a small computer lab. Through the TLC, Finlandia University faculty members provide students with study aids such as classroom reserve material, review sheets, and past exams. The TLC, located in Nikander 10, is open Monday through Friday, 9 a.m. to 4:30 p.m., with regular evening hours during the fall and spring semesters.

TESTING CENTER

The Testing Center, located in Mannerheim 116, houses various test-taking activities for Finlandia and non-Finlandia students. Testing Center services include testing accommodations (DSS participants), testing proctors, CLEP tests, and ICE tests. Specific testing hours are posted each semester, and all tests must be scheduled in advance. See the Academics section in this publication for more information.

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 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 need academic support. All services are free and confidential. TRiO/SSS, located in Nikander 11, is open weekdays 8:00 a.m. to 4:30 p.m. Contact the TRiO/SSS Director at (906) 487-7346.

The TRiO/SSS Personal Counselor assists eligible 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 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.

STUDENT DEVELOPMENT

STUDENT OPPORTUNITIES

On- and off-campus activities present students with multiple opportunities to exercise social skills in conjunction with educational programs, campus ministry, volunteer opportunities, leadership experiences, and entertainment. Most on-campus activities are free and open to Finlandia students, faculty, and staff. Finlandia offers ample opportunities for students to become involved through the Student Senate and various social and academic clubs and organizations. Students are informed of campus events and activities via e-mail, the Finlandia University website, and campus-wide message boards.

CAMPUS ENRICHMENT

Throughout the academic year, the Campus Enrichment calendar includes events such as concerts and lecture series, performing artists, visual arts presentations, dances, and movies.

INTERCOLLEGIATE ATHLETICS

Finlandia University is affiliated with the National Collegiate Athletic Association (NCAA) Division III. Finlandia offers the following women's sports: basketball, cross-country, golf, hockey, soccer, softball, and volleyball. The Finlandia Lions compete in the Great South Athletic Conference in the sports of women's soccer, women's volleyball, women's basketball, and women's softball. Finlandia offers the following men's sports: baseball, basketball, cross-country, football, golf, hockey, and soccer. The men's soccer program competes in the Wisconsin Intercollegiate Athletic Conference (WIAC) as an associate member. The men's and women's hockey programs compete in the Northern Collegiate Hockey Association (NCHA). The intercollegiate athletics program encourages personal growth, academic success, and the development of athletic skills. Finlandia University does not offer athletic scholarships.

MUSIC PROGRAM

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

CAMPUS MINISTRY AND SPIRITUAL LIFE

Finlandia University belongs to a family of 26 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, which reflects the university's commitment to encourage spiritual growth among students, faculty, and staff. Finlandia's spiritual life, shaped by Lutheran commitments, embraces and celebrates the diversity of all religious traditions and expressions present on campus.

Finlandia encourages all students to worship regularly. The Hancock-Houghton community provides opportunities for worship in all major denominations. Finlandia community worship and other activities take place in the upper level of the Chapel of St. Matthew. The lower level of the Chapel houses the Campus Ministry Center, a quiet place for students to study with wireless Internet access.

The student-led Finlandia Campus Ministry Team (CMT) provides ongoing opportunities for reflection and action in the areas of service, peace and justice, care for God's creation, and outreach. The CMT coordinates activities that encourage growth in faith toward God and love toward neighbor. Weekly activities such as community worship, small-group Bible study, and prayer ministries are open to all students.

The University Chaplain works closely with the Finlandia Campus Ministry Team, oversees all activities scheduled at the Chapel of St. Matthew, offers counseling services to the university community, and maintains relationships with area churches and other faith-based organizations. Contact the University Chaplain at (906) 487-7239.

HOMECOMING

Each academic year, the Finlandia Student Senate and Student Alumni Association organize a Homecoming celebration coordinated with the winter varsity athletics schedule. Students, faculty, and staff are encouraged to enjoy this spirited event. Annual Homecoming activities include "Winter Games," a dance, the selection and crowning of a Homecoming queen and king, and a tailgate party prior to a home hockey game.

SERVANT LEADERSHIP PROGRAM

Servant Leadership Servant Leadership, a significant expression of spiritual 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 self-awareness and leadership abilities to support them in their desire to serve the common good and become agents for change. Servant Leadership courses can fulfill from three to nine credit hours of electives: REL 230, Servant Leadership; REL/SOC/NUR 236, Service and Learning in Tanzania; and REL/SOC 237, Servant Leadership for the Local Community. Contact the director of servant leadership at (906) 487-7558.

STUDENT NEWSPAPER

The Roar, Finlandia's on-line student newspaper, gives interested students an opportunity to share their voice while developing skills relevant to today's changing media landscape. While journalism students earn academic credit, and work study students earn a wage for producing *The Roar*, all students, faculty, and alumni are welcome to submit news, columns, and photos, as well as comment on stories. Content is updated several times per week. *The Roar*, produced under the direction of the Suomi College of Arts & Sciences, can be found at www.finlandiaroar.org.

STUDENT SENATE

The Finlandia University Student Senate plays a vital role in the development of the campus community by: 1) Responding to requests and concerns submitted by the student body, faculty, and staff; 2) Organizing and promoting academic, spiritual, social, cultural, and recreational activities; and 3) Fostering high standards of Christian character and conduct throughout the university community. Each spring semester elections and interviews are conducted to select students for student leadership positions. 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 to address specific student concerns. All students are welcome and encouraged to participate in Student Senate activities.

STUDENT SERVICES

CAMPUS SAFETY AND SECURITY

The Department of Campus Safety and Security (DCSS) cooperates with other campus departments to maintain a safe and secure living and learning environment. The DCSS acts as the liaison between the university and local law enforcement and emergency response agencies. The Hancock City Police provide routine campus patrol and investigation services. Campus Safety and Security officers receive basic training in criminal justice, personal property protection, and crime prevention. DCSS provides the following:

1. Identification cards for employees and students;
2. Parking permits for visitors, employees, and students;
3. Compliance with the federal Clery Act and U.S. Department of Education on-campus crime reporting requirements;
4. Enforcement of campus parking policies; and
5. 24-hour DCSS presence on campus.

An Annual Campus Crime Report is available at the Campus Safety and Security office in Finlandia Hall. Contact DCSS at (906) 487-7307.

FINLANDIA FITNESS CENTER

The Finlandia Fitness Center, in the Paavo Nurmi Center, is equipped with cardiovascular training machines including stair climbers, exercise bikes, treadmills, weight training 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. Low-cost fitness center memberships are available to the public.

FOOD SERVICE

A full-service café is located in Finlandia Hall. Three meals per day are served Monday through Friday, and two meals per day are served on Saturdays and Sundays throughout the regular academic year, except during 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 available. Reduced-rate commuter lunch and breakfast passes can be purchased at the Office of Student Accounts.

HEALTH SERVICES

There are numerous non-emergency medical clinics and walk-in health care providers available in the local community and the region. The two closest hospitals are Portage Health, Hancock, and Aspirus Keweenaw, Laurium. Both hospitals have 24-hour emergency services, as well as additional clinics in Hancock, Houghton, and the surrounding area, including walk-in care for non-emergency services.

RESIDENCE LIFE

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

In its residence hall, Finlandia University seeks to provide a living environment that assists students in accomplishing their academic, vocational, and social goals. This objective is implemented by professional and paraprofessional staff who are available to assist, mentor, and/or advise students; enforce Student Code regulations; and promote educational, social, recreational, and leadership development programs. The university's requirements for on-campus residence are part of the effort to ensure the optimal experience for students. Residence life promotes educational, social, recreational, and leadership programs that are considered a key component of the Finlandia experience. Therefore, the university requires that all students live in the University residence hall while enrolled for classes except those students who have met at least one of the following criteria:

1. have successfully completed (grade C or better) 48 or more credit hours at an accredited higher education institution after high school graduation;
2. are twenty-one (21) years of age or older on or before the last official day of the semester they are registered for;
3. are residing with parent(s), brother(s)/sister(s), or grandparent(s) within a 60 mile radius of campus
4. are married and/or residing at home with their children,
5. have prior or concurrent military service

These housing requirements are conditions of enrollment that must be met throughout the academic year.

STUDENT HANDBOOK

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 unacceptable student conduct, are specified in the Finlandia University Student Handbook. All students are expected to acquaint themselves with the information in the handbook and the community standards established therein. The Student Handbook is available on the Finlandia University website. Students who need a hard copy may request one from the Director of Academic Success and Student Life at (906) 487-7324.

EDUCATIONAL OUTREACH

FINNISH EXCHANGE PROGRAM

The Finlandia University Finnish Exchange program offers students the opportunity to experience Finnish life and culture by studying at institutions of higher education in Finland. Interested students work with their academic advisor to determine which of our exchange opportunities best fit. Students with their academic advisor may contact the Office of Admissions, (906) 487-7274, for additional information and assistance applying to a particular exchange program. Students are selected based on academic standing and interest and involvement in Finnish studies and culture. Students are expected to pay travel, personal expenses, textbooks, fees, room, and board while in Finland, although they are considered to be enrolled at Finlandia University and are thus eligible for institutional and Title IV funds to assist in covering the cost of tuition. Coursework completed in Finland is accepted at Finlandia as transfer credit.

ARMY ROTC

Finlandia University students may participate in the Army ROTC program offered through Michigan Technological University in Houghton, Michigan, in accordance with provisions of a collaborative agreement. Scholarships are available to qualified baccalaureate degree-seeking Finlandia University students who participate in ROTC courses. For information, contact the Finlandia University Office of Financial Aid at (906) 487-7240.

ENTREPRENEURIAL AND SMALL BUSINESS TRAINING

Finlandia collaborates with various regional organizations to offer public business workshops, events and training. Collaborators may include the MTEC SmartZone www.mtecsz.com, Keweenaw Economic Development Alliance (KEDA) www.kedabiz.com, Michigan Small Business Development Center www.misbdc.org, City of Hancock, www.cityofhancock.com, Finnish-American Chamber of Commerce, Upper Michigan and Western Upper Peninsula www.faccum.org, and Michigan Works! www.westupmwa.org.

Hosted by the Finlandia University Jutila Center for Global Design and Business, topics may include starting a business, using QuickBooks, hiring practices, intellectual property, OSHA safety, target marketing, using social media, customer service, and more. For new business counseling, Homer Productivity sets appointments at the Jutila Center every two weeks. For information, call (906) 487-7339 or visit www.finlandia.edu/jutila.

TRiO UPWARD BOUND

The TRiO Upward Bound program hosted by Finlandia University serves up to 75 high school students from Baraga, Houghton, and Keweenaw counties. The program promotes the skills and motivation necessary for success in college. To be eligible, students must come from modest income backgrounds and/or from families where neither parent possesses a bachelor's degree; two-thirds of participants must meet both requirements. Students' eligibility to enter the program begins immediately after completion of the 8th grade, and ends following completion of the 10th grade. Participants remain in the program through high school graduation. All Upward Bound services are without cost to program participants. Services include academic guidance and counseling, tutoring, college visits, cultural experiences and field trips, college and financial aid application assistance, ACT and college application fee waivers, a six-week summer residential program, core curriculum instruction, and social activities. TRiO Upward Bound is fully funded by the U.S. Department of Education. For information, call (906) 487-7343 or visit www.keweenawtrio.org.

EDUCATIONAL TALENT SEARCH (ETS)

Educational Talent Search is funded by the U.S. Department of Education and administered by Finlandia University. The program reaches six Upper Peninsula counties: Houghton, 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 information, call (906) 487-7390.

ACADEMIC STANDARDS AND POLICIES

UNIVERSITY REGISTRAR(906) 487-7272

To help maintain an atmosphere conducive to education, the student is expected to read this academic catalog to understand and comply with the academic procedures and regulations of the university. Finlandia University course offerings, degree requirements, and academic policies are under continual examination and revision. This catalog is not a contract; its purpose is to present the university offerings, requirements, and policies in effect at the time of publication. In no way does this academic catalog guarantee that the offerings, requirements, and policies herein will not change. Questions about academic policies should be addressed to the Office of the University Registrar.

COMPLETION AND GRADUATION RATES

The retention rate for full-time, first-time freshmen students who began at Finlandia in fall 2012 and returned in fall 2013 was 72.2%. The graduation rate for full-time, first-time students who began their degree programs in 2009 was 37%.

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 university-related purpose, at its discretion.

PUBLIC DIRECTORY INFORMATION

CATEGORY	TYPE
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(s) and major(s), awards, honors (includes dean's and honors lists), degree(s) conferred (including date).
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 the withholding of any category of directory information indicates individual approval for disclosure. Students have the right to file a complaint with the Department of Education for alleged institutional failure to comply with FERPA requirements. If a student would like other information, such as transcripts or instructor evaluations, released to a third party from their personal file, the student must submit written permission to the University Registrar. Forms are available from the University Registrar.

TRANSFERRING COURSES FROM OTHER INSTITUTIONS

Finlandia University accepts academic credits from regionally accredited colleges and universities that fulfill the requirements of the student's declared program at Finlandia (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 (grades of "C-" and below will not transfer). Grades and GPA do not transfer.
3. "P" (Pass) 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 accepted by Finlandia; however, academic deans or department chairs may limit the number of transfer credits or courses applied to degree program requirements within 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 entering Finlandia with an earned bachelor's degree are expected to meet Finlandia General Education and degree program requirements.
10. Finlandia University course equivalencies for many Michigan colleges and universities can be found on the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) website, in the Michigan Transfer Network section, at www.macrao.org.

FINNISH EXCHANGE PROGRAM

Transfer credits for Finlandia University students participating in the university's 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 credits applied to the university transcript. Credits are awarded only after the student is officially enrolled at the university. Credits earned from these sources are not counted toward residency requirements, and are awarded only in areas applicable to the Finlandia University curricula.

ACADEMICS

ADVANCED PLACEMENT

Academic credits toward degree requirements will be awarded to students who receive a grade of three (3) or higher on the following Advanced Placement Examinations of the College Board.

<u>AP TITLE</u>	<u>FINLANDIA EQUIVALENCY</u>	<u>CREDITS</u>
American History	HIS 211	3
American Government	PLS 221	3
Art History	HIS 203	3
Biology	BIO 111	4
Calculus AB	MAT 180	4
Chemistry	CHM 121	4
English Language with Comp.	ENG 103	3
English Literature with Comp.	ENG 104	3
European History	HIS 205	3
French Language	FRN 199	4
Macroeconomics	ECN 232	3
Microeconomics	ECN 231	3
Statistics	MAT 201	3
Studio (focus on Drawing)	ARD 101	3
Studio (focus on 2-D)	ARD 173	3
Studio (focus on 3-D)	ARD 276	3
Psychology	PSY 101	3
Spanish Language	SPN 151	4

ONTARIO ACADEMIC CREDITS (OAC)

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

University credits may be earned through the College Level Examination Program. Finlandia students can register at the Finlandia Testing Center or at another CLEP testing center. There are fees associated with the CLEP exam; please check with the Finlandia Testing Center for the current cost. CLEP policy requires a waiting period of six (6) months before a student may retake a CLEP test. The minimum CLEP scores accepted by Finlandia University follow.

<u>CLEP EXAM</u>	<u>MINIMUM SCORE</u>	<u>FINLANDIA EQUIVALENCY</u>	<u>CREDITS</u>
American Government	50	PLS 221	3
American Literature	50	ENG 231	3
Biology	50	BIO 111, 113	8
Business Law	50	BUS 361	3
Calculus-Elem. Functions	50	MAT 180	4
Chemistry	50	CHM 121/131/145	3-4
Child Development	50	PSY 260	3
College Algebra	50	MAT 145	4
College Composition	50	ENG 103	3
College Comp. Modular	50	ENG 103	3
English Literature	50	ENG 241	3
Financial Accounting	50	BUS 201	3
French Level I/II	50/62	FRN 199	4/8

German Level I/II	50/63	GRM 199	4/8
Humanities	50	HUM 000	3
Macroeconomics	50	ECN 232	3
Marketing	50	BUS 345	3
Microeconomics	50	ECN 231	3
Psychology	50	PSY 101	3
Sociology	50	SOC 101	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 Finlandia degree requirements will be awarded to students who receive a grade of five (5) 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. Prior to the scheduled exam date, a fee for each exam must be paid in full 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 an Institutional Challenge Exam if the course is currently being taken or has already been taken at Finlandia University.
4. The credits earned do not count toward residency requirements.
5. Students may not take an ICE exam for a course that is available through the CLEP program.
6. Students may only attempt one ICE exam for each course.

CURRENTLY OFFERED FINLANDIA ICE EXAMS

<u>COURSE CODE</u>	<u>COURSE DESCRIPTION</u>
BUS 138	Fundamentals of Business
BUS 141	Business Communications
CIS 102	Introductory Computer Applications
HSC 112	Medical Terminology
MAT 101	Elementary Algebra
MAT 140	Intermediate Algebra
PSY 270	Psych./Phys. Aspects of Substance Abuse

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 student's 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 additional tuition for any credits over 18. The normal full-time course load for the summer semester is 12 credits, with additional tuition for any credits over 12. All credits are counted toward the additional tuition. Fewer than 12 credits attempted in any semester is considered a part-time course load. More than 18 credits attempted in the fall and spring semesters, and more than 12 credits in the summer semester, is considered a course overload. Only students with a cumulative GPA of 3.00 or better may register for an overload, with a maximum of 21 credits in the fall and spring semesters, and a maximum of 15 credits in the summer semester. The University Registrar must approve all course overloads.

ADVISING AND SELECTION OF COURSES

The initial semester schedule for incoming students is determined by academic placement, course selection, academic program progress sheets, and class availability. Before the end of the drop/add period, students must meet with their assigned academic advisor to review program requirements and career goals. The name of the student's academic advisor appears in the upper right-hand corner of the semester schedule or is available online.

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

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

The student should meet with his or her advisor on a regular basis. The advisor's signature is required on all drop/add cards.

THE PROGRESS SHEET

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 in the rack outside 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 to reflect any program changes. Students follow the progress sheet for the academic year in which they entered Finlandia University.

INDEPENDENT AND DIRECTED STUDIES

Two individualized study programs are available.

1. Independent Study: If it is necessary for graduation or if a special need is demonstrated, students with a GPA of 2.0 or better may take a course listed in the catalog in a semester in which it is not scheduled. The independent study instructor prepares the course syllabus, offers assistance, reviews student 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. For each independent study request, the student must submit to the University Registrar an independent study form and 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. Course credit is established by the faculty member and may range from one (1) to five (5) credits. For each directed study request, the student must submit to the University Registrar's office a directed study form, a letter explaining the need for a specialized course of study, and an individualized syllabus, prepared by the faculty member, that includes course title, objectives, general description, methods, and evaluation method. Independent study and directed study permission forms are available from the University Registrar's office. All 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 are a required component of many Finlandia academic degree programs. They complement classroom study with planned, supervised off-campus learning experiences at community and government agencies, local schools, health care providers, and businesses of many kinds. Prerequisites include a 2.00 GPA or higher, 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

Finlandia 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). Online courses are offered by Pearson eCollege via the Pearson LearningStudio platform.

ACADEMICS

CLASS ATTENDANCE

The university expects every student to attend all class sessions of scheduled courses and complete all assignments. The class attendance policies follow.

1. Each student is expected to attend all class periods, but individual instructors decide whether an absence is excused or unexcused and how class absences affect the student's grade.
2. Students who anticipate missing a class session (whether excused or unexcused) must inform their instructor(s) prior to the absence. An excused absence may include: a university-approved event, bereavement, military obligation, jury duty, severe weather, or other urgent personal matters. Types of absences not listed above are considered unexcused.
3. In the event that absences significantly affect a student's grade, instructors should inform the student's academic advisor and the Director of Academic Success and Student Life.
4. In-class assignments, quizzes, and/or exams missed on the day of an unexcused absence cannot be made up.

DROPPING AND ADDING COURSES

The purpose of the drop/add period is to rearrange class schedules. The drop/add period for the fall 2014 semester ends at 4:30 pm on Friday, August 29; the drop/add period for the spring 2015 semester ends at 4:30 pm on Friday, January 16. Drop/add dates for half-semester classes are prorated. Please check with the University Registrar's office for more information. The exact dates of the end of the full and short summer semester drop/add periods will be announced during the spring 2015 semester. Please check with the University Registrar's office for more information. Courses may not be added after the end of the drop/add period. Courses dropped during the drop/add period do not appear on the student's transcript or grade report. All course schedule changes must be approved by the student's academic advisor. To be accepted, approved fall and spring semester drop/add cards must be received in the University Registrar's office by 4:30 p.m. on the final day of the drop/add period; approved summer semester drop/add forms are accepted until noon on the final day of the drop/add period. At the end of each semester's drop/add period, student accounts will be charged in accordance with the final class schedule.

WITHDRAWING FROM COURSES

Students may withdraw from a course(s) by submitting to the University Registrar's office a drop/add/withdrawal card signed by the student and the student's advisor. Drop/add/withdrawal cards without the required signatures will not be processed. Course withdrawals submitted after the end of the drop/add period are not included when computing semester and overall GPA. Students may withdraw from fall and spring semester classes without a grade until 4:30 p.m. on Thursday, October 30, 2014, in the fall semester and Thursday, March 26, 2015, in the spring semester. Withdrawal dates for fall and spring half-semester classes are prorated. Please check with the University Registrar's office for more information. Withdrawal dates for the full summer semester and half-semester classes are prorated. Please check with the University Registrar's office for more information.

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 receive an "F" grade on the test, paper, report or other assignment and/or may be involuntarily dropped from the affected class. 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. Total credits include transfer, AP, CLEP, ICE, IBO, experiential learning, and credits earned at Finlandia University.

<u>CREDITS EARNED</u>	<u>CLASS STANDING</u>
0-29	Freshman
30-59	Sophomore
60-89	Junior
90+	Senior

COMPLETE WITHDRAWAL FROM THE UNIVERSITY

Students who wish to completely withdraw from the university must obtain a withdrawal form from the Office of Admissions. Students must personally present the withdrawal form to, and obtain the signatures of, the vice president for enrollment management, 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. The withdrawal period ends at 4:30 p.m. on Thursday of the tenth (10th) week of classes in the fall and spring semesters, and at 12:00 noon on Friday of the sixth (6th) week of classes in the summer semester.

COLLEGE OF HEALTH SCIENCES PROGRAMS WITHDRAWAL AND DISMISSAL

Faculty members of the programs within the College of Health Sciences 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. Students enrolled in the Health Sciences programs are held to standards of conduct that differ from and may exceed those expected of other Finlandia University students. It is the responsibility of each Health Sciences student to read and understand the Finlandia University academic catalog and the student handbook for the program in which the student is enrolled. Students are expected to consult with departmental personnel if specific problems or questions arise.

GRADING PROCEDURES AND POLICES

GRADING SCALE

Student grades are reported to the University Registrar at mid-semester and at the end of each semester. Students may view grades online at finlandia.empower-xl.com. Grades are reported and recorded according to the following scale:

<u>LETTER GRADE</u>	<u>GRADE POINTS</u>
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
<u>LETTER GRADE</u>	<u>GRADE POINTS</u>
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

LETTER GRADE DEFINITION

I-Incomplete. An incomplete (I) grade is a temporary grade given only in the case of extreme circumstances beyond the student's control that prevent the student from completing all required work. An incomplete grade may only be given if a student is passing the course. The instructor must submit an incomplete contract, signed by both the student and the instructor, on or before the date 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 incomplete contract. An incomplete must be completed within the first four weeks of the semester following the one in which the incomplete was incurred. If the work is not completed by that time, the grade for the course becomes an F. Incomplete grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wishes to participate in the spring graduation ceremony.

IP-Incomplete in progress (IP). An IP grade may be given for theses, capstones, practicums, internships, and independent/directed studies in which the required coursework extends beyond the normal semester. The instructor must submit an incomplete in progress contract, signed by both the student and the instructor, on or before the date class grades are due. An incomplete in progress grade is changed to a letter grade following the satisfactory completion of all unfinished work according to the conditions of the incomplete contract. The IP grade must be completed within six calendar months from the end of the semester in which the IP was incurred. IP grades not resolved by that time will be changed to an F. IP grades issued to prospective spring or summer graduates at the end of the fall semester must be completed and the grade submitted before April 1 if the student wishes to participate in the spring graduation ceremony.

P-Passed. The student has successfully completed the course with the equivalent of a "C" or better.

R-Repeated. The previous completion of the same course does not affect semester or overall GPA and does not count as credits earned.

W-Withdrawal. A "W" indicates a class from which the student has successfully withdrawn according to the guidelines set forth in this publication. A "W" does not affect semester or overall GPA and does not count as credit(s) earned.

AU- Audit. No grade or credit is given for the course.

CR-Transfer credit. Please see explanation of transfer credit 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. If the issue is not resolved with the faculty member, the student may appeal to the dean of the college or school in which the course is offered.

GRADE POINT AVERAGE (GPA)

To calculate the semester GPA, divide the total semester grade points earned by the total credits completed that semester. Only grades of "A" through "F" earned at Finlandia University are used in calculating the semester GPA. To calculate the cumulative college GPA, divide the total grade points completed in all semesters at Finlandia University by the total credits completed in all semesters at Finlandia University. Only grades of "A" through "F" 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 requirements.

SEMESTER ACADEMIC HONORS

Students who complete 12 or more credits, and 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") or incomplete in progress ("IP") grade on their transcript that semester. During each spring semester, Finlandia faculty members select students for the special honor of membership in the Sampo Society, which recognizes the value of lifetime learning, and for the Sisu Award, which recognizes 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

Academic standing is calculated at the end of each semester. Students must maintain satisfactory academic standing to remain enrolled at Finlandia University. For students enrolled in degree-granting programs, criteria for satisfactory (good) academic standing are as follows:

<u>CREDITS EARNED</u>	<u>CUMULATIVE GPA</u>
0-23	1.60
24-47	1.75
48+	2.00

All students must attain a cumulative GPA of 2.00 to graduate from a degree-granting program.

ACADEMICS

ACADEMIC WARNING

Students who fail to maintain the required academic standing (see chart above) are placed on academic warning. In the following semester of attendance, students may register for no more than 14 credits, are required to take UNS 103, Fundamentals of Academic Effectiveness, 2 credits, and meet the guidelines outlined in a learning contract set up with Academic Support Services.

ACADEMIC PROBATION

At the end of a semester on academic warning, students who fail to raise their cumulative GPA to a satisfactory level (see chart above) are placed on academic probation. During the following semester of attendance, students may register for no more than 14 credits, are required to take UNS 103, Fundamentals of Academic Effectiveness, 2 credits (if not previously completed), and meet the guidelines outlined in a learning contract set up with Academic Support Services.

ACADEMIC SUSPENSION

At the end of a semester on academic probation, students who fail to raise their cumulative GPA to a satisfactory level (see chart above) are suspended from the university and are not eligible to take classes during the next fall/spring/summer semester. Students who fail all courses automatically receive academic suspension. 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 with the University Registrar. Students should not expect automatic readmission after serving a period of suspension. The University Registrar, in consultation with the Coordinator-Academic Support Services, Financial Aid, Student Accounts, and the student's academic advisor (if available) will review the academic appeals and accept or deny the requests. Students who are readmitted to Finlandia University after serving a period of suspension and fail to raise their GPA to a satisfactory level in the first semester following academic suspension (see chart above), will be academically dismissed and ineligible to return to Finlandia University until they earn a grade of "C" or better in at least 12 credits of college level courses at another college or university.

ATHLETICS ELIGIBILITY REQUIREMENTS

To be eligible to participate in varsity athletics at Finlandia University, a student-athlete must meet eligibility requirements set forth by athletic conferences, national governing bodies, and Finlandia University. For further information, contact the Athletics Department. Students who participate in intercollegiate athletics must meet the following eligibility requirements.

1. Student-athletes must be in good academic standing 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 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 any time 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 participate in intercollegiate athletics only in eight of the first ten (10) full-time semesters of enrollment at any college or university.

6. Transfer student-athletes must be in academic good standing to be immediately eligible for athletic participation at Finlandia University. Further, students who have previously participated in intercollegiate athletics must have been academically and athletically eligible had they had remained at the previous institution.

7. Credit Hour Requirements. To be eligible to compete in the second season and subsequent seasons in any sport, a student-athlete must earn the following credit hours:

- (a) After the completion of the first season of participation: 24 credit hours
- (b) After the completion of the second season of participation: 48 credit hours
- (c) After completion of the third season of participation: 72 credit hours

8. In men's soccer, the WIAC requires that the student-athlete maintain a minimum 2.0 GPA.

<u>LEVEL</u>	<u>CREDITS</u>	<u>CUMULATIVE GPA</u>
1	0-23	1.60
2	24-47	1.75
3	48-71	2.00
4	72-95	2.00
5	96+	2.00

ACADEMIC AMNESTY

Former Finlandia University students who wish to return to the university 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. The historical courses and grades remain on the transcript but are not counted toward graduation or calculated in the GPA.

COURSE REPEAT POLICY

Students wishing to repeat a Finlandia University course to replace a lower grade must satisfy each of the following guidelines:

1. Courses taken at Finlandia University must be repeated at Finlandia University.
2. The highest grade earned in the course will apply toward the cumulative GPA. The prior grade will be removed only if a subsequent grade of "A" through "F" is earned.
3. A course may be repeated no more than twice under this policy.
4. The course for which the grade has been removed from computation of the cumulative GPA does not count toward credits earned, but remains on the transcript as a course attempted.
5. The course repeat policy includes any course taken at any time at Finlandia University. The policy applies only when the exact course is repeated.
6. The activation of the repeat policy for a course taken in a prior semester does not affect the student's academic standing for the previous 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 reason for a course substitution in the same discipline must submit a formal course 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 and approved substitution requests are to be filed with the University Registrar prior to applying for graduation.

GRADUATION**APPLICATION FOR GRADUATION**

All students must apply for graduation to begin 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 the graduation degree audit to confirm eligibility for graduation. Candidates for April/May 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 (6) or less credits remaining to complete their degree, and are registered to 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 are registered to take 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:

GPA	ACADEMIC HONOR
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 determines the academic honor posted on the student's transcript.

TRANSCRIPT REQUESTS

Students who wish to have an official transcript of their Finlandia University academic record sent to a third party may complete a transcript request form, which is available at the University Registrar's office and at www.finlandia.edu/transcript. All transcript requests 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 any previous names), 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 processed 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 express mail service, currently \$18.11, or USPS priority mail service, currently at the base rate of \$5.05. Both rates are subject to USPS rate increases. UPS Next Day Service to a physical address is \$30.00, subject to UPS rate increases. When requesting special mail services, please include with your request the kind of card being used, the name on the card, the 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.

PROGRAMS OF STUDY

Suomi College of Arts & Sciences

Bachelor of Arts (BA)

Communication
Criminal Justice
English
History
Liberal Studies
Liberal Studies: Art Therapy
Philosophy
Pre-professional Science
Psychology
Social Sciences
Sociology

Liberal Studies Concentrations

Christian Vocation
Communication
Criminal Justice
English Language and Literature
Finnish Studies
History
Psychology
Religion/Philosophy
Science
Social Sciences
Sociology
Student-proposed

Associate in Applied Science (AAS)

Criminal Justice

Associate in General Studies (AGS)

General Studies

International School of Art & Design

Bachelor of Fine Arts (BFA)

Ceramic Design
Digital Art/Graphic Design
Fiber/Fashion Design
Integrated Design - Product/Interior/Sustainable
Studio Arts - Painting/Drawing/Illustration

Art Therapy (BA - Liberal Studies)

International School of Business

Bachelor of Business Administration (BBA)

Accounting
Arts Management
Healthcare Management
International Business
Management and Entrepreneurship
Marketing
Sports Management

2+2 Degree Completion Programs

Applied Management
Healthcare Management

College of Health Sciences—

Bachelor of Science in Nursing (BSN)

Nursing
RN-to-BSN Completion Program

Associate in Applied Science (AAS)

Certified Medical Assistant (MA)
Physical Therapist Assistant (PTA)
Medical Billing and Coding Specialist (MBC)

Bachelor of Business Administration (BBA)

Healthcare Management

Minors

Business
Christian Vocation
Communication
Corporate Communication
Criminal Justice
Economics and Business
Economics and Finance
English Language and Literature
Fine Art
Finnish Studies
History
Religion and Philosophy
Psychology
Sociology
Visual Communication

DEGREE REQUIREMENTS

Students must satisfy the following to be recommended for a baccalaureate degree:

1. Complete a minimum of 120 credits (No more than 12 credits of MUS (Music), DRM (Theater), and WEL (Wellness) courses may be applied toward graduation requirements.);
2. Complete at least 24 of the last 30 credits at Finlandia University immediately prior to graduation;
3. Complete at least 30 credits at the 300/400 level at Finlandia University;
4. Attain a minimum cumulative GPA of 2.00; and
5. Complete all requirements for an approved Finlandia University academic program.

Students must satisfy the following to be recommended for an associate degree:

1. Complete a minimum of 60 credits (No more than 12 credits of MUS (Music), DRM (Theater), and WEL (Wellness) courses may be applied toward graduation requirements.);
2. Complete at least 24 of the last 30 credits at Finlandia University immediately prior to graduation;
3. Attain a minimum cumulative GPA of 2.00; and
4. Complete all requirements for an approved Finlandia University academic program. To be granted a degree from Finlandia University, students must earn the total number of credits required by their chosen degree program.

DUAL DEGREES

To be granted a second bachelor’s degree from Finlandia University in a different school or college, 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.

GRADUATION DEGREE AUDIT

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 through the University Registrar’s office.

To track progress in fulfilling degree program requirements, students may obtain academic progress sheets from the University Registrar 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>
ANT	Anthropology
ARD	Art & Design
BIO	Biology
BUS	Business Administration
CHM	Chemistry
CIS	Computer Information Systems
COM	Communication
CPT	Computer Technology
CRJ	Criminal Justice
ECN	Economics
ENG	English
ENV	Environmental Studies
ESL	English as a Second Language
FNS	Finnish Studies
FRN	French
GEO	Geography
HIS	History
HCM	Healthcare Management
HSC	Health Sciences
HUM	Humanities
JRN	Journalism
MAS	Medical Assistant
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
WEL	Wellness
WGS	Women and Gender Studies
UNS	University Studies

COURSE LEVELS AND DESCRIPTIONS

<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 and 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

Note: Students may not receive academic credit for a course that is a prerequisite for a course that the student has already 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 North American colleges and universities.

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 that reflects its mission statement, identity, and commitment to the Finlandia Plan. The General Education program anticipates that college-educated individuals possess certain knowledge and skills essential to leading a productive life. Therefore, communication, analytical skills, citizenship, critical thinking and creative insight, and cultural heritage and literacy are central to Finlandia University’s General Education program. 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 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 and purpose in the world’s social and natural environments.

PROGRAM OBJECTIVES

The Finlandia Plan identifies five outcomes that should be demonstrated by every student graduating from Finlandia: Communication, Analytical Skills, critical thinking and creative insight, Citizenship, and Cultural Heritage and Literacy. Finlandia Foundation courses address the first two of these outcomes, while Finlandia Core courses address the remaining three outcomes.

What follows are the Finlandia University General Education program objectives for each Finlandia Plan competency.

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

PURPOSE

Finlandia’s General Education program has two components: Finlandia Foundations and Finlandia Core. Finlandia Foundation courses provide students with the basic skills all college students should acquire in their first year of study: English composition, math, science, and computer applications. These basic requirements are woven into a First Year Foundational sequence (i.e., courses students should complete during their first year of college in order to progress to upper division college courses).

Finlandia Foundations courses introduce students to a breadth of knowledge, skills, and information before they begin to specialize in their major programs of study. These first-year Foundation courses address the Communication and Analytical Skills components of the Finlandia Plan.

Woven into the Finlandia Foundations component is a Spiritual/Finnish Studies Foundation requirement that addresses Finlandia’s commitment to spiritual growth and the university’s identity as a Finnish-American institution. A single Religion/Finnish Studies requirement reflects a curricular commitment to Finlandia’s mission and heritage. (Note: REL/FNS and computer application courses do not need to be completed during a student’s first year of study.)

The purpose of the Finlandia Core is to address the remaining components of the Finlandia Plan: Citizenship, Critical Thinking and Creative Insight, and Cultural Heritage and Literacy. To complete each component, bachelor-level students select two courses from each component, while associate-level students choose one course. Courses that fulfill the Core competencies must be outside of a student’s discipline of study (i.e. a Business student may not take a BUS/ECN course to fulfill Core competency requirements).

GENERAL EDUCATION COMPLETION REQUIREMENTS

Students must successfully complete the following Finlandia Foundation courses during their first year of study: ENG 103, ENG 104, and the math and science requirements. Students transferring to Finlandia University with more than 60 earned credits must complete any unfulfilled Foundations requirements during their first two semesters of attendance. The Finlandia Core requirements must be successfully completed in order for the student to graduate.

BACCALAUREATE-LEVEL GENERAL EDUCATION REQUIREMENTS

BACHELOR OF ARTS (BA)/BUSINESS ADMINISTRATION (BBA)/FINE ART (BFA)

FINLANDIA FOUNDATIONS	(CREDITS)
ENG 103	(3)
ENG 104	(3)
COM 108	(2)
MAT 140 or higher*	(4)
Science with Lab*	(4)
Computer Applications*	(3)
Religion or Finnish Studies	(3)
Total Foundation Credits: 22	

FINLANDIA CORE	(CREDITS)
Citizenship	(6)
Critical Thinking and Creative Insight	(6)
Cultural Heritage and Literacy	(6)
Total Core Credits: 18	

TOTAL GENERAL EDUCATION CREDITS: 40

**As determined by individual degree programs. Please see the appropriate Progress Sheet for specific requirements.*

BACHELOR OF SCIENCE (BSN-COLLEGE OF HEALTH SCIENCES)

FINLANDIA FOUNDATIONS	(CREDITS)
ENG 103	(3)
ENG 104	(3)
MAT 140 or higher*	(4)
Science with Lab*	(4)
Computer Applications*	(3)
Religion or Finnish Studies	(3)
Total Foundation Credits: 20	

FINLANDIA CORE

Citizenship	(6-SOC 101 or above required)
Critical Thinking and Creative Insight	(6-PSY 101 or above required)
Cultural Heritage and Literacy	(6)
<u>Total Core Credits: 18</u>	
TOTAL GENERAL EDUCATION CREDITS: 38	

*As determined by individual degree programs. Please see the appropriate Progress Sheet for specific requirements.

ASSOCIATE-LEVEL GENERAL EDUCATION REQUIREMENTS

ASSOCIATE IN APPLIED SCIENCE (AAS)

FINLANDIA FOUNDATIONS	(CREDITS)
ENG 103	(3)
ENG 104	(3)
COM 108	(2)
MAT 140 or higher*	(4)
Science with Lab*	(4)
Religion or Finnish Studies	(3)
Total Foundation Credits: 19	

FINLANDIA CORE

	(CREDITS)
Citizenship	(3)
Critical Thinking and Creative Insight	(3)
Cultural Heritage and Literacy	(3)
<u>Total Core Credits: (9)</u>	
TOTAL GENERAL EDUCATION CREDITS: 28	

*As determined by individual degree programs. Please see the appropriate Progress Sheet for specific requirements.

ASSOCIATE IN APPLIED SCIENCE (AAS-COLLEGE OF HEALTH SCIENCES)

FINLANDIA FOUNDATIONS	(CREDITS)
ENG 103	(3)
ENG 104	(3)
MAT 140 or higher*	(4)
Science with Lab*	(4)
Computer Applications*	(3)
Religion or Finnish Studies	(3)
Total Foundation Credits: 20	

FINLANDIA CORE

	(CREDITS)
Critical Thinking and Creative Insight	(3-PSY 101 required)
Cultural Heritage and Literacy	(3-PHL 212 required)
<u>Total Core Credits: 6</u>	

TOTAL GENERAL EDUCATION CREDITS: 26

*As determined by individual degree programs. Please see the appropriate Progress Sheet for specific requirements.

FINLANDIA CORE COURSES

Faculty have identified five outcomes in the Finlandia Plan that every student graduating from Finlandia should demonstrate, including Communication, Analytical Skills, Critical Thinking and Creative Insight, and Cultural Heritage and Literacy. Finlandia foundation courses address the first two of these outcomes, while Finlandia core courses address the remaining three outcomes.

Note: Courses used to fulfill the core competencies must be outside of a student's discipline of study.

CRITICAL THINKING AND CREATIVE INSIGHT CORE COURSES

- Create, integrate and evaluate ideas across a range of contexts, cultures and areas of knowledge
- Incorporate strong critical thinking and creative insight skills through discovery, analysis, and application of knowledge

- ARD 100 Introduction to Visual Plastic Materials
- ARD 114 Digital Design Foundation
- ARD 124 Ceramic Design I
- ARD 126 Sustainable Design Systems
- ARD 205 Weaving & Off-Loom Structures
- ARD 207 Digital Photography
- ARD 211 Noetic Skills (2)
- ARD 224 Ceramic Design II
- BIO 300 Ecology (4)
- BUS 141 Business Communication
- BUS 200 Introduction to Accounting
- BUS 271 Principles of Management
- BUS 332 Business Finance
- BUS 345 Principles of Marketing
- BUS 346 Advertising
- BUS398/399 Entrepreneurial Workshop
- COM 282 Web Design I
- COM 288 Rhetoric and Persuasion
- COM 382 Web Design II
- CRJ 260 Victimology
- ENG 219 Creative Writing
- ENG 323 Advanced Writing
- ENG 380 Literary Criticism
- ENV 202 Introduction to Environmental Studies
- HIS 220 20th Century World
- HIS 340 Cold War America
- MUS 125 Music Theory I (2)
- MUS 131 Piano (only 1 credit may be used toward CCT)
- MUS 225 Music Theory II (2)
- PHL 101 Introduction to Philosophy
- PHL 302 Great Voices in Philosophy

GENERAL EDUCATION

PHL 320 Analytical Philosophy
PSY 101 General Psychology
PSY 210 Social Psychology
PSY 220 Personality Psychology
PSY 230 Cognitive Psychology
PSY 240 Abnormal Psychology
PSY 313 Stigma
PSY 332 Motivation
PSY/SOC 353 Research Methods
PSY/SOC 354 Quant. Analysis in the Social Sciences
REL 200 Introduction to the Bible
REL 205 Spiritual Formation
REL 445 Readings in Spirituality
SOC 330 Social Stratification
SOC 372 Social Theory

CITIZENSHIP

- Ability to meet personal needs and the challenges of a multicultural society as a mature, adaptable citizen

ARD 370 Human Factors and Ergonomics
BUS 138 Fundamentals of Business
BUS 212 Business Ethics
BUS 235 Leadership and Team Skills
BUS 361 Business Law
BUS 384/5 Entrepreneurial Learning
BUS 388 International Business
BUS 484/5 Entrepreneurial Learning
COM 101 Introduction to Communication
COM 108 Fundamentals of Public Speaking (2)
COM 322 Communication, Culture and Community
CPT 202 Digital Applications and Technologies
CRJ 101 Introduction to Criminal Justice
CRJ 470 Crime and Public Policy
ECN 231 Microeconomics
ECN 232 Macroeconomics
ECN 332 Sports Economics
ENG 375 Literature & Politics
HIS 211 History of the United States to 1865
HIS 212 History of the United States since 1865
HIS 320 US Business/Economic History
HIS 300 American Environmental History
HIS 360 America in the World
HIS 380 Energy and World Power
HSC 200 Nutrition and Health
JRN 201 News Reporting and Writing
JRN 205 News Editing
PHL 212 Ethics
PHL 240 Chinese Philosophy
PHL 260 Biomedical Ethics
PHL 270 Environmental Ethics
PHL 280 Philosophy of Sex and Gender
REL 230 Servant Leadership
REL 236 Servant Leadership — Tanzania
REL 237 Service Learning in Local Context
PSY 260 Child Development

PSY 270 Substance Abuse
PSY 303 Psychology of Women
PSY 361 Psychology of Adulthood and Aging
PSY 362 Adolescence
PSY 363 Social Development
REL 381 Christian Vocation and Social Conscience
SOC 101 General Sociology
SOC 154 Social Problems
SOC 205 Juvenile Delinquency
SOC 260 Deviant Behavior
ROTC — Air Force/Army (up to 3 credits)

CULTURAL HERITAGE AND LITERACY

- Ability to understand and appreciate the humanities, natural and social sciences, and fine arts
- Acquire a breadth of knowledge in the social sciences, humanities, and natural sciences

ANT 263 Cultural Anthropology
ARD 160 Art Appreciation for Non-Majors
COM 201 Survey of Mass Communication
CRJ 480 Comparative Corrections
ENG 231 Survey of American Literature I
ENG 232 Survey of American Literature II
ENG 241 Survey of English Literature I
ENG 242 Survey of English Literature II
ENG 263 Survey of World Literature
ENG 291 Film as Art
ENG 310 Nordic Literature
ENG 315 British Commonwealth Literature
ENG 332 Great Books of the United States
ENG 403 Cultures in Conflict
FNS 221 History and Culture of Finland
HIS 103 History of Art I
HIS 203 History of Art II
HIS 205 World History I
HIS 206 World History II
HIS 256 History through Film
HIS 263 History of Rock & Roll
HIS 303 History of Art III
HIS 370 The Middle East
HIS 406 History of Design
MUS 121 Music Appreciation I
MUS 122 Music Appreciation II
NUR 309 Spirituality in Nursing
NUR 301 Finlandia Connection
PHL 220 Ancient Greek Philosophy
PHL 230 Modern Philosophy
PHL 460 Philosophy of Self
REL 204 World Religions
REL 303 History of Christianity
REL 420 Biblical Topics in Vocation
PSY 380 History and Systems
SOC 263 Human Relations and Diversity
Any Foreign Language Course

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DEAN

Christine O'Neil, Dean, Ph.D.

FACULTY

Lauri Anderson, Professor, English, M.A.

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

Leslie Dukes, Associate Professor, Music, D.M.

Katrina Ellis, Instructor, Psychology, M.S.

Brian Foreman, Instructor, Psychology, M.A.

Richard Gee, Assistant Professor, Criminal Justice, Ph.D.

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

Leslie Johnson, Assistant Professor, Psychology, Ph.D.

René Johnson, Assistant Professor, Religion, Director of Servant Leadership, M.A.

Stephanie Kajpust, Instructor, Mathematics, M.S.

William Knoblauch, Assistant Professor, History, Ph.D.

Mark Lounibos, Assistant Professor, English, Ph.D.

Diane Miller, Assistant Professor, Communication, Ph.D.

Juan Marin, Associate Professor, Mathematics, Ph.D.

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

Jason Oyadomari, Assistant Professor, Biology, Ph.D.

Casey Rentmeester, Assistant Professor, Philosophy, Ph.D.

PURPOSE

The Suomi College of Arts & Sciences (SCAS) offers bachelor of arts (B.A.) degrees in Communication, Criminal Justice, English, History, Liberal Studies, Pre-professional Science, Philosophy, Psychology, Social Sciences, and Sociology. The college hosts two associate degree programs: an associate degree in General Studies (AGS), including an English as a Second Language (ESL) certificate program, and an associate of applied science (A.A.S.) in Criminal Justice.

SCAS degree programs provide knowledge in areas such as English, the natural sciences, history, political science, philosophy, psychology, sociology, and criminal justice. All 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 such as law school, and for careers that demand critical thinking and excellent written and oral communication skills.

MAJORS

COMMUNICATION (B.A.)

The Communication major gives students an informed understanding of how people create meaning. Students learn proficiency in persuasion, critical analysis, and oral, written, and visual literacy, and they become aware of how communication—theoretically and practically—creates individual and collective cultural realities and informs citizenship.

CRIMINAL JUSTICE (B.A.)

Finlandia's Criminal Justice major is an interdisciplinary program of study with courses in the social sciences. The major focuses on theoretical and ethical aspects of the criminal justice system, giving students a breadth of knowledge related to the discipline. Students graduating with a bachelor of arts in criminal justice are prepared for variety of careers, including those related to law enforcement, social services, juvenile delinquency, and corrections.

ENGLISH (B.A.)

The English major explores literature from many cultures, practices creative writing, and explores a variety of genres and forms. Students study literature in pursuit of vocations in writing, editing, grant production, and the arts, as well as positions in education, business, government, and social services. This degree is also excellent preparation for graduate school and law school.

HISTORY (B.A.)

The History major helps students develop important, in demand skills, including: the ability to perform research; data organization, synthesis, and analysis; effective verbal and written communication skills. The curriculum introduces students to research methods and historical writing and allows them to concentrate in either Cultural History or Contemporary History. In addition to academic and teaching careers, History graduates enter careers fields in government, the military, foreign relations, or perhaps pursue careers as museum curators, librarians, private sector researchers, or use history as training to study law.

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.): ART THERAPY

The Finlandia University Art Therapy program is for students who want to help others and who also love to create art. Art therapy is a mental health profession that draws on the creative process to enhance the emotional well-being of individuals of all ages. An art therapy career requires understanding of the creative process and the healing potential of art; knowledge of human development, psychology, and counseling; and skills in visual art (drawing, painting, sculpture, and other art forms).

PHILOSOPHY (B.A.)

The Philosophy B.A. program at Finlandia is designed specifically to respond to the university's attempt to educate the whole person and foster intellectual challenge. As such, it is flexible enough to provide a sufficient training for graduate school or for those who choose to pursue a career directly after college. Potential graduate students will be trained in how to read difficult philosophical texts, formulate logically sound arguments, and write persuasive papers on philosophical topics. Those who do not anticipate going to graduate school will gain a wide grounding in the history of philosophy from ancient Greece to the present, the key topics in philosophy today, including biomedical ethics, environmental philosophy, and philosophy of sex and gender, and an understanding of not only how arguments work but how to critically think oneself. The ultimate goal is to challenge students to think on their own and begin to formulate one's own worldview.

PRE-PROFESSIONAL SCIENCE (B.A.)

The Pre-professional Science degree program prepares students for further education in health care-related degree programs, especially those requiring extensive preparation in science. This includes pre-medicine, pre-dental, pre-veterinary medicine, pre-pharmacy, pre-physical therapy, pre-occupational therapy, pre-chiropractic, and pre-optometry. The Pre-professional Science program requirements include the science courses typically required by advanced degree programs; specific requirements among schools and fields of study can vary substantially. During their first semester at Finlandia, Pre-professional Science majors develop an individualized four-year plan and research the particular requirements for the program of study they wish to pursue.

PSYCHOLOGY (B.A.)

Psychology majors study the behavior and mental processes of humans and other animals. A diverse field, psychology encompasses interests related to the thoughts and behaviors of individuals. Students complete various courses in subfield areas, then choose to concentrate in one or two areas. Completion of the Psychology major at Finlandia prepares students for a range of careers and for graduate study in applied and research-related fields.

SOCIAL SCIENCES (B.A.)

The Social Sciences major acquires an interdisciplinary understanding of human society, including awareness of human experience, societies, and cultures. From a diversity of perspectives, the Social Sciences program lays a foundation for understanding and evaluating the critical issues facing contemporary society. Students select one or two areas of concentration from the disciplines of sociology, history, geography, political science, psychology, international studies, criminal justice, and environmental policy.

SOCIOLOGY (B.A.)

The Sociology degree program offers a global perspective on how the social world works. As a discipline, sociology covers many areas, including individual interaction, gender, race, sport, the family, the economy, and social movements. The major teaches analytical and critical thinking skills and a variety of theories and methodologies with which students can analyze and understand today's contemporary social issues and problems. As such, it provides solid training for students considering an array of careers and graduate degrees.

CRIMINAL JUSTICE (A.A.S.)

The Criminal Justice associate degree program prepares students for careers in law enforcement and corrections by providing theoretical foundations and practical experiences. The Criminal Justice curriculum includes classroom and laboratory instruction.

GENERAL STUDIES (A.G.S.)

The associate degree in General Studies is for students who wish to complete a two-year college degree without concentrating in a particular area. The program offers flexibility to those 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 an English as a Second Language program to prepare for bachelor degree studies.

ENGLISH AS A SECOND LANGUAGE CERTIFICATE PROGRAM (ESL)

Finlandia's ESL Certificate program is for students whose first language is not English. Emphasis is placed on "real life" English language learning through interactions with people on campus and in the local community. The typical ESL program lasts one year. Each semester, ESL students complete three core ESL classes and one regular university course.

The goal of Finlandia's ESL program is to teach English for academic success so students can successfully pursue a bachelor's degree at Finlandia or another North American university. With approval of the international student advisor, the ESL program of study may be adjusted to meet individual language needs. Coursework in reading, writing, speaking, and grammar is integrated with computer work, one-on-one tutoring, conversation partners, and cultural experiences. Students will also receive help studying for the TOEFL exam.

A minimum overall GPA of 2.5 is required to receive the ESL program certificate. Finlandia provides continued language support to international students who continue their studies at Finlandia. For students who wish to continue their studies at another university, Finlandia will assist with the transfer process.

PROGRAM REQUIREMENTS

LIBERAL STUDIES, LIBERAL STUDIES: ART THERAPY, COMMUNICATION, CRIMINAL JUSTICE, ENGLISH, HISTORY, PRE-PROFESSIONAL SCIENCE, PSYCHOLOGY, SOCIAL SCIENCES, SOCIOLOGY (B.A.)

Each of the SCAS four-year bachelor of arts degree programs requires students to earn a minimum grade of "C-" for each course taken as part of the major.

BACHELOR OF ARTS - LIBERAL STUDIES - MINORS 2014-2015

GENERAL BUSINESS

BUS 138	Fundamentals of Business	3
BUS 200 OR	Fundamentals of Accounting OR	3
BUS 201	Principles of Accounting I	3
BUS 271	Principles of Management	3
BUS 345	Principles of Marketing	3
BUS ____	Selected Business Electives	9

CHRISTIAN VOCATION

REL 200	Introduction to the Bible	3
REL 205	Spiritual Formation	3
REL 230	Servant Leadership	3
REL 303	History of Christianity	3
REL 381	CV Contemporary Challenges	3
REL 420	Biblical Topics in Vocation	3
REL 445	Readings in Spirituality	3

COMMUNICATION

COM 101	Introduction to Communication	3
COM 201	Mass Comm. & New Media	3
COM 288	Rhetoric and Persuasion	3
COM 322	Comm., Culture, & Community	3
COM ____	Communication Elective	3
COM ____	Communication Elective	3
COM ____	Communication Elective	3

CORPORATE COMMUNICATION

COM 101	Introduction to Communication	3
COM 201	Mass Comm. & New Media	3
BUS 240	E-Business	3
BUS 345	Principles of Marketing	3
BUS 346	Advertising	3
BUS 386	Organizational Behavior	3
BUS 447	Marketing for Small Business	3

CRIMINAL JUSTICE

CRJ 101	Introduction to Criminal Justice	3
CRJ 205	Criminal Law	3
SOC 290	Criminology	3
CRJ ____	CJ Elective	3
CRJ ____	CJ Elective	3
CRJ 3__	300-level CJ Elective	3

DESIGN

ARD 101	Drawing Foundations	3
ARD 173	Color and Composition	3
ARD 211	Noetic Skills	3
ARD 370	Human Factors and Ergonomics	3
ARD 406	Design and Culture	3

Choose 2D or 3D Path:

2-Dimensional		
ARD 114	Digital Design Foundations	3
ARD 214	Design Thinking	3
ARD 234	Typography	3

3-Dimensional		
ARD 126	Sustainable Design Systems	3
ARD 226	Design Studio I	3
ARD 336	Design Studio II	3

21 CREDITS

ECONOMICS AND BUSINESS

BUS 138	Fundamentals of Business	3
BUS 271	Principles of Management	3
BUS 345	Principles of Marketing	3
ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3

ECONOMICS AND FINANCE

BUS 138	Fundamentals of Business	3
BUS 200 OR	Fundamentals of Accounting OR	3
BUS 201	Principles of Accounting I	3
BUS 332	Business Finance	3
ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3

Select two from:

ECN 331	Global Economy	3
ECN 351	Managerial Economics	3
ECN 332	Sports Economics	3

ENGLISH LANGUAGE AND LITERATURE

Choose any 21 credits in English.

ENVIRONMENTAL STUDIES

ENV 202	Intro to Environmental Studies	3
HIS 330 OR	American Environmental History	3
HIS 380	Energy and World Power	3
COM 340	Environmental Communication	3
BIO 113 OR	Organismal Biology	3
PHS 112	Earth Science	4
ARD 126	Sustainable Design Systems	3
BIO 300	Ecology & the Environment	4
PHL 270	Environmental Ethics	3

FINE ART

ARD 101	Intro to Visual & Plastic Arts	3
ARD 114	Digital Design Foundations	3
ARD 173	Color and Composition	3
ARD 211	Noetic Skills	3
ARD 276	Sculpture	3
HIS 303	History of Art III	3
ARD 403	Contemporary Criticism	3

Choose one from:

ARD 124	Ceramic Design I	3
ARD 126	Sustainable Design Systems	3
ARD 205	Weaving & Off-Loom Structures	3
ARD 234	Typography	3
ARD 273	Painting Fundamentals	3

FINNISH STUDIES

Choose any 21 credits in Finnish Studies.

21 CREDITS

21 CREDITS

21 CREDITS

21 CREDITS

24 CREDITS

21 CREDITS

BACHELOR OF ARTS - LIBERAL STUDIES - MINORS 2014-2015

GENDER STUDIES

WGS 201	Foundations in Women Gender Stud.	3
Choose any two:		
Gender, Society, and Social Justice		
SOC 154	Social Problems	3
SOC 232	Gender and Society	3
CRJ 260	Victimology	3
PSY 303	Psychology of Women	3
PSY 313	Stigma	3
SOC 330	Social Stratification	3

Choose any two:

Gender, Self, and Social Context		
COM 245	Gender and Communication	3
PHL 280	Philosophy of Sex and Gender	3
PSY 363	Social Development	3
PSY 304	Psychology of the Female Body	3
SOC/ENG 395	Somatic Criticism	3

Choose any two:

Gender and Culture		
REL 214	Women and Religion	3
HIS 263	History of Rock & Roll	3
HIS 310	Global Women's and Gender History	3
HIS 370	History of the Middle East	3
ENG 390	Literature and Gender	3

HISTORY

<u>21 CREDITS</u>		
HIS 205	World History I	3
HIS 206	World History II	3
HIS 211	US History I	3
HIS 212	US History II	3
HIS 407	Histography/RM	3
HIS ____	History elective	3
HIS ____	History elective	3

RELIGION AND PHILOSOPHY

Choose any 21 credits in Religion and/or Philosophy.

21 CREDITS

PSYCHOLOGY

PSY 101	Introductory Psychology	3
PSY 2__	200-level subfield course	3
PSY 2__	200-level subfield course	3
PSY 353	Research Methods	3
PSY 3__	300-level subfield course	3
PSY 3__	300-level subfield course	3
PSY 380	History and Systems	3

SOCIOLOGY

<u>21 CREDITS</u>		
SOC 101	General Sociology	3
SOC 353	Research Methods	3
SOC 372	Social Theory	3
SOC ____	Sociology Elective	3
SOC ____	Sociology Elective	3
SOC ____	Sociology Elective	3
SOC ____	Sociology Elective	3

VISUAL COMMUNICATION

<u>24 CREDITS</u>		
ARD 173	Color and Composition	3
ARD 214	Design Thinking	3
ARD 234	Typography	3
ARD 314	Graphic Design: Intermediate	3
ARD 414	Advanced Typography	3
COM 282	Web Design I	3
COM 382	Web Design II	3
HIS ____	Choose one Art History course	3

21 CREDITS

21 CREDITS

BACHELOR OF ARTS - COMMUNICATION - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & Lab	4
REL/FNS	Religion or Finnish Studies	3
*CPT 202 or higher	Digital Applications	3
+Finlandia Core:		
Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

COMMUNICATION MAJOR REQUIREMENTS 48-51 credits

Liberal Studies is an interdisciplinary program that is built on the liberal arts general education program. The Communication Major is designed to provide students with an enhanced understanding of how people create meaning. Students learn proficiency in persuasion, critical analysis, and oral, written, and visual literacies, and they become aware of how communication—both theoretically and practically—creates their individual and collective cultural realities and informs their citizenship.

Note: A minimum grade of C- is required for each course taken as part of the major.

COMMUNICATION CORE 21 credits

ARD 114	Digital Design Foundations	3
COM 101	Introduction to Communication	3
COM 201	Mass Communication and New Media	3
COM 288	Rhetoric and Persuasion	3
COM 322	Communication, Culture, & Community	3
COM 330	Organizational Communication	3
COM 340	Environmental Communication	3

COMMUNICATION CONCENTRATION 21-24 credits

Choose from one of the concentrations listed.

SENIOR CAPSTONE PROJECT 3 credits

COM 499	Senior Capstone Project	3
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MINOR or OPEN ELECTIVES 33-36 credits

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

TOTAL CREDITS: 121

COMMUNICATION CONCENTRATION 21-24 credits

Choose one of the following concentrations from below:

JOURNALISM 21 credits

ENG 201	Grammar and Composition	3
JRN 201	News Reporting & Writing	3
JRN 116/216/316	Journalism Pract. (min. of 3 semesters)	6
JRN 205	News Editing	3
COM 250^	Topics in Communication	3
COM 350#	Topics in Communication	3

VISUAL COMMUNICATION 24 credits

ARD 173	Color and Composition	3
ARD 214	Design Thinking	3
ARD 234	Informational Design Principles	3
ARD 314	Intermediate Problems	3
ARD 414	Visual Systems	3
Art History	Choose one Art History course	3
COM 282	Web Design I	3
COM 382	Web Design II	3

ENVIRONMENTAL COMMUNICATION 22 credits

ARD 126	Sustainable Design Systems	3
CHM 121	Chemistry & Society	4
COM 350 #	Topics in Communication	3
ENV 202	Introduction to Environmental Studies	3
ENV 401	Environmental Policy & Law	3
HUM 301	Contemporary Voices in Science	3
PHL 401	Philosophy and the Environment	3

MARKETING AND COMMUNICATION 21 credits

BUS 141	Business Communication	3
BUS 271	Principles of Management	3
BUS 340	E-Marketing	3
BUS 345	Principles of Marketing	3
BUS 346	Advertising	3
BUS 386	Organizational Communication/Behavior	3
COM 250^	Topics in Communication	3

^ Possible sophomore-level topics courses include: Interpersonal Communication, Internet Journalism, and Radio Broadcasting.

Possible junior/senior-level topics courses include: Communication and the Environment, Video Journalism.

Recommended Minors for the Communication Major:

ENGLISH LANGUAGE & LITERATURE
RELIGION & PHILOSOPHY
HISTORY & POLITICAL SCIENCE
PSYCHOLOGY
SOCIOLOGY

OTHER MINORS ARE AVAILABLE. PLEASE SEE THE FINLANDIA UNIVERSITY ACADEMIC CATALOG FOR MINOR REQUIREMENTS.

BACHELOR OF ARTS - COMMUNICATION - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER		15 CREDITS
*ENG 103	College English I	3
*COM 108	Fund. of Public Speaking	2
*Science	Science and Lab	4
COM 101	Introduction to Communication	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

THIRD SEMESTER		15 CREDITS
ARD 127	Digital Imagery	3
COM 201	Mass Comm. and New Media	3
Conc/Minor	Concentration or Minor	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FIFTH SEMESTER		15 CREDITS
COM 322	Comm., Culture, & Community	3
Conc/Minor	Concentration or Minor	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3

SEVENTH SEMESTER		15 CREDITS
COM 340	Environmental Communication	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3

SECOND SEMESTER		16 CREDITS
*CPT 202	Digital Applications	3
*ENG 104	College English II	3
*MAT 140	MAT 140 or higher	4
Conc./Minor	Concentration or Minor	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FOURTH SEMESTER		15 CREDITS
COM 288	Rhetoric and Persuasion	3
Conc/Minor	Concentration or Minor	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
REL/FNS	Religion or Finnish Studies	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

SIXTH SEMESTER		15 CREDITS
COM 330	Organizational Communication	3
Conc/Minor	Concentration or Minor	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

EIGHTH SEMESTER		15 CREDITS
COM 499	Senior Capstone Project	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3
Conc/Minor/Open	Conc., Minor, or Open Elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
*MAT _____	4	_____	_____
*Science	4	_____	_____
*CPT 202	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	6	_____	_____
_____	_____	_____	_____
Crit/Creat thinking	6	_____	_____
_____	_____	_____	_____
Cultural Heritage	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROGRAMCHECKLIST			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
ARD 114	3	_____	_____
COM 101	3	_____	_____
COM 201	3	_____	_____
COM 288	3	_____	_____
COM 322	3	_____	_____
COM 330	3	_____	_____
COM 340	3	_____	_____
COM 499	3	_____	_____

Updated 2/18/14

CONCENTRATION CHECKLIST			
(Journalism, Visual, Organizational or Environmental Communication)			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MINOR OR OPEN ELECTIVES CHECKLIST			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: A minimum grade of C- is required for each course taken as part of the major.

BACHELOR OF ARTS - CRIMINAL JUSTICE - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 Credits

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & lab	4
*CPT 202 or higher	Digital Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core:

Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

* Must be successfully completed before taking 300/400 level courses.
 + See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

CRIMINAL JUSTICE MAJOR REQUIREMENTS 51 credits

Finlandia's Criminal Justice major is an interdisciplinary program of study featuring courses in criminal justice, psychology, and the humanities and social sciences. Students majoring in criminal justice choose one of two academic tracks involving either law enforcement or corrections. The program emphasizes both theoretical studies and applied knowledge in the field, enabling students to evaluate complex societal issues from a diversity of perspectives. Students graduating with a four-year degree in criminal justice are prepared for variety of careers, including those related to law enforcement, crime prevention and corrections.

Note: A minimum grade of C- is required for each course taken as part of the major.

CRIMINAL JUSTICE SUPPORTING COURSES: 9 credits

PSY 101	Introduction to Psychology	3
SOC 101	General Sociology	3
PHL 212	Ethics	3

CRIMINAL JUSTICE CORE REQUIREMENTS 21 credits

CRJ 101	Introduction to Criminal Justice	3
CRJ 205	Criminal Law	3
SOC 205	Juvenile Delinquency	3
SOC 290	Criminology	3
SOC 353	Research Methods	3
SOC 372	Social Theory	3
SOC 354	Quantitative Methods	3

CRIMINAL JUSTICE ELECTIVES 18 credits

Choose 18 credits from the courses listed below.

CRJ 104	Introduction to Policing	3
CRJ140	Introduction to Corrections	3
CRJ 201	Criminal Investigations I	3
CRJ 250	Topics in CJ	3
CRJ 260	Victimology	3
CRJ 304	Community Policing	3
CRJ 325	Community Correction	3
CRJ 345	Crime and Inequality	3
CRJ 350	Topics in CJ	3
CRJ 420	Corporate Crime	3
CRJ/SOC 471	Crime and Public Policy	3
CRJ 480	Comparative Corrections	3
PSY 270	Psy/Phys Aspects of Sub Abuse	3
SOC 260	Deviant Behavior	3
SOC 330	Social Stratification	3
SOC 360	Organizational Sociology	3
SOC 470	Sociology of Law	3

SENIOR CAPSTONE PROJECT: 3 credits

CRJ 499	Senior Capstone Project	3
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MINOR AND/OR OPEN ELECTIVES 30 credits

At least 12 credits of minor and/or open electives must be at the 300-level or above.

TOTAL CREDITS: 121

Recommended Minors for the Criminal Justice Major:

COMMUNICATION
 PSYCHOLOGY
 SOCIOLOGY
 HISTORY AND POLITICAL SCIENCE

OTHER MINORS ARE AVAILABLE. PLEASE SEE THE FINLANDIA UNIVERSITY ACADEMIC CATALOG FOR MINOR REQUIREMENTS.

BACHELOR OF ARTS - CRIMINAL JUSTICE - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER		16 CREDITS
*ENG 103	College English I	3
*CPT 202	Digital Applications	3
*MAT 140	MAT 140 or higher	4
CRJ 101	Introduction to Criminal Justice	3
SOC 101	General Sociology	3

THIRD SEMESTER		15 CREDITS
CRJ 205	Criminal Law	3
SOC 205	Juvenile Delinquency	3
CJ Elective	CJ Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Elective	Minor or Open Elective	3

FIFTH SEMESTER		15 CREDITS
SOC 353	Research Methods	3
CJ Elective	CJ Elective	3
Minor/Elective	Minor or Open Elective	3
Minor/Elective	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

SEVENTH SEMESTER		15 CREDITS
SOC 372	Social Theory	3
CJ Elective	CJ Elective	3
Minor/Elective	Minor or Open Elective	3
Minor/Elective	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

SECOND SEMESTER		15 CREDITS
*ENG 104	College English II	3
*Science	Science and Lab	4
*COM 108	Fundamentals of Public Speaking	2
CJ Elective	CJ Elective	3
PSY 101	Introduction to Psychology	3

FOURTH SEMESTER		15 CREDITS
CRJ 290	Criminology	3
PHL 212	Ethics	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Elective	Minor or Open Elective	3
Minor/Elective	Minor or Open Elective	3

SIXTH SEMESTER		15 CREDITS
SOC 354	Quantitative Methods	3
CJ Elective	CJ Elective	3
REL/FNS	Religion or Finnish Studies	3
Minor/Electives	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

EIGHTH SEMESTER		15 CREDITS
CRJ 499	Senior Capstone Project	3
CJ Elective	CJ Elective	3
Minor/Elective	Minor or Open Elective	3
Minor/Elective	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
*MAT _____	4	_____	_____
*Science	4	_____	_____
CPT 202	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	6	_____	_____
_____	_____	_____	_____
Crit/Creat thinking	6	_____	_____
_____	_____	_____	_____
Cultural Heritage	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROGRAMCHECKLIST			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
PSY 101	3	_____	_____
SOC 101	3	_____	_____
PHL 212	3	_____	_____
CRJ 101	3	_____	_____
CRJ 205	3	_____	_____
SOC 205	3	_____	_____
SOC 290	3	_____	_____
SOC 353	3	_____	_____
SOC 354	3	_____	_____
SOC 372	3	_____	_____
CRJ 499	3	_____	_____

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

CJ ELECTIVES CHECKLIST			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MINOR OR OPEN ELECTIVES CHECKLIST			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: A minimum grade of C- is required for each course taken as part of the major.

Updated: 2/18/14

BACHELOR OF ARTS - ENGLISH - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fundamentals of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science Course & Lab	4
REL/FNS	Religion or Finnish Studies	3
*CPT 202 or higher	Digital Applications	3

+Finlandia Core:

Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

ENGLISH MAJOR REQUIREMENTS 37 credits

Finlandia's English majors explore literature from different cultures, practice creative writing, and explore different genres and forms. Selected classes help the student apply English skills to journalism, Web page design, and theatre production. Students study literature in pursuit of vocations in writing, editing, grant production and the arts, as well as positions in education, business, government and social services. This degree is also excellent preparation for graduate school, including law school, among others.

Note: A minimum grade of C- is required for each course taken as part of the major.

ENGLISH CORE REQUIREMENTS 16 credits

ENG 105	The English Major	1
ENG 231	Survey of American Lit I	3
ENG 232	Survey of American Lit II	3
ENG 241	Survey of English Lit I	3
ENG 242	Survey of English Lit II	3
ENG 323	Advanced Writing	3

Cultural Literacy Studies 6 credits

Choose 6 credits from the following:

ENG 263	Survey of World Literature	3
ENG 310	Nordic Literature	3
ENG 315	British Commonwealth Literature	3
ENG 332	Great Books of the US	3
ENG 401	Native American Literature	3
ENG 403	Cultures in Conflict	3

Cross-Disciplinary Studies 6 credits

Choose 6 credits from the following:

ENG 291	Film as Art	3
ENG 302	Environmental Literature	3
ENG 340	Author's Series	3
ENG 375	Literature and Politics	3
ENG 380	Literary Criticism	3

Genre/Forms 6 credits

Choose 6 credits from the following:

ENG 201	Advanced Grammar and Comp	3
ENG 219	Creative Writing	3
ENG 270	Studies in the Novel	3
ENG 275	Studies in Poetry	3
ENG 252	Monstrous Literature	3

SENIOR CAPSTONE PROJECT 3 credits

ENG 499	Senior Capstone Project	3
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MINOR AND/OR OPEN ELECTIVES 44 credits

At least 18 credits of minor and/or open electives must be at the 300-level or above.

TOTAL CREDITS: 121

Recommended Minors for the English Major:

- RELIGION AND PHILOSOPHY
- COMMUNICATION
- ENVIRONMENTAL STUDIES
- PSYCHOLOGY
- SOCIOLOGY
- HISTORY

OTHER MINORS ARE AVAILABLE. PLEASE SEE THE FINLANDIA UNIVERSITY ACADEMIC CATALOG FOR MINOR REQUIREMENTS.

BACHELOR OF ARTS - ENGLISH - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER			16 CREDITS
ENG 100	English Major Seminar	1	
*ENG 103	College English I	3	
ENG 233	Survey of American Lit I	3	
*MAT	MAT 140 or higher	4	
*COM 108	Public Speaking	2	
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3	
THIRD SEMESTER			15 CREDITS
ENG 243	Survey of English Lit I	3	
ENG ____	English Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3	
FIFTH SEMESTER			15 CREDITS
ENG 323	Advanced Writing	3	
ENG ____	English Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3	
SEVENTH SEMESTER			15 CREDITS
ENG ____	English Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	

SECOND SEMESTER			16 CREDITS
*ENG 104	College English II	3	
*Science	Science and lab	4	
*CPT 202	Digital Applications	3	
ENG 234	Survey of American Lit II	3	
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3	
FOURTH SEMESTER			15 CREDITS
ENG 244	Survey of English Lit II	3	
REL/FNS	Religion or Finnish Studies	3	
ENG ____	English Elective	3	
Minor/Open	Minor/Open Elective	3	
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3	
SIXTH SEMESTER			15 CREDITS
ENG ____	English Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
EIGHTH SEMESTER			14 CREDITS
ENG 499	Senior Capstone Project	3	
ENG ____	English Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	3	
Minor/Open	Minor/Open Elective	2	

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
FOUNDATIONAL COURSES:			
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
*MAT 140	4	_____	_____
*Science	4	_____	_____
*CPT 202	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	6	_____	_____
_____	_____	_____	_____
Crit/Creat thinking	6	_____	_____
_____	_____	_____	_____
Cultural Heritage	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
PROGRAM CHECKLIST			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
ENG 105	1	_____	_____
ENG 231	3	_____	_____
ENG 232	3	_____	_____
ENG 241	3	_____	_____
ENG 242	3	_____	_____
ENG 323	3	_____	_____
ENG 499	3	_____	_____

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

Updated 2/18/14

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
<u>Cultural Literacy Studies</u>			
_____	_____	_____	_____
_____	_____	_____	_____
<u>Cross-Disciplinary Studies</u>			
_____	_____	_____	_____
_____	_____	_____	_____
<u>Genre/Forms</u>			
_____	_____	_____	_____
_____	_____	_____	_____

MINOR OR OPEN ELECTIVES CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: A minimum grade of C- is required for each course taken as part of the major.

BACHELOR OF ARTS - HISTORY - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS (40)

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & lab	4
*CPT 202 or higher	Digital Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core:

Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

* See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

HISTORY MAJOR REQUIREMENTS 42 credits

Students majoring in History develop important, in demand skills, including: the ability to perform research; data organization, synthesis, and analysis; effective verbal and written communication skills. In addition to academic and teaching careers, History graduates enter careers fields in government, the military, foreign relations, or perhaps pursue careers as museum curators, librarians, private sector researchers, or use history as training to study law.

Note: A minimum grade of C- is required for each course taken as part of the major.

HISTORY CORE 18 credits

HIS 205	World History I	3
HIS 206	World History II	3
HIS 211	US History to 1865	3
HIS 212	US History after 1865	3
HIS 407	Histiography & Research Methods	3
HIS 499^	Senior Capstone Project ^	3^

^ It is expected that the student will begin proposing a project or thesis the semester preceeding enrollment in HIS 499.

CONCENTRATION 24 credits

Choose from the Cultural or Contemporary History concentrations

Cultural History Concentration:

HIS 103	History of Art I	3
HIS 203	History of Art II	3
HIS 303	History of Art III	3
HIS 406	Design & Culture	3
HIS 221	History & Culture of Finland	3
HIS 256	History through Film	3
HIS 263	History of Rock & Roll	3
HIS 399	Directed Study	3

Contemporary History Concentration:

HIS 280	Energy and World Power	3
HIS 310	20 TH Century World	3
HIS 320	Rise of American Capitalism	3
HIS 330	American Environmental History	3
HIS 340	Cold War America	3
HIS 360	America in the World	3
HIS 370	The Middle East	3
HIS 399	Directed Study	3

MINOR OR OPEN ELECTIVES 39 credits

At least 9 credits of open electives must be at the 300 level or above

TOTAL CREDITS: 121

BACHELOR OF ARTS - HISTORY - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER		15 CREDITS
CPT 202	Digital Applications	3
*ENG 103	College English I	3
*Math	MAT 140 or higher	4
HIS 205	World History I	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

THIRD SEMESTER		15 CREDITS
HIS 211	US History I	3
HIS xxx	History Concentration	3
REL/FNS	Religion or Finnish Studies	3
Minor/Open	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FIFTH SEMESTER		15 CREDITS
HIS 407	Histography & Research Methods	3
HIS xxx	History Concentration	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

SEVENTH SEMESTER		15 CREDITS
HIS xxx	History Concentration	3
HIS 399x	History Directed Study	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

SECOND SEMESTER		15 CREDITS
*COM 108	Fund. of Public Speaking	2
*ENG 104	College English II	3
*Science	Science & Lab	4
HIS 206	World History II	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FOURTH SEMESTER		15 CREDITS
HIS 212	US History II	3
HIS xxx	History Concentration	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

SIXTH SEMESTER		15 CREDITS
HIS xxx	History Concentration	3
HIS xxx	History Concentration	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

EIGHTH SEMESTER		15 CREDITS
HIS 499	Senior Capstone	3
HIS xxx	History Concentration	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
*MAT _____	4	_____	_____
*Science	4	_____	_____
*CPT 202	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Crit/Creat thinking	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Cultural Heritage	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

PROGRAM CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
HIS 205	3	_____	_____
HIS 206	3	_____	_____
HIS 211	3	_____	_____
HIS 212	3	_____	_____
HIS 407	3	_____	_____
HIS 499	3	_____	_____

Updated: 02/19/14

History Concentration			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MINOR OR OPEN ELECTIVES CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: A minimum grade of C- is required for each course taken as part of the major.

BACHELOR OF ARTS - LIBERAL STUDIES - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:		
*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & Lab	4
REL/FNS	Religion or Finnish Studies	3
*CPT 202 or higher	Digital Applications	3
+Finlandia Core:		
Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

LIBERAL STUDIES PROGRAM REQUIREMENTS 81 credits

Liberal Studies is an interdisciplinary program that is built on the liberal arts general education program. Students choose two or three disciplines from those listed below. Students are encouraged to propose creative, interdisciplinary areas of study or traditional liberal studies fields, with emphasis on special topics courses and independent work to unify the theme. Students should work with their advisors to develop student-proposed concentrations within their disciplines of interest. At least one discipline in a student's program must be completed by courses at Finlandia University. **At least 36 credits must be at the 300-level or higher.**

Note: A minimum grade of C- is required for each course taken as part of the major.

DISCIPLINE I	21-24 credits
DISCIPLINE II	21-24 credits
DISCIPLINE III, MINOR, and/or OPEN ELECTIVES	30-36 credits
SENIOR CAPSTONE PROJECT	3 credits
XXX 499 Senior Capstone Project	3

TOTAL CREDITS: 121

LIBERAL STUDIES DISCIPLINES 21-23 credits

Choose 2 or 3 disciplines from the following:

<u>CHRISTIAN VOCATION</u>	<u>21 credits</u>
<u>COMMUNICATION</u>	<u>21 credits</u>
<u>CRIMINAL JUSTICE</u>	<u>21 credits</u>
<u>ENGLISH LANGUAGE & LITERATURE</u>	<u>21 credits</u>
<u>FINNISH STUDIES</u>	<u>21 credits</u>
<u>HISTORY</u>	<u>21 credits</u>
<u>MUSIC</u>	<u>21 credits</u>
<u>PSYCHOLOGY</u>	<u>21 credits</u>
<u>RELIGION & PHILOSOPHY</u>	<u>21 credits</u>
<u>SCIENCE</u>	<u>minimum of 23 credits</u>
<u>SOCIAL SCIENCES</u>	<u>21 credits</u>
<u>SOCIOLOGY</u>	<u>21 credits</u>
<u>STUDENT PROPOSED</u>	<u>21 credits</u>

A student may propose a course of study that is not offered at Finlandia University via courses taken at Finlandia, or at another college or university, or through experiential learning. The proposed course of study could consist of material in a single discipline or an interdisciplinary topic. The dean of the Suomi College of Arts and Sciences must approve all proposed concentrations.

MINORS ARE AVAILABLE. PLEASE SEE THE FINLANDIA UNIVERSITY ACADEMIC CATALOG FOR MINOR REQUIREMENTS.

BACHELOR OF ARTS - LIBERAL STUDIES - SUGGESTED COURSE SEQUENCE 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:		
*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & Lab	4
REL/FNS	Religion or Finnish Studies	3
*CPT 202 or higher	Digital Applications	3
+Finlandia Core:		
Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

LIBERAL STUDIES PROGRAM REQUIREMENTS 81 credits

Liberal Studies is an interdisciplinary program that is built on the liberal arts general education program. Students choose two or three disciplines from those listed below. Students are encouraged to propose creative, interdisciplinary areas of study or traditional liberal studies fields, with emphasis on special topics courses and independent work to unify the theme. Students should work with their advisors to develop student-proposed concentrations within their disciplines of interest. At least one discipline in a student's program must be completed by courses at Finlandia University. **At least 36 credits must be at the 300-level or higher.**

Note: A minimum grade of C- is required for each course taken as part of the major.

DISCIPLINE I 21-24 credits

DISCIPLINE II 21-24 credits

DISCIPLINE III, MINOR, and/or OPEN ELECTIVES 30-36 credits

SENIOR CAPSTONE PROJECT 3 credits

XXX 499	Senior Capstone Project	3
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TOTAL CREDITS: 121

LIBERAL STUDIES DISCIPLINES 21-23 credits

Choose 2 or 3 disciplines from the following:

CHRISTIAN VOCATION 21 credits

COMMUNICATION 21 credits

CRIMINAL JUSTICE 21 credits

ENGLISH LANGUAGE & LITERATURE 21 credits

FINNISH STUDIES 21 credits

HISTORY 21 credits

MUSIC 21 credits

PSYCHOLOGY 21 credits

RELIGION & PHILOSOPHY 21 credits

SCIENCE minimum of 23 credits

SOCIAL SCIENCES 21 credits

SOCIOLOGY 21 credits

STUDENT PROPOSED 21 credits

A student may propose a course of study that is not offered at Finlandia University via courses taken at Finlandia, or at another college or university, or through experiential learning. The proposed course of study could consist of material in a single discipline or an interdisciplinary topic. The dean of the Suomi College of Arts and Sciences must approve all proposed concentrations.

MINORS ARE AVAILABLE. PLEASE SEE THE FINLANDIA UNIVERSITY ACADEMIC CATALOG FOR MINOR REQUIREMENTS.

BACHELOR OF ARTS - LIBERAL STUDIES: ART THERAPY - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS (41)

Finlandia Foundations:		
+ENG 103	College English I	3
+ENG 104	College English II	3
MAT 140 or higher	Intermediate Algebra	4
+BIO, CHM, PHS	Science & lab	4
ARD 114	Digital Design Foundations	3
COM 108	Fundamentals of Public Speaking	2
REL/FNS	Religion or Finnish Studies	3
UNS 115	SISU Seminar	1

Finlandia Core:

*Citizenship	Two Thematic Courses	6
*Critical/Creative Thinking	Two Thematic Courses	6
*Cultural Heritage/Literacy	Two Thematic Courses	6

*See list of courses that fulfill Finlandia's theme-based general education core curriculum in the Finlandia University Catalog.

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

ART THERAPY PROGRAM REQUIREMENTS

Liberal Studies is an interdisciplinary program that is built on the liberal arts General Education program. The Art Therapy major is designed to provide students with an integrated understanding of the role art plays in relation to human psychology. An Art Therapy degree lays the foundation necessary for students to continue on to a Masters Degree in Art Therapy which is the required degree for the field.

Note: A minimum final grade of C- is required for each course taken as part of the major.

ART HISTORY REQUIREMENTS (9)

HIS 103	History of Art I	3
HIS 203	History of Art II	3
HIS 303	History of Art III	3

ART & DESIGN CORE REQUIREMENTS (27)

ARD 101	Drawing Foundations	3
ARD 124	Ceramic Design I	3
ARD 173	Color and Composition	3
ARD 221	Drawing: Life and the Visual Narrative	3
ARD 224	Ceramic Design II	3
ARD 273	Painting Fundamentals	3
ARD 276	Sculpture	3
ARD 373	Painting II	3
ARD 424	Studio Prac. Ceramic Design	3

PSYCHOLOGY CORE REQUIREMENTS (21)

PSY 101	Introductory Psychology	3
PSY 240	Abnormal Psychology	3
PSY 260	Child Development	3
PSY 270	Psych & Phys Aspects of Sub Abuse	3
PSY 370	Introduction to Counseling	3
PSY 380	History & Systems	3
PSY ____	Psychology Elective	3

SENIOR CAPSTONE AND INTERNSHIP (6)

ATR 499	Art Therapy Senior Capstone Project	6
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ELECTIVES (choose 6 courses from the list below) (18)
(Electives must be at 300-400 level!)

ARD 311	Design Research Skills	3
ARD 322	Advanced Studio I	3
ARD 336	Design Studio II	3
ARD 360	Tech Aspects of Ceramic Design	3
ARD 403	Contemporary Criticism	3
HIS 406	Design and Culture	3
PSY 350	Topics in Psychology	3
PSY 353	Research Methods in Social Science	3
PSY 361	Psych of Adulthood & Aging	3
PSY 362	Adolescence	3
PSY 371	Chemical Dependency Counseling	3
PSY 373	Crisis Intervention	3
PSY 375	Advanced Counseling	3
PSY 395	Experimental Psychology	3

See reverse side for suggested course sequence.

TOTAL CREDITS: 122

BACHELOR OF ARTS - LIBERAL STUDIES: ART THERAPY - SUGGESTED COURSE SEQUENCE 2014-2015

FRESHMAN – FALL SEMESTER		16 CREDITS
ARD 101	Drawing Foundations	3
ARD 173	Color and Composition	3
ENG 103	College English I	3
PSY 101	Introductory Psychology	3
UNS 115	SISU Seminar	1
FIN CORE	ARD 100 Recommended	3
SOPHOMORE – FALL SEMESTER		17 CREDITS
ARD 124	Ceramic Design I	3
COM 108	Fundamentals of Public Speaking	2
HIS 103	History of Art I	3
PSY 370	Introduction to Counseling	3
FIN CORE	Finlandia Core Elective	3
FIN CORE	Finlandia Core Elective	3
JUNIOR – FALL SEMESTER		15 CREDITS
ARD 273	Painting Fundamentals	3
PSY 260	Child Development	3
HIS 303	History of Art III	3
FIN CORE	Finlandia Core Elective	3
FIN CORE	Finlandia Core Elective	3
SENIOR – FALL SEMESTER		15 CREDITS
ARD 373	Painting II	3
Elective	Art Therapy Elective	3
Elective	Art Therapy Elective	3
Elective	Art Therapy Elective	3
Elective	Psychology Elective	3

FRESHMAN – SPRING SEMESTER		16 CREDITS
ARD 114	Digital Design Foundations	3
ARD 224	Ceramic Design II	3
CHM 131	Chemistry of Artists Materials	4
ENG 104	College English II	3
FIN CORE	Finlandia Core Elective	3
SOPHOMORE – SPRING SEMESTER		16 CREDITS
ARD 221	Drawing: Life and the Visual Narrative	3
HIS 203	History of Art II	3
MAT 146	Geometry for Artists	4
PSY 240	Abnormal Psychology	3
PSY 270	PSY/PHYS Asp. of Substance Abuse	3
JUNIOR – SPRING SEMESTER		15 CREDITS
ARD 276	Sculpture	3
ARD 424	Studio Prac. Ceramic Design	3
PSY 380	History & Systems	3
REL/FNS	Religion or Finnish Studies	3
Elective	Art Therapy Elective	3
SENIOR – SPRING SEMESTER		12 CREDITS
ATR 499	Senior Capstone Project	6
Elective	Art Therapy Elective	3
Elective	Art Therapy Elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION REQUIREMENTS (41)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
+ENG 103	3	_____	_____
+ENG 104	3	_____	_____
MAT 140 (or above)	4	_____	_____
+BIO, CHM, PHS	4	_____	_____
ARD 114	3	_____	_____
COM 108	2	_____	_____
REL/FNS	3	_____	_____
Citizenship	3	_____	_____
Citizenship	3	_____	_____
Critical/Creative Thinking	3	_____	_____
Critical/Creative Thinking	3	_____	_____
Cultural Heritage/Literacy	3	_____	_____
Cultural Heritage/Literacy	3	_____	_____
UNS 115	1	_____	_____

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

ART HISTORY REQUIREMENTS (9)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
HIS 103	3	_____	_____
HIS 203	3	_____	_____
HIS 303	3	_____	_____

PSYCHOLOGY CORE REQUIREMENTS (21)

<u>COURE</u>	<u>CREDITS</u>	<u>SEM/YR</u>	<u>GRADE</u>
PSY 101	3	_____	_____
PSY 240	3	_____	_____
PSY 260	3	_____	_____
PSY 270	3	_____	_____
PSY 370	3	_____	_____
PSY 380	3	_____	_____
PSY Elective	3	_____	_____

ART & DESIGN CORE REQUIREMENTS (27)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
ARD 101	3	_____	_____
ARD 124	3	_____	_____
ARD 173	3	_____	_____
ARD 221	2	_____	_____
ARD 224	3	_____	_____
ARD 273	3	_____	_____
ARD 276	3	_____	_____
ARD 373	3	_____	_____
ARD 424	3	_____	_____

ART THERAPY ELECTIVES (18)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SENIOR CAPSTONE (6)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM/YR</u>	<u>GRADE</u>
ATR 499	6	_____	_____

TOTAL CREDITS: 122

Updated: 2/18/14

BACHELOR OF ARTS - PHILOSOPHY - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & lab	4
*CPT 202 or higher	Digital Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core:

Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

* See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

PHILOSOPHY MAJOR REQUIREMENTS 36 credits

Students majoring in philosophy develop critical thinking skills that are essential in all aspects of personal, political, and professional lives. Along with receiving a good grounding in the history of philosophy, philosophy majors will be provided with an understanding of contemporary philosophical and ethical issues. In addition to academic and teaching careers, philosophy graduates equipped with the impressively transferable work skill of critical thinking enter careers in the fields of government, politics, law, business, journalism, computer science, health care, communication, and public relations.

Note: A minimum grade of C- is required for each course taken as part of the major.

PHILOSOPHY CORE 18 credits

PHL 101	Introduction to Philosophy	3
PHL 212	Ethics: Classical Theories and Contemporary Issues	3
PHL 220	Ancient Greek Philosophy	3
PHL 230	Modern Philosophy	3
PHL 450 or 460	Great Books in Philosophy or Philosophy of the Self	3
PHL 499^	Senior Capstone Project ^	3^

^ It is expected that the student will begin proposing a project or thesis the semester preceding enrollment in PHL 499.

TOPICS IN PHILOSOPHY (choose 9 credits)

PHL 250	Topics in Philosophy	3
PHL 260	Biomedical Ethics	3
PHL 270	Environmental Ethics	3
PHL 280	Philosophy of Sex and Gender	3
PHL 350	Topics in Philosophy	3

HISTORY OF PHILOSOPHY (choose 9 credits)

PHL 302	Great Voices in Philosophy	3
PHL 310	Existentialism	3
PHL 320	Analytic Philosophy	3
PHL 330	Continental Philosophy	3
PHL 340	Chinese Philosophy	3

MINOR OR OPEN ELECTIVES 45 credits

At least 9 credits of open electives must be at the 300 level or above

TOTAL CREDITS: 121

BACHELOR OF ARTS - PRE-PROFESSIONAL SCIENCE - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	3
*MAT 145 or higher	College Algebra	4
*BIO 111	Concepts in Biology	4
REL/FNS	Religion or Finnish Studies	3
*CPT 202 or higher	Digital Applications	3

+Finlandia Core:

Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

PRE-PROFESSIONAL SCIENCE MAJOR

This program is designed to prepare students for admission into health care programs requiring extensive preparation in science. This includes pre-medicine, pre-dental, pre-veterinary medicine, pre-pharmacy, pre-physical therapy, pre-occupational therapy, pre-chiropractic, and pre-optometry. The core requirements include those science courses generally common to all programs. Specific program requirements can vary substantially amongst professional schools and fields of study. Student will spend their first semester researching the particular requirements for their program of study at various schools and develop a four-year plan, which will necessarily include taking organic chemistry at another institution of higher learning.

Note: A minimum grade of C- is required for each course taken as part of the major.

PRE-PROFESSIONAL SCI CORE REQUIREMENTS 46-47credits

BIO 100	Pre-professional Career Prep Seminar^	1
CHM 115	General Chemistry I	4
CHM 116	General Chemistry II	4
BIO 113	Organismal Biology	4
BIO 171	Anatomy & Physiology I	4
BIO 172	Anatomy & Physiology II	4
PHS205	General Physics I	4
PHS206	General Physics II	4
TRANS	Organic Chemistry I*	4
TRANS	Organic Chemistry II*	4
BIOXXX	Other BIO ** (e.g. BIO 273 Microbiology, Genetics, Biochemistry, or other)	9-10

MINOR AND/OR OPEN ELECTIVES# 30-31 credits

At least 18 credits of minor and/or open electives must be at the 300-level or above.

SENIOR CAPSTONE PROJECT 3 credits

BIO 499	Senior Capstone Project	3
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TOTAL CREDITS: 120

RECOMMENDED LIBERAL STUDIES MINORS

- ENGLISH LANGUAGE & LITERATURE
- RELIGION & PHILOSOPHY
- HISTORY & POLITICAL SCIENCE
- COMMUNICATIONS
- PSYCHOLOGY
- SOCIOLOGY

COMMENTS

^As a course requirement, students will determine individual admissions requirements for programs and schools of interest. Each program and/or school will have specific, and sometimes higher, requirements (e.g. calculus instead of college algebra).

*Students need to take 8 hours of organic chemistry sequence (with lab) elsewhere.

**Most pre-professional programs require 3 hours of advanced biochemistry following organic chemistry. Biochemistry will be taught alternating with other upper-level biology topics (e.g. genetics, biostatistics, cellular biology, etc.)

#Suggested courses include general sociology and psychology, growth and development, human relations and diversity, statistics, ethics and political science. In general, students need to show a diversity of classes outside the science area.

BACHELOR OF ARTS - PRE-PROFESSIONAL SCIENCE - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER		15 CREDITS
*ENG 103	College English I	3
*BIO 113	Organismal Biology	4
*BIO 111	Concepts in Biology	4
BIO 100	Pre-Prof. Career Seminar	1
*MAT 145	College Algebra	4
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

THIRD SEMESTER		17 CREDITS
BIO 171	Anatomy & Physiology	4
CHM 115	General Chemistry I	4
REL/FNS	REL or FNS course	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3

FIFTH SEMESTER		15 CREDITS
PHS 205	General Physics I	4
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
OCHM I***	Transfer Organic Chem I***	4
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

SEVENTH SEMESTER		15-17 CREDITS
BIO	Biology Elective	3-4
BIO	Biology Elective	3-4
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

SECOND SEMESTER		15 CREDITS
*BIO 111	Concepts in Biology	4
*ENG 104	College English II	3
*COM 108	Fund of Public Speaking	2
*CPT 202	Digital Applications	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FOURTH SEMESTER		14 CREDITS
BIO 172	Anatomy & Physiology	4
CHM 116	General Chemistry II	4
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3

SIXTH SEMESTER		17 CREDITS
PHS 206	General Physics	4
OCHM II***	Transfer Organic Chem II***	4
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

EIGHTH SEMESTER		12-13 CREDITS
BIO	Biology Elective	3-4
BIO 499	Senior Capstone Project	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

***Two semesters of Organic Chemistry needed to be taken elsewhere after the CHM115/116 sequence but before the start of the senior year.

GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM/YR</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
*MAT 145 or higher	4	_____	_____
*BIO 111	4	_____	_____
*CPT 202 or higher	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	6	_____	_____
_____	_____	_____	_____
Crit/Creat Thinking	6	_____	_____
_____	_____	_____	_____
Cultural Heritage	6	_____	_____
_____	_____	_____	_____

MINOR OR OPEN ELECTIVES CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROGRAM CHECKLIST			
BIO 100	1	_____	_____
CHM 115	4	_____	_____
CHM 116	4	_____	_____
BIO 113	4	_____	_____
BIO 171	4	_____	_____
BIO 172	4	_____	_____
PHS 205	4	_____	_____
PHS 206	4	_____	_____
OCHM I	4	_____	_____
OCHM II	4	_____	_____
BIO _____	_____	_____	_____
BIO _____	_____	_____	_____
BIO _____	_____	_____	_____

SENIOR CAPSTONE

BIO 499	3	_____	_____
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* Must be successfully completed before taking 300/400 level courses.

Note: A minimum grade of C- is required for each course taken as part of the major.

Updated: 02/18/14

BACHELOR OF ARTS - PSYCHOLOGY - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS (40)

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 (or higher)	Intermediate Algebra	4
*Science	Science & lab	4
*CPT 202	Digital Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core:

Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

* See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

PSYCHOLOGY MAJOR REQUIREMENTS 40 credits

Liberal Studies is an inter-disciplinary program that is built on the liberal arts general education program. Students majoring in psychology develop the skills to study human behavior and the human mind. The psychology major allows student to develop a focus of interest in order to prepare them for a variety of different career paths including social and human services, careers in community mental health, governmental agencies and other fields requiring strong interpersonal skills. The psychology degree also offers students preparation for graduate training in both applied and research related fields.

Note: A minimum grade of C- is required for each course taken as part of the major.

PSYCHOLOGY CORE 13 credits

PSY 100	The Psychology Major	1
PSY 101	Introductory Psychology	3
PSY 353	Research Methods	3
PSY 354	Quantitative Analysis in the Soc Sci	3
PSY 380	History and Systems	3

SUBFIELD TOPICS COURSES 9 credits

Choose 3 from the following subfields:

PSY 210	Social Psychology	3
PSY 220	Personality Psychology	3
PSY 230	Cognitive Psychology	3
PSY 240	Abnormal Psychology	3
PSY 250	Topics in Psychology	3
PSY 260	Child Development	3

TOPICS COURSES 15 credits

Choose 5 courses from the following:

PSY 312	Self	3
PSY 313	Stigma	3
PSY 302	Emotion	3
PSY 321	Personality Theories	3
PSY 361	Development of Adulthood & Aging	3
PSY 362	Adolescence	3
PSY 363	Social Development	3
PSY 303	Psychology of Women	3
PSY 331	Social Cognition	3
PSY 332	Motivation	3
PSY 370	Introduction to Counseling	3
PSY 375	Advanced Counseling	3
PSY 371	Chemical Dependency Counseling	3
PSY 373	Crisis Theory & Intervention	3
PSY 374	Chemical Dependency & Family	3
PSY 395	Experimental Psychology	3

SENIOR CAPSTONE PROJECT 3 credits

PSY 498 OR	Senior Practicum in Sub Abuse	3
PSY 499	Senior Capstone Project	3

MINOR OR OPEN ELECTIVES 41 credits

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

TOTAL CREDITS: 121

Note: Students interested in concentrating in Alcohol & Drug Abuse are required to take the following courses:

PSY 270	Psych & Phys Aspects of Sub Abuse	3 credits
PSY 272	Substance Abuse Practicum	3 credits
PSY 370	Introduction to Counseling	3 credits
PSY 371	Chemical Dependency Counseling	3 credits
PSY 373	Crisis Theory & Intervention	3 credits
PSY 372	Chemical Dependency & Family	3 credits
PSY 498	Senior Practicum in Substance Abuse	3 credits

Note: Students interested in pursuing graduate study are highly recommended to take the following:

PSY 396	Readings in Psychology	3 credits
PSY 397	Directed Research in Psychology	1-3 credits

BACHELOR OF ARTS - PSYCHOLOGY - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER		16 CREDITS
*ENG 103	College English I	3
*Science	Science & Lab	4
PSY 101	General Psychology	3
PSY 100	The Psychology Major	1
*COM 108	Fund. of Public Speaking	2
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
THIRD SEMESTER		15 CREDITS
*CPT 202	Digital Applications	3
Subfield II	Subfield Topics course	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
FIFTH SEMESTER		16 CREDITS
PSY 353	Research Methods	3
PSY 3xx	300-level Psych Topic course	3
Minor/Open	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	1
SEVENTH SEMESTER		15 CREDITS
PSY 3xx	300-level Psych Topic course	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

SECOND SEMESTER		16 CREDITS
*ENG 104	College English II	3
*MAT 140	MAT 140 or higher	4
Subfield I	Subfield Topics course	3
Minor/Open	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
FOURTH SEMESTER		16 CREDITS
REL/FNS	Religion or Finnish Studies	3
Subfield III	Subfield Topics course	3
PSY 3xx	300-level Psych Topic course	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	1
SIXTH SEMESTER		15 CREDITS
PSY 354	Quantitative Analysis	3
PSY 380	History and Systems	3
PSY 3xx	300-level Psych Topic course	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
EIGHTH SEMESTER		15 CREDITS
PSY 498/499	Senior Capstone Project	3
PSY 3xx	300-level Psych Topic course	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
*MAT _____	4	_____	_____
*Science	4	_____	_____
*CPT 202	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	6	_____	_____
_____	_____	_____	_____
Crit/creat thinking	6	_____	_____
_____	_____	_____	_____
Cultural Heritage	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROGRAMCHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
PSY 100	1	_____	_____
PSY 101	3	_____	_____
PSY 353	3	_____	_____
PSY 354	3	_____	_____
PSY 380	3	_____	_____
PSY 498/499	3	_____	_____

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

Note: A minimum grade of C- is required for each course taken as part of the major.

<u>Subfield Topics Courses</u>			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Topics Courses

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MINOR OR OPEN ELECTIVES CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Updated: 02/18/14

BACHELOR OF ARTS - SOCIAL SCIENCES - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & lab	4
*CPT 202 or higher	Digital Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core:

Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

* Must be successfully completed before taking 300/400 level courses.
 + See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

LIBERAL STUDIES PROGRAM REQUIREMENTS 48 credits

Liberal Studies is an interdisciplinary program that is 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 Sciences degree lays the foundation necessary for students to understand and evaluate critical 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 Sciences Major, students will choose to either concentrate on a single discipline within the area or to concentrate on two areas to provide a more interdisciplinary degree.

Note: A minimum grade of C- is required for each course taken as part of the major.

SOCIAL SCIENCES CORE 24 credits

ECN	any ECN course	3
PHL 101	Introduction to Philosophy	3
HIS 205	World History I	3
HIS 206	World History II	3
SOC 353	Research Methods	3
SOC 354	Quant. Analysis in the Social Sciences	3
SOC 372	Social Theory	3
ENG 403	Cultures in Conflict	3

CONCENTRATION 21 credits

Choose from one of the concentrations listed.

SENIOR CAPSTONE PROJECT 3 credits

XXX 499	Senior Capstone Project	3
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OPEN ELECTIVES or Minor 26 credits

At least 12 credits of minor and/or open electives must be at the 300-level or above.

TOTAL CREDITS: 120

CONCENTRATIONS:

SOCIOLOGY CONCENTRATION 21 credits

SOC 101	General Sociology	3
SOC 250	Topics in Sociology	3
SOC 330	Social Stratification	3
SOC XXX	Sociology Elective	3
SOC XXX	Sociology Elective	3
SOC XXX	Sociology Elective	3
SOC XXX	Sociology Elective	3

PSYCHOLOGY CONCENTRATION 21 credits

PSY 101	General Psychology	3
PSY 380	History & Systems	3
PSY XXX	Psychology Elective	3
PSY XXX	Psychology Elective	3
PSY XXX	Psychology Elective	3*
PSY XXX	Psychology Elective	3*
PSY XXX	Psychology Elective	3*

* At least 9 credits of Psychology Electives must be at the 300-level or above

HISTORY CONCENTRATION 21 credits

Choose any 21 credits in History (at least 12 credits must be at the 300-level or above)

INTERNATIONAL STUDIES CONCENTRATION 21 credits

ECN 232	Macroeconomics	3
ENG 403	Cultures in Conflict	3
FNS 221	History and Culture of Finland	3
HIS 220	20 th Century World	3
HIS 360	America in the World	3
HIS 370	The Middle East	3
HIS 380	Energy and World Power	3

ENVIRONMENTAL STUDIES CONCENTRATION 25 credits

ENV 201	Intro to Environmental Studies	3
ENV 401	Environmental Science	3
HIS 330	American Environmental History	3
BIO 113	Organismal Biology	4
CHM 121	Chemistry and Society	4
BIO 300 OR	Ecology & the Environment	4
PHS 301	Integrated Science	4

CRIMINAL JUSTICE CONCENTRATION 21 credits

CRJ 101	Introduction to Criminal Justice	3
CRJ 205	Criminal Law	3
SOC 205	Juvenile Delinquency	3
SOC 290	Criminology	3
CRJ xxx	Criminal Justice Elective	3
CRJ 3xx	Criminal Justice Elective	3
CRJ 3xx	Criminal Justice Elective	3

STUDENT PROPOSED CONCENTRATION 21 credits

A student may propose a concentration that is not offered at Finlandia University via courses taken at Finlandia, or at another college or university, or through experiential learning. The concentration could consist of material in a single discipline or an interdisciplinary topic. The dean of the Suomi College of Arts and Sciences must approve all proposed concentrations.

Recommended Minors for the Social Sciences Major:

- ENGLISH
- RELIGION AND PHILOSOPHY
- COMMUNICATIONS

OTHER MINORS ARE AVAILABLE. PLEASE SEE THE FINLANDIA UNIVERSITY ACADEMIC CATALOG FOR MINOR REQUIREMENTS.

BACHELOR OF ARTS - SOCIOLOGY - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS (40)

Finlandia Foundations:		
*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140^ or higher	Intermediate Algebra^	4
*Science	Science & lab	4
*CPT 202 or higher	Digital Applications	3
REL/FNS	Religion or Finnish Studies	3
+Finlandia Core:		
Citizenship	Two Thematic Courses	6
Critical/Creative Thinking	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

^ MAT 145 (College Algebra) or higher is strongly recommended.

* See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

SOCIOLOGY MAJOR REQUIREMENTS 45 credits

Liberal Studies is an interdisciplinary program that is built upon a liberal arts emphasis. Sociology offers a global perspective and understanding of how the social world works. As a discipline, sociology covers a wide variety of areas including individual interaction, gender, race, sport, the family, the economy, and social movements. The major teaches not only analytical and critical thinking skills, but also teaches a variety of theories and methodologies that students can use to analyze today's social problems. As such, it provides solid training for students considering a wide array of careers and graduate degrees.

Note: A minimum grade of C- is required for each course taken as part of the major.

SOCIOLOGY REQUIREMENTS 39 credits

SOC 101	General Sociology	3
SOC 330	Social Stratification	3
SOC 353	Research Methods in the Social Sci	3
SOC 354	Quantitative Analysis	3
SOC 372	Social Theory	3
SOC 499	Senior Capstone Project	3
Choose 7 courses from the following:		
SOC 154	Social Problems	3
SOC 205	Juvenile Delinquency	3
SOC 236	Service Learning in Tanzania	3
SOC 250	Topics in Sociology*	3
SOC 260	Deviant Behavior	3
SOC 263	Human Relations and Diversity	3
SOC 290	Criminology	3
SOC 350	Topics in Sociology*	3
SOC 360	Organizational Behavior	3
SOC 470	Sociology of Law	3
SOC 471	Crime and Public Policy	3
REL 204	World Religions	3
PSY 395	Experimental Psychology	3

* SOC 250 and SOC 350 can be taken multiple times. Topics for SOC 250 may include: Social Psychology, Marriage and the Family, Symbolic Interaction, and Deviance. Topics for SOC 350 may include: Social Change and Development, Gender and society, Collective Behavior, Ethnography, Sociology of Sport, and Rural Sociology.

MINOR OR OPEN ELECTIVES 42 credits

At least 18 credits of open electives must be at the 300 level or above

TOTAL CREDITS: 121

Recommended Minors for the Sociology Major:

- PSYCHOLOGY
- COMMUNICATION
- HISTORY AND POLITICAL SCIENCE
- CRIMINAL JUSTICE
- RELIGION AND PHILOSOPHY

OTHER MINORS ARE AVAILABLE. PLEASE SEE THE FINLANDIA UNIVERSITY ACADEMIC CATALOG FOR MINOR REQUIREMENTS.

BACHELOR OF ARTS - SOCIOLOGY - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER		15 CREDITS
*ENG 103	College English I	3
*Math	MAT 140 or higher	4
SOC 101	General Sociology	3
*COM 108	Fund. of Public Speaking	2
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

THIRD SEMESTER		15 CREDITS
*CPT 202	Digital Applications	3
REL/FNS	Religion or Finnish Studies	3
SOC Elective	Sociology elective	3
Minor/Open	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FIFTH SEMESTER		15 CREDITS
SOC 330	Social Stratification	3
SOC 353	Research Methods	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

SEVENTH SEMESTER		15 CREDITS
SOC 372	Social Theory	3
SOC Elective	Sociology elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

SECOND SEMESTER		16 CREDITS
*ENG 104	College English II	3
*Science	Science & Lab	4
SOC Elective	Sociology elective	3
Minor/Open	Minor or Open Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FOURTH SEMESTER		15 CREDITS
SOC Elective	Sociology elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

SIXTH SEMESTER		15 CREDITS
SOC 354	Quantitative Analysis	3
SOC Elective	Sociology elective	3
SOC Elective	Sociology elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

EIGHTH SEMESTER		15 CREDITS
SOC 499	Senior Capstone Project	3
SOC Elective	Sociology elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3
Minor/Open	Minor or Open Elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
*MAT _____	4	_____	_____
*Science	4	_____	_____
*CPT 202	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	6	_____	_____
_____	_____	_____	_____
Crit/Creat thinking	6	_____	_____
_____	_____	_____	_____
Cultural Heritage	6	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

MINOR OR OPEN ELECTIVES CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: A minimum grade of C- is required for each course taken as part of the major.

PROGRAM CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
SOC 101	3	_____	_____
SOC 330	3	_____	_____
SOC 353	3	_____	_____
SOC 354	3	_____	_____
SOC 372	3	_____	_____
SOC 499	3	_____	_____
SOC _____	3	_____	_____
SOC _____	3	_____	_____
SOC _____	3	_____	_____
SOC _____	3	_____	_____
SOC _____	3	_____	_____
SOC _____	3	_____	_____

OPEN ELECTIVES CHECKLIST

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Updated: 02/18/14

ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 31 Credits

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fund. of Public Speaking	2
*MAT 140 or higher	Intermediate Algebra	4
*Science	Science & lab	4
*CPT 202 or higher	Computer Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core:

Citizenship	One Thematic Course	3
Critical/Creative Thinking	One Thematic Course	3
Cultural Heritage & Literacy	One Thematic Course	3

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

CRIMINAL JUSTICE PROGRAM REQUIREMENTS 27 credits

Finlandia's Criminal Justice major is an interdisciplinary program of study featuring courses in criminal justice, psychology, and the social sciences. Students graduating with a two-year degree in criminal justice are prepared for variety of careers, including those related to law enforcement, crime prevention and corrections.

CRIMINAL JUSTICE CORE REQUIREMENTS 18 credits

CRJ 101	Introduction to Criminal Justice	3
CRJ 205	Criminal Law	3
PHL 212	Ethics	3
PSY 101	General Psychology	3
SOC 101	General Sociology	3
SOC 205	Juvenile Delinquency	3
SOC 209	Criminology	3

CRIMINAL JUSTICE ELECTIVES 9 credits

Choose 9 credits from the following

CRJ 104	Introduction to Policing	3
CRJ 140	Introduction to Corrections	3
CRJ 201	Criminal Investigations	3
CRJ 208	Criminal Procedures	
CRJ 240	Contemporary Corrections	3
CRJ 250	Topics in CJ	3
CRJ 260	Victimology	3
CRJ 304	Community Policing	3
CRJ 325	Community Correction	3
CRJ 345	Diversity and Crime	3
CRJ 420	Corporate Crime	3
CRJ/SOC 471	Crime and Public Policy	3
CRJ 480	Comparative Corrections	3
PSY 240	Abnormal Psychology	3
SOC 260	Deviant Behavior	3
SOC 330	Social Stratification	3
SOC 360	Organizational Sociology	3
SOC 470	Sociology of Law	3

TOTAL CREDITS: 61

ASSOCIATE IN APPLIED SCIENCE - CRIMINAL JUSTICE - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER		16 CREDITS
*ENG 103	College English I	3
*MAT _____	MAT 140 or higher	4
PSY 101	General Psychology	3
CRJ 101	Introduction to CJ	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

SECOND SEMESTER		15 CREDITS
*ENG 104	College English II	3
*COM 108	Fundamentals of Public Speaking	2
*Science	Science & Lab	4
SOC 101	General Sociology	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

THIRD SEMESTER		15 CREDITS
CRJ 205	Criminal Law	3
SOC 205	Juvenile Delinquency	3
CJ Elective	CJ Elective	3
CPT 202	Digital Applications	3
Gen. Ed. Core	Theme-based Gen. Ed. Elective	3

FOURTH SEMESTER		18 CREDITS
SOC 290	Criminology	3
CJ Elective	CJ Elective	3
CJ Elective	CJ Elective	3
REL/FNS	Religion or Finnish Studies	3
PHL 212	Ethics	3

TOTAL CREDITS: 64

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

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
+ENG 103	3	_____	_____
+ENG 104	3	_____	_____
+COM 108	2	_____	_____
+MAT _____	4	_____	_____
+Science	4	_____	_____
CPT 202	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	3	_____	_____
_____	_____	_____	_____
Crit/Creat thinking	3	_____	_____
_____	_____	_____	_____
Cultural Heritage	3	_____	_____
_____	_____	_____	_____

CJ ELECTIVES			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OPEN ELECTIVES			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CRIMINAL JUSTICE CORE			
<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
CRJ 101	3	_____	_____
CRJ 205	3	_____	_____
PHL 212	3	_____	_____
PSY 101	3	_____	_____
SOC 101	3	_____	_____
SOC 205	3	_____	_____
SOC 290	3	_____	_____

TOTAL CREDITS: _____

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

Updated: 02/18/14

DEANS

Cameron Williams, Dean, D.P.T., P.T., M.S.

FACULTY

Pam Audette, Chair, Assistant Professor, Medical Assistant, M.B.A.

Judy Crotty, Assistant Professor, Nursing, M.S.N., M.S.Ed., R.N.

Michele Grisolono, Instructor, Medical Assistant, A.H.A., C.M.A.

Geri Hawley, Instructor, Physical Therapist Assistant Program, P.T.A., B.S.

Colleen LaLonde, Instructor, Nursing, B.S.N., R.N.

Ying Meng, Assistant Professor, Nursing, M.S.N., R.N.

Mark Miron, Assistant Chair, Director RN to BSN Degree Completion, Assistant Professor, Nursing, M.S.N. Ed., R.N.

Suzanne Miron, Assistant Professor, Nursing, M.S.N., R.N.

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

Lori Sullivan, Assistant Professor, Nursing, M.S.N., R.N.

Johnna Therrian, Chair and Associate Professor, Nursing, M.S.N., R.N.

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

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

NURSING (B.S.N.)

The Nursing program is designed to provide a balanced curriculum in nursing and liberal studies that will prepare graduates to function as effective members of the health care team. Its mission is to prepare professional nurses dedicated to academic excellence, spiritual awareness, and the practice of nursing. The B.S.N. 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 faith and values promotes the students' intellectual growth and personal development.

Nursing students receive theory instruction in the classroom, skills instruction in the nursing skills lab, and clinical patient care experiences in a variety of acute care and community health care settings. Finlandia University's Nursing Department 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. The broad theoretical base of knowledge and the high level of clinical competence provide Finlandia Nursing 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, may practice as registered nurses.

PHYSICAL THERAPIST ASSISTANT (A.A.S.)

The purpose of the Physical Therapist Assistant (PTA) program is to give each student the necessary education to become a competent physical therapist assistant. This is achieved through professional education and training using sequential instruction, practical clinical experiences, and development of leadership skills. Emphasized throughout the student experience are problem solving skills, scientific inquiry, ethics, teamwork, and examination of the roles of the physical therapist and the physical therapist assistant and the boundaries between them. Also emphasized is development of professional behaviors that facilitate and enhance positive therapeutic relationships with patients, including respect and sensitivity for ethnic, cultural, and spiritual differences. Qualified clinical sites further support these ideas. The PTA program faculty members believe 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 the attitudes necessary to support individual learning styles, maximizing each student's potential. Through the competency-based curriculum, the student is given the opportunity to learn the problem solving skills and professional behaviors necessary to become both a critical-thinking PTA and a contributing member of society.

CERTIFIED MEDICAL ASSISTANT (A.A.S.)

The primary goal of the Medical Assistant program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Certified Medical Assistant program prepares students to assist health care providers in settings including private practice, hospitals, community clinics, and free-standing emergency and surgery centers. The associate of applied science degree program in Certified Medical Assistant provides students with educational opportunities in a quality learning environment that fosters competence, compassion, and dedication to the expectations of their chosen profession. The program integrates learning with the exploration of spirituality and ethics to promote intellectual and personal growth and development. Students actively participate in a competency-based curriculum, both within the classroom and through various clinical sites. Students engage in critical thinking activities, demonstrate cognitive, psychomotor, and affective competencies, and develop professional behaviors. Congruent with the mission of Finlandia University, graduates of the Certified Medical Assistant program are dedicated to excellence, growth, and service in the practice of clinical and administrative medical assisting.

MEDICAL BILLING AND CODING SPECIALIST (A.A.S.)

The goal of the Medical Billing and Coding Specialist (MBC) program is to provide the student with a thorough understanding of the content of the medical record as well as extensive training in anatomy, physiology, the disease processes, and medical terminology. This program will provide the student with the knowledge and understanding to analyze medical records and assign codes to classify diagnoses and procedures while applying the principles of professional and ethical conduct. The program will prepare the student for an entry-level position as a medical coder in a hospital, clinic, physician's office, or other healthcare facility. An associate degree in medical billing and coding provides the basic knowledge, skills, and applied studies needed for entry-level positions in the healthcare field.

LEARNING OUTCOMES

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

NURSING (B.S.N.)

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. Program competencies serve as the exit outcomes for B.S.N. graduates and are leveled for each academic year within the Nursing major. The six core competencies for the B.S.N. graduate are:

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 within 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. Upon completion of the program, the PTA graduate 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 (PT) theory to the application and appropriate modification of selected PT 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 professional behaviors include the following:
 - Commitment to Learning/Use of Constructive Feedback
 - Interpersonal Skills

- Communication Skills
- Critical Thinking/Problem-Solving
- Stress Management/Effective Use of Time and Resources
- 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.

CERTIFIED MEDICAL ASSISTANT (A.A.S.)

The Certified Medical Assistant (CMA) curriculum provides the educational foundation for entry into the practice of medical assisting. Educational experiences are organized within the framework of identified collegiate competencies. Curricular content increases in scope and complexity as the Medical Assistant student progresses towards successful completion of each of the core competencies required for graduation from the Medical Assistant program.

1. **Communication:** The CMA graduate communicates effectively with patients, supervisors, support personnel, and other health care team members using suitable verbal, nonverbal, and written skills.
2. **Analytical Skills:** The CMA graduate applies knowledge of basic sciences and medical theory to the application and appropriate modification of administrative and clinical medical assisting procedures.
3. **Citizenship:** The CMA graduate possesses the necessary professional behaviors to practice as a medical assistant in a variety of practice settings.
4. **Critical and Creative Thinking:** The CMA graduate applies critical/creative thinking and analytical skills to make sound administrative and clinical judgments to enhance patient care.
5. **Cultural Heritage and Literacy:** The CMA graduate delivers patient care in a respectful manner that reflects sensitivity to individual differences.
6. **Concentration in Medical Assisting:** The CMA graduate possesses the necessary entry level administrative and clinical skills to practice as a medical assistant in a variety of practice settings.
7. **Concentration in Medical Assisting:** The CMA graduate is successful in qualifying for certification/registration.

MEDICAL BILLING AND CODING SPECIALIST (A.A.S.)

The Medical Billing and Coding Specialist curriculum provides the educational foundation for entry into the field of medical coding within a healthcare organization. Educational experiences are organized within the framework of identified collegiate competencies. Curricular content increases in scope and complexity as the MBC student progresses towards successful completion of each of the core competencies required for graduation from the Medical Billing and Coding Specialist program.

1. **Communication:** The MBC graduate exhibits effective interpersonal written and oral communication skills required for successful performance in the healthcare environment with the ability to read and understand medical documentation, diagnoses, and procedures, and ensure that documentation supports the diagnosis and procedures performed.
2. **Analytical Skills:** The MBC graduate applies knowledge of medical terminology, the disease process, anatomy and physiology, and pharmacology to analyze medical records and assign codes.

3. **Citizenship:** The MBC graduate demonstrates personal and social responsibility for the safe and effective delivery of healthcare services; integrates knowledge of ethical and legal responsibilities into the workplace environment of healthcare organizations.
4. **Critical and Creative Thinking:** The MBC graduate will think critically, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society.
5. **Cultural Heritage and Literacy:** The MBC graduate demonstrates sensitivity of cultural, spiritual, and religious influences when providing care to individuals in non-emergent health care environments.
6. **Concentration in Medical Billing and Coding:** The MBC graduate possesses the necessary entry level billing and coding skills to practice as a medical billing and coding specialist in a variety of practice settings.
7. **Concentration in Medical Billing and Coding:** The MBC graduate is successful in qualifying for certification/registration.

ACCREDITATION

NURSING (B.S.N.)

The Michigan State Board of Nursing of the Michigan Department of Licensing and Regulatory Affairs, Board of Nursing, 611 W. Ottawa Street, P.O. 30670, Lansing, Mich. 48909, (517) 373-7484, approves the Finlandia University Nursing program. The baccalaureate Nursing program at Finlandia University is accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, D.C., 20036, (202) 887-6791.

PHYSICAL THERAPIST ASSISTANT (PTA)

The Physical Therapist Assistant Program at Finlandia University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

CERTIFIED MEDICAL ASSISTANT (CMA)

The Finlandia University Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756; 727-210-2350.

PROGRAM, PROGRESSION, AND CLINICAL PRACTICE REQUIREMENTS

NURSING (B.S.N.)

Nursing Department policies are presented in the B.S.N. Student Handbook, which is distributed to students upon entry into the Nursing major in the sophomore year. Students interested in progressing to the Nursing major must file an application of interest with the Nursing Department during February of the academic 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 re-apply for admission into the Nursing major the following year. Enrollment numbers in the professional Nursing major are based on state

regulations for student-to-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. Satisfactorily complete, or have reasonable expectations of completing, the freshman curriculum course requirements. A minimum grade of "C" is required for all pre-nursing coursework, with grades of "B-" or better in MAT 140, BIO 171, and BIO172.
3. Achieve a pre-nursing cumulative GPA at Finlandia University of 2.7 or better, or receive a GPA of 2.7 or better in pre-nursing coursework at other colleges or universities. 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 sequence.
5. Nursing students are expected to pass a criminal history check and a drug/substance use screening prior to starting the clinical rotations. Students with questions regarding the background screening process are encouraged to meet with their advisor.
6. 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 to the Nursing major from pre-Nursing will receive an orientation packet in the semester prior to entry. This orientation packet includes information regarding the health requirements, a health history and physical form, immunization history form, uniform information, CPR requirements, and a list of important dates. Much of this information must be compiled and/or completed during the summer prior to starting in the Nursing major. Communications can be directed to the Nursing Office.

The course requirements of the B.S.N. major are rigorous and will require more time and commitment than many other areas of study. In addition to the academic coursework, a clinical component is integrated throughout the final three years of the curriculum. Attendance in both classes and clinical placements is mandatory. Each clinical nursing course requires a minimum of three hours of direct clinical experience per clinical semester credit hour per week; schedules will vary depending on the clinical assignment and/or clinical agency. Additional time is required for travel, clinical preparation, and study prior to and after clinical experiences. To graduate, students accepted into the Nursing major will complete three academic years and one required summer session, providing all courses are taken in sequence and satisfactorily completed.

PARTICIPATION IN THE CLINICAL SETTING REQUIRES THE FOLLOWING:

1. Written documentation of a current criminal history check and drug/substance use screening prior to entry into the clinical nursing courses. Information regarding these requirements is provided during the sophomore orientation to the Nursing major.
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, varicella, measles, mumps, and rubella. Proof of immunization for Hepatitis B is recommended; students who do not wish to comply must sign a waiver to decline and a Release of Responsibility form obtained from the Nursing Department.

3. Proof of varicella immunity is required. Students need to provide either proof of two (2) varicella immunizations or a positive titer.
4. Yearly documentation of a negative tuberculosis skin-test (2 step) or chest x-ray in accordance with clinical/CDC guidelines.
5. Evidence of current CPR training for the professional rescuer or health care provider. Training must be renewed yearly.
6. Uniforms and attire that comply with the dress code as outlined in the B.S.N. Student Handbook. Information regarding uniforms is also included in the B.S.N. Student Orientation Packet provided upon acceptance to the Nursing major (sophomore level).
7. Proof of health insurance is required for entry to the Nursing Major. Costs associated with health insurance are the responsibility of the student. 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 ON THE SUCCESSFUL COMPLETION OF THE FOLLOWING:

1. Students must earn the minimally accepted grade in each Nursing course as outlined in the B.S.N. 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 or averaged.
3. 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 receive a minimum grade of “C” in all non-Nursing courses.
5. Students must maintain a cumulative GPA of 2.7 or above throughout the Nursing curriculum.
6. Students whose grades are below the required minimums at mid-term are expected to meet with the instructor, academic advisor, or Nursing Department chair to discuss strategies for success.
7. Students must demonstrate professional behaviors and practices consistent with the Standards for Professional Practice as outlined in the B.S.N. Student Handbook.

NURSING (RN-TO-BSN COMPLETION)

The instructional design of the RN-to-BSN curriculum is intended to meet the needs of the working, adult learner. Web-based, on-line instructional technologies are utilized in conjunction with a faculty-directed independent study plan to provide the flexibility needed for adult learner success. Students may complete the course requirements full-time or part-time. Full-time, the RN-to-BSN program can be completed in a minimum of four (4) full-time semesters. To receive the B.S.N. degree, program requirements must be completed within seven (7) years.

DEGREE REQUIREMENTS: Concordant with the B.S.N. degree, students enrolled in the RN-to-BSN Completion program are required to earn a total of 124 credits, which are achieved through transfer credits, the submission of a professional portfolio, and course completion. To graduate, RN-to-BSN program students must provide evidence of successful completion of the following:

- 46 credits (to include three credits for one Religion or Finnish Studies elective, 18 credits within the Finlandia Core, of which at least six (6) credits are at the 300-400 academic 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
- 24 credits of BSN coursework at the 300-400 academic level.

In keeping with university policies, students receiving the B.S.N. degree must complete 24 of the final 30 course credits at Finlandia University immediately prior to graduation (the awarding of the new degree), complete at least 30 credits at the 300-400 level at Finlandia University, and meet the General Education requirements as outlined in the Finlandia University academic catalog.

Consistent with B.S.N. program progression policies, RN-to-BSN program students must maintain a minimum GPA of 2.7 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.”

ENTRANCE REQUIREMENTS: Students eligible for admission to the RN-to-BSN Completion program must:

- Be eligible for admission to the university;
- Meet the requirements for the clinical component of the BSN program;
- Have graduated from a state-approved nursing program;
- Have successfully passed, or have a reasonable expectation of passing, the NCLEX-RN exam prior to entry into NUR 343Z (Transition to Professional Nursing);
- Possess an active license to practice nursing as a registered nurse in Michigan;
- Be clear of any limitations to practice nursing in the State of Michigan;
- Have completed all General Education and pre- Nursing courses with a minimum grade of “C”;
- Have attained and maintained a college GPA of 2.7 or above; and
- Have completed the basic science and math requirements including eight (8) credits of anatomy and physiology, four (4) credits of microbiology, and four (4) credits of intermediate algebra, or their equivalents with the required grade expectations.

PORTFOLIO REQUIREMENTS: Prior to completion of NUR 343Z (Transition to Professional Nursing), students will prepare a professional portfolio that contains the following documents. A committee comprising of Nursing faculty and the department chair will review each completed portfolio. Approved portfolios will appear on the transcript as NUR 299 (Experiential Portfolio), with 24 credits earned. A full description of the process and required documents will be mailed 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 by 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 Michigan licensure requirements;
- Curriculum vitae-résumé reflecting work history and professional development;
- Three (3) letters of reference: two (2) professional and one (1) personal;
- Up-to-date health information and proof of immunizations (required for clinical practice);
- Up-to-date CPR card;
- Evidence of professional liability insurance (see Nursing Department for details);
- Professional goal statement (see Nursing Department for details); and
- Admission essay (see Nursing Department for details).

PHYSICAL THERAPIST ASSISTANT (A.A.S.)

PROGRESSION CRITERIA: ONCE ADMITTED INTO THE TECHNICAL COMPONENT OF THE PROGRAM, STUDENTS MUST MEET THE FOLLOWING REQUIREMENTS TO RETAIN THEIR POSITION:

1. The student must maintain at least a “C” (2.0) in any individual course, but must earn a cumulative GPA of 2.5 in the required General Education course work. The student must have a minimum GPA of a 2.7 (“B-”) in the following courses: BIO 171 and BIO 172. If the requirements are not met, student GPAs will be reviewed on a case-by-case basis each semester to determine if student status remains PTA, or reverts to pre-PTA. Required courses may be repeated only once.
2. Students must demonstrate professional behaviors and practices consistent with the Professional Behaviors Assessment as outlined in the PTA Student Handbook.

PARTICIPATION IN THE CLINICAL SETTING

In addition to academic course work, clinical education is a significant part of the physical therapist assistant’s education, helping the student apply the 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 gain exposure to diverse physical therapy settings, diagnosis groups, and patient populations. To be eligible to participate in clinical education experiences, the student must complete the following:

1. Submit evidence of current training and certification in basic first aid and CPR.
2. Submit evidence of a recently completed physical examination by a physician indicating that the student has no limitations that would interfere with successfully performing PTA interventions required during the PTA program technical phase. The cost of the examination is the responsibility of the student.

3. Immunizations/Health Tests. The student is required to provide a current record of a negative tuberculosis skin test (2-step test). If a TB test is positive, a negative chest x-ray no older than twelve months is required. Also required is proof of immunization for rubella, rubeola (measles), and mumps. It is recommended that the student be immunized for Hepatitis B; however, in the event that the student does not want this immunization he/she must sign a Hepatitis B Immunization Information and Release from Responsibility form. Forms are available in the PTA Department office. The cost of these tests is the responsibility of the student.
4. Health Insurance. During the technical phase of the PTA program, the student is required to provide evidence of basic health insurance. If a student does not have such insurance, the PTA program can recommend short-term policies and provide information from different vendors. The cost of this insurance is the responsibility of the student.
5. Uniforms. During the clinical education experiences of the “technical phase,” the student may be required to purchase a “lab” coat to be worn during the experience. The cost of one lab coat is approximately \$30-\$40 and is the student’s responsibility.
6. A clear criminal background check is required prior to clinical placement for all PTA students.

CERTIFIED MEDICAL ASSISTANT (A.A.S.)

Medical Assistant program policies are presented in the Medical Assistant Student Handbook distributed to students upon entry into the technical component of the Medical Assistant program. Students who have successfully completed the first year of the Medical Assistant curriculum are required to complete a letter of application for entry to the technical component. A limited number of eligible students are accepted to the technical component each summer, based on available clinical site placements. 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 to the Medical Assistant technical component the following year. Transfer students are advised to contact the Medical Assistant program director for assistance planning their academic plans of study.

PROGRESSION CRITERIA: Progression into the technical component (second year) of the Medical Assistant program requires the following:

1. Successful completion of the first-year Medical Assistant curriculum with a minimum GPA of 2.5.
2. Successful completion of all required coursework with final grades of “C” or better. Required courses may be repeated only once.

ONCE ADMITTED TO THE TECHNICAL COMPONENT OF THE PROGRAM, STUDENTS ARE REQUIRED TO:

1. Maintain a GPA of 2.5 and earn at least a “C” in all courses. Required courses may be repeated only once.
2. Complete all sequentially numbered courses in order. Note: some courses are only offered once per year. All prerequisite courses must be successfully completed prior to entering the final externships.
3. Demonstrate the professional and academic behaviors as outlined in the Medical Assistant Student Handbook.

PARTICIPATION IN THE CLINICAL SETTING EXTERNSHIP REQUIRES THE FOLLOWING:

1. Written documentation of a current criminal history check 30 days prior to entry into the externship component of the Medical Assistant program.
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; students who do not wish to comply must sign a waiver to decline and a Release of Responsibility form obtained through the Medical Assistant program office.
3. Yearly documentation of a negative skin-test (2-step), or chest x-ray, for tuberculosis.
4. Submit evidence of current training and certification in CPR and basic first aid.
5. Uniforms and attire that comply with the dress code as outlined in the Medical Assistant Student Handbook.
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 Medical Assistant student.

MEDICAL BILLING AND CODING SPECIALIST (A.A.S.)

Medical Billing and Coding Specialist program policies are presented in the Medical Billing and Coding Specialist Student Handbook distributed to students upon entry into the technical component of the Medical Billing and Coding Specialist program. Students who have successfully completed the first year of the Medical Billing and Coding Specialist curriculum are required to complete a letter of application for entry to the technical component. A limited number of eligible students are accepted to the technical component each fall, based on available clinical site placements. 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 to the Medical Billing and Coding Specialist technical component the following year. Transfer students are advised to contact the Medical Billing and Coding Specialist program director for assistance planning their academic plans of study.

PROGRESSION CRITERIA: Progression into the technical component (second year) of the Medical Billing and Coding Specialist program requires the following:

1. Successful completion of the first-year Medical Billing and Coding Specialist curriculum with a minimum GPA of 2.5.
2. Successful completion of all required coursework with final grades of “C” or better. Required courses may be repeated only once.

ONCE ADMITTED TO THE TECHNICAL COMPONENT OF THE PROGRAM, STUDENTS ARE REQUIRED TO:

1. Maintain a GPA of 2.5 and earn at least a “C” in all courses. Required courses may be repeated only once.
2. Complete all sequentially numbered courses in order. Note: some courses are only offered once per year. All prerequisite courses must be successfully completed prior to entering the final externship.
3. Demonstrate the professional and academic behaviors as outlined in the Medical Billing and Coding Student Handbook.

PARTICIPATION IN THE CLINICAL SETTING EXTERNSHIP REQUIRES THE FOLLOWING:

1. Written documentation of a current criminal history check 30 days prior to entry into the externship component of the Medical Billing and Coding Specialist program.
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; students who do not wish to comply must sign a waiver to decline and a Release of Responsibility form obtained through the Medical Billing and Coding program office.
3. Yearly documentation of a negative skin-test (2-step), or chest x-ray, for tuberculosis.
4. Submit evidence of current training and certification in CPR and basic first aid.
5. Uniforms and attire that comply with the dress code as outlined in the Medical Billing and Coding Specialist Student Handbook.
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 Medical Billing and Coding Specialist.

CAREER OPPORTUNITIES

NURSING (B.S.N.)

Case Management	Red Cross
Community Health	Obstetrics
Critical Care	Oncology
Emergency Departments	Orthopedics
Home Health Care	Outpatient Surgery
Hospice	Pediatrics
Hospitals	Psychiatric/Mental Health Rehabilitation
Long Term Care	Research
Medical	Schools
Occupational Health	Skilled Nursing Facilities
Outpatient Clinics	Surgical
Physicians' Offices	Teaching

PHYSICAL THERAPIST ASSISTANT (A.A.S.)

Acute Care	Orthopedic and Sports Medicine
Adult Day Care	Outpatient Care
Assisted Living Centers	Pediatric Rehabilitation
Burn Care	Physical Fitness and Recreation Programs
Home Health Care	Private Practice
Hospitals	Public Health Departments
Industrial Rehabilitation	Research
Long Term Care	Schools and Educational Institutions
Medical and Surgical Rehabilitation	Skilled Nursing Facilities
Neurological Rehabilitation	Teaching
Oncology	Wellness Programs
Orthopedic Rehabilitation	

CERTIFIED MEDICAL ASSISTANT (A.A.S.)

Community Health Centers
Hospitals
Long Term Care Facilities
Outpatient Clinics
Ophthalmologists' Offices
Optometrists' Offices
Physicians' Offices
Podiatrists' Offices
Specialized Health Care Centers

MEDICAL BILLING AND CODING SPECIALIST (A.A.S.)

Community Health Centers
Hospitals
Long Term Care Facilities
Outpatient Clinics
Ophthalmologists' Offices
Optometrists' Offices
Physicians' Offices
Chiropractors' Offices
Specialized Health Care Centers

BACHELOR OF SCIENCE - NURSING - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 38

FINLANDIA FOUNDATIONS: 20

*ENG 103	College English I	3
*ENG 104	College English II	3
*BIO 171	Anatomy & Physiology I	4
*MAT 140 or higher	Intermediate Algebra	4
*CIS 102 or higher	Intro Computer Applications	3
REL/FNS	Religion/Finnish elective	3

+FINLANDIA CORE: 18

Citizenship	SOC101 Intro to Sociology or higher	6
Critical/Creative Thinking	PSY101 Intro. Psychology or higher	6
Cultural Heritage and Literacy		6

PROGRAM REQUIREMENTS OUTSIDE MAJOR 18

*BIO 172	Anatomy & Physiology II	4
BIO 273	Microbiology	4
CHM 145	Chemistry for Living Systems	3
HSC 112	Medical Terminology	1
HSC 200	Nutrition and Health	3
PSY 260	Child Development	3

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

NURSING PROGRAM REQUIREMENTS 70

NUR 200	Pharmacology	3
NUR 202	Health Assessment/Interviewing	3
NUR 203	Dosage Calculations	1
NUR 204	Introduction to Nursing Practice	6
NUR 205	Application of Nursing Practice	2
NUR 206	Pathophysiology	3
NUR 300	Mental Health Nursing	6
NUR 312	Nursing Theory	2
NUR 318	Nursing Research/Statistics	3
NUR 320	Maternal-Child Nursing	9
NUR 324	Adult Medical/Surgical Nur I	3
NUR 328	Adult Medical/Surgical Nur II	10
NUR 400	Acute & Urgent Clinical Nur. (summer)	3
NUR 402	Nursing Management/Leadership	6
NUR 404	Issues in Professional Nursing	2
NUR 406	Community Nursing	6
NUR 408	Nursing Capstone	2
***NUR 301	Finlandia Connection	3

***Elective Nursing Course – can satisfy Cultural Heritage/Literacy Core requirement

See reverse side for suggested course sequence.

TOTAL CREDITS: 126

Updated: 02-20-14

BACHELOR OF SCIENCE - NURSING - SUGGESTED COURSE SEQUENCE 2014-2015

FIRST SEMESTER - FALL 16 CREDITS

*ENG 103	College English I	3
*BIO 171	Anatomy & Physiology I	4
CHM 145	Chemistry of Living Systems	3
PSY 101	Introductory Psychology (or)	3
SOC 101	Intro to Sociology	3
*CIS 102 (or above)	Intro Computer Applications	3

THIRD SEMESTER - FALL 16 CREDITS

NUR 200	Pharmacology	3
NUR 202	Health Assessment/Interviewing	3
NUR 203	Dosage Calculations	1
NUR 204	Intro to Nursing Practice	6
HSC 200	Nutrition & Health	3

SUMMER SEMESTER - SUMMER 3 CREDITS

*NUR 301	Finlandia Connection	3
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*Can be taken to satisfy one 3-credit general elective requirement.

FIFTH SEMESTER - FALL 17 CREDITS

NUR 312	Nursing Theory	2
NUR 320	Maternal-Child Nursing	9
NUR 324	Adult Med/Surg Nursing I	3
PSY 260	Child Development	3

SUMMER SEMESTER - SUMMER 3 CREDITS

NUR 400	Acute & Urgent Clinical Nur.	3
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SEVENTH SEMESTER - FALL 14 CREDITS

NUR 402	Nursing Management/Leadership	6
NUR 404	Issues in Professional Nursing	2
REL/FNS	Elective	3
Elective	Finlandia Core elective	3

SECOND SEMESTER - SPRING 15 CREDITS

*BIO 172	Anatomy & Physiology II	4
*MAT 140 (or higher)	Intermediate Algebra	4
*ENG 104	College English II	3
SOC 101	Intro to Sociology (or)	3
PSY 101	Introductory Psychology	3
HSC 112	Medical Terminology (Online)	1

FOURTH SEMESTER - SPRING 15 CREDITS

NUR 205	Application of Nursing Practice (clinic)	2
NUR 206	Pathophysiology	3
NUR 300	Mental Health Nursing	6
BIO 273	Microbiology	4

SIXTH SEMESTER - SPRING 16 CREDITS

NUR 318	Nursing Research/Statistics	3
NUR 328	Adult Medical/Surgical Nursing II	10
Elective	Finlandia Core elective	3

EIGHTH SEMESTER - SPRING 14 CREDITS

NUR 406	Community Nursing	6
NUR 408	Nursing Capstone	2
Elective	Finlandia Core elective	3
Elective	Finlandia Core elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

COURSE	CREDITS	SEM./YR.	GRADE
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*BIO 171	4	_____	_____
*BIO 172	4	_____	_____
BIO 273	4	_____	_____
CHM 145	3	_____	_____
*CIS _____	3	_____	_____
HSC 112	1	_____	_____
HSC 200	3	_____	_____
MAT 140 (or higher)	4	_____	_____
PSY 101 (CCT elective #1)	3	_____	_____
PSY 260	3	_____	_____
SOC 101 (CIT elective #1)	3	_____	_____
Citizenship (CIT #2)	3	_____	_____
Crit/Creat Thkg (CCT #2)	3	_____	_____
Cultural Heritage/Literacy	3	_____	_____
Cultural Heritage/Literacy	3	_____	_____
FNS/REL	3	_____	_____

COURSE	CREDITS	SEM./YR.	GRADE
NUR 200	3	_____	_____
NUR 202	3	_____	_____
NUR 203	1	_____	_____
NUR 204	6	_____	_____
NUR 205	2	_____	_____
NUR 206	3	_____	_____
NUR 300	6	_____	_____
NUR 301 (SUM elective)	3	_____	_____
NUR 312	2	_____	_____
NUR 318	3	_____	_____
NUR 320	9	_____	_____
NUR 324	3	_____	_____
NUR 328	10	_____	_____
NUR 400	3	_____	_____
NUR 402	6	_____	_____
NUR 404	2	_____	_____
NUR 406	6	_____	_____
NUR 408	2	_____	_____

OTHER ELECTIVES

COURSE	CREDITS	SEM./YR.	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL CREDITS: _____

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

Updated: 02/20/14

BACHELOR OF SCIENCE - NURSING, RN-TO-BSN COMPLETION - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 38

FINLANDIA FOUNDATIONS: 20

*ENG 103	College English I	3
*ENG 104	College English II	3
*BIO 171	Anatomy & Physiology I	4
*MAT 140 or higher	Intermediate Algebra	4
*CIS 102 or higher	Intro to Computer Applications	3
REL/FNS	Religion/Finnish elective	3

+FINLANDIA CORE: 18

Citizenship	SOC 101 Intro to Sociology or higher	6
Critical/Creative Thinking	PSY 101 Intro. Psychology or higher	6
Cultural Heritage and Literacy		6

PROGRAM REQUIREMENTS OUTSIDE MAJOR 8

*BIO 172	Anatomy & Physiology II	4
BIO 273	Microbiology	4

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

+ See list of courses that fulfill Finlandia's theme-based general education core curriculum in the University Catalog.

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.

NUR299 EXPERIENTIAL LEARNING 24

The submission of a portfolio is required to receive 24 credits for NUR 299 Experiential Learning. Contact Nursing Department for details.

NURSING PROGRAM REQUIREMENTS 24

NUR 343	Transition to Professional Practice	3
NUR 348	Nursing Research/Statistics	3
NUR 442***	Nursing Management/Leadership	6
NUR 446***	Community Nursing	6
NUR 460	Nursing Capstone	2

PLUS 4 CREDITS FROM THE FOLLOWING:

NUR 301	Finlandia Connection	3
NUR 345	Pharmacology for the RN	2
NUR 346	Diagnostics/Therapeutics	2
NUR 347	Pathophysiology for the RN	2
NUR 349	Spirituality in Health Care	2
NUR 350	Perspectives in Nursing	2

***Requires a clinical component

See reverse side for suggested course sequence

TOTAL CREDITS: 124

Updated: 02/20/14

BACHELOR OF SCIENCE - NURSING, RN-TO-BSN COMPLETION - SUGGESTED PART-TIME COURSE SEQUENCE 2014-2015

Upon completion of the general education requirements:

FALL SEMESTER** 5-8 credits				SPRING SEMESTER 5-8 credits			
NUR 343	Transition to Professional Practice	3		NUR 348	Nursing Research/Statistics	3	
NUR _____	Nursing Elective	2		NUR _____	Nursing Elective	2	
_____	REL/FNS/Finlandia Core elective	3-6		_____	REL/FNS/Finlandia Core elective	3	
SUMMER SEMESTER 3-6 credits							
_____	Finlandia Core elective	3					
_____	Finlandia Core elective	3					
FALL SEMESTER 6-9 credits				SPRING SEMESTER 8 credits			
NUR 442	Nursing Management/Leadership	6		NUR 446	Community Nursing	6	
_____	REL/FNS/Finlandia Core elective	3		NUR 460	Nursing Capstone	2	

**Finlandia Foundation courses (20 credits) and the program required courses outside of the major (8) must be completed prior to initiating RN to BSN Completion course sequence.

See Nursing Department for details on other full-time and part-time options available. Students electing to take 2 courses per semester will require 6-7 semesters for program completion.

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	3	_____	_____	NUR 301 [#]	3	_____	_____
*ENG 104	3	_____	_____	NUR 343	3	_____	_____
*BIO 171	4	_____	_____	NUR 345 [#]	2	_____	_____
*BIO 172	4	_____	_____	NUR 346 [#]	2	_____	_____
BIO 273	4	_____	_____	NUR 347 [#]	2	_____	_____
*CIS 102	3	_____	_____	NUR 348	3	_____	_____
*MAT 140	4	_____	_____	NUR 349 [#]	2	_____	_____
PSY 101 (CCT #1)	3	_____	_____	NUR 350 [#]	2	_____	_____
SOC 101 (CIT #1)	3	_____	_____	NUR 442 ^{***}	6	_____	_____
Citizenship (CIT #2)	3	_____	_____	NUR 446 ^{***}	6	_____	_____
Crit/CreatThkg (CCT #2)3	3	_____	_____	NUR 460	2	_____	_____
Cult Her/Literacy	3	_____	_____	[#] Select (2) two nursing electives for a total of 24 required credits			
Cult Her/Literacy	3	_____	_____	^{***} Requires a clinical component.			
FNS/REL	3	_____	_____	OTHER ELECTIVES			
Previous Clinical Coursework	30	_____	_____	<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
NUR 299	24	_____	_____	_____	_____	_____	_____
*Must be successfully completed before taking courses at the 300-400-level.				_____	_____	_____	_____
				_____	_____	_____	_____
				TOTAL CREDITS: _____			

Updated: 02/20/14

ASSOCIATE IN APPLIED SCIENCE - CERTIFIED MEDICAL ASSISTANT - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS		26	MEDICAL ASSISTANT PROGRAM REQUIREMENTS		41
FINLANDIA FOUNDATIONS:		20	HEALTH SCIENCE COURSES:		9
*ENG 103	College English I	3	HSC 118	Medical Terminology for Health Care	3
*ENG 104	College English II	3	HSC 240	Pharmacology for Allied Health	2
*MAT 140 or higher	Intermediate Algebra	4	HSC 246	Law & Ethics for Health Professions	2
*BIO 171	Anatomy & Physiology I	4	HSC 260	Pathological Conditions	2
*CIS102 or above	Intro to Computer Applications	3	MEDICAL ASSISTANT COURSES:		32
REL/FNS	Religion/Finnish elective	3	MAS 205	MA Administrative Procedures	4
FINLANDIA CORE:		6	MAS 207	Electronic Health Records	2
Citizenship	+COM 101 Intro to Communication	3	MAS 215	Intro to Medical Insurance	3
Critical/Creative Thinking	+PSY101 Introductory Psychology	3	MAS 217	Intro to Medical Coding	3
PROGRAM REQUIREMENTS OUTSIDE MAJOR		5	MAS 221	MA Lab Procedures I	2
BIO 172	Anatomy & Physiology	4	MAS 222	MA Clinical Procedures I	4
**UNS 115	Sisu Seminar	1	MAS 231	MA Lab Procedures II	3
			MAS 232	MA Clinical Procedures II	3
			MAS 241	MA Administrative Externship	4
			MAS 242	MA Clinical Externship	4
			TOTAL CREDITS: 72		
			Updated 05/2013		

*Must be successfully completed before taking courses at the 300- or 400-level.
 *Recommended for program
 **Required for students with less than 24 earned college level credits

ASSOCIATE IN APPLIED SCIENCE - CERTIFIED MEDICAL ASSISTANT - SUGGESTED COURSE SEQUENCE 2014-2015

<p>FIRST SEMESTER (fall) 18 CREDITS</p> <p>*ENG 103 College English I 3 *MAT _____ MAT 140 or above 4 *BIO 171 Anatomy & Physiology I w/ Lab 4 *CIS 102 Intro Computer Applications 3 +COM 101 Intro to Communication 3 **UNS 115 Sisu Seminar 1</p> <p>THIRD SEMESTER (summer) 8 CREDITS</p> <p>HSC 246 Law & Ethics for Health Professions 2 MAS 205 MA Administrative Procedures 4 MAS 207 Electronic Health Records 2</p> <p>FOURTH SEMESTER (fall) 16 CREDITS</p> <p>HSC 240 Pharmacology for Allied Health 2 HSC 260 Pathological Conditions 2 MAS 215 Intro to Medical Insurance 3 MAS 217 Intro to Medical Coding 3 MAS 221 MA Lab Procedures I 2 MAS 222 MA Clinical Procedures I 4</p>	<p>SECOND SEMESTER (spring) 16 CREDITS</p> <p>*ENG104 College English II 3 BIO 172 Anatomy & Physiology II w/ Lab 4 +PSY 101 Introductory Psychology 3 HSC 118 Medical Terminology for Health Care 3 REL/FNS Religion/Finnish elective 3</p> <p>FIFTH SEMESTER (spring) 14 CREDITS</p> <p>MAS 231 MA Lab Procedures II 3 MAS 232 MA Clinical Procedures II 3 MAS 241 MA Administrative Externship 4 MAS 242 MA Clinical Externship 4</p>
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*Must be successfully completed before taking courses at the 300- or 400-level.
 **Required for students with less than 24 earned college level credits

TOTAL CREDITS: 72

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION REQUIREMENTS (31)

FOUNDATION REQUIREMENTS: (20)

COURSE	CREDITS	SEM./YR.	GRADE
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*BIO 171	4	_____	_____
*MAT _____	4	_____	_____
*CIS _____	3	_____	_____
REL/FNS _____	3	_____	_____

FINLANDIA CORE REQUIREMENTS: (6)

COURSE	CREDITS	SEM./YR.	GRADE
+PSY 101	3	_____	_____
+COM 101	3	_____	_____

OTHER PROGRAM REQUIREMENTS: (5)

COURSE	CREDITS	SEM./YR.	GRADE
BIO 172	4	_____	_____
**UNS 115	1	_____	_____

OTHER COURSES

COURSE	CREDITS	SEM./YR.	GRADE
_____	_____	_____	_____

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

*Required for program

**Required for students with less than 24 earned college level credits

MAJOR/PROGRAM REQUIREMENTS (41)

MEDICAL ASSISTANT PROGRAM REQUIREMENTS:

HEALTH SCIENCE COURSES: (9)

COURSE	CREDITS	SEM./YR.	GRADE
HSC 118	3	_____	_____
HSC 240	2	_____	_____
HSC 246	2	_____	_____
HSC 260	2	_____	_____

MEDICAL ASSISTING COURSES: (32)

COURSE	CREDITS	SEM./YR.	GRADE
MAS 205	4	_____	_____
MAS 207	2	_____	_____
MAS 215	3	_____	_____
MAS 217	3	_____	_____
MAS 221	2	_____	_____
MAS 222	4	_____	_____
MAS 231	3	_____	_____
MAS 232	3	_____	_____
MAS 241	4	_____	_____
MAS 242	4	_____	_____

Total credits: _____

02/19/14

ASSOCIATE IN APPLIED SCIENCE - MEDICAL BILLING AND CODING SPECIALIST - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 26

FINLANDIA FOUNDATIONS: 20

*ENG 103	College English I	3
*ENG 104	College English II	3
*MAT 140 or higher	Intermediate Algebra	4
*BIO 171	Anatomy & Physiology I	4
*CIS102 or above	Intro to Computer Applications	3
REL/FNS	Religion/Finnish elective	3

FINLANDIA CORE: 6

Citizenship	+COM 101 Intro to Communication	3
Critical/Creative Thinking	+PSY101 Introductory Psychology	3

PROGRAM REQUIREMENTS OUTSIDE MAJOR 5

BIO 172	Anatomy & Physiology	4
**UNS 115	Sisu Seminar	1

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

*Recommended for program

**Required for students with less than 24 earned college level credits

MEDICAL BILLING/CODING PROGRAM REQUIREMENTS 37

HEALTH SCIENCE COURSES: 9

HSC 118	Medical Terminology for Health Care	3
HSC 240	Pharmacology for Allied Health	2
HSC 246	Law & Ethics for Health Professions	2
HSC 260	Pathological Conditions	2

MEDICAL BILLING/CODING COURSES: 28

MAS 205	MA Administrative Procedures	4
MAS 207	Electronic Health Records	2
MAS 215	Intro to Medical Insurance	3
MBC 252	Procedure Coding I	3
MBC 256	Procedure Coding II	3
MBC 262	Diagnosis Coding I	3
MBC 266	Diagnosis Coding II	3
MBC 270	Billing and Coding Externship	4
HCM 442	Health Information Systems	3

TOTAL CREDITS: 68

Updated 01/2014

ASSOCIATE IN APPLIED SCIENCE - MEDICAL BILLING AND CODING SPECIALIST - SUGGESTED COURSE SEQUENCE 2014-2015

<p>FIRST SEMESTER (fall) 18 CREDITS</p> <p>*ENG 103 College English I 3 *MAT MAT 140 or above 4 *BIO 171 Anatomy & Physiology I w/ Lab 4 *CIS 102 Intro Computer Applications 3 +COM 101 Intro to Communication 3 **UNS 115 Sisu Seminar 1</p> <p>THIRD SEMESTER (summer) 8 CREDITS</p> <p>HSC 246 Law & Ethics for Health Professions 2 MAS 207 Electronic Health Records 2 MAS 205 MA Administrative Procedures 4</p> <p>FOURTH SEMESTER (fall) 13 CREDITS</p> <p>HSC 240 Pharmacology for Allied Health 2 HSC 260 Pathological Conditions 2 MAS 215 Intro to Medical Insurance 3 MBC 252 Procedure Coding I 3 MBC 262 Diagnosis Coding I 3</p> <p>*Must be successfully completed before taking courses at the 300- or 400-level. **Required for students with less than 24 earned college level credits</p>	<p>SECOND SEMESTER (spring) 16 CREDITS</p> <p>*ENG104 College English II 3 BIO 172 Anatomy & Physiology II w/ Lab 4 +PSY 101 Introductory Psychology 3 HSC 118 Medical Terminology for Health Care 3 REL/FNS Religion/Finnish elective 3</p> <p>FIFTH SEMESTER (spring) 13 CREDITS</p> <p>MBC 256 Procedure Coding II 3 MBC 266 Diagnosis Coding II 3 MBC 270 Billing and Coding Externship 4 HCM 442 Health Information Systems 3</p> <p style="text-align: right;">TOTAL CREDITS: 68</p>
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GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION REQUIREMENTS (31)

FOUNDATION REQUIREMENTS: (20)

COURSE	CREDITS	SEM./YR.	GRADE
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*BIO 171	4	_____	_____
*MAT _____	4	_____	_____
*CIS _____	3	_____	_____
REL/FNS _____	3	_____	_____

FINLANDIA CORE REQUIREMENTS: (6)

COURSE	CREDITS	SEM./YR.	GRADE
+PSY 101	3	_____	_____
+COM 101	3	_____	_____

OTHER PROGRAM REQUIREMENTS: (5)

COURSE	CREDITS	SEM./YR.	GRADE
BIO 172	4	_____	_____
**UNS 115	1	_____	_____

OTHER COURSES

COURSE	CREDITS	SEM./YR.	GRADE
_____	_____	_____	_____

*Must be successfully completed before taking courses at the 300- or 400-level.
 *Required for program
 **Required for students with less than 24 earned college level credits

MAJOR/PROGRAM REQUIREMENTS (37)

MEDICAL BILLING/CODING PROGRAM REQUIREMENTS:

HEALTH SCIENCE COURSES: (9)

COURSE	CREDITS	SEM./YR.	GRADE
HSC 118	3	_____	_____
HSC 240	2	_____	_____
HSC 246	2	_____	_____
HSC 260	2	_____	_____

HEALTH MANAGEMENT REQUIREMENTS: (3)

COURSE	CREDITS	SEM./YR.	GRADE
HCM 442	3	_____	_____

MEDICAL BILLING/CODING REQUIREMENTS: (25)

COURSE	CREDITS	SEM./YR.	GRADE
MAS 205	4	_____	_____
MAS 207	2	_____	_____
MAS 215	3	_____	_____
MBC 252	3	_____	_____
MBC 256	3	_____	_____
MBC 262	3	_____	_____
MBC266	3	_____	_____
MBC 270	4	_____	_____

Total credits: _____

04/2014

ASSOCIATE IN APPLIED SCIENCE - PHYSICAL THERAPIST ASSISTANT - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 26

FINLANDIA FOUNDATIONS:		(20)
*ENG 103	College English I	3
*ENG 104	College English II	3
*MAT 140 or higher	Intermediate Algebra	4
*BIO 171	Anatomy & Physiology I	4
*CIS 102 or CPT 202	Computer Applications/Digital Apps	3
REL/FNS	Religion/Finnish elective	3

FINLANDIA CORE: (6)

Citizenship	PHL 212 Ethics: Theory & Practice	3
Critical/Creative Thinking	PSY 101 Introductory Psychology	3

PROGRAM REQUIREMENTS OUTSIDE MAJOR 9

BIO 172	Anatomy & Physiology II	4
HSC 112	Medical Terminology	1
PTA 101	Introduction to Physical Therapy	1
HSC 260	Pathological Conditions	2
**UNS 115	Sisu Seminar	1

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

**Required for students with less than 24 earned college level credits.

PTA REQUIREMENTS 38

MAJOR REQUIREMENTS:

PTA 200	Functional Anatomy	3
PTA 205	Functional Activities	2
PTA 210	Therapeutic Exercise	2
PTA 211	Clinical Orthopedics	2
PTA 215	Therapeutic Modalities I	2
PTA 216	Therapeutic Modalities II	2
PTA 217	Therapeutic Procedures	1
PTA 220	Tests & Measures	1
PTA 223	Clinical Preparation	2
PTA 224	Clinical Practice	4
PTA 226	Clinical Prep and Special Topics	2
PTA 235	Patient Handling and Massage	1
PTA 245	Neurologic Rehab through the Lifespan	4
PTA 250	Geriatric PTA	2
PTA 290	Clinical Education I	2
PTA 291	Clinical Education II (cont.)	2
PTA 292	Clinical Education III	4

TOTAL CREDITS: 73

ASSOCIATE IN APPLIED SCIENCE - PHYSICAL THERAPIST ASSISTANT - SUGGESTED COURSE SEQUENCE 2014-2015
SUGGESTED TWO-YEAR SCHEDULE

FIRST SEMESTER (fall)		16 CREDITS	SECOND SEMESTER (spring)		17 CREDITS
*ENG 103	College English I	3	*ENG104	College English II	3
*BIO 171	Anatomy & Physiology I w/ lab	4	BIO 172	Anatomy & Physiology II w/ lab	4
*MAT_____	MAT 140 or above	4	HSC 112	Medical Terminology	1
PSY 101	Introductory Psychology	3	PHL 212	Ethics: Theory & Practice	3
PTA 101	Intro to Physical Therapy	1	REL/FNS	Religion/Finnish elective	3
**UNS 115	Sisu Seminar	1	*Computer Apps	CIS 102 or CPT 202	3
THIRD SEMESTER (fall)		18 CREDITS	FOURTH SEMESTER (spring)		16 CREDITS
PTA 200	Functional Anatomy	3	PTA 211	Clinical Orthopedics	2
PTA 205	Functional Activities	2	PTA 217	Therapeutic Procedures	1
PTA 210	Therapeutic Exercise	2	PTA 216	Therapeutic Modalities II	2
PTA 215	Therapeutic Modalities I	2	PTA 226	Clinical Prep and Special Topics	2
PTA 220	Tests & Measures	1	PTA 235	Patient Handling and Massage	1
PTA 223	Clinical Preparation	2	PTA 245	Neurologic Rehab through the Lifespan	4
PTA 224	Clinical Practice	4	PTA 250	Geriatric PTA	2
HSC 260	Pathological Conditions	2	PTA 290	Clinical Education I	2
FIFTH SEMESTER (summer)		6 CREDITS	TOTAL CREDITS: 73		
PTA 291	Clinical Education II (cont.)	2			
PTA 292	Clinical Education III	4			

*Must be successfully completed before taking courses at the 300- or 400-level.
 **Required for students with less than 24 earned college level credits.

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION REQUIREMENTS (26)

FINLANDIA FOUNDATIONS: (20)

COURSE	CREDITS	SEM./YR.	GRADE
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*BIO 171	4	_____	_____
*MAT_____	4	_____	_____
*Com Apps_____	3	_____	_____
REL/FNS _____	3	_____	_____

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

FINLANDIA CORE: (6)

COURSE	CREDITS	SEM./YR.	GRADE
PHL 212	3	_____	_____
PSY 101	3	_____	_____

PROGRAM REQUIREMENTS OUTSIDE MAJOR: (9)

COURSE	CREDITS	SEM./YR.	GRADE
BIO 172	4	_____	_____
PTA 101	1	_____	_____
HSC 112	1	_____	_____
HSC 260	2	_____	_____
**UNS 115	1	_____	_____

**Required for students with less than 24 earned college level credits.

Other Courses:

COURSE	CREDITS	SEM./YR.	GRADE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MAJOR REQUIREMENTS (38)

PHYSICAL THERAPIST ASSISTANT PROGRAM REQUIREMENTS:

COURSE	CREDITS	SEM./YR.	GRADE
PTA 200	3	_____	_____
PTA 205	2	_____	_____
PTA 210	2	_____	_____
PTA 211	2	_____	_____
PTA 215	2	_____	_____
PTA 216	2	_____	_____
PTA 217	1	_____	_____
PTA 220	1	_____	_____
PTA 223	2	_____	_____
PTA 224	4	_____	_____
PTA 226	2	_____	_____
PTA 235	1	_____	_____
PTA 245	4	_____	_____
PTA 250	2	_____	_____
PTA 290	2	_____	_____
PTA 291	2	_____	_____
PTA 292	4	_____	_____

Total credits: _____

Updated 04/2014

COLLEGE OF HEALTH SCIENCES**ASSOCIATE IN APPLIED SCIENCE - PHYSICAL THERAPIST ASSISTANT - ACADEMIC PROGRESS SHEET 2014-2015****GENERAL EDUCATION REQUIREMENTS 26**

FINLANDIA FOUNDATIONS:		(20)
*ENG 103	College English I	3
*ENG 104	College English II	3
*MAT 140 or higher	Intermediate Algebra	4
*BIO 171	Anatomy & Physiology I	4
CIS102 or CPT202	Computer Applications/Digital Apps	3
REL/FNS	Religion/Finnish elective	3
FINLANDIA CORE:		(6)
Citizenship	PHL 212 Ethics: Theory & Practice	3
Critical/Creative Thinking	PSY 101 Introductory Psychology	3

PROGRAM REQUIREMENTS OUTSIDE MAJOR 9

BIO 172	Anatomy & Physiology II	4
HSC 112	Medical Terminology	1
PTA 101	Introduction to Physical Therapy	1
HSC 260	Pathological Conditions	2
**UNS 115	Sisu Seminar	1

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

**Required for students with less than 24 earned college level credits.

PTA REQUIREMENTS 38

MAJOR REQUIREMENTS:		
PTA 200	Functional Anatomy	3
PTA 205	Functional Activities	2
PTA 210	Therapeutic Exercise	2
PTA 211	Clinical Orthopedics	2
PTA 215	Therapeutic Modalities I	2
PTA 216	Therapeutic Modalities II	2
PTA 217	Therapeutic Procedures	1
PTA 220	Tests & Measures	1
PTA 223	Clinical Preparation	2
PTA 224	Clinical Practice	4
PTA 226	Clinical Prep and Special Topics	2
PTA 235	Patient Handling and Massage	1
PTA 245	Neurologic Rehab through the Lifespan	4
PTA 250	Geriatric PTA	2
PTA 290	Clinical Education I	2
PTA 291	Clinical Education II (cont.)	2
PTA 292	Clinical Education III	4

TOTAL CREDITS: 73

ASSOCIATE IN APPLIED SCIENCE - PHYSICAL THERAPIST ASSISTANT - SUGGESTED COURSE SEQUENCE 2014-2015
SUGGESTED THREE-YEAR SCHEDULE

FIRST SEMESTER (fall)		12 CREDITS	SECOND SEMESTER (spring)		12 CREDITS
*ENG 103	College English I	3	*ENG104	College English II	3
*BIO 171	Anatomy & Physiology I w/ Lab	4	BIO 172	Anatomy & Physiology II w./ lab	4
PSY 101	Introductory Psychology	3	*MAT_____	MAT 140 or above	4
PTA 101	Intro to Physical Therapy	1	HSC 112	Medical Terminology	1
**UNS 115	Sisu Seminar	1			
THIRD SEMESTER (fall)		12 CREDITS	FOURTH SEMESTER (spring)		13 CREDITS
PTA 200	Functional Anatomy	3	PTA 217	Therapeutic Procedures	1
PTA 220	Tests & Measures	1	PTA 235	Patient Handling and Massage	1
HSC 260	Pathological Conditions	2	PTA 250	Geriatric PTA	2
PHL 212	Ethics: Theory & Practice	3	REL/FNS	Religion/Finnish Elective	3
***ELECTIVE	Psychology Elective recommended	3	Computer Apps	CIS 102 or CPT 202	3
			***ELECTIVE	Psychology Elective recommended	3
FIFTH SEMESTER (fall)		12 CREDITS	SIXTH SEMESTER (spring)		12 CREDITS
PTA 205	Functional Activities	2	PTA 211	Clinical Orthopedics	2
PTA 210	Therapeutic Exercise	2	PTA 216	Therapeutic Modalities II	2
PTA 215	Therapeutic Modalities I	2	PTA 226	Clinical Prep and Special Topics	2
PTA 223	Clinical Preparation	2	PTA 245	Neurologic Rehab through the Lifespan	4
PTA 224	Clinical Practice	4	PTA 290	Clinical Education I	2
SEVENTH SEMESTER (summer)		6 CREDITS	TOTAL CREDITS: 79		
PTA 291	Clinical Education II (cont.)	2			
PTA 292	Clinical Education III	4			

*Must be successfully completed before taking courses at the 300- or 400-level.
 **Required for students with less than 24 earned college level credits.
 ***Not program requirements. Suggested courses for student to qualify for full financial aid eligibility.

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION REQUIREMENTS (26)

FINLANDIA FOUNDATIONS: (20)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*BIO 171	4	_____	_____
*MAT_____	4	_____	_____
Com Apps_____	3	_____	_____
REL/FNS_____	3	_____	_____

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

FINLANDIA CORE: (6)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
PHL 212	3	_____	_____
PSY 101	3	_____	_____

PROGRAM REQUIREMENTS OUTSIDE MAJOR: (9)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
BIO 172	4	_____	_____
PTA 101	1	_____	_____
HSC 112	1	_____	_____
HSC 260	2	_____	_____
**UNS 115	1	_____	_____

**Required for students with less than 24 earned college level credits.

***ELECTIVES: (6)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	3	_____	_____
_____	3	_____	_____

***Not program requirements. Suggested courses for student to qualify for full financial aid eligibility.

MAJOR REQUIREMENTS (38)

PHYSICAL THERAPIST ASSISTANT PROGRAM REQUIREMENTS:

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
PTA 200	3	_____	_____
PTA 205	2	_____	_____
PTA 210	2	_____	_____
PTA 211	2	_____	_____
PTA 215	2	_____	_____
PTA 216	2	_____	_____
PTA 217	1	_____	_____
PTA 220	1	_____	_____
PTA 223	2	_____	_____
PTA 224	4	_____	_____
PTA 226	2	_____	_____
PTA 235	1	_____	_____
PTA 245	4	_____	_____
PTA 250	2	_____	_____
PTA 290	2	_____	_____
PTA 291	2	_____	_____
PTA 292	4	_____	_____

Total credits: _____

DEAN

Denise Vandeville, Dean, M.F.A.

FACULTY

Phillip Faulkner, Assistant Professor, M.F.A.

Phyllis Fredendall, Professor, M.F.A.

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

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

PURPOSE

Finlandia University's International School of Art & Design balances experiences in critical thinking and creative insight with a strong foundation in liberal studies. We emphasize the convergence of technical skill and conceptual innovation. The program prepares graduates for emerging opportunities in an international community by providing foundations in entrepreneurship, sustainability, and business practices in art and design.

LEARNING OUTCOMES

CERAMIC DESIGN

In the transition from academics to professional practice, Finlandia Ceramic Design students are 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, including knowledge of raw materials and technical procedures, such as clays, glazes, and kiln firing;
- Understand the industrial applications of ceramic techniques; and
- 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.

FIBER AND FASHION DESIGN

In the transition from academics to professional practice, Finlandia Fiber/Fashion Design students are prepared to:

- Understand the elements and principles of design and apply them to fiber, fashion, and textile design;
- Understand the possibilities and limitations of materials and processes, including the potential and current uses of existing and developing materials, technologies, and production methods;
- 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 interior textiles, garments, or fiberart using jacquard design software; and
- Understand the relevance of design history, theory, and criticism from a variety of perspectives, including that 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 are prepared to:

- Solve communication problems related to problem identification, research and information-gathering, analysis, generation of diverse solutions, prototyping and evaluating outcomes;
- Describe and respond to the audience and context that a visual communication solution must address, including recognition of the physical, cognitive, cultural, social, and human factors that shape design decisions;
- Create and develop form in response to communication problems using principles of visual organization and composition, information hierarchy, symbolic representation, construction of meaningful imagery, and typography;
- Understand the use of tools and technology, including their roles in the creation, reproduction, and distribution of visual messages;
- Understand the relevance of design history, theory, and criticism from a variety of perspectives, including those of art history, communication theory, technology, and the social and cultural application of designed objects and systems; and
- Make informed decisions about social, environmental, and ethical issues, concerning contemporary graphic design practice and practices.

INTEGRATED DESIGN: PRODUCT/INTERIOR/SUSTAINABLE SYSTEMS

In the transition from academics to professional practice, Finlandia Integrated Design students are prepared to:

- Solve design challenges of the form and function in architectural interior spaces and the design of the products used by people;
- View these design challenges with the holistic perspective of the non-specialist and apply sustainable systems design that adapts to the earth's natural cycles and systems;
- Apply the creative problem solving processes to any design-related issues in the built-environment that complement a bioregional sense of place;
- Apply principles of sustainability with the highest ethical standards in addressing social and ecological impacts; and
- Combine the wisdom of nature with ecologically sensitive technology and to be empowered by design seen as a meta-discipline integrating human activity with that of other life forms.

STUDIO ARTS: PAINTING/DRAWING/ILLUSTRATION

In the transition from academics to professional practice, Finlandia Studio Arts students are prepared to:

- Successfully construct artworks that communicate sincere devotion to craft and content;
- Effectively apply the fundamental elements and principles of design in studio production and critique settings;
- Understand art historical precedence, theoretical framework and critical context in the reception and explanation of art objects;
- Make informed decisions about social and cultural issues concerning fine art production and consumption;

- Apply knowledge of basic business practices as they relate to entrepreneurial ventures, exhibition opportunities and professional presentation;
- Understand basic concepts and formats in various fine art discipline, including, but not limited to, painting, drawing, sculpture, and time-based media.

CROSS-CONCENTRATION

For the ISAD cross-concentration degree, a student chooses two pre-existing concentrations and combines them to create an individualized learning experience. The cross-concentration degree is offered under the special circumstances listed below:

- A grade point average in Art & Design classes of 3.5 or higher;
- A letter of intent from the student to the dean explaining the desire and rationale for a cross-concentration degree; and
- The curriculum for the combination of two concentrations will be evaluated by the respective faculty members on a case-by-case basis.

ACADEMIC REQUIREMENTS

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

CAREER OPPORTUNITIES

ART THERAPY (additional education required)

Ceramic Design
Ceramic Designer
Ceramic Sculptor
Ceramic Glaze Technician
Clay Body Technician
Production Potter
Teacher (additional training)

CERAMIC DESIGN

Ceramic Sculptor
Ceramic Glaze Technician
Clay Body Technician
Production Potter
Teacher (additional training)

FIBER AND FASHION DESIGN

Designer and/or producer of Accessories, Carpets, Knitwear, Fashion Fabric, Industrial Textiles, Upholstery, Garments, Yarns
Dye Specialist
Fiber Artist
Independent Garment Designer
Textile Consultant/Weaver
Textile Publication Designer

GRAPHIC DESIGN/DIGITAL ART

Advertisement Designer
Art Designer
Book and Magazine Designer
Corporate Identity Designer
Entertainment Designer
Graphic Designer
Packaging Designer
Signage Designer
Teacher (additional education required)
Television Graphics Specialist

INTEGRATED DESIGN: PRODUCT/INTERIOR/SUSTAINABLE

Architectural Interior Design
Exhibit Display Design
Furniture and Furniture Systems Design
Green Building Consultant
Human Factors Research
Product Design
Sustainable Systems Design
Toy and Game Design
Transportation Design

STUDIO ARTS: PAINTING/DRAWING/ILLUSTRATION

Advertising Illustrator
Architectural Illustrator
Art Gallery Owner/Director
Cartoonist
Children's Books Illustrator
Comic Book Designer/Illustrator
Commercial Artist
Computer Illustrator
Editorial/Newspaper Illustrator
Exhibits Installer
Greeting Card Designer
Installation Artist
Medical Illustrator
Painter/Illustrator
Public Art Artist
Teacher (additional education required)
Wildlife Illustrator

BACHELOR OF FINE ARTS - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS (41)

Finlandia Foundations:		
+ENG 103	College English I	3
+ENG 104	College English II	3
+MAT 140 or higher	Intermediate Algebra	4
BIO, CHM, PHS	Science & lab	4
ARD 114	Digital Design Foundations	3
COM 108	Fundamentals of Public Speaking	2
REL/FNS	Religion or Finnish Studies	3
UNS 115	Sisu Seminar	1
Finlandia Core:		
*Citizenship	Two Thematic Courses	6
*Critical/Creative Thinking	Two Thematic Courses	6
*Cultural Heritage/Literacy	Two Thematic Courses	6

*See list of courses that fulfill Finlandia's theme-based general education core curriculum in the Finlandia University Catalog.

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

CRAFT / ART HISTORY AND CRITICISM REQUIREMENTS (12)

HIS 103	History of Art I	3
HIS 203	History of Art II	3
HIS 303	History of Art III	3
HIS 406	Design & Culture or	3
ARD 403	Contemporary Criticism	3

ART & DESIGN PROGRAM REQUIREMENTS (35)

ARD 101	Drawing Foundations	3
ARD 173	Color and Composition	3
ARD 211	Noetic Skills	3
ARD 221	Drawing: Life and the Visual Narrative	3
ARD 276	Sculpture	3
ARD 329	Art & Design Project Management	3
ARD 395	Art & Design Project	3
ARD 497	Diploma Works Preparation	2
ARD 498	Art & Design Internship or Approved A&D Electives	6
BUS 125	Art Business	3
BUS 325	Art Entrepreneurship	3

STUDIES IN ART & DESIGN CONCENTRATION (35)

Choose one concentration from those listed on this sheet.

CERAMIC DESIGN (35)

ARD 124	Ceramic Design I	3
ARD 224	Ceramic Design II	3
ARD 240	Digital Modeling & Rendering	3
ARD 277	Professional Drawing – Concentration Specific	3
ARD 311	Design Research Skills – Concentration Specific	2
ARD 360	Tech. Aspects of Ceramic Design	3
ARD 370	Human Factors & Ergonomics	3
ARD 424	Studio Practices in Ceramic Design I	3
ARD 454	Studio Practices in Ceramic Design II	3
ARD 460	Tech. Aspects of Ceramic Design II	3
ARD 499	Diploma Works – Concentration Specific	6

FIBER/FASHION DESIGN (35)

ARD 205	Weaving and Off-loom Structures	3
ARD 225	Surface Design for Textiles	3
ARD 261	Fundamentals of Garment Design	3
ARD 277	Professional Drawing – Concentration Specific	3
ARD 311	Design Research Skills – Concentration Specific	2
ARD 354	Jacquard Design	3
ARD 370	Human Factors & Ergonomics	3
ARD 461	Advanced Tech. Aspects of F & F Design	3
ARD 425	Studio Practices in Fiber/Fashion I	3
ARD 465	Studio Practices in Fiber/Fashion Design II	3
ARD 499	Diploma Works – Concentration Specific	6

GRAPHIC DESIGN (35)

ARD 214	Design Thinking	3
ARD 234	Typography	3
ARD 277	Professional Drawing – Concentration Specific	3
ARD 311	Design Research Skills – Concentration Specific	2
ARD 314	Intermediate Problems	3
ARD 334	Emerging Design	3
ARD 370	Human Factors & Ergonomics	3
ARD 414	Advanced Typography	3
ARD 434	Interactive Design	3
ARD 464	Senior Problems	3
ARD 499	Diploma Works – Concentration Specific	6

DIGITAL ART (35)

ARD 222	Intermediate Studio	3
ARD 214	Design Thinking	3
ARD 240	Digital Modeling & Rendering	3
ARD 273	Painting Fundamentals	3
ARD 277	Professional Drawing – Concentration Specific	3
ARD 311	Design Research Skills – Concentration Specific	2
ARD 334	Emerging Design	3
ARD 370	Human Factors & Ergonomics	3
ARD 464	Senior Problems	3
ARD 499	Diploma Works – Concentration Specific	6
ARD _____	Art & Design Elective	3

INTEGRATED DESIGN

PRODUCT / INTERIOR / SUSTAINABLE (35)

ARD 126	Sustainable Design Systems	3
ARD 226	Design Studio I	3
ARD 240	Digital Modeling & Rendering	3
ARD 263	Tech. Aspects of Materials I	3
ARD 277	Professional Drawing – Concentration Specific	3
ARD 311	Design Research Skills	2
ARD 336	Design Studio II	3
#ARD 363	Tech. Aspects of Materials II	3
ARD 370	Human Factors & Ergonomics	3
ARD 446	Design Studio III	3
ARD 499	Diploma Works – Concentration Specific	6

#One cross-concentration Technical Aspects course may be substituted.

STUDIO ARTS – DRAWING & PAINTING (35)

ARD 202	Life Drawing	3
ARD 222	Intermediate Studio	3
ARD 214	Design Thinking	3
ARD 273	Painting Fundamentals	3
ARD 277	Professional Drawing – Concentration Specific	3
ARD 311	Design Research Skills – Concentration Specific	2
ARD 322	Advanced Studio I	3
ARD 373	Painting II	3
ARD 422	Advanced Studio II	3
ARD 499	Diploma Works – Concentration Specific	6
ARD _____	Art & Design Elective	3

STUDIO ARTS – ILLUSTRATION (35)

ARD 202	Life Drawing	3
ARD 214	Design Thinking	3
ARD 234	Typography	3
ARD 245	Illustration Studio	3
ARD 273	Painting Fundamentals	3
ARD 277	Professional Drawing – Concentration Specific	3
ARD 311	Design Research Skills – Concentration Specific	2
ARD 345	Illustration Studio II	3
ARD 445	Illustration Studio III	3
ARD 499	Diploma Works – Concentration Specific	6
ARD _____	Art & Design Elective	3

See reverse side for suggested course sequence.

TOTAL CREDITS: 123

DEAN

Kevin Manninen, Dean, M.B.A.

FACULTY

Rekha Ambardar, Associate Professor, Marketing, M.B.A., M.A.

Mary Jane Hatton, Associate Professor, Management, M.P.A.

Kevin Manninen, Associate Professor, Management and Marketing, M.B.A.

Angela Price, Assistant Professor of Accounting, M.Acc.

Steve Nordstrom, Assistant Professor, Sports Management, M.A.

ISB MISSION

The International School of Business provides a liberal arts-based, practicum-oriented undergraduate business education. The program incorporates an integrative approach in keeping with today's dynamic business environment. It works collaboratively with other Finlandia programs and with the local community to establish networks of knowledge and resources, promote successful business and entrepreneurial ventures, and support the university mission.

ISB VISION

The ISB curriculum focuses on a distinctive mix of business fundamentals, practical applications, and integrative experiences that prepare graduates to thrive in today's dynamic business environment.

PURPOSE

With a focus on small and medium-sized businesses, the ISB prepares undergraduate students for business-related careers. The BBA core of classes provides a solid foundation in accounting, business law, economics, finance, management, marketing, and computing. Advanced coursework adds depth of knowledge in one of seven business concentrations. The ISB faculty is devoted to teaching. Many professors have prior business experience, and all work closely with students to guide them through the educational experience. The ISB believes that the greatest rewards come to those who understand and practice sound business leadership skills for the benefit of employers and employees, customers, and other stakeholders. Teaching those leadership skills comprises the foundation of the BBA curriculum.

DEGREE PROGRAMS

There are four options for the bachelor of business administration (B.B.A.) degree: a traditional four-year program; a 2+2 BBA in Health Care Management; a 2+2 BBA in Applied Management for students with associate degrees in non-business professional fields; and a B.B.A. in Applied Management for those who wish to complete a second bachelor degree to complement a non-business field of study. A minor in Business is also available to students completing other Finlandia degree programs.

SECOND DEGREE BACHELOR OF BUSINESS ADMINISTRATION IN APPLIED MANAGEMENT. This Applied Management B.B.A. degree is an option for students currently enrolled in other Finlandia University bachelor degree programs and for those who have completed bachelor degrees in non-business fields, either at Finlandia or another accredited college or university. Typically, requirements can be completed in one to two years.

2+2 BACHELOR OF BUSINESS ADMINISTRATION IN APPLIED MANAGEMENT.

The 2+2 Applied Management B.B.A. is intended for students who have completed an associate degree or a two- or three-year college program in a non-business, professional area of study. For these students, the B.B.A. is meant to complement their professional studies and expand career options to include administrative or management careers in their fields. Typically, two years of study beyond the associate degree are needed to complete its requirements.

MINOR IN BUSINESS. The Business minor provides non-Business majors with a basic understanding of business principles that may be useful in their careers or for entrance to MBA programs. The business minor requires the completion of 21 credits.

BACHELOR OF BUSINESS ADMINISTRATION. Most ISB students pursue the traditional four-year B.B.A. degree, which requires completion of Finlandia's General Education requirements, the Business Core (required of all BBA students), 14-16 credits of free electives, and 23-25 credits in one of the following business concentrations:

- **ACCOUNTING:** Accounting is the language and foundation of every business. The role of accountants in preparing and communicating financial information is crucial to decision-making in domestic and international businesses, governmental agencies, and other organizations. The ISB provides a strong financial accounting foundation and builds upon the foundation by introducing students to managerial accounting, cost accounting, tax accounting, auditing, and accounting information systems.
- **ARTS MANAGEMENT:** Developed by the ISB and Finlandia's International School of Art & Design, the Arts Management concentration is for students who wish to pursue management careers in arts-related enterprises. The concentration's requirements add to the B.B.A. an arts background and the fundamental business skills needed to move into administrative or management careers related to the arts.
- **INTERNATIONAL BUSINESS:** The International Business concentration is for students who wish to work with multinational firms. With a focus on small and medium-sized companies, the concentration's course requirements provide a background that enables the student to assist firms with the business and cultural challenges of an increasingly global marketplace. International Business students will study international marketing, global entrepreneurship, global economics, project management, cross-cultural communication and will select electives that further lead to an understanding of international business.
- **HEALTHCARE MANAGEMENT:** This concentration is for those who wish to pursue a career on the business side of the attractive healthcare field. Typical careers include healthcare office or clinic management and human resources management. In addition to the General Education core courses required for all Finlandia students and the Business Administration core completed by all BBA students, the Healthcare Management major takes courses tailored especially for healthcare management professionals, such as epidemiology in healthcare, healthcare and ethics, healthcare delivery, healthcare finance, and healthcare information systems. Students also complete a senior capstone course that integrates their business and healthcare knowledge.

- **MANAGEMENT AND ENTREPRENEURSHIP:** This versatile concentration opens the door to careers as varied as branch managers, service managers, human resource managers, departmental managers, account managers, materials managers, plant managers, quality managers, continuous improvement coordinators, and catalog managers.
- **MARKETING:** Marketing is an ideal choice for students who like to interact with people, are intrigued by human behavior, and like being rewarded for what they do. Marketing applies the principles of psychology, sociology, technology, anthropology, and business to the challenge of determining what people will buy. Marketing careers may focus on general marketing strategy, marketing research, new product development, product and brand management, customer relations, promotion and advertising, e-commerce marketing, consumer behavior, planning, and sports- and arts-related event marketing.
- **SPORTS MANAGEMENT:** The Sports Management B.B.A. concentration applies business principles to the sports industry. Career opportunities include managing community sports programs, sports facilities, or other athletic-related entities; working in ticketing and financial operations, sporting goods sales, direct sports marketing and promotion efforts; and providing academic services for student athletic programs. A sports management career is competitive, but rewarding, and offers opportunities to work in a fast-paced setting with others who love sports. Many jobs will require an advanced graduate sports management degree.

BACHELOR OF BUSINESS ADMINISTRATION - ACADEMIC PROGRESS SHEET 2014-2015

GENERAL EDUCATION REQUIREMENTS 40 credits**Finlandia Foundations:**

*ENG 103	College English	3
*ENG 104	College English II	3
COM 108	Fundamentals of Public Speaking	2
*MAT 144/145	Math for Lib. Arts or College Algebra	4
*Science	Science & lab	4
*CIS 102	Introductory Computer Applications or	3
*BUS 222	Business Computing Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core

Citizenship	Two Thematic Courses	6
Critical Thinking & Creativity	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

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

+ Select from the list of courses that fulfill Finlandia's theme-based general education core curriculum in the university catalog.

BUSINESS ADMINISTRATION MAJOR 68-70 credits**Business Administration Core 45 credits**

ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3
MAT 201	Probability & Statistics	3
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
BUS 222	Business Computing Applications ¹	3
BUS 235	Leadership and Team Skills	3
BUS 271	Principles of Management	3
BUS 332	Business Finance	3
BUS 345	Principles of Marketing	3
BUS 361	Business Law	3

Senior Experience: select one of these options²

BUS 488	Business Strategies AND	3
BUS 489	Senior Project in Business OR	3
BUS 498	Business Internship/Overseas Study ³	6

¹ Students who used BUS 222 for the Finlandia Foundations CS requirement must substitute ARD 114, CPT 202, COM 282, BUS 205, or any other appropriate computer applications-based course.

² See your advisor to determine the best option for your concentration.

³ The ISB dean must approve the courses of study.

BUSINESS CONCENTRATIONS (Select one below) 23-25 credits

ISB students must achieve a 2.50 GPA in their concentration courses in order to be granted a BBA degree

ACCOUNTING (25)

BUS 205	Accounting Systems	3
BUS 206	Accounting Systems Practicum	1
BUS 301	Intermediate Accounting I	3
BUS 302	Intermediate Accounting II	3
BUS 315	Cost Accounting	3
BUS 324	Income Tax Accounting	3
BUS 401	Advanced Accounting	3
BUS 420	Auditing	3
Elective	Working with your advisor, select one BUS/ECN course.	3

ARTS MANAGEMENT (23)

ARD 100	Introduction to Visual and Plastic Arts	3
ARD 211	Noetic Skills	3
ARD 311	Design Research Skills	2
ARD 329	Art & Design Project Management.	3
ARD 403	Contemporary Criticism	3
BUS 125	Art Business	3
BUS 340	e-Marketing	3
HIS 303	History of Art III	3

HEALTHCARE MANAGEMENT (24)

BUS 381	Human Resource Management OR	3
BUS 386	Organizational Behavior	3
HCM 321	Epidemiology in Healthcare	3
HCM 352	Healthcare Law and Ethics	3
HCM 412	Healthcare Delivery	3
HCM 426	Healthcare Finance	3
HCM 432	Healthcare Quality	3
HCM 442	Healthcare Information Systems	3
HCM 499	Senior Capstone	3

INTERNATIONAL BUSINESS (24)

BUS 388	Global Entrepreneurship	3
BUS 395	Project Management	3
BUS 448	International Marketing	3
ECN 331	Global Economy	3
COM320	Intercultural Communication	3
Electives	Working with your advisor, select nine credits of 300/400 level BUS, foreign language, or FNS elective courses.	9

Students in the International Business concentration should consider doing a 1 or 2 semester international exchange.

MANAGEMENT AND ENTREPRENEURSHIP (24)

BUS 381	Human Resource Management	3
BUS 386	Organizational Behavior	3
BUS 395	Project Management	3
BUS 435	Entrepreneurship	3
BUS 481	Research Methods in Business Decision-Making	3
Electives	Working with your advisor, select nine credits of 300/400 level BUS/ECN courses.	9

MARKETING (24)

BUS 340	e-Marketing	3
BUS 348	Relationship Sales	3
BUS 346	Marketing Communication	3
BUS 447	Marketing for Small Business	3
BUS 481	Research Methods in Business Decision-Making	3
Electives	Working with your advisor, select any nine credits of BUS/ECN/PSY/SOC/COM/ARD courses; six credits must be at the 300/400 level. Students in the marketing concentration should take CPT 202 Digital App. and Tech. for Life as an elective.	9

SPORTS MANAGEMENT (24)

BUS 351	Sports Marketing	3
BUS 374	Principles of Sports Management	3
BUS 352	Sport Business and Finance	3
BUS 453	Athletic Administration & International Sport	3
BUS 454	Facility and Game Event Management	3
Electives	Working with your advisor, select nine credits of 300/400 level BUS or ECN elective courses.	9

OPEN ELECTIVES 14-16 credits

At least 3 credits of open electives must be at the 300 level or above and completed at Finlandia University.

TOTAL CREDITS: 124

Students need to select open electives and Finlandia Core courses carefully so that they complete at least 30 credits of 300/400 level courses at Finlandia University.

DEGREE: SECOND DEGREE BACHELOR OF BUSINESS ADMINISTRATION

Finlandia's second degree BBA is designed for Finlandia students currently pursuing another degree at Finlandia University who want to add business to their educational background and to students who have previously received a non-business bachelor's degree from Finlandia or another accredited institution who wish to pursue business education. The second degree BBA will prepare graduates to understand and practice sound business leadership skills for the benefit of employees, customers and other stakeholders as they advance in their careers.

Requirements

1. Earn at least 36 semester credits beyond the first degree at Finlandia University.
2. Earn at least 30 semester credits numbered at the 300 level or above in their first degree and the second degree BBA programs.
3. Satisfy Finlandia's 40 credit General Education requirements, including MAT 145 College Algebra (4 credits) and a computer science course. Transfer credits and/or credits completed at Finlandia University may be used to satisfy these requirements.
4. Complete Finlandia's 45 credit second BBA degree requirements through transfer credit and/or credit earned at Finlandia University. Transfer credits can represent no more than 21 semester credits of lower division required business courses. Some BUS/ECN courses used to satisfy Finlandia Core requirements in the first degree can also apply to the second BBA degree requirements (e.g., BUS 138, BUS 141, ECN 231, ECN 232).

GENERAL EDUCATION REQUIREMENTS 40 credits

Finlandia Foundations:

ENG 103	College English I	3
ENG 104	College English II	3
COM 108	Fund. of Public Speaking	2
MAT 144/145	Math Lib.Arts/Coll Algebra	4
Science	Science & lab	4
Computer Science ¹		3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core

Citizenship	Two Courses	6
Critical Thinking & Creativity	Two Courses	6
Cultural Heritage & Literacy	Two Courses	6

¹ Select from CIS 102, BUS 222, ARD 114, CPT 202, COM 282 or any other appropriate computer applications-based course.

BUSINESS ADMINISTRATION MAJOR 45 CREDITS

ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3
MAT 201	Probability & Statistics	3
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
BUS 222	Business Computing Apps. ²	3
BUS 235	Leadership & Team Skills	3
BUS 271	Principles of Management	3
BUS 332	Business Finance	3
BUS 345	Principles of Marketing	3
BUS 361	Business Law	3
Senior Experience: Select one of these options		
BUS 488	Business Strategies	3
AND		
BUS 489	Senior Project in Business	3
OR		
BUS 498	Business Internship	6

² Students who used BUS 222 for the Finlandia Foundations CS requirement can substitute ARD 114, CPT 202, COM 282, BUS 205, or any other appropriate computer applications course.

BUSINESS ELECTIVES

As needed to satisfy 36 credits earned at Finlandia.

TOTAL CREDITS: 36+

DEGREE: SECOND DEGREE BACHELOR OF BUSINESS ADMINISTRATION

GENERAL EDUCATION REQUIREMENTS (40)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG	3	_____	_____
*ENG 104	3	_____	_____
COM 108	2	_____	_____
*MAT 144/145	4	_____	_____
*Science	4	_____	_____
*Computer Science	3	_____	_____
REL/FNS	3	_____	_____
Citizenship	3	_____	_____
Citizenship	3	_____	_____
Crit/Creat thinking	3	_____	_____
Crit/Creat thinking	3	_____	_____
Cultural Heritage	3	_____	_____
Cultural Heritage	3	_____	_____

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

BBA CORE REQUIREMENTS (45)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
ECN 231	3	_____	_____
ECN 232	3	_____	_____
MAT 201	3	_____	_____
BUS 138	3	_____	_____
BUS 141	3	_____	_____
BUS 201	3	_____	_____
BUS 202	3	_____	_____
BUS 222	3	_____	_____
BUS 235	3	_____	_____
BUS 271	3	_____	_____
BUS 332	3	_____	_____
BUS 345	3	_____	_____
BUS 361	3	_____	_____
BUS 488	3	_____	_____
AND			
BUS 489	3	_____	_____
OR			
BUS 498	6	_____	_____

BUSINESS ELECTIVES (as needed to satisfy 36 credits earned at Finlandia)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL CREDITS: _____

2/17/14

2+2 BACHELOR OF BUSINESS ADMINISTRATION - APPLIED MANAGEMENT - ACADEMIC PROGRESS SHEET 2014-2015**^GENERAL EDUCATION REQUIREMENTS 40 credits****Finlandia Foundations:**

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fundamentals of Public Speaking	2
MAT 144/145	Math for Lib. Arts or College Algebra	4
*Science	Science & lab	4
CIS 102	Intro. Computer Applications OR	3
BUS 222	Business Computing Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core Courses

Citizenship	Two Thematic Courses	6
Critical Thinking & Creativity	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

*Must be successfully completed before taking 300/400-level courses.

+In consultation with your advisor, select from courses that fulfill Finlandia's theme-based General Education core curriculum as listed in this academic catalog. Students are advised to select as many 300/400-level courses as possible.

^Courses completed for an associate degree may satisfy many of the 2+2 B.B.A. requirements.

^BUSINESS ADMINISTRATION CORE MAJOR 45 credits

ECN 231	Microeconomics	3
ECN 232	Macroeconomics	3
MAT 201	Probability & Statistics	3
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
BUS 222	Business Computing Applications ¹	3
BUS 235	Leadership and Team Skills	3
BUS 271	Principles of Management	3
BUS 332	Business Finance	3
BUS 345	Principles of Marketing	3
BUS 361	Business Law	3
Senior Experience: Select one of these options		
BUS 488	Business Strategies AND	3 AND
BUS 489	Senior Project OR	3 OR
BUS 498	Business Internship/Overseas Study	6

¹Students who used BUS 222 for the Finlandia Foundations CS requirement must substitute ARD 114, CPT 202, COM 282, BUS 205, or any other appropriate computer applications-based course.

PROFESSIONAL COURSES 30 credits

Courses completed in the associate degree program major field.

OPEN ELECTIVES 9 credits**TOTAL CREDITS: 124**

NOTE: All open electives should be 300- or 400-level courses so that the combined associate degree and 2+2 B.B.A. program credits result in at least 30 credits of 300- and 400-level courses. Note also that 2+2 B.B.A. core requirements include only 15 credits of 300- and 400-level courses.

2+2 BACHELOR OF BUSINESS ADMINISTRATION - APPLIED MANAGEMENT - SUGGESTED COURSE SEQUENCE 2014-2015

See your advisor for sequencing of courses within your Business concentration during your junior and senior years.

JUNIOR - FALL SEMESTER

(12 Business core credits, 4 Gen. Ed. credits)		
BUS 138	Fundamentals of Business	3
BUS 201	Principles of Accounting I	3
BUS 345	Principles of Marketing	3
*MAT 145	College Algebra	4
BUS 222	Business Computing Applications	3

SENIOR -FALL SEMESTER

(9 Business core credits, 6 Gen. Ed. credits)		
BUS 332	Business Finance	3
BUS 488	Business Strategies	3
ECN 231	Microeconomics	3
Gen. Ed./Elective	Theme-Based Gen. Ed. or free elective	3
Gen. Ed./Elective	Theme-Based Gen. Ed. or free elective	3
*In consultation with their advisors, some students may substitute MAT 144.		

JUNIOR – SPRING

(15 Business core credits)		
MAT 201	Probability & Statistics	3
BUS 141	Business Communication	3
BUS 202	Principles of Accounting II	3
BUS 235	Leadership and Team Skills	3
BUS 271	Principles of Management	3

SENIOR – SPRING

(9 Business core credits, 6 Gen. Ed. credits)		
BUS 489	Senior Project	3
BUS 361	Business Law	3
ECN 232	Macroeconomics	3
Gen. Ed./Elective	Theme-Based Gen. Ed. or free elective	3
Gen. Ed./Elective	Theme-Based Gen. Ed. or free elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

GENERAL EDUCATION REQUIREMENTS (40)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 10	3	_____	_____
*COM 10	2	_____	_____
*MAT 144/145	4	_____	_____
*Science	4	_____	_____
CIS 102	3	_____	_____
REL/FNS	3	_____	_____
+Citizenship	3	_____	_____
+Citizenship	3	_____	_____
+Crit/Creat thinking	3	_____	_____
+Crit/Creat thinking	3	_____	_____
+Cultural Heritage	3	_____	_____
+Cultural Heritage	3	_____	_____

*Must be successfully completed before taking 300/400-level courses.

+In consultation with your advisor, select from courses that fulfill Finlandia's theme-based General Education core curriculum as listed in this academic catalog. Students are advised to select as many 300/400-level courses as possible.

^Courses completed for an associate degree may satisfy many of the 2+2 B.B.A. requirements.

BBBA CORE REQUIREMENTS (45)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
ECN 231	3	_____	_____
ECN 232	3	_____	_____
MAT 201	3	_____	_____
BUS 138	3	_____	_____
BUS 141	3	_____	_____
BUS 201	3	_____	_____
BUS 202	3	_____	_____
BUS 222 OR	3 OR	_____	_____
CIS 202	3	_____	_____
BUS 235	3	_____	_____
BUS 271	3	_____	_____
BUS 332	3	_____	_____
BUS 345	3	_____	_____
BUS 361	3	_____	_____
BUS 488 AND	3 AND	_____	_____
BUS 489 OR	3 OR	_____	_____
BUS 498	6	_____	_____

BUSINESS/OPEN ELECTIVES (As needed to ensure that you have 30 credits of 300 and 400 level courses)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: All open electives should be 300- or 400-level courses so that the combined associate degree and 2+2 B.B.A. program credits result in at least 30 credits of 300- and 400-level courses. Note also that 2+2 B.B.A. core requirements include only 15 credits of 300- and 400-level courses.

TOTAL CREDITS: _____

2/17/14

INTERNATIONAL SCHOOL OF BUSINESS

2+2 BACHELOR OF BUSINESS ADMINISTRATION - HEALTHCARE MANAGEMENT - ACADEMIC PROGRESS SHEET 2014-2015

^GENERAL EDUCATION REQUIREMENTS **40 credits**

Finlandia Foundations:

*ENG 103	College English I	3
*ENG 104	College English II	3
*COM 108	Fundamentals of Public Speaking	2
MAT 144/145	Math for Lib. Arts or College Algebra	4
*Science	Science & lab	4
CIS 102	Intro Computer Applications	3
REL/FNS	Religion or Finnish Studies	3

+Finlandia Core Courses

Citizenship	Two Thematic Courses	6
Critical Thinking & Creativity	Two Thematic Courses	6
Cultural Heritage & Literacy	Two Thematic Courses	6

*Must be successfully completed before taking 300/400-level courses.

+In consultation with your advisor, select from courses that fulfill Finlandia's theme-based General Education core curriculum as listed in this academic catalog. Students are advised to select as many 300/400-level courses as possible.

^Courses completed for an associate degree may satisfy many of the 2+2 BBA requirements.

^HEALTHCARE MANAGEMENT CORE **42 credits**

ECN 231	Microeconomics	3
BUS 200	Fundamentals of Accounting	3
BUS 235	Leadership & Team Skills	3
BUS 271	Principles of Management	3
BUS 345	Principles of Marketing	3
BUS 381	Human Resource Management	3
BUS 386	Organizational Behavior	3
HCM 321	Epidemiology in Healthcare	3
HCM 352	Healthcare Law and Ethics	3
HCM 412	Healthcare Delivery	3
HCM 426	Healthcare Finance	3
HCM 432	Healthcare Quality	3
HCM 442	Healthcare Information Systems	3
HCM 499	Senior Capstone	3

PROFESSIONAL COURSES **38 credits**

Courses completed in the associate degree program major field.

OPEN ELECTIVES **4 credits**

NOTE: Open electives may be required at 300- or 400-level courses so that the combined associate degree and 2+2 BBA program credits result in at least 30 credits of 300- and 400-level courses.

TOTAL CREDITS: 124

2+2 BACHELOR OF BUSINESS ADMINISTRATION - HEALTHCARE MANAGEMENT - SUGGESTED COURSE SEQUENCE 2014-2015

See your advisor for sequencing of courses within your Business concentration during your junior and senior years.

JUNIOR – FALL SEMESTER 15 credits

ECN 231	Microeconomics	3
BUS 200	Fundamentals of Accounting	3
BUS 235	Leadership and Team Skills	3
COM 108	Fund of Public Speaking	2
MAT 144/145	Math for Lib. Arts or College Algebra	4

SENIOR – FALL SEMESTER 15 credits

BUS 345	Principles of Marketing	3
BUS 381	Human Resource Management	3
HCM 412	Healthcare Delivery	3
HCM 426	Healthcare Finance	3
Gen Ed	Theme-Based Gen Ed Elective	3

JUNIOR – SPRING SEMESTER 15 credits

BUS 271	Principles of Management	3
HCM 321	Epidemiology in Healthcare	3
HCM 352	Healthcare Law & Ethics	3
Gen Ed	Theme-Based Gen Ed Elective	3
Gen Ed	Theme-Based Gen Ed Elective	3

SENIOR – SPRING 15 credits

BUS 386	Organizational Behavior	3
HCM 432	Healthcare Quality	3
HCM 442	Healthcare Info. Systems	3
HCM 499	Senior Capstone	3
Gen Ed	Theme-Based Gen Ed Elective	3

GENERAL EDUCATION AND PROGRAM CHECKLIST

^GENERAL EDUCATION REQUIREMENTS (40)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
*ENG 103	3	_____	_____
*ENG 104	3	_____	_____
*COM 108	2	_____	_____
MAT 144/145	4	_____	_____
*Science	4	_____	_____
CIS 102	3	_____	_____
REL/FNS	3	_____	_____
+Citizenship	3	_____	_____
+Citizenship	3	_____	_____
+Crit/Creat thinking	3	_____	_____
+Crit/Creat thinking	3	_____	_____
+Cultural Heritage	3	_____	_____
+Cultural Heritage	3	_____	_____

*Must be successfully completed before taking 300/400-level courses.

+In consultation with your advisor, select from courses that fulfill Finlandia's theme-based General Education core curriculum as listed in this academic catalog. Students are advised to select as many 300/400-level courses as possible.

^Courses completed for an associate degree may satisfy many of the 2+2 BS requirements.

BBA HEALTHCARE ADMIN. CORE REQUIREMENTS (42)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
ECN 231	3	_____	_____
BUS 200	3	_____	_____
BUS 235	3	_____	_____
BUS 271	3	_____	_____
BUS 345	3	_____	_____
BUS 381	3	_____	_____
BUS 386	3	_____	_____
HCM 321	3	_____	_____
HCM 352	3	_____	_____
HCM 412	3	_____	_____
HCM 426	3	_____	_____
HCM 432	3	_____	_____
HCM 442	3	_____	_____
HCM 499	3	_____	_____

OPEN ELECTIVES (As needed to ensure that you have 30 credits of 300 and 400 level courses)

<u>COURSE</u>	<u>CREDITS</u>	<u>SEM./YR.</u>	<u>GRADE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Open electives may be required at 300- or 400-level courses so that the combined associate degree and 2+2 BS program credits result in at least 30 credits of 300- and 400-level courses.

TOTAL CREDITS: _____

2/17/14

BACHELOR OF BUSINESS ADMINISTRATION - MINORS 2014-2015

The International School of Business offers Finlandia students the possibility to add a business background to their major field of study. The Business, Entrepreneurship, Management, Marketing, or Sports Management minor can become one of the concentrations in a SCAS BA in Liberal Studies program or can be completed using electives in the BFA or BSN programs, or any of Finlandia's Associate Degree programs.

BUSINESS MINOR 21 credits**Required 12 credits**

BUS 138 Fundamentals of Business	3
BUS 200 Fundamentals of Accounting OR	3
BUS 201 Principles of Accounting I	3
BUS 271 Principles of Management	3
BUS 345 Principles of Marketing	3

Electives 9 credits

Choose nine credits from the list below. At least two courses must be numbered at the 300 or 400 level.

BUS 141 Business Communications	3
BUS 235 Leadership and Team Skills	3
BUS 332 Business Finance	3
BUS 340 eMarketing	3
BUS 346 Marketing Communication	3
BUS 348 Relationship Sales	3
BUS 361 Business Law	3
BUS 374 Principles of Sports Management	3
BUS 381 Human Resource Management	3
BUS 384 Entrepreneurial Learning I	1
BUS 385 Entrepreneurial Learning II	2
BUS 386 Organizational Behavior	3
BUS 435 Entrepreneurship	3
BUS 447 Small Business Marketing	3
ECN 231 Microeconomics	3
ECN 232 Macroeconomics	3

MINOR IN ENTREPRENEURSHIP 21 credits**Required 15 credits**

BUS 138 Fundamentals of Business	3
BUS 200 Fundamentals of Accounting OR	3
BUS 201 Principles of Accounting I	3
BUS 271 Principles of Management	3
BUS 345 Principles of Marketing	3
BUS 435 Entrepreneurship	3

Electives 6 credits

BUS 384/5 Entrepreneurial Learning I/II and 3 credits of 300 or 400 level BUS/ECN courses

MINOR IN MANAGEMENT 21 credits**Required 15 credits**

BUS 138 Fundamentals of Business	3
BUS 200 Fundamentals of Accounting OR	3
BUS 201 Principles of Accounting I	3
BUS 235 Leadership and Team Skills	3
BUS 271 Principles of Management	3
BUS 345 Principles of Marketing	3

Electives 6 credits

6 credits from BUS 205 Accounting Systems, BUS 361 Business Law, BUS 381 Human Resource Management, BUS 384/385 Entrepreneurial Learning I/II, BUS 386 Organizational Behavior, BUS 395 Project Management, BUS 435 Entrepreneurship.

MINOR IN MARKETING 21 credits**Required 12 credits**

BUS 138 Fundamentals of Business	3
BUS 200 Fundamentals of Accounting OR	3
BUS 201 Principles of Accounting I	3
BUS 271 Principles of Management	3
BUS 345 Principles of Marketing	3

Electives 9 credits

9 credits from: COM 101 Introduction to Communication, COM 102 Mass Communication and the New Media, COM 288 Rhetoric and Persuasion, CPT 202 Digital Applications, ECN 231 Microeconomics, BUS 222 Business Computing Applications, BUS 340 eMarketing, BUS 346 Marketing Communication, BUS 348 Relationship Sales, BUS 351 Sports Marketing, BUS 448 International Marketing, BUS 481 Research Methods for Business Decision-Making.

MINOR IN SPORTS MANAGEMENT 21 credits**Required 15 credits**

BUS 138 Fundamentals of Business	3
BUS 200 Fundamentals of Accounting OR	3
BUS 201 Principles of Accounting I	3
BUS 271 Principles of Management	3
BUS 345 Principles of Marketing	3
BUS 374 Principles of Sports Management	3

Electives 6 credits

6 credits from BUS 351 Sports Marketing, BUS 352 Sport Business & Finance, BUS 453 Athletic Administration & International Sport, BUS 454 Facility and Game Event Management

Note: All minor courses must be completed with a grade of C or better. At least twelve credits of the minor must be completed at Finlandia University.

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COURSE DESCRIPTIONS

ANTHROPOLOGY

ANT 263 CULTURAL ANTHROPOLOGY (3)

Using a comparative approach students will learn about a variety of different cultures in the world and will gain basic knowledge about patterns of cultural similarities and differences. Subjects range from tribal politics and economies, to the evolution of sex, love, and marriage, the nature of religion, and the origins, development, and diversity of human cultures. Offered as needed.

ART & DESIGN

ARD 100 INTRODUCTION TO VISUAL AND PLASTIC ARTS (3)

Introduces students to several art and design disciplines and examines how they are interrelated through applied work using various mediums and techniques. Fall semesters.

ARD 101 DRAWING FOUNDATIONS (3)

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. Fall semesters.

ARD 114 DIGITAL DESIGN FOUNDATIONS (3)

Building on experiences in Color and Composition, Digital Design investigates the role of digital media in extending the understanding of issues related to art & design literacy. Focus on advanced foundation design concepts and broad exposure to contemporary electronic tools. Spring semesters. Prerequisite: ARD 173

ARD 124 CERAMIC DESIGN I (3)

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. Fall semesters.

ARD 126 SUSTAINABLE DESIGN SYSTEMS (3)

Introduces students to an evolving array of alternative design systems that are based on a philosophical paradigm shift toward Earth-awareness and environmental stewardship. Also contains a design studio component in which students select a specific sustainable design system and use it to address a particular design problem. Fall semesters.

ARD 160 ART APPRECIATION FOR NON-ART MAJORS (3)

Involves the student in an examination of the visual arts from a variety of cultures and time periods, with a focus on developing a personal aesthetic vocabulary. By looking at painting, sculpture, photography, film, music, fashion, and design, we will study how the visual arts impacted society, and how society influenced the art being made. Explores visual elements to enhance the student's understanding of the power and purpose of art. Spring semesters.

ARD 173 COLOR AND COMPOSITION (3)

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. Fall semesters.

ARD 202 LIFE DRAWING (3)

Emphasis on accurate drawing of the human form using a wide variety of media focusing on proportion and problems of foreshortening. Students develop a greater understanding of anatomy and skeletal structure through applied study of figure. Fall semesters. Prerequisite: ARD 221.

ARD 205 WEAVING AND OFF-LOOM STRUCTURES (3)

Students discover fiber structure through sampling construction methods, including twining, coiling, knitting, crocheting, knotting, and weaving. Emphasis on loom preparation, drafting graphics, basic structures. 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. Fall semesters.

ARD 207 DIGITAL PHOTOGRAPHY (3)

Covers digital photography as it applies to publication, artistic expression and advertising. Use of a digital camera to illustrate communication concepts, explore aesthetic endeavors and produce images that convey personal vision. Focus on developing visual solutions that explore the control of composition, lighting, subject selection, photo illustration and communication. Adobe Photoshop will take the place of a traditional darkroom for processing images, making adjustments and outputting images to the printer. Spring semesters.

ARD 211 NOETIC SKILLS (3)

Though necessary for survival, left-brain focus too often undermines right-brain spontaneous creativity, generative lateral thinking, and intuitive response. We will expose blocks to creativity, demystify inspired innovation and identify strategies to aid in unlearning pattern thinking in order to access one's unique creative response to any and all challenges in art, in design, in life. Spring semesters.

ARD 214 DESIGN THINKING (3)

A thorough introduction to contemporary graphic design studio practices, emphasizes the development of creative and analytical skill sets utilized to solve complex visual problems involving image-making, storytelling and design matrices. Fall semesters. Prerequisite: ARD 114.

ARD 222 INTERMEDIATE STUDIO (3)

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. Spring semesters. Prerequisite: ARD 101 and ARD 173.

ARD 224 CERAMIC DESIGN II (3)

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. Spring semesters.

ARD 225 SURFACE DESIGN FOR TEXTILES (3)

This studio course covers the application of design elements to textiles. Through dyeing, printing, and surface embellishment methods, students create original yardage for home, garment and fine art. Motif development, color theory, textile history, and individual expression are emphasized. Spring semesters. Prerequisites: ARD 101 and ARD 173.

ARD 226 DESIGN STUDIO I (3)

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. Fall semesters.

ARD 234 TYPOGRAPHY (3)

An exploration and development of the graphic design portfolio. Coursework includes advanced level assignments with emphasis on developing elevated professional skills. Spring semesters. Prerequisite: ARD 214.

ARD 240 DIGITAL MODELING AND RENDERING (3)

Students learn three-dimensional modeling and rapid prototyping techniques as applied to product development and the production process. Beyond learning the basics of surface modeling and rendering, students will be challenged to use the software as a tool in their chosen field. Spring semesters. Offered as needed. Prerequisite: ARD 114.

ARD 245 ILLUSTRATION STUDIO I (3)

Students work through the process of illustration with a specific reproduction purpose. In the conceptualization process for visual communication, students build up abilities in the use of research, reference material, models and props for illustration, and develop skills in composition and value/color correspondence through exercise and the thumbnail process. Survey of professional media skills and techniques is provided throughout the course. Spring semesters. Prerequisite: ARD 221 or ARD 273.

ARD 261 FUNDAMENTALS OF GARMENT DESIGN (3)

This introduction to garment design includes both flat-pattern drafting and draping methods. Students develop designs through sketch ideating. Understanding of fabric structure and fiber content inform the process and results. Students machine and hand-sew their final designs. Participation in a student fashion show is part of the class. Includes Studio. Spring semesters.

***ARD 263 TECHNICAL ASPECTS OF MATERIALS I (3)**

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. Spring semesters. *One cross-concentration Technical Aspect course may be substituted.

ARD 273 PAINTING FUNDAMENTALS (3)

Introduction to the use of paint as a medium to explore the fundamentals of pictorial organization and construction, introduction is given in the use of materials. This course will begin to explore the materials and techniques of painting with acrylic, oil and watercolor. Material discussed and demonstrated will include application techniques, color mixing, creative visual problems solving, and the rendering of form and volume. Includes Studio Fall semesters. Prerequisite: ARD 101 or ARD 173.

ARD 276 SCULPTURE (3)

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. Spring semesters.

ARD 277 PROFESSIONAL DRAWING (3)

Professional drawing is used to describe proposed but as yet non-existing design concepts. Students are instructed in the various languages of professional drawing for communication with other professionals as well as clients. A hands-on overview of orthographic projection, axonometric projection, perspective drawing construction and free-hand perspective sketching is followed by one-on-one exploration of discipline-specific modes of professional drawing that focus on individual portfolio development in preparation for professional practice. Fall semesters. Prerequisite: ARD 101.

ARD 311 DESIGN RESEARCH SKILLS (2)

Good design requires competent design research. Knowing how to ask the right questions precedes looking for answers. In an age of too much information a good designer seeks quality research information to integrate human behavior with ecological preservation. Includes Studio Spring semesters.

ARD 314 INTERMEDIATE PROBLEMS (3)

Theory and practice related to the understanding of how symbolism and semiotics function in graphic design. Includes a broad overview of graphic design history and an understanding of how graphic design functions in the third dimension. (Packaging, environmental, architectural and signage touch points). Includes Studio. Spring semesters. Prerequisite: ARD 214

ARD 322 ADVANCED STUDIO I (3)

Exploration and mastery of chosen media while researching present and past artists to guide the student's direction. 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. The student develops the use of conceptual and narrative skills in the problem solving process with emphasis on pictorial composition and use of color theory. Fall semesters. Prerequisite: ARD 222 or ARD 273.

ARD 329 ART & DESIGN PROJECT MANAGEMENT (3)

Project management skills and how to apply design thinking and the design process in the management of an art and design project. Project scope and objective, time management, and professional communication. Students choose an entrepreneurial project and learn about opportunity recognition, market analysis, and how to develop a business idea through the basics of a business plan. Includes Studio. Fall semesters.

ARD 334 EMERGING DESIGN (3)

Concentrated creative investigation of emergent digital delivery formats and frameworks (web, mobile). Way-finding, navigation, interface, and information architecture methodologies emphasized. Fall semesters. Prerequisite: ARD 314

ARD 336 DESIGN STUDIO II (3)

The second full design studio for the Sustainable Design, Product Design, and Interior Design concentrations. 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 level of research, conceptualization, and 'real-world' response. Fall semesters.

ARD 345 ILLUSTRATION STUDIO II (3)

Focused on book illustration. The whole process of storybook or picture book illustration is introduced. Each student actualizes a book on chosen literature, which interprets the theme into illustrations. By working with a variety of media, students

COURSE DESCRIPTIONS

develop conceptual and narrative skills. Students are challenged to create pictures that communicate the original meanings and information of the literature to a mass audience effectively with impact and style. Fall semesters. Prerequisite: ARD 245.

ARD 354 JACQUARD DESIGN (3)

Builds on knowledge of woven structure and surface design principles teaching students to create patterns and weaves for jacquard upholstery. Through the use of professional software, students' designs are woven as samples in a textile mill. Students use drawing, color theory, basic math, and organizational skills to complete design projects for industry. Spring semesters. Prerequisites: ARD 205 and ARD 225.

ARD 360 TECHNICAL ASPECTS OF CERAMIC DESIGN (3)

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, ceramic kilns, and equipment operating principles. Fall semesters.

***ARD 363 TECHNICAL ASPECTS OF MATERIALS II (3)**

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. Spring semesters. *One cross-concentration Technical Aspects course may be substituted.

ARD 370 HUMAN FACTORS AND ERGONOMICS (3)

Students study the interface between humans and the built environment. Course work includes the study of anthropometrics, ergonomics, proxemics, 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. Fall semesters.

ARD 373 PAINTING II (3)

Continuation of the concepts approached in Painting Fundamentals. Intermediate problems in painting will be handled with an emphasis on individual expression based on historical and contemporary concerns and approaches in art. Students are encouraged to explore different painting methods and practice critical thinking by examining the work of other artists in both past and present times. Includes Studio. Fall semesters. Prerequisite: ARD 273.

ARD 395 ART AND DESIGN PROJECT (3)

Deepens the skills learned in ARD 329. Emphasis on individual professional development and the production of 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. Spring semesters. Prerequisite: ARD 329.

ARD 403 CONTEMPORARY CRITICISM (3)

Cross-listed with HIS 403. Senior-level discussion about the place of art and criticism in contemporary global culture. It explores questions such as: What are artists and critics doing and saying now? What kinds of new media and venues are being developed? What is the place of art criticism in the 21st century? The course explores the responsibility of artists and critics (if any) to society, themselves, the environment, and the ecology of the planet. Spring semesters. Prerequisite: HIS 303.

ARD 414 ADVANCED TYPOGRAPHY (3)

Advanced graphic design theory and application exploring formal and informal structures, with an analysis of contemporary and historic precedents. Includes Studio. Fall semesters. Prerequisite: ARD 314.

ARD 422 ADVANCED STUDIO II (3)

The student is expected to arrive at a focus that is personal, well informed, and articulate. 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. Spring semesters. Prerequisite: ARD 322.

ARD 424 STUDIO PRACTICES IN CERAMIC DESIGN (3)

Advanced problem solving related to the process of creating ceramics. The aesthetics of clay as an expressive medium are explored. Spring semesters. Prerequisites: ARD 224 and ARD 360.

ARD 425 STUDIO PRACTICES IN FIBER/FASHION DESIGN (3)

Students will continue study of design and fiber structure in weaving, knitting and other systems and combined processes. Includes Studio. Fall semesters. Prerequisites: ARD 205 and 225.

ARD 434 INTERACTIVE DESIGN (3)

An extensive overview of interactive tools, principles and concepts in screenbased delivery mechanisms. The student designer will explore and construct innovative frameworks of interaction using coding and industry standard electronic applications. Fall semesters. Prerequisite: ARD 334.

ARD 445 ILLUSTRATION STUDIO III (3)

Students are expected to develop a focus that is personal, well informed, and articulate. The semester is dedicated to working in the chosen focus to develop an artistic vision that embraces one's background, philosophy, and environment. Student's work is a series that leads to the final senior project expressing a refined individual illustration style. Students must complete the projects and prepare digital portfolios and presentations. Includes Studio. Spring semesters. Prerequisite: ARD 345.

ARD 446 DESIGN STUDIO III (3)

The third and final project-based studio course in the Integrated (Product/Interior/Sustainable) Design Studio sequence. For fourth year designers, the course is conducted in a professional studio atmosphere employing design methodologies and applying creative problem-solving in specific projects. This includes the composition of concise project definitions, engagement in project-specific research, generation of 2-D and 3-D concept sketches, development and evaluation of concepts, selection of appropriate materials and processes, and the generation of complete project presentations. Fall semesters.

ARD 454 STUDIO PRACTICES IN CERAMIC DESIGN II (3)

Continuation of Studio Practices in Ceramics I. Students will explore their own path through the ceramic medium with faculty advising. Aesthetics of form and color as well as the role of ceramic art in the 21st century will be explored. Spring semesters. Prerequisites: ARD 360 and ARD 424.

ARD 460 TECHNICAL ASPECTS OF CERAMIC DESIGN II (3)

A continuation of ARD 360, students will focus on glaze calculation from scratch, as well as develop a deeper understanding of clay bodies and firing temperature. The investigation will be directed toward the student's individual studio practice and will involve chemistry and mathematics as a related to ceramics. Includes Studio. Fall semesters. Prerequisite: ARD 360.

ARD 461 ADVANCED TECHNICAL ASPECTS OF FIBER/FASHION DESIGN (3)

Students continue study of design and fiber structure in weaving and other structures, garment and surface design. Individual projects emphasize the technical aspects taking full advantage of the studio facilities. Includes Studio. Spring semesters. Prerequisite: ARD 261.

ARD 464 SENIOR PROBLEMS (3)

An exploration and development of the graphic design portfolio. Coursework includes advanced level assignments with emphasis on developing elevated professional skills. Includes Studio. Spring semesters. Prerequisite: ARD 414

ARD 465 STUDIO PRACTICES IN FIBER/FASHION DESIGN II (3)

Professional practices in design development, studio practices and presentation for entrepreneurial artists, small businesses, and industry are emphasized. The semester will focus on the advanced development of the student's individual area of focus in fiber design leading to Diploma Works. Includes Studio. Fall semesters. Prerequisite: ARD 425.

ARD 497 DIPLOMA WORKS PREPARATION (2)

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. Fall semesters. Prerequisite: ARD 329 and Senior status. Requirement: Student must enroll in ARD 499 the following spring semester.

ARD 498 ART & DESIGN INTERNSHIP (6)

Art & 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. Fall and spring semesters.

ARD 499 DIPLOMA WORKS (6)

Intensive class in which the student researches, develops, and completes a final diploma works project with the supervision of faculty. Topics and requirements vary according to the student's focus. A paper and support materials that document the development of the work are required. Spring semesters. Prerequisites: ARD 311, ARD 329, ARD 395, and ARD 497.

BIOLOGY**BIO 100 PRE-PROFESSIONAL CAREER PREPARATION SEMINAR (1)**

Introduction to various health career options, including dentistry, medicine (human and veterinary), optometry, physical therapy, et al. Discusses required course work and entrance examinations for these fields. Activities will include guest speakers, interviews, and site visits, as well as a study of the requirements for the student's particular area of interest. Fall semesters. Pass/fail only.

BIO III CONCEPTS IN BIOLOGY (4)

Focuses on concepts of modern biology. Topics include diversity of organisms, characteristics of life, cell structure and function, photosynthesis and respiration, cell reproduction, patterns of inheritance, DNA and gene expression, and exploration of the scientific method. Includes laboratory. Fall and spring semesters.

BIO 113 ORGANISMAL BIOLOGY (4)

Uses an evolutionary approach to explore the classification, structure, and function of living organisms. Topics include evolutionary mechanisms of inheritance, diversity of living organisms, and the morphology and physiology of plants and animals. Includes laboratory and field work. Fall semesters.

BIO 171 ANATOMY AND PHYSIOLOGY I (4)

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. Fall semesters. Prerequisite BIO 111 or instructor permission.

BIO 172 ANATOMY AND PHYSIOLOGY II (4)

Continuation of BIO 171. Body systems studied include endocrine, cardiovascular, lymphatic, respiratory, digestive, renal, and reproductive. Includes laboratory. Spring semesters. Prerequisite: BIO 171.

BIO 273 MICROBIOLOGY (4)

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. Spring semesters. Prerequisite: BIO 113, or BIO 172.

BIO 300 ECOLOGY AND THE ENVIRONMENT (4)

Outlines the theoretical and empirical aspects of ecology starting with the nature and history of the discipline. Topics include the elements of populations, biotic interactions, communities, and ecosystems. Includes laboratory. Fall semester, even years. Prerequisite: BIO 113 or instructor permission.

BIO 350 TOPICS IN BIOLOGY (3)

Opportunity to explore aspects of the field of biology not dealt with extensively in other Biology courses. Topics may include Biochemistry, Genetics, Biostatistics, and Cellular Biology. Offered as needed. Prerequisites: Junior standing and instructor permission.

BIO 499 SENIOR CAPSTONE PROJECT IN BIOLOGY (3)

Students prepare a cross-disciplinary research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

BUSINESS**BUS 125 ART BUSINESS (3)**

Introduces students to aspects of business within the art industry and prepares them to develop a professional artist's statement, résumé, and portfolio. Students will develop a conversational knowledge of galleries and artist opportunities such as commissions, grants, and residencies. Presentations, critiques, criticism, and rejection will also be covered. Fall semesters.

COURSE DESCRIPTIONS

BUS 138 FUNDAMENTALS OF BUSINESS (3)

Provides an overview of business, management, and entrepreneurship; students gain a basic understanding of the process of establishing a new business, the environment in which a business operates, the operational components and functions of a business, and the essentials of small business. Fall semesters.

BUS 141 BUSINESS COMMUNICATIONS (3)

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. Spring semesters. Prerequisite: ENG 103.

BUS 200 FUNDAMENTALS OF ACCOUNTING (3)

Provides non-business majors with a basic knowledge of accounting to make sound financial decisions. Covers generally accepted accounting principles (GAAP), businesses' four basic financial statements, business organizations, basic financial ratios, budgeting, audits and auditors, and fraud and ethics. Fall semesters. Prerequisite: MAT 140 or above.

BUS 201 PRINCIPLES OF ACCOUNTING I (3)

Covers the basic concepts, principles, and procedures of accounting. Major topics include the accounting cycle, financial statement preparation, and revenue recognition. Fall semesters. Prerequisite: MAT 140 or above.

BUS 202 PRINCIPLES OF ACCOUNTING II (3)

Focuses on the role of accounting information within a company. Major topics include budgeting, responsibility accounting, cost allocations, cost behavior, decision models, capital budgeting, and product costing. Spring semesters. Prerequisite: BUS 201.

BUS 205 ACCOUNTING SYSTEMS (3)

Provides students with a thorough understanding of the design of information systems that support the accounting function of a firm. Topics include business transaction cycles and processes, accounting system technology, and management of accounting systems. Spring semesters. Prerequisite: BUS 202.

BUS 206 ACCOUNTING SYSTEMS PRACTICUM (1)

Uses a common accounting software package to introduce computerized accounting applications. Spring semesters.

BUS 222 BUSINESS COMPUTING APPLICATIONS (3)

Covers business-related computing skills, including advanced features of Excel, webpage design, and social media. Assumes prior knowledge of Microsoft Office software. Fall and spring semesters.

BUS 235 LEADERSHIP AND TEAM SKILLS (3)

Introduces students to leadership styles and traits and provides self-assessment activities for them to learn more about their leadership abilities. Provides students with readings and activities to engage them in the leadership process as well as foster teams that work together on a class project. Fall and spring semesters. Prerequisite: Sophomore standing.

BUS 271 PRINCIPLES OF MANAGEMENT (3)

Examines the history, evolution and function of management in the 21st century. Classical theory through postmodern theory is examined in case studies. Students learn how management goals and strategies are set, attained and maintained using best practices. Covers topics such as business law, human resource management, and production management. Fall and spring semesters. Prerequisite: Sophomore standing.

BUS 301 INTERMEDIATE ACCOUNTING I (3)

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. Fall semesters. Prerequisite: BUS 202.

BUS 302 INTERMEDIATE ACCOUNTING II (3)

Builds upon BUS 301. Topics include current liabilities, long-term investments, and stockholder equity. Spring semesters. Prerequisite: BUS 301.

BUS 307 MANAGEMENT INFORMATION SYSTEMS (3)

Introduces students to the role that IT systems play in managing information as a resource, and to the use of IT information for competitive advantage. Topics include IT's relationship to organizational design and business strategies, identification of opportunities for improvement in the work environment, innovative uses of current technologies to leverage those opportunities, and issues of ethics, privacy protection, and security management. Offered as needed. Prerequisite: BUS 222.

BUS 315 COST ACCOUNTING (3)

Studies how managers use accounting information 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. Fall semesters. Prerequisite: BUS 202.

BUS 324 INCOME TAX ACCOUNTING (3)

An introduction to the study of federal income tax laws and how they apply to individuals, partnerships, and corporations. Fall semester, even years. Prerequisite: BUS 202.

BUS 325 ART ENTREPRENEURSHIP (3)

Prepares students to develop and run a business. Students will demonstrate a conversational knowledge of the development and implementation of a business plan, as well as basic art business practices and terminology as they apply to new or existing small-scale business ventures. Fall semesters. Prerequisite: BUS 125.

BUS 326 MANAGERIAL ACCOUNTING (3)

Focuses on how accountants provide information to managers who direct and control an organization's operations. Spring semesters. Prerequisite: BUS 301.

BUS 332 BUSINESS FINANCE (3)

Presents the basic principles of the acquisition, financing and management of assets, building on the foundation of time value of money and valuation of securities, and introduces the techniques of capital budgeting and the cost of capital. Fall semesters. Prerequisite: BUS 201.

BUS 340 E-MARKETING (3)

Explores e-marketing from a marketing perspective, the Internet's impact on business, the principles and concepts of doing business on the Web, new media-focused marketing, operational transformation, formation of electronic markets, and the digital economy. Fall semesters. Prerequisite: BUS 345.

BUS 345 PRINCIPLES OF MARKETING (3)

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. Fall semesters. Prerequisite: Sophomore standing.

BUS 346 MARKETING COMMUNICATION (3)

Prepares students to develop marketing, advertising, and public relations strategies for their 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. Presents practical techniques, as opposed to theory, to help students understand business fundamentals as they immediately apply them to new or existing small-scale business ventures. Spring semesters. Prerequisite: BUS 345.

BUS 348 RELATIONSHIP SALES (3)

Covers the evolution of personal selling, an important part of marketing, studies the interpersonal interactions between buyers and sellers to initiate, develop and enhance customer relationships. Fall semesters. Prerequisite: BUS 345.

BUS 350 TOPICS IN BUSINESS (3)

Investigates aspects of business not covered or only lightly touched on in other business courses. Topics vary depending upon the instructor. Offered as needed.

BUS 351 SPORTS MARKETING (3)

Applies the principles of promotion and marketing for college and high school athletics, professional sports, corporate fitness clubs, and resorts. Spring semesters. Prerequisite: Junior Standing

BUS 352 SPORT BUSINESS AND FINANCE (3)

A study of theory and applications in the fundamental business practices as applied to sport management. Topics covered include revenue sources, budget development, ownership, taxation, financial analysis and economic impact studies. An emphasis on ticket, group, sponsorship, food service, and broadcast sales as well as fundraising development will be a major emphasis in this class. Fall semesters Pre-requisite: Junior Standing

BUS 361 BUSINESS LAW (3)

Examines legal terminology, contracts, agencies, partnerships, corporations, property, negotiable instruments, sales, court proceedings, federal laws, and business ethics from the perspective of their relevance and importance in today's organizations. Students participate in activities that teach them how to manage a business legally with high ethical and moral standards. Spring semesters. Prerequisite: Sophomore standing.

BUS 374 PRINCIPLES OF SPORTS MANAGEMENT (3)

Analyzes effective management strategies and the knowledge associated with pursuing a career in sports management. Emphasizes fundamental sports management principles and skills and information on current issues. Introduces students to sports management career opportunities and sports principles as they relate to leadership style, communication, and motivation. Fall semesters. Prerequisite: BUS 271.

BUS 381 HUMAN RESOURCE MANAGEMENT (3)

Explores effective human resource management in the dynamic legal, social, and economic environments of public and private organizations. Topics include federal statutes that influence the recruitment, selection, training, and development of organizational members. Various performance appraisal systems are studied along with examining changing benefits and compensation packages. Fall semesters. Prerequisite: BUS 271.

BUS 384 ENTREPRENEURIAL LEARNING I (I)

Engages students in real-world practical experiential learning at entrepreneurial ventures in Finlandia's Jutila Center. Fall and spring semesters. Prerequisite: Sophomore standing.

BUS 385 ENTREPRENEURIAL LEARNING II (2)

Engages students in real-world practical experiential learning at entrepreneurial ventures in Finlandia's Jutila Center. Fall and spring semesters. Prerequisite: Sophomore standing.

BUS 386 ORGANIZATIONAL BEHAVIOR (3)

An interdisciplinary study of the variables that affect both the formal and the informal culture within an organization. These include employee motivation, team dynamics, and work performance. Examines leadership from the perspective of how it shapes and sustains the organization's customs and mores. Spring semesters. Prerequisite: BUS 271.

BUS 388 GLOBAL ENTREPRENEURSHIP (3)

Studies the challenges and opportunities of international business from the viewpoint of the small entrepreneurial venture. Topics include understanding the level of readiness to internationalize, finding and analyzing markets, methods of entry, finding international distributors and partners, exporting and importing, marketing mix decisions, legal aspects, understanding cultural differences, available assistance, and managing international operations. Spring semesters. Prerequisite: BUS 271 or instructor permission.

BUS 392 PRODUCTION AND OPERATIONS MANAGEMENT (3)

Provides students with a sound understanding of the concepts, techniques, and applications of contemporary production and operations management; discusses needs for improvement in quality and productivity to meet current and future demands; and examines production and operations as they relate to international competitiveness and survival in the global marketplace. Offered as needed. Prerequisite: BUS 271.

BUS 395 PROJECT MANAGEMENT (3)

Examines the fundamentals of project management including organizing, planning, and controlling projects. Covers concepts such as developing project proposals, project scheduling, managing costs and risk, team management, and communication and documentation issues. Utilizing Microsoft Project, students will plan, schedule and manage a project over the length of the course. Fall semesters. Prerequisites: BUS 271 and BUS 222.

BUS 401 ADVANCED ACCOUNTING (3)

Examines the specialized issues, problems, practices, and skills required when accounting for business combinations, including preparation of consolidated financial statements for organizations that are wholly- and/or partially-owned subsidiary operations, transactions associated with international operations, and partnership accounting. Fall semester, even years. Prerequisite: BUS 302.

BUS 411 FINANCIAL MANAGEMENT (3)

Introduces students to corporate financial analysis and decision-making by building on fundamental financial concepts; incorporates the principles of risk/return ratio analysis techniques to corporate finance; covers working capital management, capital structure and intermediate and long-term financing. Offered as needed. Prerequisite: BUS 332.

BUS 420 AUDITING (3)

Studies the attest functions of public accounting. Topics include professional ethics, generally accepted auditing standards, internal control, and the design of audit programs. Spring semester, odd years. Prerequisite: BUS 302.

COURSE DESCRIPTIONS

BUS 435 ENTREPRENEURSHIP (3)

Introduces students to the entrepreneurship process. Provides a thorough analysis of the entrepreneurial process, including coupling motivation with accurate and timely information, a solid business idea, an effective business plan, and sound execution to maximize chances of success. Spring semesters. Prerequisite: BUS 271.

BUS 446 CONSUMER BEHAVIOR (3)

Covers the parameters of consumer behavior including motivation, personality and self-concept, the decision-making process, external influences on consumer behavior and the effect of culture. Fall semester, odd years. Prerequisite: BUS 345

BUS 447 MARKETING FOR SMALL BUSINESS (3)

Incorporates current theory and practice relating to starting, managing, and marketing small firms; provides comprehensive coverage of critical small business issues, using real-world examples to help students understand how to apply business concepts for small companies; incorporates material to help students explore small business issues with respect to marketing, financial management, and human resource management. Spring semesters. Prerequisite: BUS 345.

BUS 448 INTERNATIONAL MARKETING (3)

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. Fall semesters. Prerequisite: BUS 345.

BUS 453 ATHLETIC ADMINISTRATION AND INTERNATIONAL SPORT (3)

Introduces the management of amateur athletics, including review of the organizational structures of intercollegiate athletic departments, conferences, and the NCAA. Analyzes, in light of an expanding global sport industry, the organization and management of international sport, including the European "Club" structure and Olympic movements. Spring semesters. Prerequisite: Junior Standing

BUS 454 FACILITY AND GAME EVENT MANAGEMENT (3)

Offers an overview of the operation, management, and financing of public and private assembly facilities, including arenas, coliseums, and stadiums and the elements of managing sport games and events. Fall semesters. Prerequisite: Junior standing

BUS 481 RESEARCH METHODS IN BUSINESS DECISION MAKING (3)

Introduces applied research methods to guide managerial decision-making in a real world practice. Topics covered include quantitative and qualitative research methods by collecting data through surveys, questionnaires, observations, artifacts, focus groups, and desktop research. Fall semesters. Prerequisite: MAT 144 or MAT 145 and junior standing

BUS 484 ENTREPRENEURIAL LEARNING III (I)

Continuation of BUS 384; engages students in real-world practical experiential learning at entrepreneurial ventures in Finlandia's Jutla Center. Fall and spring semesters. Prerequisite: BUS 384 or BUS 385.

BUS 485 ENTREPRENEURIAL LEARNING IV (2)

Continuation of BUS 385; engages students in real-world practical experiential learning at entrepreneurial ventures in Finlandia's Jutla Center. Fall and spring semesters. Prerequisite: BUS 384 or BUS 385.

BUS 488 BUSINESS STRATEGY (3)

Through lectures, in-class discussion, case studies, assignments and a course project the student will develop an understanding of the strategic planning process and the important role that strategy plays in an organization's success. The student will furthermore develop a "strategic mindset" that will enable them to understand strategic implications of decisions made at all levels in an organization. Fall semesters. Prerequisites: BUS 271 and BUS 345.

BUS 489 SENIOR PROJECT IN BUSINESS (3)

Students or student teams work on projects related to material in BUS 488. They prepare papers and presentations based upon their project experiences that demonstrate their capacities to synthesize and apply knowledge from an organizational perspective. Spring semesters. Prerequisite: BUS 488.

BUS 498 BUSINESS INTERNSHIP (6)

Students work for individual employers 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. With the dean's approval of courses, this course may also be used for overseas study. Fall and spring semesters. Prerequisite: Junior or senior standing.

BUS 499 SENIOR THESIS OR PROJECT IN BUSINESS (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. Offered as needed. Prerequisites: Senior standing and instructor permission.

CHEMISTRY

CHM 115 GENERAL CHEMISTRY I (4)

Designed for science and pre-professional health majors. Topics include measurement, atomic theory and structure, electronic configuration, stoichiometry, chemical bonding, thermo-chemistry, states of matter, aqueous solutions and some descriptive chemistry. Includes laboratory. Fall semester, odd years. Prerequisite: MAT 145.

CHM 116 GENERAL CHEMISTRY II (4)

Designed for science and pre-professional health majors. Topics include kinetics, equilibrium, thermodynamics, acids and bases, ionic equilibria, electrochemistry, nuclear chemistry, and some descriptive chemistry. Includes laboratory. Spring semester, even years. Prerequisite: CHM 115.

CHM 121 CHEMISTRY AND SOCIETY (4)

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. Discusses chemistry in the context of significant societal issues, such as clean air and water, global climate change, acid rain, ozone depletion, and biotechnology. Includes laboratory. Spring semester, odd years.

CHM 131 CHEMISTRY OF ARTISTS' MATERIALS (4)

Covers basics of chemistry concepts, including elements, compounds, atoms, chemical bonding, the periodic table, acid-base and oxidation-reduction reactions, and basic inorganic and organic chemistry. These chemistry topics 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. Spring semester, odd years. Art and Design students only or instructor permission.

CHM 145 CHEMISTRY OF LIVING SYSTEMS (3)

Focuses on the chemical basis of biological processes. Surveys general, organic, and biochemistry. Specific topics include atomic and molecular structure, chemical change, organic compounds, proteins, carbohydrates, lipids, metabolism, and hormones. Fall semesters. Prerequisites: Two years of high school science, BIO 111, or instructor permission.

COMPUTER INFORMATION SYSTEMS

CIS 102 INTRODUCTORY COMPUTER APPLICATIONS (3)

Provides an overview of how computers work, computer terminology and concepts, and the use of a computer as a tool in various disciplines and extensive coverage of the use of Microsoft Office® software for problem solving and decision-making, including 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. Fall and spring semesters.

CIS 202 INTERMEDIATE COMPUTER APPLICATIONS (3)

Builds on CIS 102; covers 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. Offered as needed.

CIS 350 TOPICS IN COMPUTER INFORMATION SYSTEMS (3)

Covers the use of the Internet as a resource and common software packages frequently used for Internet problem-solving and decision-making. Offered as needed.

COMMUNICATION

COM 101 INTRODUCTION TO COMMUNICATION (3)

Blends theory and practice as students explore the nature of human communication and are introduced to interpersonal communication, mass communication, and organizational communication. Students practice critical analysis and production of effective oral, visual, and written communication, and become acquainted with the role of communication in culture, as well as the possibilities for using communication skills in their careers. Fall semesters.

COM 108 FUNDAMENTALS OF PUBLIC SPEAKING (2)

Preparation and delivery of informative and persuasive speeches in the classroom and beyond. Basic rhetorical principles to enrich understanding, analysis of professional speeches to inform, speaking and listening competencies, and the practice of sound ethics. Fall and spring semesters.

COM 201 MASS COMMUNICATION AND NEW MEDIA (3)

The history of mass communication theories and impacts, including agenda setting, politics, and social change, as well as the relationships among emerging communication technologies and communication theories. Fall semesters.

COM 245 GENDER AND COMMUNICATION (3)

Recognizing that communication is the symbolic process that creates and maintains our realities, students examine the ways in which gender is constructed and practiced through interpersonal, institutional, and mass media messages. Spring semester, odd years.

COM 250 SPECIAL TOPICS IN COMMUNICATION (3)

Provides an opportunity to gain an introductory level of understanding of major fields within communication. Topics may include Interpersonal Communication and Internet Journalism. Offered as needed.

COM 282 WEB DESIGN I (3)

Introduces the student to the basic principles of web design using HTML/XHTML and CSS. An emphasis is placed on semantic design, usability, accessibility, and project-based learning. Spring semesters, even years.

COM 288 RHETORIC AND PERSUASION (3)

This course in classical and contemporary rhetorical theory uses theories of language, representation, and communication to critique public discourse and create oral and written arguments designed for the public sphere. Spring semesters.

COM 322 COMMUNICATION, CULTURE, AND COMMUNITY (3)

Examines the role of communication in the formation and maintenance of community experience. Explores the role of public space, the ways people experience community, and the challenges people face as they come together. Through ethnography and service learning, critically examines issues of representation in participation, conflict, and commitment. Spring semester, even years. Prerequisite: COM 101.

COM 330 ORGANIZATIONAL COMMUNICATION (3)

Using a combination of theory and practice, students explore the world of organizations as they are created through communication. Through readings and discussion, students expand their knowledge; through service learning and fieldwork, students observe and enact the structures they read about. Fall semester, odd years. Prerequisite: COM 101.

COM 340 ENVIRONMENTAL COMMUNICATION (3)

Examines not only the ways our messages about the environment educate us and help us solve problems, but also at the ways language—and other communication acts—create and maintain our relationship with the natural world. Fall semester, even years. Prerequisite: COM 101.

COM 350 SPECIAL TOPICS IN COMMUNICATION (3)

Provides students an opportunity for in-depth exploration of an aspect of the field of communication not dealt with extensively in other communication courses. Spring semester, odd years. Prerequisite: COM 101.

COM 382 WEB DESIGN II (3)

Project-based course that builds on the web design fundamentals of COM 282. Focuses on standards-based, accessible and semantic web design. Students will work in teams while engaging in the process of planning, designing and creating a professional Web site for a client. Topics include pre-production planning, client relations, design plans, semantic markup, standards-based web design, diverse technologies, the role of social media, implementing server-side applications and dynamic content. Spring semester, odd years. Prerequisite: COM 282 with a grade of C- or higher.

COURSE DESCRIPTIONS

COM 499 SENIOR CAPSTONE PROJECT IN COMMUNICATION (3)

Students prepare a cross-disciplinary research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

COMPUTER TECHNOLOGY

CPT 202 DIGITAL APPLICATIONS AND TECHNOLOGIES FOR LIFE (3)

Application of digital technologies, including computers, digital video and cameras, courseware and software, website 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. Fall and spring semesters.

CRIMINAL JUSTICE

CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE (3)

Covers the traditional components of the criminal justice system including police, courts, and corrections, along with general influences of community, family, legislation, and victims' rights groups on the criminal justice system. Fall semesters.

CRJ 104 INTRODUCTION TO POLICING (3)

The roles and responsibilities of the police officer during the activity of patrol. 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. Spring semesters.

CRJ 140 INTRODUCTION TO CORRECTIONS (3)

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. Spring semesters.

CRJ 201 CRIMINAL INVESTIGATION I (3)

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. Spring semesters. Prerequisites: CRJ 101.

CRJ 205 CRIMINAL LAW (3)

The elements, purposes, and functions of criminal law. Also covers 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. Fall semesters. Prerequisite: CRJ 101 or instructor permission.

CRJ 240 CONTEMPORARY CORRECTIONS (3)

Examines the current issues with mass incarceration, prison environment and prison privatization. The course will also address current theoretical and applied practices within prisons (including but not limited to different incarceration levels), community corrections and community re-integration after incarceration. Fall semester, even years. Prerequisite: CRJ 140.

CRJ 250 TOPICS IN CRIMINAL JUSTICE (3)

Provides the opportunity to gain an introductory level of understanding of major fields within criminal justice. Topics may include private security, emergency management, murder in the U.S., critical issues in policing, and sex crimes. Offered as needed.

CRJ 260 VICTIMOLOGY (3)

Victims are the other portion of the criminal act. Investigates the history, development of the field of victimology, and structural responses to victims. Fall semester, odd years.

CRJ 304 COMMUNITY POLICING (3)

Community policing involves a rethinking of the role of the police and a restructuring of a police organization. Emphasizes the community/police collaboration, interpersonal skills, dealing with diversity, interacting with special needs populations, and coordinated crime prevention efforts in the community. Spring semester, odd years. Prerequisite: CRJ 104.

CRJ 325 COMMUNITY CORRECTIONS (3)

Focuses on corrections policy and practice in a community setting. The topics covered will be community corrections, probation, parole and the impact of current corrections policy on the community. Fall semester, even years. Prerequisite: CRJ 104.

CRJ 345 CRIME AND INEQUALITY (3)

Explores the social phenomenon of inequality in the criminal justice system. Incorporates economic, racial, ethnic and gender components and the relationship with the criminal justice system. Spring semester, even years. Prerequisite: CRJ 101.

CRJ 350 TOPICS IN CRIMINAL JUSTICE (3)

In-depth exploration of aspects of the field of criminal justice not covered extensively in other courses. Topics may include conflict resolution, police administration, constitutional law, and women and minorities in criminal justice. Offered as needed. Prerequisite: CRJ 101 or instructor permission.

CRJ 420 CORPORATE CRIME (3)

Criminology and crime prevention tend to focus primarily on street crime. Investigates the theories of corporate crime, types of crime, and punishment of offenders. Fall semester, odd years. Prerequisite: CRJ 101.

CRJ 471 CRIME AND PUBLIC POLICY (3)

Cross-listed with SOC 471. Focuses on the theoretical basis for crime policy, the empirical work utilizing theory, and the efficacy of the policies. Investigates how social policy is developed, amended and enacted. Spring semester, odd years. Prerequisites: CRJ 101 and SOC 312.

CRJ 480 COMPARATIVE CORRECTIONS (3)

Highlights the U.S. correction system within a global context. Similarities and differences are investigated as well as the potential efficacy of changes in policy is discussed. Fall semester, odd years. Prerequisite: CRJ 101 and SOC 290.

CRJ 491 COMPARATIVE CRIMINAL JUSTICE (3)

Examines the criminal justice system within a global context. Discusses theories of criminality, deviance and punishment within socio-political context of the different countries studied as well as the comparison between the countries. Within this framework, students will examine theories of crime. This course will be offered at the University of Tampere, Finland in the May term. Prerequisite: SOC 290.

CRJ 499 SENIOR CAPSTONE PROJECT IN CRIMINAL JUSTICE (3)

Students prepare a research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

ECONOMICS**ECN 231 MICROECONOMICS (3)**

Studies the choices that individuals, businesses, governments, and societies make when coping with scarcity. Topics include supply and demand, market structures, production and cost concepts, labor markets, and the government's role in the economy. Fall semesters. Prerequisite: MAT 140 or above.

ECN 232 MACROECONOMICS (3)

Begins with overview of market operations, then studies a nation's macro-economy, including measurement of its production, price level, and employment, theories of how a macro-economy functions, government's role in regulating a macro-economy, the banking system, monetary policy, and the Federal Reserve System. Spring semesters. Prerequisite: MAT 140 or above.

ECN 331 GLOBAL ECONOMY (3)

Studies gains and losses from international trade, trade barriers, and regional economic groupings, operation of foreign exchange markets, balance of payments accounts, and macroeconomic effects of international transactions. Fall semester, even years. Prerequisites: ECN 231 and ECN 232.

ECN 332 SPORTS ECONOMICS (3)

Applies economic concepts 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. Offered as needed. Prerequisite: ECN 231.

ECN 350 TOPICS IN ECONOMICS (3)

Investigates aspects of economics not covered or only lightly touched on in other economics courses. Topics vary depending upon the instructor. Offered as needed. Prerequisite: Sophomore standing.

ECN 351 MANAGERIAL ECONOMICS (3)

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. Offered as needed. Prerequisites: ECN 231.

ENGLISH**ENG 101 BASIC GRAMMAR AND COMPOSITION (3)**

Designed to improve the student's reading and writing skills. Emphasis on perfecting the paragraph and writing grammatically correct, effective sentences as preparation for the essay. Fall and spring semesters.

ENG 103 COLLEGE ENGLISH I (3)

Designed to improve the student's reading, writing, and critical thinking skills, and to give the student a broad understanding of culture and society. Emphasis is on essay writing and critical analysis of non-fiction and literary works. Fall and spring semesters.

ENG 104 COLLEGE ENGLISH II (3)

Builds on skills acquired in ENG 103. Emphasis is on writing essays and completing a research paper. Includes critical examination of fiction and non-fiction. Fall and spring semesters. Prerequisite: ENG 103 or instructor permission.

ENG 105 THE ENGLISH MAJOR (1)

Designed to introduce students to the field of English, including its history, methods, and goals. Required course work and career possibilities for the field (including graduate school) are also discussed. Activities may include guest speakers, interviews, and site visits. Fall semesters. Pass/fail only.

ENG 150 AMERICAN CULTURE AND LANGUAGE (3)

This class is designed for students whose first language is not English. Critical thinking, reading, writing, and presentation skills will be emphasized. Class assignments and fieldtrips will increase students' understanding of American culture and traditions, and American academic English. Offered as needed. For international students only.

ENG 201 COLLEGE GRAMMAR AND COMPOSITION (3)

College-level grammar and punctuation and their relationship to stylistics, strengthening student knowledge of English structure. Reviews 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. Fall semesters, odd years. Prerequisite: ENG 104 or instructor permission.

ENG 203 ENGLISH SEMINAR (1)

This seminar will offer an encouraging and intellectually challenging environment. Students will be interacting with professional writers who are interested in literature and the world of ideas. A variety of writers will read from their work (published or in-progress), and discuss how it fits into the larger world of letters. Discussion may also include the writing process, literary craft, and publishing. Offered as needed.

ENG 219 CREATIVE WRITING (3)

Introduction to the writing of fiction, poetry, and the literary essay. Includes a variety of readings to support student writing. Fall semesters. Prerequisite: ENG 104 or instructor permission.

ENG 231 SURVEY OF AMERICAN LITERATURE I (3)

Survey of American Literature in an historical context from its beginning to 1900. Introduces the student to literary movements and major writers. Fall semester, even years. Prerequisite: ENG 103 or instructor permission.

ENG 232 SURVEY OF AMERICAN LITERATURE II (3)

Survey of American Literature in an historical context from 1900 to present. Introduces the student to literary movements and major writers. Spring semester, odd years. Prerequisite: ENG 103 or instructor permission.

ENG 241 SURVEY OF ENGLISH LITERATURE I (3)

Chronological survey of English literature from Beowulf to 1789, concentrating on major figures and works. Fall semester, odd years. Prerequisite: ENG 103 or instructor permission.

ENG 242 SURVEY OF ENGLISH LITERATURE II (3)

Chronological survey of English literature from 1789 to the current day, concentrating on major figures and works. Spring semester, even years. Prerequisite: ENG 103 or instructor permission.

COURSE DESCRIPTIONS

ENG 252 MONSTROUS LITERATURE (3)

Examine depictions of monstrosity in both classical and contemporary literature and consider what such “monstrous literature” can tell us about how we see the world and ourselves. Readings may include *Strange Case of Dr. Jekyll and Mr. Hyde*, *the Call of Cthulu*, *I am Legend*, *Grendel*, and *No Country for Old Men*. Fall semester, even years. Prerequisite: ENG 103 or instructor permission.

ENG 263 SURVEY OF WORLD LITERATURE (3)

Survey of continental European literature from the Ancient World to the present. Introduces the student to major writers and includes historical background and literary movements. Spring semester, odd years. Prerequisite: ENG 103 or instructor permission.

ENG 272 STUDIES IN THE NOVEL (3)

Focuses on a single literary form and will explore the form of the novel through an in-depth examination. Students will become acquainted with relevant criticism, form, socio-historical contexts, and influence of the genre. Fall semester, even years. Prerequisite: ENG 103 or instructor permission.

ENG 275 STUDIES IN POETRY (3)

Focuses on a single literary genre. A study of literature through a critical exploration of poetry will be provided. Students will become acquainted with relevant criticism, form, socio-historical contexts, and influence of the genre. Spring semester, even years. Prerequisite: ENG 103 or instructor permission.

ENG 291 FILM AS ART (3)

Evaluates films of different genres and introduces film history and the terminology of film criticism. Spring semester, even years. Prerequisite: ENG 104 or instructor permission.

ENG 302 ENVIRONMENTAL LITERATURE (3)

Although environmental awareness and related ecological concerns are generally understood as modern phenomena, humanity has always been engaged in a struggle to understand, navigate, and even master the world around us. This course will study the ways that both contemporary and classical literature represent, interrogate, and even complicate environmental issues and themes. Fall semester, odd years. Prerequisite: ENG 104 or instructor permission.

ENG 310 NORDIC LITERATURE (3)

Surveys the literature of Finland, Sweden, Norway, Denmark, Iceland and their colonies. Examines traditional folklore and mythologies as well as modern novels, dramas and poetry. Reflects on the ways in which these various national literatures are both related and distinct, and considers what elements unite them across language and geography. Fall semester, odd years. Prerequisite: ENG 103 or instructor permission.

ENG 315 BRITISH COMMONWEALTH LITERATURE (3)

Covers literature of the British Commonwealth. The cultural and historical diversity as well as distinctive literary development of the British Commonwealth will be explored. Spring semester, odd years. Prerequisite: ENG 104.

ENG 323 ADVANCED WRITING (3)

All good writing is rewriting. This intensive writing course seeks to hone skills while developing each student's unique voice primarily through a workshop format. A broad range of writing styles and genres will be explored, with an emphasis on creative non-fiction. Students will create a professional portfolio and are encouraged to submit their work for publication. Fall semester, even years. Prerequisite: ENG 104; English 219 highly recommended.

ENG 332 GREAT BOOKS OF THE UNITED STATES: AMERICAN LITERARY LANDSCAPE (3)

Focuses on reading and discussing major American authors such as Twain, Thoreau, Cather, Fitzgerald, Faulkner, or Plath. Fall semester, odd years. Prerequisite: ENG 104.

ENG 340 AUTHORS SERIES (3)

Provides an intensive study of a limited number of major authors or single novels. Fall semester, even years. Prerequisite: ENG 103.

ENG 350 TOPICS IN LITERATURE OR ENGLISH (3)

Offers the student the opportunity to explore a subgenre or theme in literature not found in the regular offerings. Topics might examine a single author such as Shakespeare, a group such as the Lost Generation, a literary time such as the Victorian, a region such as the British Commonwealth, a national literature such as Canada, a literary movement such as Modernism. Offered as needed. Prerequisite: ENG 104.

ENG 375 LITERATURE AND POLITICS (3)

The intersection of literature and politics and their dynamic historical frameworks will be considered. Students will reflect on questions raised by various literary masterpieces and how literature can explore fundamental questions of human and political life. Various authors and cultural commentators will be examined. Fall semester, odd years. Prerequisite: ENG 104.

ENG 380 LITERARY CRITICISM (3)

To understand literature one must be able to engage with the work in a careful, active manner. Reading is a skill as much as writing, and this is the art of literary criticism. Examines the history of literary criticism from Plato to today, and considers how the act of reading shapes our understanding not only of the work we read, but of the world which produced it. Spring semester, even years. Prerequisite: Junior or senior standing.

ENG 390 LITERATURE AND GENDER (3)

Examines descriptions, constructions, and interrogations of gender and related issues in canonical literary works from the Classical age to the contemporary period. Fall semester, even years. ENG 104 and instructor permission.

ENG 402 NATIVE VOICES: NATIVE AMERICANS IN LITERATURE, ART, AND FILM (3)

Cross-listed with HUM 401. Starting with autobiography this class will use history as the touchstone for further readings in the genres of fiction, poetry, essays, drama, and film/art criticism in the area of Native Americans in literature, visual art, and film. Native American artists, ideas of identity and National identity, as well as the portrayal of Native American Peoples in the larger American popular culture will be explored. Spring semester, even years.

ENG 403 CULTURES IN CONFLICT (3)

Designed to give a deeper and broader understanding of major conflicts around the globe, analyzing their effects on human societies and the environment through various works of fiction. Focuses on literary works written by under-represented writers, exploring territories as diverse as a war-torn neighborhood of Afghanistan, a rural village in Africa, or an Indian community in Calcutta. Texts may include historical analyses, criticism, fiction, poetry, literary journalism, and drama. Spring semester, odd years. Prerequisite: ENG 104.

ENG 499 SENIOR CAPSTONE PROJECT IN ENGLISH (3)

Students prepare a research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

ENVIRONMENTAL STUDIES**ENV 202 INTRODUCTION TO ENVIRONMENTAL STUDIES (3)**

Incorporates environmental science, 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. Introduces students to environmental challenges at the personal, regional, and global levels. Offered as needed.

ENV 213 OUTDOOR RECREATION SKILLS AND LEADERSHIP (2)

Studies the use of maps and a compass, campfire building, fishing, orienteering, biking, and identification of rocks, trees, and wildlife. Includes field trips to Copper Country historical sites. Course meets the first 7-1/2 weeks of the semester. Offered as needed.

ENV 401 ENVIRONMENTAL POLICY AND LAW (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. Offered as needed. Prerequisite: ENV 202.

ENGLISH AS A SECOND LANGUAGE**ESL 101 READING I (BEGINNER LEVEL) (4)**

Students read a broad range of texts, including simple stories and articles with basic vocabulary. Focus is on building vocabulary and improving students' understanding of written English through reading, writing, and talking about various texts. Offered as needed.

ESL 102 WRITING I (BEGINNER LEVEL) (4)

Students learn to write simple sentences and paragraphs in English. Students are introduced to both formal and informal styles of writing. Offered as needed.

ESL 104 ORAL COMMUNICATION (BEGINNER LEVEL) (4)

Designed to improve the student's speaking skills and listening comprehension. Emphasis is on gaining confidence to speak English for a wide variety of purposes. Students go on field trips to local stores, businesses, schools, and organizations, where they learn to communicate effectively with local residents. Offered as needed.

ESL 105 GRAMMAR I (BEGINNER LEVEL) (3)

Vocabulary and grammatical structures are taught in context, and students will apply what they learn in essays and other writing assignments. Offered as needed.

ESL III READING II (INTERMEDIATE LEVEL) (4)

Students read a broad range of texts, from simple stories and articles with basic vocabulary to more advanced readings from newspapers and magazines. Fiction and more challenging academic texts will be gradually introduced. Emphasis is on building vocabulary and refining students' understanding of written English through reading, writing, and talking about various texts. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL II2 WRITING II (INTERMEDIATE LEVEL) (4)

This class helps students write more clearly and fluently in English. Vocabulary and grammatical structures will be taught in context, and students apply what they learn in essays and other written assignments. During the second semester, more emphasis is placed on academic and business writing, with practice in summarizing, creating arguments, and documenting sources. Readings and writing assignments improve students' understanding of American culture, history, and politics. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL II4 ACADEMIC LISTENING AND SPEAKING (INTERMEDIATE LEVEL) (4)

This class is designed to improve students' speaking skills and listening comprehension. During the second semester, emphasis is on academic listening and speaking. Students make short oral presentations and gain practice taking notes in English from lectures, video recordings, and other sources. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL II5 GRAMMAR II (INTERMEDIATE LEVEL) (4)

Vocabulary and grammatical structures are taught in context, and students apply what they learn in essays and other writing assignments. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL 121 READING III (HIGH INTERMEDIATE-ADVANCED LEVEL) (4)

Students read a broad range of texts, from stories and articles to more advanced readings from newspapers and magazines. Fiction and more challenging academic texts will be introduced. Emphasis is on building vocabulary and refining students' understanding of written English through reading, writing, and talking about various texts. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL 122 WRITING III (HIGH INTERMEDIATE-ADVANCED LEVEL) (4)

This class helps students write more clearly and fluently in English. Vocabulary and grammatical structures will be taught in context, and students apply what they learn in essays and other written assignments. Emphasis is placed on academic and business writing, with practice in summarizing, creating arguments, and documenting sources. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL 124 ACADEMIC LISTENING AND SPEAKING III (HIGH INTERMEDIATE-ADVANCED LEVEL) (4)

This class is designed to improve students' speaking skills, listening comprehension, and note-taking skills. Students make oral presentations and gain practice taking notes in English from lectures, video recordings, and other sources. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL 125 GRAMMAR III (HIGH INTERMEDIATE-ADVANCED LEVEL) (3)

More advanced grammatical structures and nuances of style are taught in this class. Students learn a range of styles appropriate to different academic subjects. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL 131 READING IV (ADVANCED LEVEL) (4)

Students read a broad range of texts, from stories and articles to more advanced readings from newspapers and magazines. Fiction and more challenging academic texts will be emphasized. Students' understanding of written English will be encouraged through reading, writing, and talking about various texts. Offered as needed. Prerequisite: ESL Placement Assessment Test.

COURSE DESCRIPTIONS

ESL 132 WRITING IV (ADVANCED LEVEL) (4)

This class helps prepare international students for academic writing in American Universities, with a focus on creating arguments and documenting sources. Readings and writing assignments improve students' understanding of American culture, history, and politics. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL 134 ACADEMIC LISTENING AND SPEAKING IV (ADVANCED LEVEL) (4)

This class is a continuation of ESL 124, designed to further refine students' speaking, listening, and note-taking skills. This class prepares students for academic work in American universities, helping international students participate in and lead class discussions. Offered as needed. Prerequisite: ESL Placement Assessment Test.

ESL 135 GRAMMAR IV (ADVANCED LEVEL) (4)

This class is designed to further refine students' grasp of English grammar, preparing them for success in American university classrooms. Grammar is integrated into speaking, reading, and writing assignments. Offered as needed. Prerequisite: ESL Placement Assessment Test.

FINNISH STUDIES

FNS 150: SPECIAL TOPICS IN FINNISH STUDIES (3)

Explores the social, political, economic, and cultural aspects of life in Finland today. Through lecture, reading, and discussion students will discover current issues and contemporary topics to gain an understanding of the Finnish perspective. Offered as needed.

FNS 151 ELEMENTARY FINNISH I (4)

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. Tervetuloa! Fall semesters.

FNS 152 ELEMENTARY FINNISH II (4)

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. Spring semesters. Prerequisite: FNS 151 with a grade of C or higher.

FNS 221 HISTORY AND CULTURE OF FINLAND (3)

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. Fall and spring semesters.

FNS 251 INTERMEDIATE FINNISH I (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. Offered as needed. Prerequisite: FNS 152 with a grade of C or higher.

FNS 252 INTERMEDIATE FINNISH II (4)

Emphasis 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. Offered as needed. Prerequisite: FNS 251 with a grade of C or higher.

FNS 301 FINLANDIA CONNECTION (3)

Cross-listed with NUR 301. This elective course is designed to introduce the non-nursing student to issues, practices, and research activities relevant in the student's major in Finland. Offered in the summer semester; students travel to Finland.

FNS 350 TOPICS IN FINNISH STUDIES (3)

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. Offered as needed.

FNS 375 FINNISH-AMERICAN LITERATURE (3)

Examines the major themes and influences on the literature by Finnish North Americans in English, from the late 1800s through the present. Generational aspects from first, second, third and fourth generation immigrants will be studied across a selection of fiction, poetry, and creative nonfiction. Offered as needed.

FNS 377 FINNISH-AMERICAN CULTURE (3)

Examines Finnish-American culture through concepts noted as evidence of Finnishness within the Finnish-American community including aspects of culture connoted by various media, food ways, music, crafts, recreation, and folkloric and literacy practices. Offered as needed.

FNS 376 FINNISH-AMERICAN AUTOBIOGRAPHY (3)

Literary features of autobiography, biography, and memoir (genres of creative nonfiction) by Finnish-Americans. Attention is paid to motifs associated with Finnish-Americanness, common features of literature of migration, groundings in research, techniques of thick description, representations of cultural features, and developments of the genre over time. Offered as needed.

FNS 475 FINNISH-AMERICAN SOCIAL THOUGHT (3)

With evidence from the analysis of creative and critical written works, this course examines Finnish-American social thought, including philosophical, political, and religious influences from the late nineteenth through the twentieth centuries. It also examines debates occurring among social organizations, including churches, Finn Halls, Kaleva organizations, educational institutions, and political groups. Offered as needed.

FRENCH

FRN 199 GENERAL EDUCATION REQUIREMENT FULFILLED BY TRANSFER

This designation is for French language courses transferred to Finlandia University.

GEOGRAPHY

GEO 201 PLACE, SPACE, AND GLOBAL TRANSFORMATION (3)

This course is an introduction to human geography and registers the fundamental relationship between human society and the environment at global levels of analysis. It emphasizes how different political, cultural, economic, and religious world views affect land and resource use and invites comparison between eastern and western hemispheres and how differing world views affect land and resource use. Offered as needed.

GEO 202 NATURE, CULTURE, AND LOCAL CHANGE (3)

This course is an introduction to human geography and explores the relationship of human society and the environment. It emphasizes local and regional environmental processes and the patterns they create such as climate, landforms, vegetation, and ecosystems. Emphasizes technical and interpretive spatial skills as well as capacity for critical thought and expression. Offered as needed.

GEO 350 TOPICS IN GEOGRAPHY (3)

This course gives students an opportunity to investigate in greater depth aspects of the field of geography not covered extensively in other courses. Topics may include cultural or economic geography, the geography of Africa, the Pacific Rim, Europe, Michigan, and others. Offered as needed.

HEALTHCARE MANAGEMENT**HCM 321 EPIDEMIOLOGY IN HEALTHCARE (3)**

Focuses on the principles governing the study and practice of epidemiology. Explores the methodologies available to health professionals for selecting and measuring factors of interest, describing their distribution, detecting associations, and identifying populations at risk. Common epidemiological research designs are addressed. Spring semesters. Prerequisite: MAT 144 or higher.

HCM 352 HEALTHCARE LAW & ETHICS (3)

Explores legal and ethical issues fundamental to the practice of healthcare and health-related research. Provides an overview of events and milestones that have shaped contemporary regulation. Topics include information privacy, confidentiality, informed consent, licensing, and malpractice. Ethical decision-making models are explored for ensuring quality, safety, and appropriateness of services. Spring semesters.

HCM 412 HEALTHCARE DELIVERY (3)

Provides a systems-level analysis of healthcare policy on access, equity, affordability, and social justice in delivery of services. Legislative, regulatory, and financial processes relevant to the organization and provision of services are examined with attention to their impact on quality and safety in the practice environment and disparities in the healthcare system. Fall semesters. Prerequisites: ECN 231, HCM 352.

HCM 426 HEALTHCARE FINANCE (3)

Prepares healthcare managers for the responsibilities involved in maintaining a healthcare organization. Financial risk and insurance principles and mechanisms for healthcare reimbursement, including Medicare, Medicaid, and other payor programs, are also explained. The course explores the financial, political, and economic aspects of universal healthcare. Fall semesters. Prerequisites: ECN 231, BUS 200.

HCM 432 HEALTHCARE QUALITY (3)

Focuses on major quality and safety issues within healthcare organizations. Methods of assessing quality and techniques for improving quality are considered as well as opportunities for preventing adverse events. Includes current requirements for reporting indicators of quality and pay-for-performance initiatives to reward quality. Spring semesters. Prerequisites: BUS 271, HCM 321, HCM 412.

HCM 442 HEALTHCARE INFORMATION SYSTEMS (3)

Examines the application and use of information technology in clinical and managerial decision-making. Emphasizes information technology that supports the delivery of services including the collection, storage, retrieval, and communication of data; information systems safeguards; ethical and legal issues; and information management that promotes patient safety and quality of care. Spring semesters. Prerequisites: CIS 102, HCM 412.

HCM 499 SENIOR CAPSTONE (3)

Provides an opportunity for students to synthesize the knowledge and skills gained from the program of study through a written paper or project. Spring semesters. Prerequisite: Final course in curriculum.

HISTORY**HIS 103 HISTORY OF ART I (3)**

Examines sculpture, architecture, and painting from pre-history through the medieval periods of Western Civilization. It also explores the arts of non-Western cultures. Fall semesters.

HIS 203 HISTORY OF ART II (3)

Explores sculpture, architecture, painting, and other art forms of Western and non-Western cultures from the Gothic period to the late 19th century. Spring semesters.

HIS 205 WORLD HISTORY I (3)

Employs a global perspective to examine the transformative nature and diversity of human experience from pre-historic societies through the 16th century. Political, economic, social, and cultural phenomena associated with the beginnings of human society, early civilizations, the emergence of pastoral peoples, classical traditions, world religions, and empires are surveyed. Fall semester, odd years.

HIS 206 WORLD HISTORY II (3)

Explores how different societies have responded to common concerns since 1500 C.E. Reveals the rise of the "West" and its impact as circumstantial rather than predetermined. Surveys the ways in which Western imperialism was uneven, subject to resistance, and colored by indigenous practice and agency. Special consideration is directed to critiques of "globalization" and its relationship to social justice, human rights, and cultural diversity. Spring semester, even years.

HIS 211 US HISTORY TO 1865 (3)

The history of the United States from the pre-contact period through the colonial encounter, the Age of Revolution, the early national period, the sectional crisis, the Civil War, to the close of Reconstruction. It examines the political, economic, ideological, socio-cultural, territorial-environmental, and demographic development of American society from both local and global perspectives. Fall semester, even years.

HIS 212 US HISTORY FROM 1865 (3)

The history of the United States from the end of Reconstruction through the Nadir, the Industrial Age, transformations associated with urbanization, World Wars, the Great Depression, the Post War period, the Civil Rights Movement, to the new millennium's intensifying global exchanges. Examines the political, economic, ideological, socio-cultural, territorial-environmental, and demographic development of modern American society from both national and global perspectives. Spring semester, odd years.

HIS 256 HISTORY THROUGH FILM (3)

Utilizes films, along with primary and secondary sources, to examine a special topic in history. Topics include: The Atomic Age, America in the 1970s, America in the 1980s, Cold War America, and Women and Gender History. Fall semester, odd years.

HIS 263 HISTORY OF ROCK & ROLL (3)

A cultural/social/political/economic history of America and of globalization, all through the lens of postwar popular music. Topics include: race relations, identity politics, sexuality and gender, drug use, poverty, censorship, globalization, and transnational protest movements. Spring semester, even years.

COURSE DESCRIPTIONS

HIS 280 ENERGY AND WORLD POWER (3)

Examines non-renewable resources and their role in world history. Topics include petroleum extraction and consumption; Standard Oil; WWI and the petroleum-military revolution; post-WWI Middle East geopolitics; oil's role in WWII; petroleum economics; OPEC; oil alternatives, including nuclear power, and the future of global energy. Spring semester, odd years. Prerequisite: HIS 205, 206, 211 or 212.

HIS 303 HISTORY OF ART III (3)

Survey of major movements and modern perspectives in 20th and 21st century art. Media Art consisting of photography, video and computer generated imagery will also be discussed. The social and political context of each is examined. Fall semesters. Prerequisite: HIS 103 or HIS 203.

HIS 310 20TH CENTURY WORLD (3)

The most destructive period in human history, the 20th century- witnessed numerous radical political ideologies, cultural shifts, and social revolutions. Major themes include: Imperialism and Modernity, The Revolutions, World Wars I & II, Ideologies (Communism, Fascism, Maoism), Economic Worldviews, Post-Colonialism, and the Post-Cold War world. Spring semester, odd years.

HIS 320 U.S. BUSINESS & ECONOMIC HISTORY (3)

Examines the growth of the U.S. economy as a whole, with special emphasis on: technological innovation; entrepreneurship; business structures; economic theory; political economy; marketing and mass media; business cycles; depressions and recessions; business trends; and the major innovators in US business history. Spring semester, odd years. Prerequisite: HIS 205, 206, 211, 212 or BUS 138.

HIS 330 AMERICAN ENVIRONMENTAL HISTORY (3)

U.S. Environmental History since pre-European discovery. Topics include Native American environmental practices vs. colonial paradigms, environmental exploitation and market forces, conceptions of nature, ecological imperialism, conservationism vs. preservationism, water and westward expansion, national parks, radical environmentalism, natural resource scarcity, nuclear concerns, and climate change debates. Spring semester, even years. Prerequisite: HIS 205, 206, 211, 212 or ENV 202.

HIS 340 COLD WAR AMERICA (3)

The Cold War was the post-WWII struggle between the United States and the Soviet Union for global, economic, ideological, and cultural hegemony. Course topics include political leaders, social movements, cultural trends, intellectuals in action, technological innovations, foreign policy, covert-ops, and legacies in American life. Spring semester, odd years. Prerequisite: HIS 205, 206, 211 or 212.

HIS 350 TOPICS IN HISTORY (3)

Offers an opportunity to explore topics either not found or only lightly touched on in 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. Offered as needed.

HIS 360 AMERICA IN THE WORLD (3)

History of U.S. foreign relations. Topics include: Early American diplomacy; westward expansion; global dimensions of American wars; ideological, economic, and political influence on foreign policy; major figures in American diplomacy; how race, class, and gender interpretations shape the discipline; covert operations & intelligence; domestic influence on/responses to US foreign relations. Fall semester, odd years or as needed. Prerequisite: HIS 211 or HIS 212.

HIS 370 HISTORY OF THE MIDDLE EAST (3)

A regional history that examines the political/cultural/social/religious history of the Middle East. Topics include: Islam; the Crusades; Women and Gender in the Middle East; the Gunpowder Empires; Orientalism; WW I and colonialism; Oil; Sufism; Radical Islam; Representations of the Middle East in popular culture; the Israeli-Palestinian conflict; Persian Gulf Wars. Spring semester, odd years or as needed. Prerequisite: HIS 205 or HIS 206.

HIS 390 GLOBAL WOMEN'S AND GENDER HISTORY (3)

Examines women's experiences in modern global history, with an emphasis on America, Europe, and the Middle East. Major themes include: Gender and its construction; women and work; gender in the age of total war; suffrage; modern politics; feminism and its discontents; & representations in pop culture. Fall semester, odd years. Prerequisite: Must have taken one or more 200-level history course.

HIS 406 DESIGN AND CULTURE (3)

An overview that spans human activity from prehistoric antiquity to the unfolding of design and culture of the 21st Century. Artistic, social, political, and economic issues that have stimulated a design response are explored. Emphasis is on how individual and collective human needs and wants have dictated design, and how, in turn, design then influences human behavior. Spring semesters.

HIS 407 HISTORIOGRAPHY AND RESEARCH METHODS (3)

Students learn to do the work of a historian. Topics include: historiography (study of history and the field's philosophy), methodology, archival research, and historical writing. Course concludes with students' own research project and writing; class works collectively in the writing and revision process. Offered as needed. Prerequisites: Declared history major; HIS 205, 206, 211, 212, and at least one 300-level course.

HIS 499 SENIOR CAPSTONE PROJECT IN HISTORY (3)

Students prepare a research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

HEALTH SCIENCES

Note: Health Sciences 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 three clock hours.

HSC 112 MEDICAL TERMINOLOGY (1-0)

The student is introduced to the professional vocabulary of medical terms. Recognition, correct spelling, and pronunciation of medical terms will be presented as they relate to the diagnosis, pathology, and treatment of the major body systems. Fall and spring semesters.

HSC 118 MEDICAL TERMINOLOGY FOR HEALTH CARE (3-0)

Focus is given to the component parts of medical terms: prefixes, suffixes, combining forms, and root words. Students will learn, through a step-by-step word-building process, to understand and to be understood in the use of the language of medicine. Students practice formation, analysis, and reconstruction of terms. Emphasis is placed on spelling, definition, and pronunciation. This course provides an introduction to body systems, their operative, diagnostic, therapeutic and symptomatic terminology, as well as systemic and surgical terminology. Students study the application of these terms to medical documentation, physical examinations, and medical diagnostic procedures. Mastery of medical terminology

is essential for successful administrative, clinical, and laboratory interaction in the complex health care environment. Spring semesters.

HSC 200 NUTRITION AND HEALTH (3-0)

The student is introduced to the role of nutrition, exercise, and health behaviors in health promotion and disease prevention across the age continuum. Emphasizes understanding of the basic biological mechanisms through which adequate nutrition and exercise promote wellness. Fall semesters. Prerequisite: BIO 111 or instructor permission.

HSC 240 PHARMACOLOGY FOR ALLIED HEALTH (2-0)

The student is introduced to the classification of medications and basic pharmacological principles. Students apply these basic principles to the identification of common medications, medication preparation, and administration of medications and effects of medications on major body systems. Fall semesters. Prerequisites: BIO 172 and MAT 140.

HSC 246 LAW AND ETHICS FOR THE HEALTH PROFESSIONS (2-0)

Legal and ethical issues within the health care environment are investigated with a focus on identifying complex legal and ethical issues, tort and criminal laws, and rules governing medical and health care practices. Specific issues of professional legal and ethical conduct, laws governing confidentiality, bioethics, medical records, reporting, end-of-life and beginning-of-life issues, and the effects of managed care and risk management procedures will be examined. Summer semesters.

HSC 260 PATHOLOGICAL CONDITIONS (2)

The study of major pathophysiological concepts, from the cellular level to the resultant abnormal functioning of the organ systems is examined. Topics include inflammation, immunity, neoplasia and allergy, and the most commonly acquired and hereditary diseases. In particular, disorders commonly encountered by practicing health professionals are emphasized. Concepts from anatomy and physiology provide the foundation for exploring human dysfunction. Fall semesters. Prerequisite: BIO 172.

HSC 350 TOPICS IN HEALTH CARE (3-0)

Students are provided the opportunity to explore contemporary issues in health care. Topics will vary and may include such areas as injury/disease prevention, health promotion/wellness, innovative advances in health care, legal/ethical considerations, socioeconomic/cultural aspects of health care needs, and the health care delivery system. Spring semesters. Prerequisite: Junior level standing; permission of CHS Dean for students in AAS programs.

HUMANITIES

HUM 101 INTRODUCTION TO LIBERAL STUDIES (3)

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. Offered as needed.

HUM 310 TURNING POINTS IN HISTORY (3)

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. Offered as needed. Prerequisite: ENG 104.

HUM 350 TOPICS IN HUMANITIES (3)

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. Offered as needed.

HUM 401 NATIVE VOICES: NATIVE AMERICANS IN LITERATURE, ART, AND FILM (3)

Cross-listed with ENG 401. Starting with autobiography this class will use history as the touchstone for further readings in the genres of fiction, poetry, essays, drama, and film/art criticism in the area of Native Americans in literature, visual art, and film. Native American artists, ideas of identity and National identity, as well as the portrayal of Native American Peoples in the larger American popular culture will be explored. Offered as needed.

HUM 499 SENIOR CAPSTONE PROJECT IN LIBERAL STUDIES (3)

Students prepare a cross-disciplinary research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

JOURNALISM

JRN 115, 116, 215, 216 JOURNALISM PRACTICUM (2)

The focus is on publication of The Roar, the monthly Finlandia University student newspaper. Fall and spring semesters. Prerequisite: ENG 103. JRN 201 recommended.

JRN 201 NEWS REPORTING AND WRITING (3)

Introduces the basics of print reporting, including ethics, finding sources, interviewing, covering community events, court reporting, and AP style. It includes in and out of class reporting on hard news and features. Fall semester, odd years.

JRN 205 NEWS EDITING (3)

Students practice news editing techniques as they write headlines and edit copy. Discussion of editing responsibility and ethics, the power of editing, and libel and taste issues. Fall semester, even years.

MATHEMATICS

MAT 101 ELEMENTARY ALGEBRA (4)

Fundamental operations of algebra including a review of arithmetic, signed numbers, exponents and polynomials, linear equations and inequalities, graphing, factoring, rational expressions, and systems of equations. Fall and spring semesters. Prerequisite: Academic placement.

MAT 140 INTERMEDIATE ALGEBRA (4)

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. Fall and spring semesters. Prerequisite: MAT 101 or academic placement.

MAT 144 MATH FOR LIBERAL ARTS (4)

Topics include ratios and proportions, proportionality as distinct from proportions, constant of proportionality, rates, percentages, total change vs. percent change, and handling data. Fall and spring semesters. Prerequisite: Academic placement.

COURSE DESCRIPTIONS

MAT 145 COLLEGE ALGEBRA (4)

Topics 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. Fall semesters. Prerequisite: MAT 140 or academic placement.

MAT 146 GEOMETRY FOR ART AND DESIGN (4)

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 application in art and design. Spring semesters.

MAT 152 TRIGONOMETRY (3)

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. Spring semester, odd years. Prerequisite: MAT 145 or above.

MAT 180 SURVEY OF CALCULUS (4)

Topics 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. Emphasizes applications. Spring semester, even years. Prerequisite: MAT 145.

MAT 201 PROBABILITY AND STATISTICS (3)

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. Meaningful interpretation of statistical measures and the application of statistical methods to problem solving and decision making. Spring semesters. Prerequisite: MAT 145.

MAT 270 GEOMETRY (3)

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. Fall semester, odd years. Prerequisite: MAT 145.

MEDICAL ASSISTANT

Note: Medical Assistant 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 three clock hours.

MAS 205 MEDICAL ASSISTANT ADMINISTRATIVE PROCEDURES (3-1)

Introduces office management and business administration. Students will learn to schedule appointments, file, manage records, perform telephone and reception duties, and communicate effectively with patients, community members, and other health care and medical office staff. Includes laboratory. Summer semesters. Prerequisites: CIS 102 or higher, ENG 104, HSC 118. Co-requisite: MAS 207.

MAS 207 ELECTRONIC HEALTH RECORDS MANAGEMENT (2)

This introduction to the basics of medical records management provides the opportunity to put administrative skills learned in previous coursework into

practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. Summer semesters. Co-requisite: MAS 205.

MAS 215 INTRODUCTION TO MEDICAL INSURANCE BILLING (3-1)

Introduction to medical office insurance billing procedures, patient financial records, computerized billing, collection procedures, and the identification and billing of various insurance plans including private, Medicare, Medicaid, TRICARE, Worker's Compensation, HMO, group insurance plans, CHAMPUS, and disability. Includes laboratory. Fall semesters. Prerequisites: HSC 118, MAS 205.

MAS 217 INTRODUCTION TO MEDICAL CODING (3-1)

Introduction to basic coding concepts, guidelines, and skills needed to successfully perform tasks in medical coding. Diagnostic and procedural coding using the International Classification of Disease (ICD) and the Procedural Terminology (CPT) systems required for medical insurance claims and statistical information tracking in health care facilities. Includes laboratory. Fall semesters. Prerequisites: HSC 118, MAS 205.

MAS 221 MEDICAL ASSISTANT LABORATORY PROCEDURES I (1-1)

Provides the student with an introduction to routine laboratory procedures while following laboratory safety requirements and federal regulations on testing. Includes laboratory. Fall semesters. Prerequisites: BIO 172, HSC 118, HSC 246.

MAS 222 MEDICAL ASSISTANT CLINICAL PROCEDURES I (3-1)

Introduction to clinical procedures performed in the healthcare clinic setting. Students perform basic examination room skills, including basic assessment screening, vital signs, patient history, and preparation of patients for routine and specialty exams and procedures. Includes laboratory. Fall semesters. Prerequisites: BIO 172, HSC 118, HSC 246. Co-requisite HSC 240.

MAS 231 MEDICAL ASSISTANT LABORATORY PROCEDURES II (2-1)

Prepares students to perform laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Skills learned will include phlebotomy, immunology, hematology, and chemistry laboratory procedures. Includes laboratory. Spring semesters. Prerequisites: MAS 221 and MAS 222.

MAS 232 MEDICAL ASSISTANT CLINICAL PROCEDURES II (2-1)

Prepares students to perform patient care skills and basic clinical procedures, including administering medications, assisting the health care provider with patient examinations and minor surgery, performing an electrocardiogram, assisting with respiratory testing, and maintaining clinical equipment and the clinical environment. Includes laboratory. Spring semesters. Prerequisites: MAS 221 and MAS 222.

MAS 241 MEDICAL ASSISTANT ADMINISTRATIVE EXTERNSHIP (1-3)

Integration and application of administrative knowledge and skills in the healthcare setting. Students will engage in administrative duties performed at the clinical site in order to gain entry-level mastery of skill and knowledge competencies for the medical assistant. Students will perform administrative duties under the supervision of trained mentors. Spring semesters. Co-requisites: MAS 231 and MAS 232.

MAS 242 MEDICAL ASSISTANT CLINICAL EXTERNSHIP (1-3)

Integration and application of clinical and laboratory knowledge and skills in the health care setting. Students will perform medical assistant clinical and laboratory duties in order to gain entry-level mastery of skill and knowledge competencies for the medical assistant. Students will perform clinical and laboratory duties under the supervision of trained mentors. Spring semesters. Co-requisites: MAS 231 and MAS 232.

**MEDICAL BILLING AND CODING SPECIALIST —
MBC 252 PROCEDURE CODING I (3)**

Introduces the student to a coding system used by physician's offices and outpatient facilities for coding outpatient procedures. The course will include instruction on how to analyze, assign, and sequence coding procedures in the CPT and HCPCS coding systems. Includes laboratory. Fall semesters. Prerequisite CIS 102, HSC118, and MAS 207.

MBC 256 PROCEDURE CODING II (3)

Introduces the student to a coding system used by hospitals for coding inpatient procedures. The course will include instruction on how to analyze, assign, and sequence coding procedures in the ICD-10-PCS coding system. Includes laboratory. Spring semesters. Prerequisite MBC252.

MBC 262 DIAGNOSIS CODING I (3)

Introduces the student to ICD-10-CM data set used for reporting diagnoses. This course will also include instruction on how to classify and index diagnoses in the healthcare setting. The various uses for diagnosis codes will be discussed as well. Includes laboratory. Fall semesters. Prerequisite CIS 102, HSC118, and MAS 207.

MBC 266 DIAGNOSIS CODING II (3)

Further expands upon Diagnosis Coding I. The application of coding guidelines will continue to be reinforced. Includes Laboratory. Spring semesters. Prerequisite MBC262.

MBC 270 BILLING AND CODING EXTERNSHIP (4)

Prepares students for challenges in the workplace by improving their critical thinking and problem-solving skills using case studies. Students will examine, analyze develop, and implement workplace solutions. During the externship phase of training, the student will experience various aspects of working in the insurance billing and coding field. Spring semesters. Co-requisites MBC 256, MBC 266 Spring Semester.

MUSIC**MUS III-II2 PEP/CONCERT BAND I AND II (1)**

Freshman-level instrumental ensemble open to all students without audition. Proper techniques, developments, timbre and blending of instrumental performance both individually and as a group, as well as the practice and performance of multiple styles and genres of music. Explores music of all types, as well as the music of other cultures, Western and non-Western, through public performances. Fall and spring semesters.

MUS 121 MUSIC APPRECIATION I (3)

A survey of American music of the U.S. Students will gain an understanding of music as an art form through listening and discussion of works from folk, Native American, blues, gospel, jazz, classical, and popular genres. Concert attendance is required. Fall semester.

MUS 122 MUSIC APPRECIATION II (3)

A survey of music literature in the Western world from the Middle Ages to the present. Students will gain an understanding of classical music as an art form through listening and discussion of choral, orchestral, solo, opera, chamber, and electronic works. Concert attendance is required. Spring semester.

MUS 125 MUSIC THEORY I (2)

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. Offered as needed.

MUS 131-132 CLASS PIANO I AND II (1)

Develops keyboard technique by emphasizing music-reading fluency, functional skills, technical facility, and performance of beginning to advanced-level piano literature. Provides an opportunity to study piano in an atmosphere of academic rigor. Students with prior piano study are assigned coursework appropriate to their level of experience. Fall and spring semesters.

MUS 148-149 CHAMBER MUSIC I AND II (1)

Freshman-level strings ensemble open to all students without audition. Covers the proper techniques, developments, timbre and blending of instrumental performance both individually and as a group, as well as the practice and performance of multiple styles and genres of music. The ensemble explores music of all types, as well as the music of other cultures, Western and non-Western, through public performances. Fall and spring semesters.

MUS 153-154 UNIVERSITY SINGERS I AND II (1)

Mixed vocal ensemble dedicated to the study, rehearsal, and performance of a cappella and accompanied choral literature from the Renaissance to the contemporary era. Emphasis is on the development of sight-reading, good vocal production, and accurate vocal pitch. No audition required. Fall and spring semesters.

MUS 211-212 PEP/CONCERT BAND III AND IV (1)

Sophomore-level instrumental ensemble open to all students without audition. Proper techniques, developments, timbre and blending of instrumental performance both individually and as a group, as well as the practice and performance of multiple styles and genres of music. Explores music of all types, as well as the music of other cultures, Western and non-Western, through public performances. Fall and spring semesters.

MUS 225 MUSIC THEORY II (2)

Continuation of MUS 125. The structural elements of music are explored through lessons in triads, inversions, tonics, dominants, subdominants, cadences, and sequences. Offered as needed. Prerequisite: MUS 125.

MUS 227 SIGHT-SINGING AND EAR TRAINING (2)

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. Offered as needed.

MUS 231-232 CLASS PIANO III AND IV (1)

This course develops keyboard technique by emphasizing music-reading fluency, functional skills, technical facility, and performance of elementary to advanced-level standard piano literature. Provides students an opportunity to study piano in an atmosphere of academic rigor. Fall and spring semesters. Prerequisite: MUS 132.

COURSE DESCRIPTIONS

MUS 250 TOPICS IN MUSIC (I-3)

Offers the student the opportunity to explore a fine arts sub-genre or theme not covered by the regular survey courses. Offered as needed.

MUS 253-254 UNIVERSITY SINGERS III AND IV (I)

Mixed vocal ensemble dedicated to the study, rehearsal, and performance of a cappella and accompanied choral literature from the Renaissance to the contemporary era. Emphasis is on the development of sight-reading, good vocal production, and accurate vocal pitch. No audition required. Fall and spring semesters. Prerequisite: MUS 154.

MUS 311-312 PEP/CONCERT BAND V AND VI (I)

Junior-level instrumental ensemble open to all students without audition. Proper techniques, developments, timbre and blending of instrumental performance both individually and as a group, as well as the practice and performance of multiple styles and genres of music. Explores music of all types, as well as the music of other cultures, Western and non-Western, through public performances. Fall and spring semesters.

MUS 331-332 CLASS PIANO V AND VI (I)

Develops keyboard technique by emphasizing music-reading fluency, functional skills, technical facility, and performance of late elementary to advanced-level standard piano literature. Provides students an opportunity to study piano in an atmosphere of academic rigor. Fall and Spring semesters. Prerequisite: MUS 232.

MUS 353-354 UNIVERSITY SINGERS V AND VI (I)

Mixed vocal ensemble dedicated to the study, rehearsal, and performance of a cappella and accompanied choral literature from the Renaissance to the contemporary era. Emphasis is on the development of sight-reading, good vocal production, and accurate vocal pitch. No audition required. Fall and spring semesters. Prerequisite: MUS 254.

MUS 411-412 PEP/CONCERT BAND VII AND VIII (I)

Senior-level instrumental ensemble open to all students without audition. Proper techniques, developments, timbre and blending of instrumental performance both individually and as a group, as well as the practice and performance of multiple styles and genres of music. Explores music of all types, as well as the music of other cultures, Western and non-Western, through public performances. Fall and spring semesters.

MUS 431-432 CLASS PIANO VII AND VIII (I)

Develops keyboard technique by emphasizing music-reading fluency, functional skills, technical facility, and performance of standard piano literature. Provides students an opportunity to study piano in an atmosphere of academic rigor. Fall and spring semesters. Prerequisite: MUS 332.

MUS 453-454 UNIVERSITY SINGERS VII AND VIII (I)

Mixed vocal ensemble dedicated to the study, rehearsal, and performance of a cappella and accompanied choral literature from the Renaissance to the contemporary era. Emphasis is on the development of sight-reading, good vocal production, and accurate vocal pitch. No audition required. Fall and spring semesters. Prerequisite: MUS 354.

NURSING (BSN)

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 three clock hours.

NUR 104 CLINICAL TRANSITIONS (I)

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. Offered as needed. Prerequisite: Must be enrolled in the Nursing major. Requires approval of the Nursing Department chair.

NUR 200 PHARMACOLOGY (3-0)

Introduction to the basic concepts of pharmacology and their relationships to health care. Focuses on the major drug classifications, principles of drug actions/interactions, 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. Fall semesters. Prerequisites: BIO 172 and CHM 145.

NUR 202 HEALTH ASSESSMENT AND INTERVIEW (2-1)

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 lifespan. Fall semesters. Prerequisites: BIO 172 and HSC 112.

NUR 203 DOSAGE CALCULATIONS (1-0)

Introduces nursing students to the concepts, terminology, equipment, and math calculations necessary for safe medication administration in the clinical setting. Topics include systems of measurements, equivalents and conversions, selected abbreviations, and computation of medication dosages. Fall semesters. Prerequisite: MAT 140. Co-requisite: NUR 204

NUR 204 INTRODUCTION TO NURSING PRACTICE (3-3)

Introduces the basic concepts of the practice of nursing. An introduction to Nursing program philosophy is presented. 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. Fall semesters. Prerequisite: BIO 172. Taken concurrently with NUR 200 and NUR 202.

NUR 205 APPLICATION OF NURSING PRACTICE (0-2)

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. Spring semesters. Prerequisites: NUR 202 and NUR 204. Taken concurrently with NUR 206.

NUR 206 PATHOPHYSIOLOGY (3-0)

Introduces concepts and diseases common to the general practice of health care. 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. Spring semesters. Prerequisites: BIO 172 and CHM 145.

NUR 300 MENTAL HEALTH NURSING (4-2)

Provides theoretical and clinical foundations for application of the nursing process in support of the person's mental health. Examines theories, concepts, and responses related to mental health and illness. 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. Applies Individual and group nursing care used to promote, maintain, and restore the person's mental health. Spring semesters. Prerequisites: NUR 200, NUR 202, and NUR 204. Corequisites: NUR 205 and NUR 206.

NUR 301 FINLANDIA CONNECTION (3-0)

Cross-listed with FNS 301. This elective course is designed to introduce the nursing student to issues, practices, and research activities relevant to nursing in Finland. Students either travel to Finland in May to experience nursing or a nurse educator from Finland teaches at Finlandia University. Spring semesters.

NUR 309 SPIRITUALITY IN HEALTH CARE (3-0)

Cross-listed with REL 309. Examines the spiritual foundations of church health ministries. Skills and knowledge specific to parish nursing are explored with topics to include the following: roles of the parish nurse, ethical/legal aspects of the role, professional standards, and personal spiritual growth. Also studies the legal and medical perspectives of such issues 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 is explored. Fall semesters.

NUR 312 NURSING THEORY (2-0)

Designed to enable the students to examine nursing from a historical as well as present day perspective. Examines the organizing framework of the nursing program philosophy and the concepts of nursing, person, environment, and health that underscore nursing's metaparadigm. Nursing conceptual models and theories and their relationship to research and professional nursing practice are discussed. Fall semesters. Prerequisites: ENG 104 and NUR 204.

NUR 318 NURSING RESEARCH/STATISTICS (3-0)

Introduces the concepts of the research process including research methodologies, measurement, and analysis of research data provides students with a basis to interpret and evaluate research and its application to practice. Emphasis is placed on students becoming knowledgeable consumers of research. Spring semesters. Prerequisites: MAT 140 and NUR 312.

NUR 320 MATERNAL-CHILD NURSING (6-3)

Theoretical and clinical foundations are applied using the nursing process in caring for children and child-bearing families throughout the lifespan including women's health. Emphasizes the promotion, maintenance, and restoration of health of the primary family unit, including the concepts of changing relationships and the impact of the community and culture on growing families. Physiological and psychosocial adaptation of the child and family during normal and complex health needs are addressed. Fall semesters. Prerequisite: NUR 300. Co-requisite: PSY 260. Taken concurrently with NUR 324.

NUR 324 ADULT MEDICAL-SURGICAL NURSING I (3-0)

Expands theoretical foundation for application of the nursing process throughout the adult lifespan. Scientific principles in health promotion and management of care are applied with adults experiencing health deficits. Critical judgments in

planning and implementing nursing interventions are integrated in caring for adults in various health care environments. Fall semesters. Prerequisite: NUR 300. Taken concurrently with NUR 320.

NUR 328 ADULT MEDICAL-SURGICAL NURSING II (6-4)

Further expands the theoretical foundation of the nursing process throughout the adult lifespan. Scientific principles in health promotion and management of care are applied with adults experiencing health deficits. Critical judgments in planning and implementing nursing interventions are integrated in caring for adults in various health care environments. Spring semesters. Prerequisite: NUR 320, NUR 324. Taken concurrently with NUR 318.

NUR 400 ACUTE AND URGENT CLINICAL NURSING (0-3)

This summer course broadens the clinical professional nursing experience and prepares students for the final year of the BSN curriculum. The primary focus 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. Summer semesters. Prerequisites: NUR 318, NUR 328, and PSY 260.

NUR 402 NURSING MANAGEMENT/LEADERSHIP (2-4)

Synthesizes previously acquired theoretical and clinical foundation for application of the nursing process as it relates to management in professional nursing. Further development of entry-level leadership and management skills as provider of care and manager of clients with complex multidimensional health problems. Students refine their autonomy, accountability, collaboration, and caring communication in managing groups of clients in a variety of settings. Fall semesters. Prerequisites: NUR 312, NUR 318, and NUR 400. Taken concurrently with NUR 404.

NUR 404 ISSUES IN PROFESSIONAL NURSING (2-0)

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. Investigates role socialization from student to professional nurse. Taken in the final year of the Nursing program. Fall semesters. Prerequisites: NUR312, NUR 318, and NUR 400.

NUR 406 COMMUNITY NURSING (2-4)

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 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. Explores the roles of the nurse as teacher, collaborator, advocate, and direct care provider. Spring semesters. Prerequisites: All previously sequenced nursing courses and NUR 404. Must be taken concurrently with NUR 408 in the final semester of the Nursing program.

COURSE DESCRIPTIONS

NUR 408 NURSING CAPSTONE (2-0)

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. Spring semesters. Must be taken concurrently with NUR 406 in the final semester of the Nursing program.

NURSING (RN-TO-BSN)

Note: Nursing credits are differentiated for theory and clinical components. For example, (4-2) indicates four theory credit hours and two clinical hours. Each clinical credit hour is equivalent to three clock hours.

NUR 343-Z TRANSITION TO PROFESSIONAL NURSING (3-0)

Introduces the associate degree or Diploma RN to the BSN curriculum, including an overview of the program philosophy, competencies, outcomes, and conceptual framework, and to facilitate the transition from the role as practicing nurse to that of professional nurse. Explores the student's motivation to continue his or her education and examine the historical and theoretical development of the profession as it relates to nursing practice and its ability to influence public opinion. Alternative roles for future professional practitioners will also be explored. Fall and spring semesters. Prerequisites: RN Licensure.

NUR 345-Z PHARMACOLOGY FOR THE RN (2-0)

Focuses on the review of the application of pharmacological interventions utilized to promote, maintain, or restore health. Emphasizes major drug classifications and nursing implications of pharmacology administration in treatment of disease processes. Fall semesters. Prerequisites: RN Licensure, BIO 172, MAT 140 or instructor permission.

NUR 346-Z DIAGNOSTICS/THERAPEUTICS FOR THE RN (2-0)

Introduction to the principles of diagnostic and therapeutic procedures, including laboratory, imaging, cardiopulmonary, neurovascular, and endoscopic procedures. Scientific rationale and nursing implications for selected diagnostic and therapeutic procedures will be discussed. Spring semesters. Prerequisite: RN licensure or instructor permission.

NUR 347-Z PATHOPHYSIOLOGY FOR THE RN (2-0)

Review of pathophysiological processes leading to alteration of body structure and functions for the practicing RN. Identification of etiology and pathogenesis of selected diseases. Spring semesters. Prerequisites: RN Licensure, BIO 172, MAT 140 or instructor permission.

NUR 348-Z NURSING RESEARCH/STATISTICS FOR THE RN (3-0)

Introduces the concepts of the research process and its application to nursing practice including the basics of qualitative and quantitative approaches to research and the measurement and analysis of research data. This course provides students with a basis to interpret and evaluate research and its application to nursing knowledge and practice. Emphasis is placed on students becoming knowledgeable consumers of research as they expand their nursing practice. Spring semesters. Prerequisite: MAT 140; Corequisite: NUR 343Z.

NUR 349-Z SPIRITUALITY IN HEALTHCARE FOR THE RN (2-0)

Examines the spiritual foundations of church health ministries. Skills and knowledge specific to parish nursing are explored with topics to include the

following: roles of the parish nurse, ethical/legal aspects of the role, professional standards, and personal spiritual growth. Also studies the legal and medical perspectives of such issues 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 is explored. Fall semesters.

NUR 350-Z PERSPECTIVES IN NURSING (2-0)

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, such as the impact of genetic engineering, gene therapy, and reproductive technology. Offered as needed.

NUR 442-Z NURSING MANAGEMENT/LEADERSHIP FOR THE RN (2-4)

Theoretical and clinical foundation for application of the nursing process in caring for individuals, families, groups, and the community as a client. Emphasis on disease prevention, health promotion, health maintenance, health education, and coordination of care. Includes application of public health nursing principles, epidemiological investigation, knowledge of rural environments, as well as supervision and leadership in promoting desired health evaluation, and outcomes in community and home environments. Expands the roles of the nurse as teacher, collaborator, advocate, and direct care provider. Fall semesters. Prerequisites: RN licensure, NUR 343-Z and NUR 348-Z (may be taken concurrently).

NUR 446-Z COMMUNITY NURSING FOR THE RN (2-4)

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. Spring semesters. Prerequisites: RN licensure, NUR 343-Z, and NUR 348-Z (may be taken concurrently).

NUR 460-Z NURSING CAPSTONE FOR THE RN (2-0)

This course is designed to serve as a capstone experience wherein students synthesize evidence-based practice, and theoretical and research-based knowledge for the purpose of developing a senior project utilizing critical thinking skills, critical judgment, and independent decision-making. Students will demonstrate proficiency in meeting the BSN terminal objectives and accreditation outcome criteria. Fall and spring semesters. Prerequisites: NUR 442-Z and NUR 446-Z To be completed in the final semester of the Nursing program.

PHILOSOPHY

PHL 101 INTRODUCTION TO PHILOSOPHY (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. Spring semesters.

PHL 212 ETHICS: CLASSICAL THEORIES AND CONTEMPORARY ISSUES (3)

Classical topics in Western philosophical ethics, applied to current ethical concerns in areas such as the value of life, sexuality, medicine, business, media, and the environment. Fall and spring semesters.

PHL 220 ANCIENT GREEK PHILOSOPHY (3)

Examines primary texts of ancient Greek philosophy, beginning with the pre-Socratics and moving through the giants of the ancient philosophical world: Plato and Aristotle. Also includes ancient philosophical traditions such as Epicureanism and Stoicism. Spring semester, odd years.

PHL 230 MODERN PHILOSOPHY (3)

Provides a survey of the great thinkers of the modern period by reading the primary texts of figures such as Descartes, Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume, and Kant. Main questions discussed include: "What is real?"; "What can I know?"; and "What is enlightenment?". Fall semester, odd years.

PHL 250 TOPICS IN PHILOSOPHY (3)

Provides an opportunity to gain an introductory level of understanding of major fields within philosophy. Topics may include the Self, Modern Philosophy, Logic, and Social Philosophy. Offered as needed.

PHL 260 BIOMEDICAL ETHICS (3 CREDITS)

Provides a detailed understanding of many of the ethical arguments in health care concerning issues like abortion, euthanasia, clinical practice, justice in the allocation of health care, and others, from ethical-theoretical perspectives, including deontology, virtue ethics, utilitarianism, and feminism. Spring semester, even years.

PHL 270 ENVIRONMENTAL ETHICS (3)

Examines our environmental crisis from both a conceptual and an ethical point of view by looking at the empirical elements of our current crisis, the conceptual roots of the crisis, and the ways to change our understanding of the human relation to the environment. Issues include population and consumption, anthropogenic climate change, environmental justice, and the challenge of supporting environmentalism in a capitalistic society. Spring semester, odd years.

PHL 280 PHILOSOPHY OF SEX AND GENDER (3)

Provides an analysis of the understandings of sex and gender in the Western world through a philosophical lens. Primary questions include "What is sex?"; "Is one's sexual orientation biologically given or socially constructed, or a combination of both?"; and "How does the conception of gender change historically in the Western world?" Major thinkers include Plato, Sigmund Freud, Simone de Beauvoir, Michel Foucault, and Judith Butler. Spring semester, odd years.

PHL 302 GREAT VOICES IN PHILOSOPHY (3)

Using important representative figures, compares Western and non-Western contributions to such areas of philosophy as metaphysics, epistemology, ethics, esthetics, philosophy of religion, and political philosophy. Spring semester, odd years.

PHL 310 EXISTENTIALISM (3)

Chronicles the existentialism movement of the 20th century by looking at some precursors to the movement in Kierkegaard and Dostoyevsky, and then the movement itself by looking at figures such as Nietzsche, Heidegger, Sartre, Camus, and de Beauvoir. Key concepts may include nihilism, the absurd, the re-evaluation of all values, and authenticity. Fall semester, even years. Prerequisite: PHL 101 or PHL 212.

PHL 320 ANALYTIC PHILOSOPHY (3)

A survey of a main philosophical movement of the last century—analytic philosophy—and its related movements of logical positivism, philosophy of science, and philosophy of language. Figures from the analytic tradition may include Russell, Wittgenstein, Ayer, Quine, Popper, and Kuhn, among others. Spring semester, even years. Prerequisite: PHL 101.

PHL 330 CONTINENTAL PHILOSOPHY (3)

A survey of the major thinkers from the Continental philosophical tradition through the lenses of phenomenology, hermeneutics, and the Frankfurt school. Figures may include Husserl, Heidegger, Merleau-Ponty, Gadamer, Marcuse, Foucault, Horkheimer and Adorno, among others. Spring semester, even years. Prerequisite: PHL 101 and ENG 104.

PHL 340 CHINESE PHILOSOPHY (3)

Provides a survey of the three great traditions in Chinese philosophy—Confucianism, Daoism, and Buddhism—by reading primary texts from each tradition. Major thinkers may include Kongzi, Mengzi, Laozi, Zhuangzi, and Fazang, among others. Themes covered may include the way of nature, virtue, filial piety, ritual, and enlightenment. Fall semester, even years. Prerequisite: PHL 101 or REL 204.

PHL 350 TOPICS IN PHILOSOPHY (3)

This course gives students an opportunity for in-depth exploration of an aspect of philosophy not dealt with extensively in other courses. Topics may include bioethics, theories of human nature, and meaning of life. Fall semesters. Prerequisite: PHL 101 or instructor permission.

PHL 450 GREAT BOOKS IN PHILOSOPHY (3)

An in-depth examination of a pivotal work in philosophy. Examples may include Plato's Republic, Descartes' Meditations on First Philosophy, Kant's Critique of Pure Reason, Heidegger's Being and Time, or Gadamer's Truth and Method, among others. (For majors only). Spring semester, odd years. Prerequisite: PHL 101 and ENG 104.

PHL 460 PHILOSOPHY OF THE SELF (3)

Looks at the history of the self by exploring some pivotal thinkers in each epoch of Western history: the ancient, medieval, and modern. It then tries to understand what it means to be a self in contemporary society using postmodern thinkers as its background. Fall semester, odd years. Prerequisite: PHL 101 or PHL 212.

PHL 499 SENIOR CAPSTONE PROJECT IN PHILOSOPHY (3)

Students prepare a research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

PHYSICAL SCIENCE**PHS 112 INTRODUCTION TO EARTH SCIENCE (4)**

Introductory earth science topics related to geology and meteorology including 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. Fall and spring semesters.

COURSE DESCRIPTIONS

PHS 205 GENERAL PHYSICS I (4)

Introductory physics class covering topics from classical mechanics and thermodynamics such as particle dynamics, energy, Newton's laws of motion, rotation, gravitation, oscillation, fluid mechanics, sound, and the laws of thermodynamics. Includes laboratory. Offered as needed. Prerequisites: MAT 145 and MAT 152 or instructor permission.

PHS 206 GENERAL PHYSICS II (4)

A continuation of PHS 205. Topics include electricity and magnetism, optics and light, atomic structure and spectra, nuclear physics and radiation. Includes laboratory. Offered as needed. Prerequisite: PHS 205 with a grade of C- or better.

PHS 212 CONCEPTS IN PHYSICS (4)

Survey of basic physics concepts including motion, forces, energy, heat, wave motion (light and sound), electricity, magnetism, and modern physics. Physics principles are used to introduce students to astronomy. Includes laboratory. Spring semester, even years. Prerequisite: MAT 140 or above or instructor permission.

PHS 301 INTEGRATED SCIENCE (4)

Integrates physical, chemical, and biological concepts to modern applications of scientific inquiry. 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. Includes laboratory. Fall semester, odd years. Prerequisite: PHS 112.

POLITICAL SCIENCE

PLS 221 AMERICAN GOVERNMENT (3)

Introduction to the U.S. political system. Adopts transnational and comparative perspectives in examining the origins and present powers of the American government at local, state, and national levels, and the complex ways in which state and civil society interact to determine public policy and social relations. Critical vantage on the U.S. government prompts deeper understanding of the individual's relationship to the nation and to the world at large. Offered as needed.

PLS 350 TOPICS IN POLITICAL SCIENCE (3)

This course offers the student an opportunity to explore in greater depth topics not covered fully in political science courses. Topics may include the American presidency, politics and the environment, comparative governments, or political theory. Offered as needed. Prerequisite: PLS 221 or instructor permission.

PLS 364 INTERNATIONAL RELATIONS (3)

Historical, economic, political, geographic, ideological, and cultural, and environmental factors that shape international relations. Focus on the nature of the state, the formation of nations, foreign policy, international relations theory, and current policy debates. Particular emphasis on the social forces associated with globalism in structuring international relations for the new millennium. Offered as needed. Prerequisite: PLS 221 or instructor permission.

PSYCHOLOGY

PSY 100 THE PSYCHOLOGY MAJOR (1)

Designed to introduce students to the diverse discipline of psychology. Required course work and entrance examinations for the field are discussed. Activities may include guest speakers, interviews, and site visits. Fall semesters. Pass/fail only.

PSY 101 INTRODUCTORY PSYCHOLOGY (3)

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. Fall and spring semesters.

PSY 210 SOCIAL PSYCHOLOGY (3)

Social psychology is the study of human behavior, thoughts, and feelings, in social contexts. This course will focus on major theories and theorists in the discipline of social psychology, place those contributions within a larger historical context, and strive to find connections between course content and daily life. Spring semesters. Prerequisite: PSY 101.

PSY 220 PERSONALITY PSYCHOLOGY (3)

Explores the subfield of personality psychology. Personality refers to an individual's unique, characteristic, way of thinking, feeling, and behaving. Major historical and modern theories in personality, the relation of those theories and major research methodology, and the links between personality characteristics and outcomes in everyday life. Topics may include theories of individual differences, the link between personality characteristics and outcomes such as aggression, interpersonal behaviors, and beliefs about the self. Fall semester, odd years. Prerequisite: PSY 101.

PSY 230 COGNITIVE PSYCHOLOGY (3)

Provides an introductory exploration of human cognition. Topics may include thinking processes as related to perception, memory, attention, reasoning, decision making, and problem solving. Both classic and current issues are discussed. Fall semester, even years. Prerequisite: PSY 101.

PSY 240 ABNORMAL PSYCHOLOGY (3)

Cultural, biological, and psychological aspects of the abnormal personality. Case histories are analyzed in the context of Diagnostic and Statistical Manual-Fourth Edition (DSM-IV). Various theories of deviance and disorder are discussed. Spring semesters. Prerequisite: PSY 101.

PSY 250 TOPICS IN PSYCHOLOGY (3)

Introduction to a major field within psychology. Topics may include social psychology, perception, and cognitive psychology. Offered as needed. Prerequisite: PSY 101.

PSY 260 CHILD DEVELOPMENT (3)

Surveys research and theories on child development from conception to adolescence. Fall and spring semesters. Prerequisite: PSY 101.

PSY 270 PSYCHOLOGICAL AND PHYSIOLOGICAL ASPECTS OF SUBSTANCE ABUSE (3)

Studies the causes, types, treatments, and prevention of substance abuse, as well as drug classifications and HIV/AIDS. Spring semesters. Prerequisite: PSY 101.

PSY 272 SUBSTANCE ABUSE PRACTICUM AND SEMINAR (3)

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. Offered as needed. Prerequisite: Instructor permission.

PSY 280 PSYCHOLOGY OF THE FEMALE BODY (3)

The conceptualization and treatment of the female body in American culture and cross-culturally is examined from a psychological perspective. Major themes include: thin ideal values, the emergence and impact of anti-fat attitudes, gender and racial/ethnic differences in body image, and eating disorders. Fall semester, odd years. Prerequisite: PSY 101, PSY 210 or PSY 260.

PSY 302 EMOTION (3)

Examines major theories of emotion from a variety of perspectives. Analyzes the function and structure of emotion; the interplay between emotion, behavior, cognition; and physiology. Spring semester, odd years. Prerequisite: PSY 210.

PSY 303 PSYCHOLOGY OF WOMEN (3)

Examines the experiences, behaviors, and identities of women from a psychological perspective including social, biological, cognitive, developmental, personality, historical, and cultural factors. Covers major theories and theorists that shed light upon the psychology of women. Topics may include: gender role stereotypes, women and aging, gender and sexual identity, the social construction of the female body, and motherhood. Spring semester, even years. Prerequisite: PSY 210 or PSY 260.

PSY 312 SELF (3)

Explores the psychological self from multiple perspectives including social, developmental, and cognitive. Issues discussed include development of the self, self-motives and their influence on behavior, and the self in social processes. Fall semester, even years. Prerequisite: PSY 210.

PSY 313 STIGMA (3)

Focuses on the stigmatization process from a psychological perspective including the impact of stigma, or devalued social identities, on members of stigmatized and majority groups; the construct of stigma and its origins; stigma management; and other related topics. Fall semester, odd years. Prerequisite: PSY 210.

PSY 321 PERSONALITY THEORIES (3)

An in-depth exploration of both traditional and modern theories of personality. Major categories of personality theory are explored through readings, discussion, and hands-on research. Spring semester, even years. Prerequisite: PSY 220.

PSY 331 SOCIAL COGNITION (3)

An in-depth analysis of social cognition. Examines how people make sense of themselves and of others in their social world. Topics include modern and historical theories of social cognitive process, how people make sense of their personal characteristics and the characteristics of others, and how thought processes influence social interaction. Fall semester, even years. Prerequisite: PSY 210 or PSY 230.

PSY 332 MOTIVATION (3)

An in-depth study of theory and research on motives. Investigates fundamental human motives and how they influence individual, biological, and social processes. Topics may include basic needs such as hunger, sex drive, fear, and protections as well as higher level motives such as affiliation, belonging, cognitive consistency, and connectedness. Fall semester, odd years. Prerequisite: PSY 230.

PSY 350 TOPICS IN PSYCHOLOGY (3)

Provides an opportunity for in-depth exploration of an aspect of the field of psychology not dealt with extensively in other psychology courses. Topics may include developmental theory, forensic psychology, or applied behavior analysis. Offered as needed. Prerequisite: PSY 101.

PSY 353 RESEARCH METHODS IN THE SOCIAL SCIENCES (3)

Introduction to the methods of social inquiry. Students learn how to design and conduct research, and how to become critical consumers of it. An overview of the various research strategies in the social sciences is presented and students perform some preliminary research. Focuses on conceptual and applied dimensions of social research. Fall semesters. Prerequisite: MAT 140 or above.

PSY 354 QUANTITATIVE ANALYSIS IN THE SOCIAL SCIENCES (3)

Cross-listed with SOC 354. Designed to give students a broad overview of the statistical methods used in the social sciences. Topics include measures of central tendency, probability, hypothesis testing, and association between variables. Spring semesters. Prerequisites: MAT 140; PSY 353 or SOC 353; or instructor permission.

PSY 361 DEVELOPMENT OF ADULTHOOD AND AGING (3)

Theories and research related to the psychological development of adults. Students analyze the biological, cognitive, cultural, personality, and social contexts in which aging occurs. Spring semester, even years. Prerequisite: PSY 260.

PSY 362 ADOLESCENCE (3)

The psychological, physical, historical, and social forces of adolescence are explored using contemporary theory and research. Biological, cognitive, and social development are discussed. Topics may include identity formation, peer and school influences, sexuality, and normative and non-normative development. Spring semester, odd years. Prerequisite: PSY 260.

PSY 363 SOCIAL DEVELOPMENT (3)

Provides an in-depth examination of the theory and research concerning interpersonal development in humans from infancy through adulthood. The relationships between cognition, language, and social development are highlighted. Spring semester, odd years. Prerequisite: PSY 260.

PSY 370 INTRODUCTION TO COUNSELING (3)

Assists students in the development of interviewing and communication skills, including responsive listening and problem solving, and introductory counseling techniques. Fall semesters. Prerequisite: PSY 101.

PSY 371 CHEMICAL DEPENDENCY COUNSELING (3)

Students demonstrate core program competencies by demonstrating the knowledge, skills and attitudes necessary to practice chemical dependency counseling. Uses a case study approach to demonstrate proficiency at analysis, assessment, diagnostic skills, and treatment planning. Fall semester, even years. Prerequisite: PSY 370.

PSY 372 CHEMICAL DEPENDENCY AND FAMILY (3)

Exposes the student to an understanding of the multiple factors which impact individuals, families, and communities affected by alcohol or other drug problems. Explores a variety of approaches and disciplines relevant to the treatment of substance use disorders. Spring semester, even years. Prerequisite: PSY 270.

PSY 373 CRISIS THEORY AND INTERVENTION (3)

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. Fall semester, odd years. Prerequisite: PSY 101.

COURSE DESCRIPTIONS

PSY 375 ADVANCED COUNSELING (3)

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. Spring semester, odd years. Prerequisite: PSY 370.

PSY 380 HISTORY AND SYSTEMS (3)

Provides a foundation of the discipline of psychology. The history and development of psychological thought beginning with the Greeks and continuing through the present will be discussed. Fall semesters. Prerequisite: PSY 101.

PSY 395 EXPERIMENTAL PSYCHOLOGY (3)

Focuses on research methods and design as applied to contemporary problems in psychology. Examines how to perform experiments in learning, memory and problem solving; apply statistical methods for data analysis; and critically evaluate classical and current research. Course involves an independent research project. Fall semester, even years. Prerequisite: PSY 353 or instructor permission.

PSY 396 READINGS IN PSYCHOLOGY (3)

An examination of subjects or areas not included in other courses. Offered as needed. Prerequisites: PSY 101, junior or senior standing, and instructor permission.

PSY 397 DIRECTED RESEARCH IN PSYCHOLOGY (1-3)

This course is for students who desire to investigate a research problem in psychology or assist in faculty research. Offered as needed. Prerequisite: instructor permission.

PSY 499 SENIOR CAPSTONE PROJECT IN PSYCHOLOGY (3)

Students prepare a research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission. Pass/fail only.

PHYSICAL THERAPIST ASSISTANT

PTA 101 INTRODUCTION TO PHYSICAL THERAPY (1)

The student is introduced to the field of physical therapy, its history, and the role physical therapy plays in the health care system. Basic medical abbreviations are taught and the standards of ethical practice are emphasized. The practice of physical therapy and laws, which regulate the physical therapist assistant, are discussed along with the American Physical Therapy Association's structure and function. Strongly emphasized are the boundaries between the physical therapist and physical therapist assistant. Also discussed are common practice settings and patient types. Fall semesters. Prerequisites: For students whose first language is not English, a TOEFL score of 550 or greater and permission of instructor. Co-requisites: BIO 171, ENG 103, or permission of PTA program director.

PTA 200 FUNCTIONAL ANATOMY (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 and postural control. There is an emphasis on the biomechanics of the human body. Lecture and laboratory exercises are integrated to help the student learn how the body moves and then to apply that knowledge to physical therapy interventions. Fall semesters. Prerequisite: BIO 172 or permission of PTA program director.

PTA 205 FUNCTIONAL ACTIVITIES (2)

Instruction in basic patient handling skills including patient transfers from and with a variety of patient equipment, gait training, wheelchair/bed mobility, and transfers training are included. 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 patient activity. OSHA safety requirements and universal precaution procedures are presented. Architectural barriers and the ADA are highlighted and discussed. Issues regarding the quality, appropriateness, and clarity of documentation is presented and practiced with an emphasis on documenting functional activities. Fall semesters. Prerequisite: BIO 172. Co-requisite: PTA 200

PTA 210 THERAPEUTIC EXERCISE (2)

Introduction in principles and techniques of range of motion, strengthening, soft-tissue stretching, aerobic exercise, endurance, and balance/coordination are studied. The basic concepts of peripheral joint mobilization and Myokinematic Restoration 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. Fall semesters. Prerequisite: BIO 172. Co-requisite: PTA 200.

PTA 211 CLINICAL ORTHOPEDICS (2)

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 conditions/injuries in various stages of recovery are investigated joint by joint. Spring semesters. Prerequisites: PTA 200, PTA 210 and PTA 215.

PTA 215 THERAPEUTIC MODALITIES I (2)

Students learn the theory and application of the therapeutic thermal agents: superficial heat, cold, ultrasound (thermal and non-thermal), phonophoresis, fluidotherapy, and hydrotherapy, including aquatic therapy. The application of diathermy, infrared and kinesiotaping techniques are discussed. The pathologic and physiological processes, specific techniques, frequencies, and the effects of interventions 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 is considered, as well as patient and caregiver interactions. Fall semesters. Prerequisite: BIO 172. Co-requisite: PTA 200.

PTA 216 THERAPEUTIC MODALITIES II (2)

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, cold laser 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. Spring semesters. Prerequisite: PTA 215 or permission of PTA program director.

PTA 217 THERAPEUTIC PROCEDURES (1)

Examination of 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 are included. Anatomy, physiology, and pathology are discussed for each topic. Spring semesters. Prerequisites: HSC 260 and PTA 200 or permission of PTA program director.

PTA 220 TESTS AND MEASURES (I)

The student is introduced to 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 with evaluation is emphasized as it relates to physical therapy practice. Fall semesters. Prerequisite: BIO 172. Co-requisite: PTA 200.

PTA 223 CLINICAL PREPARATION (2)

The student is oriented to clinical practice policies and procedures, professional practice in physical therapy and the Clinical Performance Instrument (version 2) used for evaluation of the student's performance during clinical practice. Students are introduced to resources that will help the student understand and participate in the professional and evidence-based environment of physical therapy. Students engage in self-assessment activities throughout the course. Failure of the Clinical Preparation or Co-requisites /Prerequisites would prevent the student from participating in the Clinical Practice PTA 224. Fall semesters. Co-requisites: HSC 260, PTA 200, PTA 205, PTA 210, PTA 215, and PTA 220 or permission of PTA program director. Must be taken concurrently with PTA 224.

PTA 224 CLINICAL PRACTICE (4)

The student applies their 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. One hundred sixty hours of clinical practice over a four week period are required. Clinical instructor (CI) and student review the performance objectives and students' own learning objectives for the affiliation. The CI helps the student set objectives appropriate to the facility. Fall semesters. Must be taken concurrently with PTA 223.

PTA 226 CLINICAL AFFILIATION/PREPARATION/SPECIAL TOPICS (2)

Students are prepared for completion of the last two clinical practices and entry into the physical therapy workforce. Self-awareness, effective helping, communication skills, stress management, cultural competency, and spirituality are discussed as part of continuing exploration of the core professional values of the American Physical Therapy Association. Spring semesters. Prerequisite: PTA 224 or permission of PTA program director. Co-requisites: PTA 211, PTA 216, PTA 217, PTA 235, PTA 245, and PTA 250. Must be taken concurrently with PTA 290.

PTA 235 PATIENT HANDLING AND THERAPEUTIC MASSAGE (I)

Therapeutic massage and patient handling skills are taught. 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. Spring semesters. Prerequisite: PTA 200.

PTA 245 NEUROLOGIC REHABILITATION THROUGH THE LIFESPAN (4)

Preparation of the PTA student to treat patients with pediatric and adult movement disorders caused by damage to the nervous system is included. Neuroanatomy, motor control, motor learning and motor development form the foundations for understanding the pathology and the interventions used for the

patient with neurologic disorders. Case studies dealing with common pediatric and adult disorders help the student appreciate the effect of the disability on the individual's life and provide an opportunity for the student to apply their clinical reasoning skills and physical therapy interventions. Spring semesters. Prerequisites: PTA 200 and PTA 210 or permission of instructor.

PTA 250 GERIATRIC PTA (2)

A comprehensive study in the area of physical therapy and aging is presented. 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. Spring semesters. Prerequisite: HSC 260 or permission of instructor.

PTA 290 CLINICAL EDUCATION I (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. Spring semesters. Prerequisite: Student must be assessed at the developing level or higher on the Professional Behaviors Assessment Tool or obtain permission of PTA program director. Must be taken concurrently with PTA 226.

PTA 291 CLINICAL EDUCATION II (2)

The final three weeks of a five-week clinical affiliation provides further development of problem solving and interpersonal skills, and continues to 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. Summer semesters. Prerequisite: PTA 290. Must be taken concurrently with PTA 292.

PTA 292 CLINICAL EDUCATION III (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 two day on-campus seminar. Summer semesters. Must be taken concurrently with PTA 291.

RELIGION

REL 200 INTRODUCTION TO BIBLICAL LITERATURE (3)

Historical, theological, and literary consideration of the scriptures. Includes both Old and New Testament. Fall and spring semesters.

COURSE DESCRIPTIONS

REL 204 WORLD RELIGIONS (3)

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. Fall and spring semesters.

REL 205 SPIRITUAL FORMATION (3)

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. Fall semesters.

REL 214 WOMEN AND RELIGION (3)

Students will examine two interrelated issues, namely, the influences that religions have on women and the influences that women have on religions. Theology, texts and rituals in various religious traditions will be explored. Central questions will focus on gender politics in religion: Who owns the sacred places, rituals, and texts? Does the divine have gender – and why does it matter? Who has a voice? Spring semester, even years.

REL 230 SERVANT LEADERSHIP (3)

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. Spring semesters.

REL 236 SERVICE-LEARNING IN TANZANIA (3)

Cross-listed with SOC 236. The primary learning experiences take place during a three-week trip to Tanzania in May. During the spring semester students meet weekly to discuss readings, prepare for being a guest in a foreign country, and plan fundraisers. 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 social concerns, and participate in the life of a community while serving at a secondary school. It is expected that all students, regardless of financial need, participate in fundraising efforts to help offset some of the travel expenses. Spring semesters. Prerequisite: REL 230 or concurrent registration, and sophomore status.

REL 237 SERVANT LEADERSHIP FOR THE LOCAL COMMUNITY (3)

Explores servant leadership as a spiritual discipline while developing leadership skills for local volunteer service. Explores the essence of spirituality and spiritual practices in relation to service. Students identify local needs and organize a service-in-kind project to benefit the local community. Participation in discussion seminars and journal activities. Fall semester, odd years.

REL 250 SPECIAL TOPICS IN RELIGION (3)

This course gives students an opportunity for introductory exploration of an aspect of the field of religion not dealt with extensively in other religion courses. Topics may include Christianity in America and eastern religions. Fall semesters.

REL 303 HISTORY OF CHRISTIANITY (3)

Key figures and movements in the history of Christianity from its beginnings to the modern era. Fall semester, odd years. Prerequisite: REL 200.

REL 309 SPIRITUALITY IN HEALTH CARE (3)

Cross-listed with NUR 309. Examines the spiritual foundations of church health ministries. Skills and knowledge specific to parish nursing are explored with topics to include the following: roles of the parish nurse, ethical/legal aspects of the role, professional standards, and personal spiritual growth. Also studies the legal and medical perspectives of such issues 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 is explored. Fall semesters.

REL 381 PERSONAL VOCATION AND SOCIAL CONSCIENCE (3)

Builds on REL 230. Examines contemporary applications of Christian vocation concepts and practices. Offered as needed. Prerequisite: REL 230.

REL 420 BIBLICAL TOPICS IN VOCATION (3)

An in-depth examination of vocation through the lenses 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. Offered as needed. Prerequisite: REL 200.

REL 445 READINGS IN SPIRITUALITY (3)

Develops a wider and deeper vocabulary and conceptual framework for spiritual development using primary readings from classical Christian and non-Christian spiritual works. Complements REL 205, Spiritual Formation, bracketing the Christian Vocation concentration with critical reflection on one's spiritual growth and place in the world. Offered as needed. Prerequisite: REL 205.

REL 499 SENIOR CAPSTONE PROJECT IN RELIGION (3)

Students prepare a research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

SOCIOLOGY

SOC 101 INTRODUCTION TO SOCIOLOGY (3)

Provides a broad introduction to the field of sociology. Explores different understandings of society and their implications. Students learn to identify and compare major sociological perspectives, understand basic sociological concepts, and apply them to various situations. Fall and spring semesters.

SOC 154 SOCIAL PROBLEMS (3)

Covers selected social problems facing today's global society. Topics may include problems such as poverty, race relations, international tensions, population, and crime. Fall semester, even years. Prerequisite: None; SOC 101 recommended.

SOC 205 JUVENILE DELINQUENCY (3)

Explores issues of juvenile delinquency, factors contributing to delinquency, and societal and governmental attempts to prevent and control delinquent behavior. Fall semesters.

SOC 232 GENDER AND SOCIETY (3)

Course provides an introduction to the sociology of gender. Central themes include changes and continuities in gender roles within the U.S. and globally, the social processes that influence our lives and our gender identities, and the connections between gender, power, and inequality. Primary focus will be on the experiences of women in the global economic system. Spring semester, odd years. Prerequisite: SOC 101.

SOC 236 SERVICE-LEARNING IN TANZANIA (3)

Cross-listed with REL 236. The primary learning experiences take place during a three-week trip to Tanzania in May. During the spring semester students meet weekly to discuss readings, prepare for being a guest in a foreign country, and plan fundraisers. 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 social concerns, and participate in the life of a community while serving at a secondary school. It is expected that all students, regardless of financial need, participate in fundraising efforts to help offset some of the travel expenses. Spring semesters. Prerequisites: REL 230 or concurrent registration, and sophomore status.

SOC 250 TOPICS IN SOCIOLOGY (3)

Provides students an opportunity to gain an introductory level of understanding of major fields within sociology. Topics may include marriage and the family, social psychology, symbolic interaction, and deviance. Spring semesters.

SOC 260 DEVIANT BEHAVIOR (3)

Explanation of social behaviors that have been defined as “deviant” by others in society. Particular emphasis will be placed on the social constructive processes surrounding deviance and deviant behavior including the social organization of deviant acts, lifestyles, relationships and careers, the process of acquiring a deviant identity, and managing deviant stigma. Fall semester, even years.

SOC 263 HUMAN RELATIONS AND DIVERSITY (3)

Explores the diversity concept in the United States by tracing its origins, operations, and meanings. Encompasses but is not limited to an examination of the history, culture, institutions, values, and contributions of groups identified by race, gender, class, ethnicity, religious affiliations, and sexual orientation in contemporary America. Critical emphasis placed on social tensions associated with minority-majority status, terms of overt and covert social inclusion or exclusion, the ideal of individual equality in conditions of group-based inequality. Fall semesters.

SOC 290 CRIMINOLOGY (3)

Analyzes the nature, causes, and distribution of crime; societal factors in crime and delinquency; theoretical explanations of crime; and contemporary social responses. Spring semesters. Prerequisite: SOC 101 or instructor permission.

SOC 330 SOCIAL STRATIFICATION (3)

Examines the patterned, unequal distribution of wealth, power, and political rewards has on society. Theories and debates regarding social inequality and mobility, and their ramifications. Spring semesters. Prerequisite: SOC 101 or SOC 154.

SOC 350 TOPICS IN SOCIOLOGY (3)

Provides an opportunity for in-depth exploration of an aspect of the field of sociology not dealt with extensively in other sociology courses. Topics may include social stratification, gender and society, social movements, globalization, or indigenous peoples. Offered as needed. Prerequisite: SOC 101.

SOC 353 RESEARCH METHODS IN THE SOCIAL SCIENCES (3)

Introduction to the methods of social inquiry. Students learn how to design and conduct research, and how to become critical consumers of it. An overview of the various research strategies in the social sciences is presented and students perform some preliminary research. Focuses on conceptual and applied dimensions of social research. Fall semesters. Prerequisite: MAT 140 or above.

SOC 354 QUANTITATIVE ANALYSIS IN THE SOCIAL SCIENCES (3)

Cross-listed with PSY 354. Designed to give students a broad overview of the statistical methods used in the social sciences. Topics include measures of central tendency, probability, hypothesis testing, and association between variables. Spring semester, odd years. Prerequisites: MAT 145; PSY 353 or SOC 353; or instructor permission.

SOC 360 ORGANIZATIONAL SOCIOLOGY (3)

Investigates the impact of organizations in society. Addresses theoretical components of organizational sociology such as but not limited to the division of labor, social inequality impacted by organizations, policy, and power in organizations. Spring semester, odd years. Prerequisite: SOC 101.

SOC 372 SOCIAL THEORY (3)

Introduction 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. Fall semester, odd years. Prerequisite: PLS 221 or PSY 101 or SOC 101.

SOC 395 SOMATIC CRITICISM (3)

Cross-listed with ENG 395. Provides students with a broad overview of the theories and criticisms related to the body. An analysis and critiques of works related to the body is a major component. Themes may include how the body is constructed and deconstructed, the materiality of the body, the relationship of the body to social institutions, and other issues as related to gender such as heterosexual hegemony. Offered as needed. Prerequisite: SOC 101 (WGS 201 Recommended).

SOC 470 SOCIOLOGY OF LAW (3)

Investigates the prevalence of the legal system in society. Topics covered in the course will be the theoretical perspectives of law, the organization of law and the enactment of law and its practice. Spring semester, even years. Prerequisite: SOC 101.

SOC 471 CRIME AND PUBLIC POLICY (3)

Cross-listed with CRJ 471. Focuses on the theoretical basis for crime policy, the empirical work utilizing theory, and the efficacy of the policies. Also investigates how social policy is developed, amended and enacted. Spring semester, odd years. Prerequisites: CRJ 101 and SOC 290.

SOC 499 SENIOR CAPSTONE PROJECT (3)

Students prepare a research paper, design a research project, or participate in an internship experience. 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. Offered as needed. Prerequisites: Senior status and instructor permission.

SPANISH**SPN 151 ELEMENTARY SPANISH I (4)**

Covers pronunciation, easy conversations, and basic grammar of the Spanish language. The emphasis is on basic patterns of language and vocabulary. Offered as needed.

SPN 152 ELEMENTARY SPANISH II (4)

Continuation of SPN 151 covering pronunciation, grammar, vocabulary, and written and oral communication. An overview of Spanish-speaking cultures is also presented. Offered as needed. Prerequisite: SPN 151 or equivalent.

COURSE DESCRIPTIONS

UNIVERSITY STUDIES

UNS I03 FUNDAMENTALS OF ACADEMIC SUCCESS (2)

Provides instruction and practice focusing on the strategies necessary for students to perform effectively in the college classroom. Students' varied needs are addressed through a wide range of topics that include academics, personal issues, and professional development topics. Additional topics specifically cover self-management skills, effective communication in the oral and written forms, critical thinking, and team work. Fall and spring semesters. Meets twice per week for seven weeks.

UNS I15 SISU SEMINAR (I)

The theme is centered around the Finnish word sisu. Students will also be introduced to academic expectations at the university level and effective strategies to smoothly transition to the Finlandia environment, both in and out of the classroom. Fall and spring semesters. Meets twice per week for seven weeks.

UNS I50/I51 UNIVERSITY STUDIES (I2)

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. Offered as needed.

UNS 203 CAREER PLANNING (I)

Develops preparation skills necessary for a successful career. Students are introduced to a variety of topics including career goal assessment, job search strategies, effective résumé and cover letter writing, employment benefits information, interviewing techniques, graduate school opportunities, and job market analysis. Spring semesters.

WELLNESS

WEL I30, I31, I32, I33, I34 PILATES (I)

Pilates combines moves from yoga, gymnastics, kickboxing, and body building to build strength and flexibility. The goal of these exercises is to improve strength, flexibility, and stability of the "core" muscles for overall better alignment and posture in its practitioners. Pass/fail only. Fall and spring semesters.

WEL I10, I11, I12, I13, I14 BEGINNING YOGA (I)

Focuses on the physical fitness benefits of yoga. Although students may have some yoga or fitness experience, the only prerequisite is the desire to learn and a commitment to attend class. Meets twice per week for seven weeks. Pass/fail only. Fall and spring semesters.

WEL I20, I21, I22, I23, I24 YOGA FUNDAMENTALS (I)

This is a beginning yoga class. All fitness levels are welcome. Athletes, in particular, are encouraged to enroll in Yoga Fundamentals, a course that introduces yoga poses designed to improve flexibility, body alignment and breathing. Meets twice per week for seven weeks. Pass/fail only. Fall and spring semesters.

WOMEN AND GENDER STUDIES

WGS 201 FOUNDATIONS IN WOMEN AND GENDER STUDIES (3)

Foundational knowledge, theories, and methods examining the experience of gender historically and across the globe is examined. Major gender theories, including Feminist theories, and interdisciplinary perspectives on research in Women's and Gender Studies are discussed. Spring semester, odd years.

First Semester

Fall 2014

August 16, Saturday

Residence hall opens for incoming students

August 16-17, Saturday & Sunday

New Student/Family Welcome Events

August 18-21, Monday-Thursday

New Student Orientation

August 22, Friday

Residence Hall opens for returning students

August 25, Monday

Classes begin

August 29, Friday

Drop/add period ends (full semester) 4:30 pm

September 1, Monday

No classes (Labor Day)

September 29, Monday

End of "W" period (1st half semester classes) 4:30 pm

October 14, Tuesday

Mid-semester grades due online 4:30 pm

October 17, Friday

Second half semester classes begin

October 22, Wednesday

Drop/add period ends (2nd half semester classes) 4:30 pm

October 30, Thursday

End of "W" period (full semester) 4:30 pm

November 20, Thursday

End of "W" period (2nd half semester classes) 4:30 pm

November 26-30 Wednesday-Sunday

Thanksgiving Break (after last class Tuesday)

December 1, Monday

Classes resume

December 8-12, Monday-Friday

Final Exam Week

End of semester, Friday, December 12

December 14, Sunday

Residence hall closes at noon

December 16, Tuesday

Final Semester Grades due online 4:30 pm

Second Semester

Spring 2015

January 10, Saturday

Residence hall opens for incoming students

January 11, Sunday

Residence hall opens for returning students

January 12, Monday

Classes begin

January 16, Friday

Drop/add period ends (full semester) 4:30 pm

February 13, Friday

End of "W" period (1st half semester classes) 4:30 pm

February 27, Friday

Spring Break (after last class)

Residence hall closes at noon, Saturday

March 3, Tuesday

Mid-semester grades due online 4:30 pm

March 8, Sunday

Residence hall opens at 9:00 am

March 9, Monday

Classes resume

March 11, Wednesday

Second half semester classes begin

March 13, Friday

Drop/add period ends (2nd half semester classes) 4:30 pm

March 26, Thursday

End of "W" period (full semester) 4:30 pm

April 3, Friday

No classes; campus closed (Good Friday)

April 10, Friday

Honors Banquet

April 14, Tuesday

End of "W" period (2nd half semester classes) 4:30 pm

April 27-May 1, Monday-Friday

Final Exam Week

End of semester, Friday, May 1

May 3, Sunday

Baccalaureate/Commencement

Residence hall closes at 6:00 pm

May 5, Tuesday

Final Semester Grades due online 4:30 pm

April 29, Tuesday

Final Semester Grades due online 4:30 pm

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