GRADUATE SCHOOL

Dean: Kenneth M. Hollenbaugh, PhD
Graduate Program Coordinators
Business:
Associate Dean, School of Business: J. G. Doss, PhD
Education:
Coordinator of Graduate Studies, School of Education: E. John Dahlberg, Ed.D.
Public Administration:
Chairman, Political Science Department: Willard Overgaard, PhD

PROGRAMS

Boise State University offers the graduate degrees of Master of Business Administration, Master of Science in Accounting, Master of Arts in Elementary Education, Master of Arts and Master of Science in Secondary Education, and Master of Public Administration.

AREAS OF EMPHASIS

The Master of Arts in Elementary Education includes five areas of emphasis: (1) Curriculum and Instruction; (2) Content Enrichment; (3) Reading; (4) Special Education; (5) Early Childhood.


The Master of Public Administration Degree Program has three areas of emphasis: (1) General, (2) Human Services, and (3) Criminal Justice.

GRADUATE FACULTY

The graduate faculty is comprised of those full-time faculty who have been approved by the Graduate Council to teach graduate level courses, participate in the conduct of the graduate programs, and supervise graduate students. Each member of the graduate faculty is reviewed on a three year cycle to document his/her participation in graduate education activities.

Part-time faculty who are approved by the Graduate Council to teach a graduate course are appointed as adjunct graduate faculty. Such appointments are for specific assignments and are renewable but not perpetual.

GENERAL INFORMATION FOR GRADUATE STUDENTS

Application for admission to the graduate programs or general graduate study as an unclassified graduate may be made at any time. It is recommended, however, that at least two months before the final enrollment, the Graduate Admissions Office will have received the application for admission and transcripts of all
GRADUATE SCHOOL

undergraduate and graduate work. This will provide sufficient time to process the application prior to the semester the applicant wishes to commence his graduate study. Petitions for exceptions will be directed to the Graduate Dean. The transcripts are to be sent directly to the Boise State University Graduate Admissions Office by the Registrar of the college or university which the applicant previously attended. For that purpose the applicant should communicate with the Registrars concerned and then allow them sufficient time to process and mail the transcripts.

All documents received by the University in conjunction with such applications for admission become the property of Boise State University. Under no circumstances will they be duplicated except for University advisement, nor the original returned to the applicant or forwarded to any agency or other college or university.

ADMISSION TO THE GRADUATE SCHOOL

A student may be admitted to the Graduate School at Boise State University when the following admissions criteria have been met:

1. The applicant has earned a Bachelor degree from an accredited institution, or furnishes proof of equivalent education.
2. The applicant has maintained a grade point average which meets the minimal requirements of the school in which he wishes to enroll.
3. Completion of the predictive examination required by the department as listed under department criteria.
4. Recommendation for admission by the department in which the applicant expects to work and approval by the Graduate School.

GRADUATE STATUS CLASSIFICATIONS FOR MATRICULATED STUDENTS

Applicants may be admitted to the Graduate School under three classifications.

Regular Status: The applicant has been admitted with full graduate status into a graduate degree program and has received official institutional notification to this effect.

Provisional Status: An applicant may be admitted to the Graduate School with provisional status if the department or academic unit in which he plans to study requires additional evidence of his qualification for admission with regular status. No student may maintain provisional status indefinitely. The department or academic unit concerned will normally make a final determination on a student with provisional status by the time he has completed twelve credits of approved study.

Unclassified Status: Persons who feel qualified to profit from graduate courses may enroll in those under "Unclassified Status" provided the following conditions are met:

1. The applicant has successfully completed all courses that are prerequisite to the graduate course for which he is enrolling.
2. There is space available in the class.
3. The applicant has obtained permission to enroll in the course from the instructor of the graduate program director.

A student given "Unclassified Status" is admitted to the Graduate School but academic credits earned may not necessarily be accepted towards a graduate degree if the student applies for and is admitted to a graduate degree program at a later time.

No more than nine credit hours taken in "Unclassified Status" may be included in any graduate degree program at BSU without waiver by the Graduate Dean upon recommendation by the school or department in which the student will work.

GRADUATE COURSES FOR UNDERGRADUATE CREDIT

Boise State University seniors may take up to two 500 level courses for Upper Division credit applied to their Bachelor Degree Program. The necessary permit forms are available through the Graduate Admissions Office and the office of each dean. Determination of what constitutes a senior for the purpose of this policy is left to the Graduate Dean.

GRADUATE CREDIT FOR SENIORS

A Boise State University senior, with the approval of the department in which he plans to work and the Graduate Dean, may enroll for graduate credit during his senior year if so far as these credits will not prejudice his graduation during that academic year. The necessary Senior Permit Forms are available at the Graduate Admissions Office and the office of each dean. Credits earned in this manner are "reserved" to count toward a graduate degree at BSU.

SCHOLARSHIP REQUIREMENTS

Academic excellence is expected of students doing graduate work. A student whose academic performance is not satisfactory may be withdrawn from the degree program by the Dean of the Graduate School upon recommendation of the department or academic unit concerned.

To be eligible for a degree in the Graduate School, a student must achieve a grade point average of B (3.00) or better in all work, exclusive of deficiencies, specifically included in his program of study. No grade below B may be used for any 300 or 400 level courses in a graduate program. Grades below C cannot be used to meet the requirements of a graduate degree. Grades on transfer work will not be included in computing grade point average.

REPEAT, RETAKE POLICY

A student who earns a grade of D in a graded 500 series course at BSU may include no more than one repeated course toward a Master Degree Program. A student who earns a grade of F may not repeat a required course as part of a graduate program at Boise State University. Therefore, a student who gets an F in a required course is automatically excluded from further Master degree work. With a D in one of these courses there is a single chance of redemption.

CREDIT REQUIREMENTS

A minimum of thirty semester credits of coursework approved by the graduate student's supervisory committee is required. More than thirty semester credits may be required in certain programs.

SUPERVISORY COMMITTEE ASSIGNMENT

Upon admission of the applicant with regular graduate status, a supervisory committee, consisting of a chairperson and other faculty members, will be appointed by the department fielding the program. This supervisory committee or the advisor, as determined within each degree program of study, will establish the student's program of study, direct any thesis or graduate projects, and administer final examination(s).

Students admitted with provisional status will be assigned a temporary advisor who will be responsible for building a tentative program of studies. This advisor will guide the student with respect to meeting the stipulations of the provisional admission. Once the provisional stipulations have been satisfactorily met by the student, the department concerned will recommend to the Dean of the Graduate School that the student be admitted with regular graduate status.

RESIDENCE REQUIREMENTS

A minimum of twenty-one semester credits of approved graduate work taken on the University campus is required. This requirement does not apply to students enrolled in any inter-institutional cooperative graduate program offered jointly by BSU and the other Idaho universities.

TRANSFER OF CREDITS

A maximum of nine semester graduate credits taken at other institutions may be transferred for credit toward a Master degree provided the courses are an acceptable part of the program of study planned by the student's supervisory committee. Such courses must have been taken in an accredited college or university. Only courses with A or B grade may be transferred to Boise State University for application to a graduate degree. In general, the transfer of extension credits is discouraged. Exception may be made by departments after a detailed examination of the specific courses taken. No correspondence course will be accepted for graduate credit. All appropriate graduate work taken
through inter-institutional cooperative graduate programs, if approved by the schools fielding the program, can be accepted as residence credit.

**TIME LIMITATIONS**

All work offered toward a Master's degree from Boise State University must be completed within a period of seven calendar years. The seven-year time interval is to commence with the beginning of the oldest course (or other academic experience) for which credit is offered in a given Master Degree Program, and the interval must include the date of graduation when the Master degree from BSU is given.

**CHALLENGE POLICY**

The provisions of the challenge policy stated in the Catalog Section, "Admission Requirements to the College" under subsection "Challenging Courses, Grading Credit by Examination" (see page 30) apply to graduate courses. In particular, the decision to allow or not to allow challenges will be made by the department fielding the course to be challenged. For interdisciplinary courses, the decision will be made by the school officer in charge of the graduate program to which the course applies.

**FOREIGN LANGUAGE REQUIREMENTS**

Language requirements are determined by the department concerned. If a foreign language is required, the student must demonstrate that he possesses a reading knowledge of a language specified by the department.

**THESIS REQUIREMENTS**

The requirement of a thesis or similar project is determined by the department or interdisciplinary unit concerned. The final copy of the thesis must be reviewed by the student's supervisory committee and submitted to the Dean of the Graduate School at least three weeks before commencement.

**CANDIDACY**

A student should apply for admission to candidacy and graduation as soon as he has completed twelve hours of graduate work with a grade point average of at least 3.00 in an approved graduate program of study, has removed all listed deficiencies, and has met any specific foreign language requirements.

Candidacy involves specifying, on the appropriate form, the list of courses and projects which comprise the student's program. Changes in the planned program after admission to candidacy must be recommended in writing by the student's committee or advisor and approved by the Dean of the Graduate School.

**PROGRAM DEVELOPMENT FORM**

Graduate students in Regular or Provisional Status will complete a Program Development Form with their advisor or committee before the end of the first academic period (summer, fall or spring) in which they take graduate work at Boise State University, after having been notified of admission in regular or provisional status.

The Program Development Form will be available from the schools offering graduate degree programs. The advisor or committee will field the Program Development Form with the Graduate School upon completion. Each change in program must be completed by filing a new Program Development Form showing the changes from the previous form.

Any courses being offered as transfer credit, as credit reserved, or as residence credit through any inter-institutional cooperative program must be claimed at the time the Program Development Form is originally filed, or before the end of the first academic period (summer, fall or spring) after which the credit has been earned, whichever is the earlier date.

It is the responsibility of the graduate student to keep all program changes up to date for a graduate degree.

**FINAL EXAMINATION REQUIREMENTS**

The requirements of a final examination, written, oral, or both, in any non-thesis non-project program is optional with the department or interdisciplinary unit which fields the student's program. When the examination is required, it is administered by the unit concerned. The dates for these examinations are set by the Graduate School once each semester and summer session. They are listed in the calendar of the BSU catalog. A student is not eligible to apply for the final examination until he has been admitted to candidacy (filed the candidacy and graduation form).

Failure in the examination will be considered terminal unless the supervisory committee recommends, and the Dean of the Graduate School approves, a re-examination. Only one re-examination is permitted. At least three months must elapse before a re-examination may be scheduled.

The requirement of a final examination in defense of any thesis or project is optional with the department or interdisciplinary unit concerned. When required, a final examination in defense of the thesis or project must be conducted at least three weeks before commencement. On a final examination in defense of a thesis or project, an additional member, who may be from outside the department or school, may be appointed by the Graduate Dean at his discretion. Application for the final comprehensive examination(s) is made through the office of the dean of the school fielding the program.

**APPLICATION FOR PREDICTIVE EXAMINATIONS**

As previously indicated, predictive examination scores may be required by certain departments. With respect to those departments which stipulate as part of the admissions criteria performance scores from predictive examinations, it is necessary that application be made without delay to take the examination. Education and Public Administration students are not required to take a predictive examination.

Students wishing to pursue graduate study in Business Administration should contact the Office of the Dean, School of Business, Boise State University, to secure the forms necessary to make application for taking the predictive examination called the GMAT. Every effort should be made to take the GMAT as soon as possible because students will not be given program status before the GMAT results are reported. Courses taken before the student is admitted (i.e. "Unclassified Status" courses) will not necessarily be allowed toward the MBA even if the student is admitted subsequently.

Credit Limitation in Courses Graded Pass or Fail and Directed Research

**999—SHORT-TERM CONFERENCE OR WORKSHOP**

A maximum of three credits earned with a grade of P will be allowed toward the credit requirements for a Master degree at Boise State University.

**999—DIRECTED RESEARCH**

Masters programs at Boise State University may include directed research credits at the discretion of the graduate student's supervising committee or professor, through a limit of nine credit hours, with no more than six credits in any one semester. The School of Business has a limitation of three credits of Internship and/or Directed Research for MBA students.

**LIMITATIONS ON STUDENT COURSE LOADS**

Graduate students seeking to take courses for graduate credit only in the evening or only in the early morning and in the evening, may not take more than a total of two such courses in any one semester or summer session. Waiver of this rule may be granted by the Dean of the Graduate School with the explicit recommendation of the dean of the school responsible for the student's program.

**COURSE NUMBERING SYSTEM**

Courses numbered 500 and above are intended primarily for graduate students. The number designates the educational level of the typical student in the class, i.e., he has graduated from college.

Other courses than graduate, numbered at the 300 or 400 levels, may be given g or G designation to carry graduate credit. The department or school concerned will have the right to limit the number of g or G credits which can count toward any degree for which it has responsibility, and in no case can more than one-third of the credits in a degree program be in courses at the 300 or 400 level. No course numbered below 500 carries credit unless the G or g is affixed.
GRADUATE SCHOOL

1. G courses carry graduate credit only for graduate students in majors outside of the area of responsibility of the department or school.

2. G courses carry graduate credit for students both in the department or school and for other students as well.

3. Graduate students enrolled in G or g courses will be required to do extra work in order to receive graduate credit for the courses.

APPLICATION FOR GRADUATE DEGREE

The last step in completing a graduate program consists of arranging for final record checking. To accomplish this, one completes the form Application for Graduate Degree which can be obtained from the Graduate Admissions Office or from the Deans of Business and Education. The Bookstore will notify the student how to order the cap and gown for the graduation ceremony.

University-Wide Number of Graduate Offerings:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>580-589</td>
<td>Selected topics</td>
</tr>
<tr>
<td>590</td>
<td>Practicum</td>
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<tr>
<td>591</td>
<td>Project</td>
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<tr>
<td>592</td>
<td>Colloquium</td>
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<tr>
<td>593</td>
<td>Research and Thesis</td>
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<tr>
<td>594</td>
<td>Extended Conference or Workshop (Graded A-F)</td>
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<tr>
<td>595</td>
<td>Reading and Conference</td>
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<tr>
<td>596</td>
<td>Directed Research</td>
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<tr>
<td>597</td>
<td>Special Topics</td>
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<tr>
<td>598</td>
<td>Seminar</td>
</tr>
<tr>
<td>599</td>
<td>Short-Term Conference or Workshop (Graded Pass or Fail)</td>
</tr>
</tbody>
</table>

The specific program which each student will pursue will be established by an advisory committee consisting of three faculty members, one of whom will be from a university other than that of the chairman of the student's advisory committee. No specific undergraduate program is required in preparation for the MPA program. It is anticipated that students will come from widely differing academic preparations.

GRADUATE PROGRAMS

School of Arts and Sciences

MASTER OF PUBLIC ADMINISTRATION

The Master Degree in Public Administration is an inter-university cooperative graduate program offered jointly by Boise State University, Idaho State University, and the University of Idaho. The purpose of the program is to provide present and prospective public administrators with the basic intellectual preparation necessary to understand to adjust to a changing and challenging environment through an introduction to the theories and practices of administration, management, and Social Science research as these relate to effective performance in public organizations. The MPA program is coordinated through an Inter-University Committee comprised of the chairmen of the Departments of Political Science at the cooperating universities, a representative of the Office of the State Board of Education, and a representative of cooperative government agencies. The essential features of this inter-university cooperative program are: (1) general coordination and policy control by the Inter-University Committee; (2) unrestricted transferability of credits earned at any of the participating universities; (3) coordination among universities in scheduling and offering courses in the MPA program; and (4) establishment of a basic core of courses at all three cooperating institutions plus optional areas of emphasis which may vary among the universities and which reflect the particular areas of specialization available at the respective universities.

The inter-university MPA program has been designed in accordance with the "Guidelines and Standards for Professional Master's Degree Programs in Public Affairs and Public Administration" prescribed through the National Association of Schools of Public Affairs and Administration (NASPAA).

ADMISSION TO THE MPA PROGRAM

Students may enroll in the MPA by applying to one of the participating universities. Acceptance by any of the three universities admits a student into the MPA program. A matriculated student should complete graduate studies at the institution which offers the area of specialization which he or she wishes to emphasize.

Some coursework in Humanities and Social Science (Political Science, Sociology, Economics and Psychology) is essential to the foundation of the MPA program for all students; also a student must provide evidence of proficiency in skills of statistics, data processing, or accounting, either through undergraduate preparation or previous work experience. Deficiencies in these areas will be made up outside of the required curriculum. A student may be required to remove other deficiencies related to specified areas of emphasis in the MPA program, as determined by the Inter-University Committee.

SPECIFIC ADMISSION REQUIREMENTS FOR APPLICANTS TO THE MPA PROGRAM

All applicants to the MPA program at Boise State University must meet the following requirements prior to enrollment in MPA courses:

A. Possession of a baccalaureate degree from an accredited institution.

B. Demonstration of satisfactory academic competency by attaining an overall GPA of 2.75 and recommendation for admission by the Department of Political Science. Students with a lower GPA may be admitted on provisional status on recommendation of the Department of Political Science with approval of the Graduate School. Final determination of the retention in the MPA program of a student with Provisional Status will be made after the completion of 12 credits of approved study, with the general requirements of a grade of B or better in the coursework taken.

C. Receipt of 3 letters of personal evaluation from individuals qualified to evaluate the applicant's academic potential. Evaluators may include current or former employers, as well as professors. The letters are to be addressed as follows: Chairman, Department of Political Science, Boise State University, Boise, Idaho 83725.

D. Submittal of a brief statement by the applicant indicating his/her career objectives and the area of emphasis to be undertaken in the MPA program.

E. Completion of the following prerequisite courses in undergraduate preparation or their equivalent (applicable to all students applying for admission to the MPA program):
   1. American National Government 3
   2. State, Local Government 3
   3. Introduction to Public Administration 3
   4. At least 3 credits in each of 2 of the following areas:
      a. Sociology
      b. Economics
      c. Psychology
   5. At least 3 credits in 1 of the following areas:
      a. Accounting
      b. Data Processing
      c. Social Statistics
   6. For those students selecting Human Services Administration as their area of emphasis for specialized preparation in Public Administration, at least 9 credits in Sociology.
   7. For those students selecting Criminal Justice Administration as their area of emphasis for specialized preparation in Public Administration, at least 9 credits in Criminal Justice.

Students who are deficient in any of the prerequisites indicated above must remove these deficiencies prior to enrollment in MPA graduate level courses for credit. The student may be required to remove other deficiencies as determined by the Inter-University Committee established for administrative coordination of the MPA program.
F. An applicant planning to achieve an MPA degree at Boise State University must be accepted by the Graduate School of Boise State University. (The student is advised to consult the appropriate section of the Catalog for any special requirement or conditions prescribed by the Graduate School.)

THE GRADUATE DEGREE PROGRAM

The MPA degree may be achieved through the successful completion of at least 30 semester credit hours of approved coursework plus 6 credits of public service internship. Eighteen credit hours must be completed in courses selected from the following core areas listed under items 1 and 2 above. All MPA candidates must complete final examination. Those following the thesis option will complete an oral examination covering the thesis and program coursework. The non-thesis option requires a written and oral examination over program coursework.

The academic program for each student must be approved by the MPA advisory committee and must satisfy the general requirements of an integrated program designed to meet career objectives of the student in Public Administration.

CORE AND OPTIONAL AREA REQUIREMENTS

The specific course requirements of the MPA program are set forth in a list of courses which have been approved by the Inter-University Committee. This list is available through each of the cooperating universities. Courses are available at each institution in the "core areas." The optional "areas of emphasis" may vary among the universities according to the resources and competencies which exist in the respective departments. Moreover, the MPA envisions further development of "areas of emphasis" and expansion of available courses as additional resources become available and the cooperative relationships among the three universities are further developed. The listing of "areas of emphasis" represents a collective enumeration of all optional areas which currently are available or are planned for future development at all of the cooperating universities. (A description of these "areas of emphasis" which are presently operational at each institution and admission forms to the MPA program are available through the Chairman of the Department of Political Science at Boise State University, the Chairman of the Department of Political Science at Idaho State University, or the Chairman of the Department of Political Science at the University of Idaho.)

"Core Area" Requirements: At least 18 semester credit hours of coursework required on the designated core areas are to be selected in accordance with the following bases of selection:

1. At least one course selected from each of the following core areas:
   a. Administrative Theory, Organization and Behavior
   b. Public Management Techniques
   c. Public Policy and Policy Analysis

2. At least one course from each of two of the following "core areas":
   a. Administrative Law
   b. The Executive and the Administrative Process
   c. Intergovernmental Relations
   d. Community and Regional Planning
   e. Comparative Public Administration and Planning Systems

3. A sixth course is to be selected also from any one of the 8 "core areas" listed under items 1 and 2 above.

Optional "Areas of Emphasis": At least 12 semester credit hours of coursework are to be taken in any one of the following areas of emphasis:

1. General Public Administration
2. Community, State & Regional Planning
3. Criminal Justice Administration
4. Public Health Administration
5. Public Finance, Budgeting & Administrative Management
6. Environment & Natural Resources Administration
7. Local Government Administration
8. Human Services Administration

Public Service Internship: Those students with no work experience in government are to be assigned as "public service interns." The internship is to be served in a government office at local, state, or federal levels, or in appropriate organizations which are concerned with governmental affairs, such as private foundations and community institutions. Credit provided for the internship shall be in addition to the 30 semester credit hours of coursework required in the MPA program. The internship component will comprise 6 semester hours.

COURSES OFFERED AT BOISE STATE UNIVERSITY FOR THE DESIGNATED "CORE AREAS" AND THE OPTIONAL "AREAS OF EMPHASIS" IN THE MPA PROGRAM

I. Designated Core Area

(Note: Selection of courses is to be made in consultation with the student's major professor in the preparation of a MPA program development plan for each individual student.)

A. Administrative Theory, Organization, and Behavior
   Organization Theory & Bureaucratic Structure PO 487G
B. Public Management Techniques
   Fiscal Processes & Public Budgeting Process PO 510
   Program Evaluation & Quantitative Analysis PO 511
   Human Resource Management MG 541
   Computer Applications for Management DP 542
C. Public Policy and Policy Analysis
   Public Policy Formulation & Implementation PO 520
D. Administrative Law
   Administrative Law PO 467G
E. The Executive & the Administrative Process
   The Role of the Executive in Policy Making PO 530
F. Intergovernmental Relations
   Intergovernmental Relations PO 469G
G. Community & Regional Planning
   Community & Regional Planning PO 586
   (No course offering yet provided at BSU)
H. Comparative Public Administration & Planning Systems
   Comparative Public Administration PO 465G
II. Optional "Areas of Emphasis"

(Note: Some of the courses provided in designated areas of emphasis are also provided in designated core areas as shown above. In such cases, a course may satisfy a general core area requirement or a specific area of emphasis requirement in the MPA program but NOT both.)

A. General Public Administration
   This area of emphasis is provided to accommodate those students desiring preparation in public administration as a "generalist" rather than a "specialist" in a particular area of specialization. At BSU the student may select the remaining 12 credit hours of coursework from the courses listed below:
   Comparative Public Administration PO 465G, Administrative Law PO 467G, Intergovernmental Relations PO 469G, Program Evaluation and Quantitative Analysis PO 511, The Role of the Executive in Policy Making PO 530

   Any of the following courses, identified as "selected" topics, which will be offered as staff availability permits, may be selected also to satisfy the General Public Administration area of emphasis:
   Selected Topics:
   Administrative Theory, Organization & Behavior PO 580
   Public Management Techniques PO 581
   Public Policy & Policy Analysis PO 582
   Administrative Law PO 583
   The Executive & the Administrative Process PO 584
   Intergovernmental Relations PO 585
   Community & Regional Planning PO 586
   Comparative Public Administration and Planning Systems PO 587

   Arrangements may also be made in the following courses:
   Thesis PO 593
   Reading and Conference PO 595
   Directed Research PO 596
   Conference/Workshop PO 599
GRADUATE SCHOOL

B. Community, State and Regional Planning
   (No course offering yet provided at BSU in the MPA program)

C. Criminal Justice Administration
   Special Programs in Correctional Treatment CR 510
   Special Problems of the Juvenile and Youngful
   Offender CR 511
   Reading and Conference CR 595
   Seminar in Criminal Justice Administration CR 598

D. Public Health Administration
   (Planned, but no course offering yet provided at BSU in the MPA program)

E. Environmental and Natural Resources Administration
   (No course offering yet provided at BSU in the MPA program)

F. Local Government Administration
   (Planned for future implementation as an area of emphasis at BSU)

G. Public Finance, Budgeting, and Administrative Management
   (Planned for future implementation as an area of emphasis at BSU)

H. Human Services Administration
   Conflict & Change in Socio-Cultural System SO 510
   The Sociology of Age — Group Stratification SO 511
   Social Demography SO 512
   Selected Topics — Human Services Administration SO 580
   Reading and Conference SO 595

COURSE OFFERINGS

PO — POLITICAL SCIENCE COURSES

GRADUATE

PO 465G Comparative Public Administration (3-0-3) (F/S). Systematic examination and
   comparison of varied models and theories of administrative systems. Intrational and
   international studies. (Students enrolled in this course for graduate level credit will be
   assigned special requirements on preparation). Prerequisite: PO 303.

PO 487G Administrative Law (3-0-3) (FS). Sources of power and duties of administrative
   agencies, rules and regulations made by agencies through investigation and hearings,
   judicial decisions and precedents relating to administrative activities. (Student enrolling
   in this course for graduate level credit will be assigned special requirements on preparation).
   Prerequisite: PO 303.

PO 487G Organizational Theory and Bureaucratic Structures (3-0-3) (FS). Socio-political
   analysis of theories and concepts of complex social organizations, their application to
   public administration and the inter-relationship between political science and
   sociological organizational theory. (Students enrolling in this course for graduate level
   credit will be assigned special requirements on preparation).

PO 510 Fiscal Processes and Public Budgeting Process (3-0-3) (FS). Determination of
   fiscal policy, budgeting processes, and governmental forms of budgeting. Considera-
   tion of fiscal policy and processes in various program areas. Emphasis on the interface
   between technical and political processes.

PO 511 Program Evaluation and Quantitative Analysis (3-0-3) (F/S). Application of social
   science research to administrative problems, including practical methods of gathering,
   analyzing, and interpreting data. Theory and basic techniques underlying quantitative
   analysis of public programs.

PO 520 Public Policy Formulation and Implementation (3-0-3) (F/S). Process of policy-
   making both within an agency and within the total governmental process, emphasizing
   policy and program planning, policy implementation and the value system of ad-
   ministrators.

PO 530 Role of the Executive in Policy Making (3-0-3) (FS). The American executive:
   president, governor, and mayor. Consideration given to changes in institution settings
   and role conceptions. Role of the executive in policy-making process. Sources of
   strength and weaknesses and strategies used to enact their programs. Problems of rela-
   tionship of executive to bureaucracy.

PO 580 Selected Topics — Administrative Theory, Organization and Behavior (3-0-3).
   To be offered as staff availability permits.

PO 581 Selected Topics — Public Management Techniques (3-0-3). To be offered as
   staff availability permits.

PO 582 Selected Topics — Public Policy and Policy Analysis (3-0-3). To be offered as
   staff availability permits.

PO 583 Selected Topics — Administrative Law (3-0-3). To be offered as staff availability
   permits.

PO 584 Selected Topics — Executive and Administrative Process (3-0-3). To be offered as
   staff availability permits.

PO 585 Selected Topics — Intergovernmental Relations (3-0-3). To be offered as staff
   availability permits.

PO 586 Selected Topics — Community and Regional Planning (3-0-3). To be offered as
   staff availability permits.

PO 587 Selected Topics — Comparative Public Administration and Planning Systems
   (3-0-3). To be offered as staff availability permits.

PO 590 Public Service Internship (variable credit). Aranged as field experience for
   those students with no prior experience in governmental or other organizational
   assignments. Such internships will be established and arrangements made for place-
   ment through the chairman of department of political science.

PO 593 Thesis (3 credits/semester). Selection of approved topic in public administration
   for major preparation and defense through consultation with major advisor.

PO 595 Reading and Conference (1-2 credits). Directed reading on selected materials in
   public administration and discussion of these materials, as arranged and approved
   through major advisor.

PO 596 Directed Research (1-3 credits). Special projects undertaken by the MPA stu-
   dent as advanced tutorial study in specialized areas according to the needs and in-
   terests of an individual student. Course embodies research, discussions of the subject
   matter and procedures with a designated professor and a documentary paper covering
   the subject of the independent study.

PO 599 Conference or Workshop (1 credit). Conferences or workshops covering various
   topics in public administration may be offered on an irregularly scheduled basis, ac-
   cording to student interest and staff availability. No more than 3 credits provided through
   conferences of workshops can be applied toward the MPA.

CR — CRIMINAL JUSTICE ADMINISTRATION COURSES

CR 510 Special Problems in Correctional Treatment (3-0-3) (F/S). Analysis of contem-
   porary problems in the correctional programs of American society.

CR 511 Special Problems of the Juvenile and Youngful Offender (3-0-3) (F/S). Examina-
   tion of juvenile processes in juvenile justice, rehabilitation programs, probation and
   utilization of community-based resources. Emphasis will be placed on preventive
   rehabilitative measures at the local level.

CR 580 Selected Topics — Criminal Justice Administration (3-0-3). Examination, evalua-
   tion and research regarding contemporary problems in the criminal justice system.
   Students will be required to do extensive reading and inquiry into special areas of con-
   cern and interest.

CR 595 Reading and Conference (1 or 2 credits). Directed reading on selected materials
   in criminal justice administration and discussion of these materials, as arranged and
   approved through major advisor.

CR 598 Seminar in Criminal Justice Administration (3-0-2) (F/S). Intensive analysis of
   selected subject areas of the system of criminal justice administration. Prerequisite: CR
   301.

SO — SOCIOLOGY COURSES

SO 51 The Sociology of Education (3-0-3). A sociological analysis of the American
   school system, its problems and the social forces that shape the schools in contem-
   porary society.

SO 510 Conflict and Change in Socio-Cultural Systems (3-0-3) (F/S). Intensive examina-
   tion of social and cultural change as related to technological evolution, value changes
   and the resultant conflict in society.

SO 511 The Sociology of Age Group Stratification (3-0-3) (FS). Examination of the
   sociological effect of age as a major dimension of social organization and stratification
   in American society and Western civilization. The course will consider the effects of chan-
   ging patterns of longevity, resultant changes in age distribution of the population as
   these factors affect social, economic, and political systems.

SO 512 Social Demography (3-0-3) (F/S). Techniques and methods for analyzing popula-
   tion growth, trends, and movement as reflected in actuarial data, birth-death rate;
   mobility, fertility and fecundity as these affect the societal patterns, especially planning
   for human service programs.

SO 580 Selected Topics — Human Services Administration (3 credits).

SO 595 Reading and Conference (1-2 credits). Directed reading on selected materials
   in human services administration and discussion of these materials as arranged and
   approved through major advisor.

School of Business

GRADUATE PROGRAMS IN BUSINESS

MBA in Business

MS in Accounting

OBJECTIVES

The objectives of the Boise State University programs leading to these graduate degrees are to further prepare candidates for careers in their chosen field. The MBA degree emphasizes the traditional approach of the development of managerial generalists, with a common body of functional knowledge given to all students. While there is no area of emphasis or major available in the MBA program, once a student satisfies the functional core requirements, he or she may select subject areas of the system of criminal justice administration. Prerequisite: CR 301.

132
Students who wish to earn a second Master degree in Business must design a program to satisfy the degree requirements in consultation with the graduate program coordinator for the MBA or the graduate Accounting advisor for the MS in Accounting. Normally a minimum of 15 credit hours will be necessary to satisfy the requirements for a second Master degree. Those students entering with a prior graduate degree from another institution are advised that a maximum of 9 graduate semester credits may be accepted and applied toward a Master degree at Boise State University.

GENERAL PREREQUISITES FOR APPLICANTS

Admission will be granted to applicants who hold a Bachelor degree from an accredited college or university and who meet the standards set by the School of Business of Boise State University. Common to all programs is a foundation of prerequisite knowledge in basic fields of Business Administration. Students presenting a Bachelor degree in Business or Accounting will have completed most of these requirements as part of their undergraduate program. The Master of Business Administration program is also designed to serve the student who has completed his Bachelor degree in non-Business fields such as the Sciences, Engineering, and the Liberal Arts. Therefore, the students must demonstrate proficiency in prerequisites. These prerequisites may be fulfilled by satisfactory completion of coursework in these areas, or by successfully passing the acceptable CLEP examination, and any other local departmental requirements. The Master of Science in Accounting can be achieved by those students not holding a degree in Accounting, or its equivalent, only by accomplishing required coursework to receive a second degree in Accounting, or specifically designed programs to obtain the equivalent knowledge.

MATRICULATION REQUIREMENTS

SPECIFIC PREREQUISITES FOR APPLICANTS

All applicants must meet the following undergraduate requirements or must fulfill these requirements prior to enrollment in Master classes. (New applicants for the programs should furnish documentary evidence of GMAT scores and copies of official transcripts upon initial application. For fall enrollment, students should arrange to take the GMAT by July. For spring enrollment, the GMAT should be taken no later than the October or November test date.)

(a) Possession of a Bachelor degree from an accredited institution.
(b) Demonstration of satisfactory academic competency by virtue of acceptable scores achieved by either of the following two formulae:
   200 X overall GPA plus GMAT score must equal 1000 minimum
   200 X junior/senior GPA plus GMAT score must equal 1050 minimum
(c) For foreign students, in addition to the above formulae minimums, a score of 525 on the TOEFL, or its equivalent, is necessary.
(d) Prerequisites:
   1. Accounting (equivalent to one year)
   2. Economics (equivalent to one year)
   3. College level Mathematics (equivalent to one year)
   4. Management
   5. Business Law
   6. Marketing
   7. Finance
   8. Production Management
   9. Data Processing
   10. Business Statistics
   11. For the MS student, sufficient Accounting courses to have achieved the Accounting degree or equivalent.
   12. Business writing proficiency — must be demonstrated by passing a proficiency test. Failure to pass this test will require enrollment in OA 326, Applied Business Communications, or equivalent.

Students who are deficient in any prerequisite courses must remove these deficiencies prior to enrollment in Master level courses. Enrollment in courses without having removed all deficiencies will subject the student to administrative withdrawal, with no recourse, from these Master courses.

The student may be required to remove other deficiencies as determined by the School of Business.

All applicants must be accepted by the Graduate School of Boise State University in order to achieve the Master degree.

THE MBA DEGREE

The Master of Business Administration degree consists of a minimum of 30 semester hours of credit from the offerings listed on the following pages or other graduate courses suitable to an MBA degree, as accepted by the MBA Admissions Committee.

Required Core Courses: 21-24
Electives: 9-6

Note: A student with a major in functional Business discipline such as Management, Marketing, Finance, Economics, or Accounting should not take the core course in that discipline, and may substitute any MBA elective in its place.

Students may elect a maximum of 6 credit hours from the 400 level "G" courses from the undergraduate School of Business program. Only those courses listed on the following pages are approved. Advisors should be consulted regarding those courses.

Under certain conditions with the approval of the MBA program coordinator and the Department head concerned, MBA students may earn up to a maximum of 3 credit hours of Directed Research and/or Internship credits which apply to graduation requirements.

MBA — REQUIRED CORE COURSES

COURSE OFFERINGS

GB 510 Business and Its Environment (3-0-3) (FS). Examination of the interaction between business and the economic, social, political, and legal order, both domestic and worldwide. By utilizing analysis of particular situations, it focuses attention on the broad effects of this total environment upon the administration of business.

*GB 512 Statistical Methods for Business Decisions (3-0-3) (Alternate Semesters). The application of the techniques and the reason for their employment in decision processes. Computer application programs are employed to assist in the learning process. Topics generally covered include: multiple regression analysis, forecasting and Bayesian decision theory. Prerequisite: GB 207, MG 301, DP 210 or equivalent courses.

*GB 514 Operations Research Methods for Decision Making (3-0-3) (Alternate Semesters). An introduction to operations research, applying quantitative tools and methods to business problems. Prerequisites: MBA 200, 201 or equivalent courses.

GB 516 Management Information Systems (3-0-3) (FS). Emphasis on management concepts and decision making using information processes and systems. Introduction to business data processing and computer applications. Emphasis is placed on the use of the computer as a decision tool. Prerequisites: MBA 200, 201 or equivalent courses.

GB 517 Management of Organizations and Policies (3-0-3) (FS). Emphasis on the role of management in business and the interaction of management decision making with the environment. Prerequisites: MBA 200, 201 or equivalent courses.

EC 528 Fundamentals of Financial Management (3-0-3) (FS). Emphasis on the analysis and control of working capital, investments, and financing decisions. Emphasis is placed on the interaction of these matters with the rest of the business environment and the influence of the economic environment on the financial decisions. Prerequisites: MBA 200, 201 or equivalent courses.

MB 530 Management Information Systems (3-0-3) (FS). Emphasis on management concepts and decision making using information processes and systems. Introduction to business data processing and computer applications. Emphasis is placed on the use of the computer as a decision tool. Prerequisites: MBA 200, 201 or equivalent courses.

MG 540 Organization Theory (3-0-3) (FS). Determinants and effects of organizational design, with history and current trends in organizations. Methods of analyzing appropriate structure are discussed. Organizational behavior within the structural framework is explored with special attention to group dynamics, power, leadership and influence.

EC 549 Economics of Public Policy (3-0-3) (FS). Contribution of economic analysis to the justification, design and implementation of economic policy. The issues surrounding the need for public policy in a private property, market economy and the benefits and costs associated with government intervention. The relationship between the goals and the instruments of U.S. economic policy. Prerequisites: EC 201, 202.

GB 579 Business Policy Formulations (3-0-3) (FS). Introduces complex business cases, business simulation and specialized functional knowledge to determine business decisions, strategy and policies including the use of quantitative methods for allocation and flow of all goods and services in organizations. Designed as a capstone for the last semester of the program.
MBA — ELECTIVE COURSES

BE 512 Business Research and Communication Techniques (3-0-3) (Intermittent). Analysis of current research and practice in managerial communications. Development of a critical sense and analytical ability through evaluation of communication research, reports, and case studies. Class discussion, lecture, individual reports and presentations, and small group activities.

DP 542 Computer Applications for Management (3-0-3) (F). Study of the impact of the computer on managers and on the environment in which managers work. Topics include database, MIS, the management decision process, and computer tools that can be used by managers in the decision process. Selected computer applications are explored.

MG 541 Human Resource Management (3-0-3) (F/S). Effective management of human resources including discussion of the supervisory processes conducive to reducing labor costs and increasing productivity. Special attention is given the human, organizational, and environmental constraints which limit managerial actions. Techniques for effective functioning within these constraints.

MK 520 Marketing Problems (3-0-3) (Intermittent). Analytical approach to marketing problem solving and decision making. Covers market definition, personal selling, advertising and sales promotion, distribution channels, strategy formulation, product development procedures, and customer services. Case study approach is utilized.

Selected Topics — Contemporary topics offered intermittently:

AC 580 Selected Topics — Accounting (3-0-3).

DP 581 Selected Topics — Information systems (3-0-3).

EC 582 Selected Topics — Economics (3-0-3).

FI 583 Selected Topics — Finance (3-0-3).

MG 584 Selected Topics — Industrial Psychology (3-0-3).

MG 585 Selected Topics — Management (3-0-3).

MK 586 Selected Topics — Marketing (3-0-3).

SB 580 Internship. Available on a selective, limited basis. MBA and MS students should consult with advisors.

SB 595 Directed Research (variable credits). Involves special projects undertaken by the student, consisting of individual work suited to the needs and interests of the student. The course embodies research, discussion of the subject matter and procedures with a designated professor, and a documented paper covering the subject.

UNDERGRADUATE “G” COURSES

(Two may be taken for graduate credit.)

AC 406G Accounting Theory (3-0-3) (S). A specialized course dealing with the evolution of accounting thought and the contemporary approach to asset valuation, income determination and the measurement process in accounting.

EC 421G-422G Econometrics (3-0-3) (F-S). Application of mathematics and statistics to the study of economics. Designed to acquaint the student with the quantitative tools used to verify theory and to forecast economic activity. Prerequisite: MATH 106 or equivalent and PERM/INST.

FI 450G Investment Management (3-0-3) (F). Strategies of investing in stocks, bonds, commodities and stock options. Topics include risk-return relationships of various investments; efficient market hypothesis and its implications for the individual investor; portfolio theory and the capital asset pricing model. Prerequisite: FI 300, GB 206 and FI 250.

GB 411G Government and Business (3-0-3) (S). Intensive study of and student research into the scope of government control and regulation of business. Specific major statutes and their implementing rules and regulations are researched and analyzed as well as selected federal and state regulatory agencies. Prerequisite: GB 201.

MG 401G Operations Management (3-0-3) (S). Quantitative tools used in the operations and production management fields for effective decision making. The nature of the interactions between the operations manager and the other business systems will be developed. Typical topics include: process design, facilities layout and location, and aggregate planning. Prerequisite: GB 208, 396, MG 301.

MG 405G Decisions Analysis (3-0-3) (S). Decisions analysis tools such as probability assessment, utility theory, certainty models, uncertainty models, and Bayesian statistical inference. Emphasis will be on presenting the tools in actual business applications. Prerequisite: GB 208, MG 301.

MK 415G Marketing Research (3-0-3) (F). Theory and use of research for marketing decisions. Experience in formal research methodology by planning and conducting an actual research project.

MASTER OF SCIENCE—ACCOUNTING

The Master of Science—Accounting degree consists of a minimum of 30 hours of credit from offerings with the program described below.

The 33 credit hour requirement consists of a minimum of 15 hours in Accounting courses; 15 hours in current MBA courses; and 3 hours of an elective chosen by mutual agreement between the applicant and the School of Business. Areas available for this elective are: A professional paper; GB 579, Business Policy Formulation, if none has been previously taken; or the applicant's choice of an MS or MBA course. An Accounting advisor is assigned in order to assist in the choices available to the candidate. Students may apply a maximum of 6 credits from undergraduate “G” level courses from the School of Business to their MS program. Directed Research or Internship credits will be limited to 3 credit hours, except in special cases.

MASTER OF SCIENCE COURSES

See description in MBA courses for the following:

GB 512 or 514  ...................................................... 3

Computer Applications for Management DP 542  ....................... 3

Financial Management FI 530 ................................. 3

MG 540 or MK 519 .................................................. 3

Graduate Economics Elective .................................. 3

See description below for the following:

Advanced Managerial Accounting AC 510 .......................... 3

Research in Federal Taxation AC 520 .......................... 3

Perspectives in Auditing AC 540 .............................. 3

Contemporary Issues in Accounting AC 568 .......................... 3

See description in MBA courses for Business Policy Formulation GB 579 or .......................... 3

Graduate Elective or Professional Paper

If a Professional Paper is selected, it must be an approved topic coordinated and supervised by a committee assigned by the Department of Accounting/Data Processing. If no Business Policy course has been taken previously, GB 579 must be taken for this elective.

Applicants desiring to enter this program should contact the Master of Science Advisor (385-3461) or the Graduate Program Coordinator (385-1125) in order to commence the application process and plan an orderly progression toward the degree.

COUSE OFFERINGS

GRADUATE

AC 510 Advanced Managerial Accounting (3-0-3) (S). Study of information and reporting needs of contemporary management for planning, control and decision-making purposes. Representative topics include developing and reporting useful cost information, cost-volume-profit analysis, operational, cash, capital budgeting, and responsibility accounting.

AC 520 Research in Federal Taxation (3-0-3) (F). Study of the more complex provisions of the Internal Revenue Code pertaining to individuals, partnerships, corporations, and estates and trusts. Tax planning for the business enterprise and the gift taxes are emphasized throughout the course, as is student research into tax problem areas.

AC 540 Perspectives in Auditing (3-0-3) (F). Designed to complete a student's formal education in auditing. Topics include the requirements of the SEC, methods of applying statistical techniques to auditing problems, the auditing of records maintained on computer, and audit of internal control systems.

AC 559 Contemporary Issues in Accounting (3-0-3) (S). Designed to familiarize the student with significant unresolved issues currently facing the accounting profession, to examine in depth the various solutions proposed by accounting scholars and others, and to strengthen the student's understanding of today's critical issues in accounting theory.

School of Education

MASTER OF ARTS—ELEMENTARY EDUCATION

GENERAL REQUIREMENTS

Admission will be granted to applicants who hold a Bachelor degree from an accredited college or university and who have some professional relationship to Elementary Education. Candidates must show promise of meeting the standards set by the School of Education as well as the specific regulations of the particular program for which they apply.

Applicants for regular status in the program must have maintained a GPA of at least 3.00 for the last two years of undergraduate study, or an overall GPA of 2.75. Provisional status may be granted to an applicant not meeting the listed requirements.

The name of the faculty member who will serve as chairperson of the candidate's committee is listed in the letter of acceptance to the applicant. Candidates should contact the assigned committee chairperson (advisor) as soon as possible in order to plan a program. Credits taken prior to such planning are subject to the review and approval of the committee chairperson and the Dean of the School of Education prior to acceptance in the planned program.

A maximum of 9 semester graduate credits may be accepted from other graduate schools upon approval of the chairperson of the candidate's committee and the Dean of the School of Education.
Six semester hours of credit will be open for selection in any area of the University's course offerings that will enable the candidate to strengthen a competency in elementary instruction. The candidate, in cooperation with the advisor, will choose courses which will meet the individual's needs as a teacher. Specific courses are listed within each area of emphasis.

OPTION REQUIREMENTS
The Elementary Education Graduate Program provides two options within the MA degree requirements: Option I — Thesis/Project, and Option II — Written Comprehensive Examination.

OPTION I (THESIS/PROJECT)
Required of all candidates — Core Program .................................................. 9
Required of all candidates — Fundamentals of Educational Research for Teachers TE 551 ............................................................. 3
Required of all candidates — Thesis/Project .................................................. 6
Selected Electives and/or Specific Requirements ........................................... 12

A Thesis/Project, as mutually agreed upon by the Option I candidate and the committee, is required of the candidate. Selection of a thesis implies a research emphasis with a thesis format. Selection of a Project implies a Project directly related to instruction or some other aspect of the elementary program.

OPTION II (COMPREHENSIVE EXAMINATION)
Required of all candidates — Core Program .................................................. 9-9
Required of all candidates — One of the following: ..................................... 1-3
Fundamentals of Educational Research for Teachers TE 551 .......................... 3
Interpreting Educational Research TE 565 ..................................................... 3
Select Electives and/or Specific Requirements .............................................. 20-18
(Thesis/Project not required) .......................................................... 30-30
Required of all candidates — A comprehensive written examination at the end of the coursework. This examination is to be tailored by each candidate's committee specifically for that candidate following guidelines established by the Department. After the candidate has written the examination, the committee will meet with the candidate to review and analyze the outcome of the examination and clarify the results prior to final approval or rejection.

AREAS OF EMPHASIS
The candidate selects one of five areas of emphasis:

1. Curriculum and Instruction
   A program is planned for the person who desires to continue as a generalist in Education.

2. Content Enrichment
   The programs are planned for persons interested in subject area specialties such as Art, Mathematics, and Music. The advisor has information regarding approved subject areas.

3. Early Childhood
   The program is planned for the person who desires to specialize in Early Childhood Education.

4. Reading
   The program is planned for the person who desires to specialize in Reading Education.

5. Special Education
   Programs are planned for persons interested in the areas of Learning Disabilities or Mental Retardation.

REQUIRED OF ALL CANDIDATES
Core program of 9 credit hours consisting of TE 570, 571, 563 and two 1-credit hour classes is required of each candidate.

Courses are as follows:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Core of Elementary Education TE 570-571, Summer</td>
<td>6</td>
</tr>
<tr>
<td>Conflicting Values Influencing Education TE 563</td>
<td>1</td>
</tr>
<tr>
<td>Creative Teaching — Secondary School TE 564, Summer</td>
<td>1</td>
</tr>
</tbody>
</table>

Additional Elective Courses

- Diagnosis of Reading Problems TE 502. Spring and Summer ........................................................................... 3
- Remediation of Reading Problems TE 503. Spring and Summer ................................................................. 3
- Techniques for Creative Writing in Elementary Schools TE 518. Spring ................................................. 3
- Advanced Children's Literature TE 519. Spring ........................................................................... 3
- Educational Media TE 520. Summer, every other year ................................................................. 3
- Elementary Physical Education Activities TE 521. Summer, every other year ........................................... 3
- Individualization of Reading Instruction TE 522. Spring and Summer ................................................. 3
- Education for the Culturally Different Learner TE 531. Spring ................................................................. 3
- Education in Emerging Nations TE 541. Fall ........................................................................... 3
- Fundamentals of Educational Research for Teachers TE 551. Fall ......................................................... 3
- Supervision in Schools TE 555. Fall/Spring ................................................................. 3
- Values & Ideology in Education TE 559. Spring ........................................................................... 3
- Adolescent Psychological Problems P 586. Fall, every other year ................................................................. 3

NOTE: See the listing of courses in the following developmental sections of the Catalog for Elective courses outside of the School of Education: Art, English, Geology, History, Music and Sociology.

Content Enrichment Emphasis (Courses and Requirements)
Candidates complete 12 to 15 credit hours within the area of emphasis. The remaining 3 to 6 credits may be selected from the offerings previously listed.
GRADUATE SCHOOL

Early Childhood Emphasis
(Courses and Requirements)

Candidates complete 6 credit hours of the required listing and 5 credit hours from the selected electives. The open electives of 6 credit hours are to be selected from the courses listed as elective electives or from other courses that complement the emphasis in Early Childhood.

Required (6)
- Childhood Education Research & Review TE 543 .......................... 3
- Curriculum in Early Childhood Education TE 544 .......................... 3

Selected Electives (6)
- Creativity in Early Childhood Education TE 545 .......................... 3
- Diagnosis & Evaluation in Early Childhood Education TE 546 .......................... 3
- Language Acquisition & Development in Early Childhood Education TE 547 .......................... 3
- Program Development in Early Childhood Education TE 548 .......................... 3

Open Electives (6)

Reading (Courses and Requirements)

Candidates must complete the 12 credit hours listed below.

- Diagnosis of Reading Problems (Directed Experiences in the Reading Center) TE 502. Fall, Summer .......................... 3
- Remediation of Reading Problems (Directed Experiences in the Reading Center) TE 503. Spring, Summer .......................... 3
- Seminar in Reading Education TE 504. Fall, Summer .......................... 3

Special Education Emphasis
(Courses and Requirements)

LEARNING DISABILITIES

Candidates complete 13 credit hours of the required listing. The remaining 5 hours are to be selected from the elective listing.

Required (13)
- Development of Skills for Teaching Pupils with Learning Difficulties TE 515. Fall .......................... 3
- Practicum in Learning Disabilities TE 590. Each Semester, Summer .......................... 4

Electives (5)
- Instructional Materials for the Exceptional Child TE 440. Fall .......................... 3
- Behavior Intervention Techniques TE 450G. Spring, Summer .......................... 3
- Emotionally Disturbed Child in the Classroom TE 423 .......................... 3
- Physical Education in Special Education PE 594. Summer .......................... 2
- Counseling & Consulting in the Elementary and Special Classroom P 501. Each Semester .......................... 3
- Personality Development P 505. Fall .......................... 3

MENTAL RETARDATION

Candidates complete 13 credit hours of the required listing. The remaining 5 hours are to be selected from the elective listing.

Required .......................... 13
- Development of Skills for Teaching the Mentally Retarded TE 517. Spring .......................... 3
- Practicum in Mental Retardation TE 550. Each Semester and Summer .......................... 4
- Guidance & Consulting in the Elementary and Special Classroom P 501. Each semester, Summer .......................... 3

Electives (5) (only 6 credit hours of undergraduate courses in a program)

- Early Childhood for the Severely Handicapped TE 422. Fall .......................... 3
- Teaching the Severely Handicapped TE 432G .......................... 3
- Instructional Materials for the Exceptional Child TE 440. Fall .......................... 3
- Child Behavior in Early Childhood Education TE 461. Spring .......................... 3
- Curriculum in Early Childhood Education TE 461 .......................... 3
- Individual Tests and Measurements TE 505. Each Semester .......................... 3
- The Emotionally Disturbed Child in the Classroom TE 523. Fall, Summer .......................... 3
- Physical Education in Special Education PE 594. Summer .......................... 2

MASTER OF ARTS/SCIENCE — SECONDARY EDUCATION

General Information

A Master Degree in Secondary Education with emphasis in the subject areas of Art, Business Education, Earth Science, English, History, Mathematics and Music is presented through the Department of Teacher Education, the related subject department, and the School of Education.

Specific information appropriate to the secondary Master degree encompassing all areas of emphasis is as follows:

1. Each candidate is to have a subject area emphasis within a department or a combination of departments.
2. The degree will include a minimum of 27 hours plus from 3 to 6 semester hours for the culminating activity.
3. Each candidate’s program shall include a minimum of 18 semester credit hours within the area of emphasis.
4. Each department will determine the nature of the culminating activity from (1) a thesis with an appropriate examination, (2) a project with an appropriate examination, or (3) 3 to 6 additional credits with an appropriate examination.
5. The candidate’s committee shall consist of three members with the chairperson from the area of emphasis, one member from the Department of Teacher Education and one from any department.
6. Recommendations for admission shall come from both the School of Education and the involved department.
7. Applicants for regular status in the program must have maintained a GPA of at least 3.00 for the last two years of undergraduate study, or an overall GPA of 2.75. Provisional status may be granted to an applicant not meeting the listed requirements.

Courses in Teacher Education

Required Courses in Education

Candidates are required to complete TE 560 Core in Secondary Education, TE 563 Conflicting Values in Education, and two 1-credit courses from the listing.

Core in Secondary Education TE 560. Summer .......................... 3
Conflicting Values Influencing Education TE 563. Summer .......................... 3

Two 1-1-credit classes from the following list:
- Creative Teaching — Secondary School TE 564 .......................... 1
- Interpreting Educational Research TE 565. Summer .......................... 1
- Learning Theory & Classroom Instruction TE 566. Summer .......................... 1
- Teaching Subject Content Through Reading TE 567. Summer .......................... 1
- Techniques of Classroom Management TE 568. Summer .......................... 1
- Testing and Grading TE 569. Summer .......................... 1
- Creative Teaching — Elementary School TE 573. Summer .......................... 1

Elective Courses

With the approval of the candidate’s advisor, students may select additional courses from the following list as well as from the 1-credit course listing.

Relating Reading Processes to Secondary School Subjects TE 507. Fall .......................... 3
Teaching Reading in the Secondary School TE 508. Spring .......................... 3
Education for the Culturally Different Learner TE 531. Spring .......................... 3

Education in Emerging Nations TE 541. Fall .......................... 3
Fundamentals of Educational Research for Teachers TE 551 Fall .......................... 3
Supervision in Schools TE 555. Fall, Spring .......................... 3
Values and Ideology in Education TE 559. Spring .......................... 3
Seminar Adolescent Psychological Problems P 598. Fall, every other year 3
The Sociology of Education SO 501. Summer 3
NOTE: Candidates may select appropriate courses from the Elementary Graduate Program course listing when approved by the committee.

COURSE OFFERINGS

GRADUATE

PE — PHYSICAL EDUCATION

PE 521 Elementary Physical Education Activities (3-0-3) (SU). Alternate years. Methods and techniques for classroom and playground activities for physical education; curricular development will be presented. Emphasis upon corrective physical education procedures will be given.

PE 694 Physical Education in Special Education (2-0-2) (SU). The course is designed to acquaint students with the theories of motor perceptual activity as well as to involve them in a hands-on approach to activity. The students will develop skills in identifying motor problems and plan the remedial needs for correction.

P — PSYCHOLOGY

P 501 Counseling and Consulting in the Elementary and Special Classroom (3-0-3) (F, SU). The practice of processes effective in bringing about change of inappropriate behaviors. Techniques of facilitation and consultative processes fundamental in serving the several areas of the exceptional child are also practiced. Emphasis is on the psychological processes important to the child's development and consulting with others who need to understand the child. Prerequisite: P 101.

P 502 Advanced Educational Psychology (3-0-3). A study of contemporary issues involving both theoretical and methodological considerations in the history and systems of educational psychology will be given. Special emphasis will be given to group behavior in terms of principles relevant to educational objectives. Prerequisite: P 101 and P 325. Offered on demand.

P 503 Individual Testing Practicum (3-0-3) (S). Emphasis on administering and scoring intelligence tests and on test interpretation. Prerequisite: M 115-116, P 305, P 421, PERM INST. Offered odd numbered years.

P 504 Analysis of the Individual (3-0-3). A study of techniques used in analyzing the individual with emphasis on the elementary level. The course includes observational methods, recording behavior, behavioral analysis, interview and test information. Prerequisite: P 101. Offered on demand.

P 505 Personality Development (3-0-3) (S). Critical consideration of the main personality theories, particularly those which emphasize current concepts regarding learning, perception and motivation is developed. Study of the interaction of emotional and cognitive factors in personality development at different age levels is pursued. Prerequisite: P 101. Offered on demand.

TE — TEACHER EDUCATION

TE 501 Advanced Practices and Principles of Teaching Reading (3-0-3). The total reading process is examined. Areas such as readiness, grouping, methodologies, new approaches, dictionary, word attack, and comprehension skills are emphasized. Standardized and informal testing procedures are discussed.

TE 502 Diagnosis of Reading Problems (3-0-3). The role of the special reading teacher and his type of screening devices is developed. Various standardized and informal reading tests are put into practice by working with a child in the Reading Center. A case study culminates the course. Prerequisite: TE 501.

TE 503 Remediation of Reading Problems (Directed Experiences in the Reading Center) (3-0-3) (SSU). Remediation approaches and techniques for disabled readers are emphasized. Training is fostered by tutoring a child under supervision in the Reading Center.

TE 504 Seminar in Reading Education (3-0-3) (F, SU). This course will acquaint the elementary classroom teacher with the latest educational media available for use. Evaluation of the materials in a media center will be studied. Emphasis upon the use of a curriculum reading center in the local school setting will be given. Prerequisite: TE 401. Offered odd numbered years.

TE 505 Individual Tests & Measurements (3-0-3) (S). A comprehensive study of the practices and principles in social science education, including objectives, social problems, unit development, work-study skills, organization of the program, materials and media, and research findings basic to social studies will be developed.

TE 511 Advanced Practices and Principles in Teaching Elementary Mathematics (3-0-3) (S). Emphasis on creative methods and strategies for teaching elementary mathematics. Techniques and practices relevant to program design, facilities, staff and administration of early childhood programs. Prerequisite: TE 501. Offered odd numbered years.

TE 512 Advanced Principles and Practices in Teaching Language Arts and Linguistics (3-0-3) (F). Emphasis will be given to the role of language arts and linguistics in the school curriculum, stressing modern approaches to language development, semantics, phonetics, phonics, and orthography.

TE 513 Advanced Practices and Principles in Teaching Elementary Science (3-0-3) (F). Current practices and principles in modern elementary school science concepts are developed. Emphasis is placed on the selection and organization of content and experimental activities.

TE 515 Teaching Skills for Remediation of Learning Disabled Students (3-0-3) (F). An advanced course in developing skills and techniques in the educational planning and remediation of students with learning disabilities.

TE 516 Teaching Gifted and Talented Students (3-0-3) (S). Teachers and others working with the instructional needs of gifted and talented students will develop skills in the techniques of meeting the educational goals of these exceptional individuals. Methods and techniques for this approach will be evaluated as to application to various levels of education. Prerequisite: TE 401. PERM INST.

TE 517 Development of Skills for Teaching Moderately Severely Handicapped (3-0-3) (S). The techniques and methods applicable for use by teachers of the moderately severely handicapped. Current issues, philosophies, and research implications for teaching will be emphasized. Prerequisite: TE 401. PERM INST.

TE 518 Techniques for Creative Writing in Elementary Schools (3-0-3) (S). Methods and techniques for encouraging creative writing in the elementary school.

TE 519 Children's Literature, Advanced Level (3-0-3) (S). Current literature for children, including emphasis upon poetry is presented. Issues in children's book selection are discussed.

TE 520 Educational Media (3-0-3) (SU). This course will acquaint the elementary classroom teacher with the latest educational media available for use. Evaluation of the materials in a media center will be studied. Emphasis upon the use of a curriculum reading center in the local school setting will be given. Prerequisite: TE 401. Offered odd numbered years.

TE 521 Elementary Physical Education Activities (3-0-3) (S). Methods and techniques for classroom and playground activities for physical education, curriculum development will be presented. Emphasis upon corrective physical education procedures will be given. Offered odd numbered years.

TE 522 Individualization of Reading Instruction (3-0-3) (SSU). Emphasis upon the individualized approach to reading instruction is developed. Techniques of conferencing book selection, skill development and independent language arts activities are emphasized.

TE 523 The Emotionally Disturbed Child in the Classroom (3-0-3). This course is designed to assist teachers, counselors, and administrators in understanding the educational and psychological needs of the emotionally disturbed child. Emphasis is placed on developing skills in identifying emotional problems and planning the remedial steps needed for correction. Prerequisite: PERM INST.

TE 524 Education for the Culturally Different Learner (3-0-3) (S). A study of the development of children and adolescents in different cultures in comparative relationship to existing models. The lifestyle of various minority groups and implications for education will be examined. Major topics include culturally different learner; i) learning styles, ii) media, iii) process of change. Idaho minority groups will be emphasized.

TE 541 Education in Emerging Nations (3-0-3) (F). The course provides an analysis of the relationship between national goals and the educational system in the twentieth century. Contemporary systems will be studied in light of three major factors: i) religious factors; ii) natural factors such as race, language and environment; iii) secular factors such as Humanism, Socialism and Nationalism.

TE 543 Research and Review in Early Childhood Education (3-0-3) (S). Research in child development and early childhood education will be reviewed and synthesized in a seminar format.

TE 544 Advanced Physical and Intellectual Competencies in Early Childhood Education (3-0-3) (SU). This course is an advanced seminar course. Emphasis is upon the role of the teacher in the development of physical and intellectual competence of K-3 children. Areas of emphasis will be physical, creative, cognitive and language development. Odd numbered years.

TE 545 Creativity in Early Childhood Education (3-0-3) (F). A course for early childhood teachers seeking to explore factors associated with creativity, establishing creative learning environments, and techniques and strategies enhancing creative and productive expression in the classroom. Emphasis is placed on designing techniques for creative teaching and on evaluating growth in creativity of children.

TE 546 Diagnosis and Evaluation in Early Childhood Education (3-0-3) (S). Literature review on various tests and assessments for the young child. Students will pursue an area of interest to them and conduct experiences or give established tests to gain knowledge and understanding of that area on how children learn. Odd numbered years.

TE 547 Language Acquisition and Development in Early Childhood Education (3-0-3) (F). To provide students with techniques and the various stages of the process of acquiring spoken and written language. Looks at approaches to facilitate language development in children of standard and non-standard English speaking backgrounds. Discuss factors which can interfere with or promote the development of language. Odd numbered years.

TE 548 Program Development in Early Childhood Education (3-0-3) (F). This is an advanced course in education planning to give the student theoretical and practical experience with program planning, facilities, staff and administration of early childhood programs. The student will design materials and methods to help the child increase his knowledge of things in his world. Even numbered years.

TE 551 Fundamentals of Educational Research for Teachers (3-0-3) (F). The planning of educational research with emphasis on the nature of scientific inquiry, formulating research and evaluation plans, and critiquing published research.

TE 552 Supervision of Instructional Personnel (3-0-3) (S). A course designed to improve the supervision skills of elementary/secondary cooperating teachers and other supervisory personnel. Emphasis is placed on a variety of observation and evaluation strategies designed to improve instruction.

TE 559 Values and Ideologies in Education (3-0-3) (S). Students will analyze and evaluate past and contemporary philosophies and ideologies and the values derived from them as they apply to education.
GRADUATE SCHOOL

TE 563 Conflicting Values Influencing Education (1-0-1) (SU). Students will explore various approaches to classroom teaching methodology and atmosphere which are innovative and creative.

TE 565 Interpreting Educational Research (1-0-1) (SU). This course will prepare students to read, understand, and critically analyze educational research in their own fields. It includes basic research terminology, strengths and weaknesses in research design, and interpretation of research results. Corequisites: TE 570, TE 571.

TE 566 Learning Theory and Classroom Instruction (1-0-1) (SU). A graduate level course designed to provide an introduction to current learning theories and how these in turn affect classroom instruction, textbook development and curriculum trends.

TE 567 Teaching Subject Content Through Reading (1-0-1) (SU). The course is intended to introduce a few basic concepts of reading instruction, and then apply them to classroom teaching in secondary subjects.

TE 568 Techniques of Classroom Management (1-0-1) (SU). This course will explore approaches to effectively working with students in elementary and secondary classrooms. Skill development and theoretical considerations related to developing healthy and productive learning environments will be emphasized.

TE 569 Testing and Grading (1-0-1) (SU). This course will include an introduction to the theories and fallacies of testing and grading. Problems and methods of constructing teacher-made tests will be included, with practice in designing better tests and systems of grading. Corequisites: TE 570, TE 571.

TE 570 Graduate Core Issues in Education (3-0-3) (SU). This course is part of the graduate education core. The content of this course varies, depending upon the current educational issues, but does always include readings, large group presentations, and small group discussions over philosophical, psychological, and sociological aspects of education.

TE 571 Graduate Core Directed Writing (3-3-3) (SU). This course is part of the graduate education core. The content of this course varies, depending upon the current educational issues, but does always include readings, large group presentations, and small group discussions over philosophical, psychological, and sociological aspects of education.

TE 574 Journal Writing (1-0-1) (SU). An exploration into the meaning of creative teaching and learning. Emphasis on establishing environments which foster creativity and strategies which encourage creative thinking and behavior. Special emphasis on designing practical classroom techniques for the teacher's classroom and evaluating innovative growth of children.

TE 580 Selected Topics - Technical Writing (3-0-3) (F). An analysis and the opportunity to experiment and develop new ideas. Prerequisite: Graduate standing.

Corequisite: Required.

The graduate level courses to support this program will be regularly offered in the fall and spring semesters when funded by the Legislature.

COURSE OFFERINGS

GRADUATE

AR 591 Thesis (0-12-6). See below.

AR 593 Thesis (V-V-6). The thesis, or culminating project, may be defined, but is not limited to a combination of any two of the following projects.

A. A scholarly paper embodying original research which are used to substantiate a specific view.
B. Three written reports directed toward the student's particular area of study.
C. A curricular proposal in written form which could be considered for implementation in the schools.

D. A one-person art show with a full faculty review.
E. A submitted portfolio of work with a fall faculty review.
Prerequisite: Graduate standing.

AR 598 Seminar in Art (3-0-3) (SU) Special Topics (3-0-3). The seminar will provide laboratory experiences that allow for the application of methodology, strategies, teaching skills and research related to the specific needs of the student. Arrangement prior to enrollment must be made with the instructor for teaching exceptional students.

AR 591 Project (0-12-6).

AR 593 Thesis (V-V-6). See below.

C 401G Advanced Inorganic Chemistry (3-0-3) (F). Quantum mechanical overview of atomic and molecular structure, bonding in ionic, covalent, and complex ions, nonaqueous solutions, and selected properties of elements of the periodic table and organic compounds. Prerequisite: Physical Chemistry, C 320 or Perm/InsT.

C 411G Instrumental Analysis (3-3-4) (S). Theory and practice of the more common instrumental methods of analysis, laboratory experience with commercial instruments. Prerequisite: Quantitative Analysis, C 211 and Organic Chemistry. C 320. C 320 may be taken concurrently with C 411.
C 431G Introduction to Biochemistry (3-0-3) (F). A study of the chemistry of biologically important compounds, and an introduction to metabolism. Prerequisite: C 318.

C 432G Biochemistry Laboratory (O-3-1) (S). Identification, isolation, and reaction of biologically important compounds. Prerequisite: C 431 or concurrent enrollment.

C 433G Biochemistry (3-0-3) (S). The function of biological compounds, including intermediary metabolism and synthesis of proteins. Cellular control mechanisms of these processes are integrated into the material studies. Prerequisite: C 431.

C 501 History of Chemistry (3-0-3). The study of the development of chemistry from its early stages through alchemy. Emphasis will be placed on the development of chemical concepts, the important contributors to these concepts and the interrelationships between chemistry and the general course of history. Prerequisite: Two years of college chemistry and one year of history or PERMIINST. Offered on demand.

C 503 Spectroscopy (3-0-3). Concepts and practical usage of ultraviolet, infrared, nuclear magnetic, and mass spectroscopy. Emphasis will be placed on use of instruments and interpretation of spectra. Prior knowledge of spectroscopy not required. Prerequisite: Eight hours of general chemistry and six hours of organic chemistry. Offered on demand.

C 509 Chemistry of Life Processes (3-0-3). The course introduces the student to basic concepts of biochemistry associated with a coverage of current topics ranging from allied health field areas to environmental chemistry. Classroom demonstration material will be correlated with lecture material. Prerequisite: One year of general chemistry and organic chemistry. Offered on demand.

C 511 Advanced Analytical Chemistry (3-0-3). Stoichiometry involved in separations and instrumental methods of analysis. The course will be flexible in nature to adapt to the varied background of the expected students. Prerequisite: Quantitative Analytical Chemistry or PERMIINST. Offered on demand.

C 515 Nuclear and Radiochemistry (3-0-3). Atomic and nuclear structure, radioactivity, nuclear reactions, radioactive decay laws, interaction of radiation with matter, detection chemistry. Offered on demand.

MASTER OF ARTS — SECONDARY EDUCATION, Business Education Emphasis

ADMISSIONS AND PROGRAM

A. The Master Degree Program is designed to meet the needs of business teachers. Because of the large number of business courses offered at the secondary level and because of the unique delivery systems at that level, the program is designed with the flexibility and breadth considered necessary to meet a wide range of needs of those students enrolling.

Admissions will be granted to applicants who hold a Bachelor degree from an accredited college or university and who meet the admissions requirements for the degree.

Before advancement to candidacy can be granted, the student must:

1. ordinarily show eligibility for certification by the State of Idaho (or any other state), and
2. have completed the following prerequisite courses or their equivalent:
   a. Principles of Accounting
   b. Principles of Economics
   c. Business Law
   d. Data Processing
   e. Marketing

B. Program Requirements: A maximum of 14 credit hours may be taken from the School of Business courses excluding the listed BE courses.

1. Secondary Education Core Courses (see page 102 Teacher Education)...

2. Business Courses chosen from:...
   a. Business Education:
      Graduate Study in Business Education (3-0-3). Study of professional business education including history, philosophy, psychology, and issues and trends. Each area is considered in relation to business education in the public schools. Prerequisite: Graduate status and PERMIINST.
      BE 511 Graduate Study in Business Education (3-0-3). Study of professional business education including history, philosophy, psychology, and issues and trends. Each area is considered in relation to business education in the public schools. Prerequisite: Graduate status and PERMIINST.
      BE 520 Curriculum and Instruction in Shorthand, Transcription, and Office Procedures (3-0-3). Study of various techniques available for the improvement of instruction in shorthand, transcription, and office procedures. Includes an analysis of research and its application to the improvement of instruction. Also includes the application of psychological principles of learning and other technical aspects of instruction. Prerequisite: PERMIINST.
      BE 520 Curriculum and Instruction in Typewriting, Bookkeeping — Accounting and Data Processing (3-0-3). A study of various techniques available for the improvement of instruction in bookkeeping—accounting, data processing, and typewriting. Includes an analysis of research and its application to the improvement of instruction. Also includes the application of psychological principles of learning and other technical aspects of instruction. Prerequisite: PERMIINST.
      BE 540 Curriculum and Instruction in Basic Business and Economics (3-0-3). A study of various techniques available for the improvement of instruction in Basic Business and Economics. Includes an analysis of research and its application to the improvement of instruction. Also includes the application of psychological principles of learning and other technical aspects of instruction. Prerequisite: PERMIINST.
      BE 571 Organization and Supervision of Business Education (3-0-3). Administrative and supervisory problems in business education especially from the point of view of the teacher. A study of problems of the business teacher beyond those involved in classroom teaching. Areas of study include student services; equipment and supplies; in-service programs; research; program evaluation and development; public and staff relations. Prerequisites: PERMIINST.
      BE 591 Project (3-3 credits).
GEOL 598 Graduate Seminar (0-1 to 0-3). The preparation and presentation of oral and written reports on topics in modern scientific thought. Presentation of oral reports may take the form of debate. Preparation of visual aids and geologic illustrations will be emphasized. Prerequisite: Admission to candidacy or PERM/INST.

GS — GENERAL SCIENCE

GS 501 History of Science (3-0-3) (F/S). This is a survey of man’s efforts to understand the natural world. “Ancient Science” is presented as an introduction to the evolution of science since the 16th century. “Modern Science” is presented with emphasis on the development of modern scientific thought. Historical illustrations of the nature of scientific research in the evolution of science are presented. This course may be taken for either HY or GS credit, but not for both.

MASTER OF ARTS, SECONDARY EDUCATION, English Emphasis

The curriculum for the Master of Science in Secondary Education, English Science Emphasis, is intended to provide education for secondary English Science teachers. Additional emphasis is placed on modern scientific thought, historical illustrations of the nature of scientific research, and the development of modern scientific thought. This course may be taken for either HY or GS credit, but not for both.

E — ENGLISH COURSES

Graduate Program Requirements

E 487G Modern British and American Poetry (3-0-3) (F/S). A study of the radical changes Eliot, Pound, Yeats, and others made in poetry's traditional aesthetic and thematic forms and their engineering of modern scientific thought. Historical illustrations of the nature of scientific research in the evolution of science are presented. This course may be taken for either HY or GS credit, but not for both.

E 488G Methods and Theories of Literary Criticism (3-0-3) (S). A detailed study and application of major critical methods and theories. Prerequisite: E 392 or C/HMH.

E 500 Introductory Seminar (3-0-3) (F/S). An introduction to bibliography and orientation to the discipline. Students research a concept or problem in literature or writing under supervision. Prerequisite: Admission to graduate program or C/HMH.

E 501 The Teaching of Writing (3-0-3) (F/S). Theories and methods of teaching writing for experienced teachers. Special emphasis on new discoveries about the learning process in writing courses and on the teacher's role in helping individual students. Prerequisite: E 500 and teaching experience or C/HMH.
I. Admissions
See Graduate School Information, page 128.

II. Program Requirements
The Master of Secondary Education with a History Emphasis will consist of a minimum of 33 hours planned by the student and his/her advisory committee from the following alternatives.

A. 33 Hours with Thesis
1. Secondary Education Core
2. History Emphasis
3. Free Electives
4. Theses (defended orally)
5. Written exam on work taken in the History Department toward the degree

B. 33 Hours with Project
1. Secondary Education Core
2. History Emphasis
3. Free Electives
4. Project
5. Written or oral examination covering aspects of project and coursework taken in the History Department toward the degree

C. 36 Hours
1. Secondary Education Core
2. History Emphasis
3. Free Electives
4. Written examination covering coursework taken in the History Department toward the degree

III. Course Offerings
A. Required Courses
1. Historians and Historical Interpretation

2. Teaching History in the Secondary Schools
3. History of Western Thought in the Ancient Near East
4. Sources of American Values
5. Seminar
6. Secondary Education Core

B. Elective Courses
Additional courses from History or allied fields as planned by the student and his/her graduate committee to meet program requirements.

C. Additional Information
1. Some students may be required to remove deficiencies before admission to candidacy. Students with strong undergraduate history may apply to challenge, waive, or replace parts of the emphasis requirement.
2. Students electing a double emphasis will draw up their program in consultation with their committee.
3. A maximum of 6 hours in 400G History courses may be substituted for Seminar work in the History offerings.

GRADUATE SCHOOL

HY — HISTORY COURSES

GRADUATE

HY 334g United States Social and Cultural History (3-0-3) (F). Selected themes from colonial times to the present. The nature and meaning of the national experience, customs, traditions and intellectual developments. HY 151, 152 recommended.

HY 423g European Diplomatic History 1871 — PRESENT (3-0-3) (F). Major problems in European diplomacy since 1871, search for security after unification of Germany, potential collapse of Ottoman Empire, imperialism in Africa and Asia, alliance systems, origins of world wars one and two, cold war and merging of European diplomacy into world diplomacy. Alternate years.

HY 500 History and Historical Interpretation (3-0-3). A study of major historians and schools of historical interpretation from Ancient Greece to the twentieth century. Discussion centers on written history and the problems of interpretation. Oral and written participation and a major paper are required. Prerequisite: Admission to graduate program or PERM/CHMN.

HY 591 History of Science (3-0-3). A survey of man's efforts to understand the natural world from the ancient world to the present including pre-scientific assumptions, the evolution of science since the 16th century, and the development of modern scientific thought. May be taken for either HY or GS credit, but not for both.

HY 562 Teaching History in Secondary Schools (3-0-3). An inquiry into the philosophy of history, a consideration of the relationships of the discipline to other social studies and other fields of knowledge, and a survey of various techniques available to teachers of history at the secondary school level. Prerequisite: Admission to graduate program or PERM/CHMN.

HY 510 History of Western Thought (3-0-3). History of Western Thought beginning with the Ancient Near East to the Renaissance and Reformation. A study of intellectual and cultural trends reflected in Western religious and philosophical literature. Prerequisite: Admission to the graduate program or PERM/CHMN.

HY 511 History of Western Thought (3-0-3). History of Western Thought from 1500 to the present. A study of intellectual and cultural trends reflected in Western religious and philosophical literature. Prerequisite: Admission to the graduate program or PERM/CHMN.

HY 520 Sources of American Values (3-0-3). The origins of American thought and culture, the Puritan mind, enlightenment ideas, the intellectual climate of the new nation, and an exploration of American values on the eve of the Civil War. Laissez-faire capitalism thereafter and the reaction to industrialism. Prerequisite: Admission to the graduate program or PERM/INST.

HY 580 Graduate Seminar in U.S. History (3-0-3). A study of the principal themes or problems within well-defined periods of particular fields of U.S. History. Emphasis will be placed on reading, discussion, writing and research. Reports and discussion on various aspects of the controlling subject will be performed by the students with the assistance of the instructor. Prerequisite: Admission to the graduate program or PERM/CHMN.

HY 581 Graduate Seminar in European History (3-0-3). Critical analysis of source materials and historical literature on a topic of restricted scope in European history. Prerequisite: Admission to graduate program or PERM/CHMN.

HY 582 Graduate Seminar in Third World History (3-0-3). Critical analysis of source materials and historical literature on a topic of restricted scope in Third World history. Primary emphasis will be placed on reading, discussion, writing and research. Reports and discussion on various aspects of the controlling subject will be performed by the students with the assistance of the instructor. Prerequisite: Admission to graduate program or PERM/CHMN.

HY 591 Project (3 credits).

HY 592 History Colloquium (3 credits).

HY 593 Research and Thesis (6 credits).

HY 598 History Seminar (3 credits).
M 406G Theory of Functions of a Complex Variable (3-0-3) (F). Complex numbers, functions of a complex variable, analytic functions, infinite series, integration, conformal mapping. Prerequisite: M 206 or 212.

M 431G-M 432G Probability and Statistics (3-0-3) (F/S). Basic concepts of probability theory, sample spaces, random variables, mathematical expectation, central limit theorem, estimation and testing of hypotheses. Prerequisite: M 206 or M 212.

M 446G Linear Programming (4-0-4) (S). Simplex algorithm, duality theory, postoptimality problems, and transportation problems. Prerequisite: M 301. Odd numbered years.

M 501-502 Real Analysis I, II M 501, 502 or Modern Algebra M 541, 542.

M 598 Seminar in Mathematics (3-0-3). The content will vary within a format of student presentation and discussion of newly advanced mathematical topics selected from texts or mathematical journals. This will not be a seminar in mathematics education.

REQUIREMENTS
A. Required Courses:
1. Introduction to Research Materials in Music Education MU 503
2. New Developments in Music Education MU 570
3. Additional coursework or Culminating Project MU 591
4. A library research paper which fits the educational needs of the student.
5. A curriculum proposal in written form which could be considered for implementation in the schools.
6. A lecture/recital with a written paper discussing aspects of music which is performed, stylistic considerations, etc.
d. A written examination of 5 questions chosen by the student’s committee chairman from a list of 20 submitted by the student.

4. Secondary Education Courses to include:
   Secondary Education Core TE 560 .......................... 6
   30-33

B. Elective Courses:
   Additional courses as planned by the student and his graduate committee.

   The graduate level courses to support this program will be regularly offered in the fall and spring semesters when funded by the Legislature.

MC — MUSIC, PRIVATE LESSON

PERFORMANCE STUDIES

GRADUATE

Students will be assigned on the basis of an audition. Performance, Technical Study, Musical Interpretation, Literature, and Teaching Technique will be stressed.

All 500 level MC courses are repeatable for credit up to a maximum of 6 credits. See undergraduate Private Lesson Performance Studies course numbering system for explanation of course numbers.

MC 501 (G-.5-1), 502 (G-.5-2) Woodwind instruments private lessons.
MC 511 (G-.5-1), 512 (G-.5-2) Brass instruments private lessons.
MC 521 (G-.5-1), 522 (G-.5-2) Percussion Instruments private lessons.
MC 541 (G-.5-1), 541 (G-.5-2) Keyboard instruments private lessons.
MC 561 (G-.5-1), 562 (G-.5-2) Bowed string instruments private lessons.

COURSE OFFERINGS

ME — MUSIC ENSEMBLE

ME 510 Choral Ensemble (2-2-1) (FS). A general chorus open to all interested students.

The format of the classes will be directly related to the size of the enrollment: i.e., choir, chamber ensemble, or collegeum musicum.

ME 515 Opera Theater (2-2-1). Advanced study/experience in singing-acting technique and movement through performing in productions from the opera and/or musical theater repertoire. May be repeated for up to 4 credits maximum. Prerequisite: PERM/INST.

ME 520 Instrumental Ensemble (2-1-0) (FS). A performing group or groups will be formed, depending on the size of enrollment, such as trios, quartets, band or orchestra. Opportunities to perform ensemble music of various kinds will be given. Emphasis will be placed on techniques of ensemble playing, intonation, phrasing, articulation and proper performance practice of ensemble literature.

MU — MUSIC, GENERAL

MU 501 History of Music in the United States (3-0-3) (F/S). Designed for either the non-specialist or specialist in music, this course will survey the role which music has played in the development of American culture. Among the topics covered will be early New England music, music of the Blacks, Indians, and other ethnic groups. Social and historical interrelationships with music will be examined and discussed.
An R.O.T.C. student is introduced to an airplane control panel.
OBJECTIVES OF VOCATIONAL EDUCATION
To provide the opportunity for state and local citizens to acquire the education necessary:
1. To become employed, to succeed, and to progress in a Vocational Technical field.
2. To meet the present and anticipated needs of the local, state and national economy for employees with a Vocational Technical education.
3. To become contributing members of the social, civic, and industrial community.

CURRICULUM CHANGES
Curriculum changes may be made at any time with the approval of the Curriculum Committee to meet the needs of business and industry.

ADMISSIONS REQUIREMENTS
Students who plan to enter the School of Vocational Technical Education, Boise State University, must complete:
1. Boise State University application—Admissions Office ($10.00 matriculation fee required).
2. Personal interview with a School of Vocational Technical Education counselor.
3. $75.00 registration advance security deposit to the School of Vocational Technical Education. This is applied to your fees upon registration and is refundable only with justifiable cause. The deadline to apply for the refund is two weeks before classes begin.

There are a limited number of students that can be accepted in all programs so all admission requirements should be completed early.

When steps 1 and 2 have been completed and you have been accepted by one of the Vocational Technical counselors, you are eligible to pay the $75.00 advance deposit. You are not in a program until steps 1 through 3 are completed.

High school graduation or a GED is required in some programs and preferred in the others. All non-high school graduates must be out of high school one complete semester.
DEPARTMENT OF HEALTH OCCUPATIONS

Department Head: Bonnie J. Sumter; Dental Assisting: Imbs, MacInnis; Surgical Technology: Curtis, Gollick; Practical Nursing: Bowers, Dallas, Thayer, Stark, Towle.

DENTAL ASSISTANT
9-Month Program

The Dental Assisting Program consists of Dental Assistant Theory, Dental Laboratory instruction and Clinical Experience. Boise State University works with the Dental Advisory Board in planning and promoting the program and curriculum. Changes may be made at any time to take advantage of advances in the Dental profession.

Entrance requirements: High School Diploma or Equivalency Certificate, personal interview and aptitude testing. Typing is a prerequisite. The dental assistant courses are taught by dental assistant instructors and guest dental lecturers.

This is an accredited program by the Commission on Dental Accreditation and the American Dental Assistant Association. Students are eligible to take the Certification Examination upon completion of this course.

SUBJECTS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Fall</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Dental Laboratory DA 101-102</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Dental Radiology DA 104</td>
<td>2</td>
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<tr>
<td>Dental Assisting Clinical Experience DA 106</td>
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<td>3</td>
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<tr>
<td>Dental Office Management</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Public Health and Dental Hygiene DA 108</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Communication Skills DA 111-112</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Dental Theory DA 151-152</td>
<td>4</td>
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<tr>
<td>Occupational Relationships DA 262</td>
<td>-</td>
<td>2</td>
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<td>Fundamentals of Speech CM 111</td>
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<td>First Aid PE 105</td>
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COURSE OFFERINGS

DA — DENTAL ASSISTING

DA 101-102 Dental Laboratory (0-6-4) (F), (0-6-3) (S). Provides practical laboratory experience in handling dental materials and instruments.

DA 104 Dental Radiology (0-4-2) (F). Provides dental assisting students the opportunity to become skilled in dental x-ray procedures with a heavy emphasis on safety.

DA 106 Dental Assembling Clinical Experience (0-16-3) (S). Supervised chairside assisting experience in private dental offices and clinics.

DA 108 Dental Office Management (2-0-2). Covers the fundamentals of business practices related to dentistry.

DA 109 Public Health and Dental Hygiene (2-0-2). The class work deals with preventive dentistry and patient education.

DA 111, 112 Communication Skills (3-0-3) (F/S). Enables the students to use our language effectively as a tool for logical thinking, problem solving, technical writing and speaking required in their major field of preparation.

DA 151-152 Dental Theory (0-5-4) (F), (0-6-3) (S). Lectures cover the basic dental sciences and dental specialties.

DA 262 Occupational Relations (2-0-2). This course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining, and advancing in employment. One semester course.

SURGICAL TECHNOLOGY
9-Month Program

The Surgical Technology Program in cooperation with St. Alphonsus Hospital is approximately nine months in length and consists of clinical experience in surgery and classroom instruction. A certificate will be awarded upon graduation from the course. Students are then eligible to take a certifying exam, which if passed, qualifies them as Certified Surgical Technicians recognized by the Association of Surgical Technicians and the Association of Operating Room Nurses and the American College of Surgeons.

This program has been accredited by the Joint Review Committee on Education for the Surgical Technician, sponsored by American Medical Association Council on Allied Health Education.

ADMISSION

Entrance requirements: high school graduation or pass the General Educational Development Test. A complete medical examination is required. A personal interview with a selection committee is necessary before admission.

Classroom work includes instruction in basic sciences of Anatomy and Physiology, Microbiology, Sterilization, Aseptic Technique, and Instruction in the needs of humans in surgery, with emphasis on the surgical technician's part in meeting these needs.

NOTE: Anatomy and Physiology must be taken concurrently or student must provide evidence of successful completion.

Clinical experience consists of supervised hospital surgical experience in the operating room in all phases of surgery.

Refund policy—Part II of the Catalog.

PRACTICAL NURSING
11-Month Program

The Practical Nursing Program, in cooperation with three hospitals, a long term care facility and the State Board for Vocational Education, is approximately 11 months in length and consists of hospital and long term care nursing experiences and classroom instruction. A certificate is awarded upon graduation from the course. Students are then eligible to take the state licensing examination, which, if passed, qualifies them to practice as licensed practical nurses. The program is approved by the Idaho Board of Nursing.

Classroom work includes instruction in the needs of individuals in health and in sickness, with emphasis on the practical nurses' part in meeting these needs.

Clinical experience consists of supervised hospital nursing experience in caring for patients with medically and surgically treated conditions, the care of sick children, new mothers and infants, rehabilitation and remotivation techniques in the care of the aged and long-term patient. Failure to meet requirements in either theory or clinical areas may result in termination from the program.

ADMISSION

Entrance requirements: high school graduation or pass the General Educational Development Test. Satisfactory scores on a pre-entrance test, which is given by Boise State University. A complete medical examination is required. The applicant will be interviewed by a committee. A limited number of students will be selected for the Boise program and for the Nampa program.

DEPARTMENT OF HEAVY TECHNOLOGIES

Department Head: Gary Arambarri; Air Conditioning: Tucker; Mechanical Plant Maintenance: Allen; Machine Shop: Glassen, Wertman; Utility Lineman: Case; Welding: Arambarri, Baldner, Ogden.

AIR CONDITIONING, REFRIGERATION AND HEATING
11-Month Program

The Air Conditioning, Refrigeration, and Heating Program offers laboratory experience, theory classes and related subjects, designed to prepare students for entry level jobs.

Emphasis will be on the servicing of commercial equipment and will cover all phases of skills and knowledge necessary to repair the equipment with a strong emphasis on safety.
SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning Lab</td>
<td>10</td>
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<tr>
<td>RH 121-122-123</td>
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<tr>
<td>Air Conditioning Theory</td>
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<td>RH 141, 142, 143</td>
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<tr>
<td>Occupational Relationships</td>
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<tr>
<td>RH 262</td>
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COURSE OFFERINGS

RH AIR CONDITIONING, REFRIGERATION AND HEATING

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>RH 121-122-123 Air Conditioning, Refrigeration and Heating Laboratory (0-20-10)</td>
<td>10</td>
</tr>
<tr>
<td>RH 141-142-143 Air Conditioning, Refrigeration and Heating Theory (0-10-5)</td>
<td>5</td>
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</tbody>
</table>

MECHANICAL PLANT MAINTENANCE

The Mechanical Plant Maintenance Program provides the student with laboratory experiences, practical theory, and related instruction. The courses include mathematics, basic electricity, blue print reading, hydraulics, pneumatics, welding, machine shop procedures and troubleshooting.

Preventive maintenance and job safety will be stressed. Emphasis will be on obtaining the required skills necessary to prepare students for entry level jobs in the expanding maintenance field.

SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Mechanical Maintenance Lab</td>
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<td>Occupational Relationships PM 262</td>
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COURSE OFFERINGS

PM MECHANICAL PLANT MAINTENANCE

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<tr>
<td>PM 141-142 Mechanical Plant Maintenance Theory (0-10-5)</td>
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<tr>
<td>PM 262 Occupational Relations (3-0-3)</td>
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</tbody>
</table>

ELECTRICAL LINEMAN

11-Month Program

The Electrical Lineman Program provides the student with the best and most complete basic preparation possible in overhead and underground construction and maintenance procedures.

The Electrical Lineman Program provides the student with the necessary skills and knowledge needed as a firm foundation in this rapidly advancing field.

The program is designed to produce a highly skilled, well-informed apprentice lineman and in addition to teaching the use of all tools, materials, and equipment of the trade, the areas of first aid, personal safety, and occupational safety are stressed as integral parts of each area of the craft.

SUBJECTS

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>Fall</th>
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<th>Summer</th>
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<tr>
<td>Machine Shop Laboratory MS 101, 102</td>
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<td>Communication Skills MS 111</td>
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<td>Rel. Blueprint Reading MS 124, 125</td>
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<tr>
<td>Related Basic Math MS 132</td>
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<tr>
<td>Lineman Lab EL 101-102-103</td>
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</tbody>
</table>
EL ELECTRICAL LINEMAN

EL 101-102-103 Lineman Laboratory (0-20-10). The field operation provides actual "job type" experience for the student. Course content includes advanced climbing techniques, ropes and rigging, pole setting and removal, framing of various structures for transmission and distribution, guys and anchors, conductor and insulator installation and maintenance, installation of primary protective and overcurrent equipment, installation of transformers and transformer banks, services, street lights, underground distribution, troubleshoots both overhead and underground, use and care of personal protective equipment, hot stick use and care, operation and maintenance of vehicles and all related construction equipment.

EL 151-152-153 Lineman Theory (0-10-5). The theory portion of the program provides the student with an ample background in the basics of electrical theory, power generation, transmission, distribution, materials identification and application, overcurrent and protective devices, construction techniques, design and specification, basic climbing skills and care of personal protective equipment. The student will utilize all tools and equipment in his trade with a continuing emphasis on safety.

WELDING 11-Month Program

The Welding Program provides the student with instruction, practical experience, and related theory in shielded metallic arc welding (SMAW), oxygen-acetylene (OA) welding and brazing, metallic inert gas (MIG) welding, oxygen-acetylene cutting of ferrous metals, plasma-arc cutting of non-ferrous metals, and the use of carbon arc cutting equipment. The first 9 months will be basic to intermediate welding. The summer session will be of a two-tract design. First, the design will permit students who need more time to satisfy requirements on performance based objectives for the basic portion of the program; and second, to permit the advanced students to further theiry skills, and to concentrate in more technical areas.

The program is designed to produce skilled workers in the areas of welding and blueprint interpretation as well as layout and fitting. The student will do all labor work based upon performance based objectives. The student will dilute all tools and equipment in his trade with a continuing emphasis on safety.

SUBJECTS

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<tr>
<th>Subjects</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>Lab W 101-102-103</td>
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<td>Theory W 151-152-153</td>
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<tr>
<td>Blueprint Reading W 121-122-123</td>
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<td>Communication Skills W 111</td>
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<tr>
<td>Occupational Relations W 262</td>
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</tbody>
</table>

W — WELDING

W 101-102 Welding Laboratory (0-20-10). The basic to intermediate portion to this program includes electric arc (SMAW) with various mild and low alloy steel electrodes, oxygen-acetylene (OA) welding and brazing, metallic inert gas (MIG) welding with solid and flux core, dual shield wire, oxy-acetylene cutting of steel with automatic and manual equipment, plasma-arc cutting of non-ferrous types of metals, the cutting and various use of carbon arc equipment.

W 103 Welding Laboratory, (20-5) (SU). For basic students to continue on tract and second tract for advanced students to work into advanced welding as in TIG, PIPE, and certification. This program will be open exit after the end of the 9 month program. Continuing students must attain a required skill level before an extended amount of time would be spent on certification.

W 111 Welding Communication (3-3-3)(F). To manage symbols and discover meaning candidly, clearly and exactly is the performance objective of communication skills. As a trainee, worker, citizen and human being, regardless of preparation and background, each student is provided opportunity through individual and group projects to identify and resolve communication issues relevant to his own need and career.

W 121-122-123 Blueprint Reading and Layout (3-3-3), Will include basic blueprint far seminar, basics of structural steel layout and fitting procedures. Spring semester will include advanced structural steel and basic plate drawing including field assembly plans and related math. Summer session will include advanced plate and pipe drawings, including transitions and pipe elbows.

W 151-152-153 Welding Theory (2-0-2). The theory for the program covers all areas as related to the lab portion as well as material identification, material strength, forming, welding design, materials selection, and welding sounds and safety.

W 262 Occupational Relations (2-0-2). Course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.
VOCATIONAL-TECHNICAL SCHOOL

COURSE OFFERINGS

DT — DRAFTING TECHNOLOGY

DT 101 Drafting Laboratory and Lecture (0-15-4). Mechanical drafting with basic drafting techniques, standards, and methods.

DT 102 Drafting Laboratory and Lecture (0-15-4). Architectural drafting with tension compression and bending; introduction to limited structural design. Prerequisite: DT 101.

DT 111, 112 Communication Skills (3-0-3) (F/S). Objective: to enable students to use language effectively as a tool for logical thinking, problem solving, technical writing and speaking required in their major field of endeavor.

DT 122 Surveying (4-0-3). Introduction to surveying, methods and computation. Required field work with emphasis on compiling data and office computation. Prerequisite or corequisite: DT 132.

DT 131 Mathematics (5-0-5). Fundamentals of algebra with an introduction to trigonometry and the use of calculators. Prerequisite: satisfactory grade in high school algebra or equivalent.

DT 132 Mathematics (4-0-4). Advanced algebra and trigonometry, closely integrated with drafting, surveying and science. Prerequisite: DT 131 or equivalent.

DT 141 Applied Physics (3-0-3). A general survey of physics with emphasis placed on principles of mechanics applied to solid particles and to fluids.

DT 142 Applied Physics (4-0-3). Course in the basic principles of heat, sound, light, electricity, and magnetism, correlated with technical mathematics DT 132. Prerequisite: DT 141.


DT 172 Construction Codes (0-0-2). Introduction to national and local building, electrical, plumbing and fire codes, as pertaining to residential and light commercial building, construction. Emphasis on FHA, VA and conventional standard requirements. (Open to non-drafting technology majors—space permitting).

DT 201 Drafting Laboratory and Lecture (5-10-4). Civil drafting, mapping, highway curves and earthwork. Prerequisite: DT 122, 132, 153.

DT 202 Drafting Laboratory and Lecture (5-10-4). Structural drafting terminology, structural and reinforcing steel specifications and drawing practice. Prerequisite: DT 201, DT 221.

DT 221 Descriptive Geometry and Development (4-0-3). Theory and practice of coordinate projection applied to the solution of problems of points, lines, planes and solids with practical drafting application.

DT 222 Technical Report Writing (2-0-2) (F/S). Objective: to enable students to meet on-the-job standards of report preparation in the field of drafting.

DT 231 Applied Mathematics (4-0-3). Solution of practical problems involving concepts from DT 131 and DT 132 Math. Prerequisite: DT 132.

DT 232 Applied Mathematics (4-0-3). Application and expansion of mathematics, statics and strength of materials. Related to lab projects. Prerequisite: DT 231.

DT 241 Statics (4-0-4). Introductory course in statics with emphasis on analysis of simple structures. Prerequisite: DT 132.


DT 261 Graphics (2-0-2) (F/S). Introduction to graphic presentation methods used in industry, such as isometric and perspective rendering, charts, graphs and pictorial representations. (Open to non-drafting technology majors—space permitting).

DT 282 Occupational Relations (3-0-3). Course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

DT 283 Specialized Graphics (3-0-2). Intensive study of perspective and rendering as used in industrial illustration, architectural rendering and civil engineering graphics. Lecture-laboratory. Prerequisite: DT 261 Graphics. (Open to non-drafting technology majors—space permitting).

ELECTRONICS TECHNOLOGY

The Electronics Technology Program prepares students desiring to enter the field of Electronics, working as team members with engineers in manufacturing, field troubleshooting, and research and development.

FRESHMAN YEAR:

1ST SEM. 2ND SEM.

Electronics Laboratory ET 101-102 4 4
Digital Computer Programming ET 104 2 2
Communication Skills ET 111-112 3 3
Basic Electronics Math ET 131-132 4 4
Intro to Digital Electronics ET 161 2 2

SOPHOMORE YEAR:

Advanced Business Machine Technology

Digital Electronics BM 271-272 (3-0-3). This course is a study of the logic gates and their troubleshooting techniques. (3 clock hours per week) Prerequisite: BM 157.

PRE-TECHNICAL MATHEMATICS

Pre-Technical Math is provided for those students who lack the prerequisite courses deemed necessary to compete, complete and succeed in a regular vocational-technical curriculum, and is provided as a refresher course for those students who have had an excessive period of time elapse since their last formal education.

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1ST SEM. 2ND SEM.

Electronics Laboratory ET 101-102 4 4
Digital Computer Programming ET 104 2 2
Communication Skills ET 111-112 3 3
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FRESHMAN YEAR:

1ST SEM. 2ND SEM.

Electronics Laboratory ET 101-102 4 4
Digital Computer Programming ET 104 2 2
Communication Skills ET 111-112 3 3
Basic Electronics Math ET 131-132 4 4
Intro to Digital Electronics ET 161 2 2
WASTEWATER TECHNOLOGY
11-Month Program

The Wastewater Technology Program is designed to prepare a student for employment as a new entry wastewater treatment plant operator. The program covers all phases of wastewater treatment plant operations, related math and sciences, maintenance, public relations, communications and report writing. Hands-on-experience is provided when the student works at an area wastewater facility.

SUBJECTS

<table>
<thead>
<tr>
<th>1ST SEM.</th>
<th>2ND SEM.</th>
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<tbody>
<tr>
<td>Wastewater Lab I WW 101</td>
<td>10</td>
</tr>
<tr>
<td>Wastewater Lab II WW 102</td>
<td>10</td>
</tr>
<tr>
<td>Wastewater Treatment Plant Operations I WW 151</td>
<td>5</td>
</tr>
<tr>
<td>Wastewater Treatment Plant Operations II WW 152</td>
<td>5</td>
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<tr>
<td>Occupational Relations WW 262</td>
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</tbody>
</table>

SUMMER:

| Wastewater Lab I WW 101 | 8 |

COURSE OFFERINGS

WW — WASTEWATER TECHNOLOGY

WW 101 Wastewater Lab (0-20-10). Consists of trips to the various types of wastewater treatment facilities as an introduction to the many varied processes within the industry. Upon completion of various process units visits to the plants will be made on just that unit. Mechanically related lab along with the necessary sanitary chemistry lab will be performed.

WW 102 Wastewater Lab II (0-20-10). Student assignments to a local wastewater facility for two days per week will consist of hands on day-to-day operation of a wastewater facility. Continuation of the chemistry and mechanical labs. An aquatic field survey covering stream flow, stream chemistry, watershed identification, weir installation and aquatic identification.

WW 105 In Plant Practicum (9-0-6). Supervised experience in area wastewater facilities. Students gain experience in all phases of wastewater treatment in a variety of facilities and in several processes.

WW 151 Wastewater Treatment Plant Operations I (0-10-5). Introduction to wastewater treatment plant operations, including collection systems, pre-treatment, primary sedimentation, aerobic and anaerobic digester operations. Related math, communication skills and chemistry.

WW 152 Wastewater Treatment Plant Operations II (0-10-5). Secondary treatment processes including trickling filter, AFB (aerobic Biological Filter) with greater emphasis on activation sludge, process control. Plant process interaction, report writing, budget preparation and finance and related first aid safety.

WW 262 Occupational Relations (2-0-2). Course is designed to enable a student to become a more effective worker in the wastewater industry. The course is designed to help the student work more effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

DEPARTMENT OF MECHANICAL TECHNOLOGIES

Department Head: Charles Tillman; Auto Body; C. Parke; Automotive Mechanics: Campbell, King, Mikesell; Heavy Duty Mechanics: Brownfield, Tillman, Hall; Parts Counterman: Trescott; Small Engine Repair: Schroeder; Agricultural Equipment Technology: Gaines.

AUTO BODY
11-Month Program

The Auto Body Program is designed to provide the student with the background necessary for employment in a shop repairing damaged automobiles. Basic laboratory practices of restoring vehicles to their original design, structure and finish are covered in this course. Basic glasswork and frame alignment work are also covered. The student is given the opportunity to work on a variety of repair jobs in the shop. This experience provides students with the necessary skills and knowledge for employment in the auto body trade and closely allied crafts. Credits in this course of study are not counted toward an academic degree.
COURSE OFFERINGS

AB — AUTO BODY

AB 121-122-123 Auto Body Laboratory (0-25-10) (F-S) (9-25-7xSU). The purpose of these courses is to develop the skills needed by an auto body repairman. Subjects covered include: orientation, safety rules, shop housekeeping, oxyacetylene welding, painting fundamentals, histal working, plastic and lead body filling, advanced painting processes, frame alignment, glass and panel replacement.

AB 141-142-143 Auto Body Theory (0-0-7) (F-S) (9-0-6) (SU). This course correlates with the auto body laboratory course. The theory of auto body repair and painting is covered. Mathematics and science necessary for and related to the trade are provided.

AB 262 Occupational Relations (2-0-2). Designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

AUTOMOTIVE MECHANICS

11-Month Program

The Automotive Mechanics Program consists of 11 months of instruction and application. Specialty areas within the program may be taken by students after testing and approval of the instructor.

SUBJECTS

Basic Automotive Mechanics AM 100 8
Electrical Systems and Fuel Systems AM 101 6
Engines, Air Conditioning, and Steering AM 102 8
Power Trains, Automatic Transmissions and Brakes AM 103 8
Advanced Automotive Mechanics AM 104 8
Occupational Relations AM 262 2

COURSE OFFERINGS

AM — BASIC AUTOMOTIVE MECHANICS

AM 100 Basic Automotive Mechanics (20-15-8) (8 weeks). Mathematics of the trade, safety practices, use and care of tools, introduction to automotive chemicals and fasteners, the scientific principles of machines, electricity, heat engines, hydraulic systems and gear systems. Principles are applied to the theory and construction of engines, electrical components, fuel system components, drive trains, suspensions and brakes. Students must satisfactorily complete all theory and laboratory assignments and pass a final examination to progress to intermediate auto mechanics. Beginning students may enter directly into intermediate auto mechanics by passing the AM 100 challenge examination and being recommended by the program head.

INTERMEDIATE AUTOMOTIVE MECHANICS

In Intermediate Auto Mechanics students learn construction and repair procedures for automobile components using cars and mock ups. Emphasis is placed on the proper use of tools and test instruments. Completion of all classroom and lab assignments are required before progressing to Advanced Auto Mechanics. Basic Auto Mechanics is a prerequisite to Intermediate Auto Mechanics.

AM 101 Electrical Systems and Fuel Systems (10-25-8) (8 weeks). This course provides experiences relating to the theory and construction to electrical and fuel systems used on modern cars. The diagnosis and repair of malfunctioning systems using the latest equipment is stressed. The course also stresses the industry accepted procedures for tune-up work.

AM 102 Engines, Air Conditioning, and Steering (10-25-8) (8 weeks). This course covers engine repair procedures on live engines and engine components. It presents theory and service procedures for automotive air conditioning. Also covered are front end suspension repair and alignment.

AM 103 Power Trains, Automatic Transmission and Brakes (10-25-8) (8 weeks). The course includes the construction and repair of clutches, standard transmissions, propeller shafts, differentials and related equipment. Also included is the theory and repair procedures of automatic transmissions and the repair of both disc and drum brakes.

ADVANCED AUTOMOTIVE MECHANICS

AM 104 Advanced Auto Mechanics (10-25-8) (8 weeks). Students diagnose and repair autos under actual shop working conditions. Problems are encountered in autos provided by faculty, staff and others. Students may designate an area of special interest and be guided to a specialty. After completing course objectives a student may finish the requirements for graduation by employment in an approved shop serving the automotive trade with his/her instructors permission. Graduation will then be based on the student's job performance.

AM 262 Occupational Relations (2-0-2). Course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

HEAVY DUTY MECHANICS—DIESEL

11-Month Program

The program is designed to prepare students for employment as heavy duty mechanics. Instruction will cover the basics in design and fundamentals of operation of diesel and heavy duty gas engines as well as the component parts. Instruction will be on mock-ups and live work in the shop.

SUBJECTS

Fall Spring Summer

Diesel Mechanics Basic DM 101 10 0 0
Diesel Lab DM 102-103 10 10
Diesel Theory DM 152-153 5 5
Occupational Relationships DM 262 2 15 15

COURSE OFFERINGS

DM — HEAVY DUTY MECHANICS—DIESEL

DM 101 Basic Heavy Duty Mechanics—Diesel (0-30-15). This course covers shop safety practices, use and care of tools, use of measuring devices, service manuals, basic principles of diesel and heavy duty gasoline engines, transmissions, power trains, cooling systems, diesel and gasoline engine fuel systems, electrical systems, suspension hydraulic and air brakes, clutches, steering, and basic welding. Students must satisfactorily complete all theory and laboratory assignments and pass a final examination to progress to intermediate heavy duty mechanics.

DM 102-103 Diesel Laboratory (0-20-10). This course provides the laboratory application of principles covered in basic and theory class. Instruction will be on shop units, general theory and measuring instruments, with some experience devoted to actual repairs on live units.

DM 152-153 Diesel Theory (9-0-6). A study of the design, construction, maintenance and repair of diesel and heavy duty gasoline engines. Shop safety, care and use of special tools, welding, transmissions and power trains, cooling systems, fuel systems, clutches, steering electrical systems, suspension and hydraulic and air brakes will be studied.

DM 262 Occupational Relations (2-0-2). Course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

PARTS COUNTERPERSON

9-Month Program

The Counterperson Program is designed to provide the student with a series of learning experiences in all phases of the automotive parts business. Areas of concentration include index systems, invoices, customer relations, refunding procedures, and warranty adjustments. The use of catalogs, price sheets, and other related forms used in the parts industry will be covered.

SUBJECTS

Fall Spring

Parts Counterperson Lab PC 101-102 10 10
Parts Counterperson Theory PC 151-152 5 5
Related Basic Mathematics PC 131 2
Occupational Relationships PC 262 2 17 17

COURSE OFFERINGS

PC — PARTS COUNTERMAN

PC 101-102 Automotive Parts Laboratory (9-25-10). A parts store is established and operated in conjunction with the mechanical programs. Lab experience includes jobber and dealership operation.

PC 131 Related Basic Math (2-2-0). Basic arithmetic, fractions, decimals, discounting, and percentages are covered. Use of measuring tools is taught.

PC 131-132 Automotive Parts Theory (9-0-5). Through the use of catalogs, manuals, visual aids and class lectures, theory and application of procedures are taught. New methods such as microfilm readers are used in the theory portion of the class.

PC 262 Occupational Relations (2-0-2). Course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

SMALL ENGINE REPAIR

(Recreational Vehicles) 9-Month Program

The Small Engine Repair Program will include classroom, math, and shop experiences directed to maintaining and repairing of a variety of two and four cycle engines used on portable power equipment, e.g., lawn mowers, outboard motors, chain saws, rotary tillers and recreational vehicles. The instructional units will emphasize the complete repair of all types of small engine equipment.

Credit in this course of study is not counted toward an academic degree.

151
VOCATIONAL-TECHNICAL SCHOOL

SUBJECTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fall</th>
<th>Spring</th>
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<tr>
<td>Small Engine Theory SE 141-142</td>
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<tr>
<td>Occupational Relationships SE 262</td>
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</table>

COURSES

AE 101-102 Agricultural Equipment Lab (0-25-10). This course provides the application of principles covered in the theory class. Shop experience will be gained by making actual repairs to tractors and other planting, cultivating and harvesting equipment. Basic welding will also be covered.

AE 151-152 Agricultural Equipment Theory (10-10-5). A study of the internal combustion engine, gasoline and diesel fuel systems, mechanical and hydraulic theory and the application of these principles to the various machines used in farming operations.


DAY CARE ASSISTANT

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<tr>
<th>Subjects</th>
<th>1ST SEM.</th>
<th>2ND SEM.</th>
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<tr>
<td>Introduction to Child Development CC 101</td>
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<tr>
<td>Communication Skills CC 111</td>
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<tr>
<td>Health and Care of the Young Child CC 141</td>
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<tr>
<td>Curriculum of the Young Child CC 171-172</td>
<td>3</td>
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<tr>
<td>Child Care Laboratory CC 181-182</td>
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<tr>
<td>Contracted Field Experiences in Early Childhood Programs CC 125-126</td>
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<tr>
<td>Planning and Evaluation of Laboratory Experience CC 135-136</td>
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DAY CARE TEACHER/SUPERVISOR

<table>
<thead>
<tr>
<th>Subjects</th>
<th>1ST SEM.</th>
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<tbody>
<tr>
<td>Advanced Child Care CC 255</td>
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<tr>
<td>Intro. to Kindergarten Curriculum CC 256</td>
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<tr>
<td>Infant Care CC 287</td>
<td>2</td>
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<tr>
<td>Child Care Center Management CC 231-232</td>
<td>2</td>
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<tr>
<td>Family and Community Involvement with Children CC 252</td>
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<tr>
<td>Occupational Relationships CC 261</td>
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<tr>
<td>Feeding Children CC 241-242</td>
<td>3</td>
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<tr>
<td>Child Care Center Supervision CC 201-202</td>
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<tr>
<td>Contracted Practicum in Early Childhood Supervision CC 225-226</td>
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<tr>
<td>Planning and Evaluation of Child Care Center Supervision CC 235-236</td>
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COURSES

<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>DAY CARE</td>
<td>CC 151-151</td>
<td>Introduction to Child Development (3-0-3). Basic principles of child development and growth, the individual needs of preschool children, their language development, understanding their behavior and techniques of guidance and discipline.</td>
</tr>
<tr>
<td>CC 111-112</td>
<td>Communication Skills (3-0-3) (F/S). Objective: to enable students to use language effectively as a tool for logical thinking, problem solving, technical writing and speaking.</td>
<td></td>
</tr>
<tr>
<td>CC 125-126</td>
<td>Contracted Field Experiences in Early Childhood Programs (3-0-3). Individual contract arrangement involving student, instructor and cooperating community agency to gain practical experience in off-campus settings. The student will visit, observe, and participate in community child care settings.</td>
<td></td>
</tr>
<tr>
<td>CC 135-136</td>
<td>Planning and Evaluation of Laboratory Experience (2-0-2). Classroom lecture and discussion to include lab observation and records, methods of curriculum planning and evaluation, activity plans, classroom objectives, and staff performance and relations.</td>
<td></td>
</tr>
<tr>
<td>CC 141-142</td>
<td>Health and Care of the Young Child (3-0-3). Safety practices, basic nutrition, general health education, first aid, hygiene, identification of, treatment and prevention of common childhood diseases as applied to children in child care centers. Also includes maintenance of teachers health, red cross multimedia first-aid emergency training and a workshop on the safe maintenance of toys and equipment.</td>
<td></td>
</tr>
<tr>
<td>CC 171-172</td>
<td>Curriculum of the Young Child (3-0-3). Curricula media suitable for preschool children. Includes theories of teaching curriculum subjects; the need for a curriculum in the nursery school; and specific information, materials and the opportunity to use them in the following areas: art, story telling, music, environmental science, beginning number and letter recognition.</td>
<td></td>
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<tr>
<td>CC 181-182</td>
<td>Child Care Laboratory (0-3-3). Observation and participation in the laboratory preschool. The student will serve as aide and assistant teacher, working directly with the children; attend staff meetings, plan and carry out a variety of daily activities and become acquainted with curriculum, classroom arrangement, schedules, child, guidance, staff responsibilities.</td>
<td></td>
</tr>
<tr>
<td>CC 211-212</td>
<td>Child Care Center Supervision (0-3-3). Observation and preparation in laboratory preschool. The student will gradually assume responsibility for the total child care operation under the supervision of instructor: serving as head teacher, planning curriculum, supervising staff, conducting staff meetings, planning daily and weekly schedules and studying techniques for child evaluation, parent conferences.</td>
<td></td>
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<tr>
<td>CC 225-226</td>
<td>Contracted Practicum in Early Childhood Programs (0-6-2). By permission of instructor. A course designed to meet specific needs of the student as determined by both the student and instructor. Practical application of knowledge and skills in community child care settings. Individual contract arrangement involving student, instructor and cooperating agency to gain practical experiences in off-campus settings.</td>
<td></td>
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<tr>
<td>CC 231-232</td>
<td>Child Care Center Management (2-0-2) (F/S). Introduction to the business practices involved in the operation of a child care center. Includes business arithmetic, record keeping, purchasing of supplies and equipment, and employer-employee relationships. Also includes licensing procedures required for day care centers.</td>
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<tr>
<td>CC 235-238</td>
<td>Planning and Evaluation of Child Care Center Supervision (1-0-1). Classroom lecture and discussion to include management of child care programs, methods for supervising staff, child guidance techniques, curriculum and staff evaluations, methods of working with parents, classroom management, and curriculum development to meet specific needs of individual children.</td>
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</table>

DEPARTMENT OF SERVICE OCCUPATIONS

Department Head: Joan Lingerfelter; Child Care: Lingenfelter, Coutley; Food Service: Hoff, Brown; Horticulture: Maki, Oyler; Mid-Management: Knowlton, Lane, Scudder; Office Occupations: Adkins, Metzgar, Butler; Related Subjects: Scholes, Short, Shirmantz, Tompkins.

CHILD CARE STUDIES (SUPERVISOR)

This curriculum is planned for people interested in working as teachers and/or as supervisors in private day care centers, play grounds, camps, nurseries, kindergartens, and child development centers.

DAY CARE SUPERVISOR

18-Month Program

Graduates will be trained to assist with or operate a day care center which provides for physical care, emotional support and social development of children in groups.

This two year course will provide students with the opportunity to direct children's play, provide food, supervise workers, and manage resources in a nursery school setting. Completion of the program defined as Child Care Assistant is a prerequisite to the supervisor level program.

152
CC 241-242 Feeding Children (5-0-3). Nutritional requirements of preschool children in child care centers. Students plan, purchase, prepare and serve nutritious snacks and meals to children in the CC lab. Also emphasized will be handling food allergies, economics of good nutrition and the development of positive mealtime attitudes.

CC 252 Family and Community Involvement with Children (5-0-3). History and dynamics of family interaction; review of cultural life styles. Emphasis will be placed on the need for establishing effective relationships with parents of children in child care centers and the community resources available to both parents and the center.

CC 255 Advanced Child Care (3-0-3) (F). A review of the history of child care and present day child care facilities in the U.S. and locally. Also covered in class are classroom management, caring for exceptional children and qualifications of people caring for children in group situations.

CC 256 Introduction to Kindergarten Curriculum (2-4-2) (S). Kindergarten curriculum theory and practice are presented so that the student has a working knowledge of the kindergarten classroom.

CC 257 Infant and Toddler Care (1-1-2) (S). Total care of infants and toddlers in group day care homes and centers. Besides physical care emphasis is also placed on the emotional and social nurturing of infants and toddlers.

CC 261 Occupational Relations (2-0-2). Course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

CHILD CARE STUDIES (ASSISTANT) 9-Month Program

This Program is planned for people interested in working with children as an assistant in private, play grounds, camps, day care centers, nurseries, kindergartens, and child development centers.

COURSE OFFERINGS

CC — CHILD CARE STUDIES (ASSISTANT)

Child Care Studies (Assistant) courses are described under (supervisor) Child Care Studies.

FOOD SERVICE TECHNOLOGY

11-Month Program

The Food Service Technology Program is designed to meet the needs of students as they prepare to enter the food service industry. A variety of experiences and instructional strategies will be provided to cover the operations of fast foods, franchises, motel and hotel specialty houses and catering.

The theory and laboratory experiences will provide the students with the basic skills required for preparation of foods; appreciation of the standards of production, efficient use of time management; skills required in the development of quantity cooking; safe and efficient use of utensils and equipment; and the harmonious relationships that are expected in the industry.

Management practices are covered in the theory class and put into actual use. Included in this sequence of instruction are the procedures of storeroom management for purchasing, receiving, storing and utilization through menu planning. Rounding out the program the student is provided with office procedures, management of monies, food cost accounting and portion controls.

SUBJECTS

Food Service Lab FT 103-104-105 10 10 10
Food Service Theory FT 143-144-145 5 5
Occupational Relationships FT 262 5 2

FOOD SERVICE TECHNOLOGY

FT 103-104-105 Food Service Lab (0-25-10). Correlate the theory with actual large quantity food service practice in situation similar to those found in the food service industry.

FT 143-144-145 Food Service Theory (3-0-3). Theory necessary to prepare a student to be a food service worker and develop an understanding of such principles as fundamentals of service, identification of the varieties of meats, fruits and vegetables, nutrition, cost control and sanitation.

FT 262 Occupational Relations (2-0-2). Course is designed to enable a student to become skilled in dealing effectively with people and for applying, getting, maintaining and advancing in employment. One semester course.

HORTICULTURE SERVICE TECHNICIAN—CURRICULUM

(Landscape Construction and Maintenance)

The Landscape Construction and Maintenance Program has for its objective the preparation of students for employment in the landscape, nursery, floral, greenhouse, and fruit and vegetable industries. This includes both the production, sales and service areas of these major fields. It stresses the design of landscapes, their interpretation and construction including costs, production of nursery plants, plant propagation, and landscape planting. Graduates of the horticulture program qualify for positions in nursery and floral establishments as well as in parks, grounds, maintenance, and highway departments. They may also enter the fields associated with plant propagation, nursery sales, greenhouse work and sales in the related fertilizer and insecticide fields.

FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Course Offerings</th>
<th>1ST SEM.</th>
<th>2ND SEM.</th>
<th>1ST SEM.</th>
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<tr>
<td>Horticulture Laboratory HO 101-102</td>
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<td>Communication Skills HO 111-112</td>
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<td>Related Basic Mathematics HO 131-132</td>
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<td>Related Basic Science HO 141-142</td>
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<tr>
<td>Horticulture Theory HO 151-152</td>
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SOPHOMORE YEAR

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<th>Course Offerings</th>
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<tr>
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<td>Related Science HO 241-242</td>
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<td>Horticulture Theory HO 251-252</td>
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<td>Occupational Relationships HO 262</td>
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<td>Individual Project HO 271</td>
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<tr>
<td>Credits and Collections MM 213</td>
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<tr>
<td>Salesmanship MM 101</td>
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FASHION MERCHANDISING** MID-MANAGEMENT

FRESHMAN YEAR

<table>
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<th>Course Offerings</th>
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<tr>
<td>English Composition E 101, 102</td>
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<tr>
<td>Introduction to Business GB 101</td>
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<tr>
<td>Salesmanship MM 101</td>
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VOCA TIONAL-TECHNICAL SCHOOL

Clothing Construction MM 103 .................................................. 3
Business Math/Machines OA 115 .................................................. 3
Clothing and the Individual MM 107 .............................................. 2
Textiles MM 109 ........................................................................... 3
Elements of Management MM 105 .................................................. 3
Intro Financial Accounting AC 205 ............................................... 3
Mid-Management Practicum MM 100 .............................................. 2
Elective ........................................................................................... 2

1ST SEM. 2ND SEM.
Consumer Marketing MM 201 ...................................................... 3
Fashion Analysis and Design MM 111 .......................................... 2
Fundamentals of Speech Comm. CM 111 ...................................... 3
Retail Buying MM 215 .................................................................... 2
Mid-Management Practicum MM 100 ............................................ 2
Report Writing MM 209 ............................................................... 3
Principles of Retailing MM 202 ...................................................... 3
Principles of Advertising MM 203 CM 111 .................................... 3
Supervision of Personnel MM 206 ................................................. 3
Elective ........................................................................................... 5

1ST SEM. 2ND SEM.
English Composition E 101, 102 .................................................. 3
Introduction to Business GB 101 .................................................... 3
Business Mathematics/Machines OA 115 ..................................... 3
Salesmanship MM 101 .................................................................... 3
Intro Financial Accounting AC 205 ............................................... 3
Merchandise Analysis MM 102 ..................................................... 3
Mid-Management Practicum MM 100 ............................................ 2
Elements of Management MM 105 ................................................ 3
Fundamentals of Speech Comm. CM 111 ...................................... 3
Elective ........................................................................................... 1

1ST SEM. 2ND SEM.
Consumer Marketing MM 201 ...................................................... 3
Principles of Retailing MM 202 ...................................................... 3
Principles of Macroeconomics EC 201 ........................................ 3
Principles of Advertising MM 203 ................................................ 3
Report Writing MM 209 ............................................................... 3
Supervision of Personnel MM 206 ................................................. 3
Retail Buying MM 215 ................................................................. 3
Credit and Collections M 213 ....................................................... 2
Mid-Management Practicum MM 100 ............................................ 2
Electives ........................................................................................ 3

1ST SEM. 2ND SEM.
English Composition E 101, 102 .................................................. 3
Introduction to Business GB 101 .................................................... 3
Business Mathematics/Machines OA 115 ..................................... 3
Salesmanship MM 101 .................................................................... 3
Intro Financial Accounting AC 205 ............................................... 3
Merchandise Analysis MM 102 ..................................................... 3
Mid-Management Practicum MM 100 ............................................ 2
Elements of Management MM 105 ................................................ 3
Fundamentals of Speech Comm. CM 111 ...................................... 3
Elective ........................................................................................... 5

*For students at Mountain Home Air Force Base there are minor changes regarding this program. See Base Education Officer or the Chairman of the BSU Department of Marketing/Mid—Management.

MARKETING* MID-MANAGEMENT

1ST SEM. 2ND SEM.
Business Math/Machines OA 115 .................................................. 3
Business Math Lab Of 113 ........................................................... 3
Business Communications OF 110 ............................................... 1
Typing I OF 102 ......................................................................... 2
Typing II OF 103 ....................................................................... 2
Typing III OF 104 ................................................................. 2
Word Processing OF 114 ......................................................... 3
Record Keeping OF 116 ............................................................... 2
Filing & Records Management OF 112 ........................................ 1
Intro. to Information Processing or Elective from School of Business OA 211 ...................................................... 3
Communication Skills OF 111 ....................................................... 3

1ST SEM. 2ND SEM.
Business Math/Machines OA 115 .................................................. 3
Business Math Lab Of 113 ........................................................... 3
Business Communications OF 110 ............................................... 1
Typing I OF 102 ......................................................................... 2
Typing II OF 103 ....................................................................... 2
Typing III OF 104 ................................................................. 2
Word Processing OF 114 ......................................................... 3
Filing & Records Management OF 112 ........................................ 1
Bookkeeping I OF 100 ................................................................. 4
Bookkeeping II ................................................................. 4
Elective from School of Business ................................................. 3

SECRETARY - 2 semesters

COURSE DESCRIPTIONS

OFFICE OCCUPATIONS

OF 100 Bookkeeping I (3-2-4) (F). Covers the entire bookkeeping cycle for sole proprietorship bookkeeping. Includes journalizing, posting, financial statements, payroll, and closing procedures.

OF 101 Bookkeeping II (3-2-4) (S). Covers the entire bookkeeping cycle for a corporation. Includes the use of special journals, cash register system, sales taxes, uncollectible accounts, depreciation, disposal of plant assets, notes, accruals, partnerships, and corporations.

OF 102 Typing I (3-5-2) (FS). Theory and keyboard operations on the typewriter with applications for personal or business use. Developing/measuring basic skills. Student also fulfills 5 hrs. per week lab time.

OF 103 Typing II (3-5-2) (FS). Review of typing fundamentals for development of speed and accuracy in office applications. Measuring basic/production skills. Student also fulfills 5 hrs. per week lab time.

OF 104 Typing III (3-2-2) (FS). Continued study of typewriting procedures to develop basic/production skills. Student also fulfills 5 hrs. per week lab time.

OF 110 Business Communications (5-0-5) (F IS). Designed to emphasize the building of a message effectively as a tool, both written and oral, in their option, field.

OF 111 Communication Skills (3-0-3) (F/S). Designed to emphasize the building of a message effectively as a tool, both written and oral, in their option, field.

OF 113 Business Math Lab (0-2-1) (FS). Open lab to be used in conjunction with OA 115.
OF 114 Word Processing (2-3-3) (S). The development of speed and accuracy in machine transcription by using programmed tapes and simulated office work experience. Student will learn to transcribe from machine letters, transcripts, memos, reports and statistical tables. Also included is the development of skills using memory typewriter. Emphasis is placed on creation, storage, and retrieval of typed material.

OF 115 Shorthand II (0-2-1) (F/S). Open lab to be used in conjunction with OA 121.

OF 116 Record Keeping (2-1-2) (F/S). Proceeds from very simple clerical tasks to the introduction of elementary double-entry bookkeeping concepts. Develops skills and knowledge that students can use in simple clerical office jobs in which record keeping is involved.

APPRENTICESHIP AND TRADE EXTENSION

Through cooperative arrangements with the State Board for Vocational Education, Boise State University School of Vocational Technical Education sponsors a wide range of trade extension programs for beginning, apprentice, and journeyman workers. Such courses are designed to meet the specific needs of industry, labor, agriculture, and government. Classes usually meet in the evening. Flexibility of scheduling, content, place of meeting is maintained in order to meet the growing educational needs of the community. Typically, through not invariably, such courses provide related technical education for those workmen receiving on-the-job instruction in such vocations as sheetmetal, carpentry, plumbing, welding, electricity, electronics, typing, automotives, nursing, and farming.

Information concerning admission requirements, costs, dates, etc., may be obtained from Boise State University School of Vocational Technical Education. Phone: (208)385-1974.

HIGH SCHOOL EQUIVALENCY

(GED PREPARATION — No Credit)

The High School Equivalency Program is designed for people who are performing below a twelfth grade academic level. This program is designed to help students prepare for the high school Equivalency Test (GED).

There is no satisfaction as great as sharing in the education of the next generation.
Pottery is one of the oldest art crafts.
BOISE STATE FULL-TIME FACULTY

January, 1982
(The date in parenthesis is the year of first appointment)

A

LOUISE ACKLEY, Assistant Professor of English .................. (1969)
A.B., Northwest Nazarene College; M.A., University of Washington.

KAREN ADKINS, Instructor in Office Occupations ............... (1978)

STEPHEN B. AFFLECK, Associate Professor of Engineering .......... (1981)
A.A., Boise Junior College; B.S., M.S., University of Utah, Ph.D., Iowa State University.

H. DUANE AKROYD, Associate Professor; Director of Radiologic Technology .................. (1976)
B.S., Medical College of Georgia; M.S., State University of New York at Buffalo.

JOHN W. ALLEN, Professor of Physics .......................... (1971)
B.A., Willamette University; M.A., Ph.D., Harvard University.

ROBERT L. ALLEN, Instructor in Industrial Mechanics ....... (1976)
Certificate B.A., Boise State University.

ROGER H. ALLEN, Professor of Real Estate .................... (1966)
A.A., Boise Junior College; B.S., University of Nevada; M.B.A., Northwestern University.

ROBERT M. ANDERSON, Associate Professor of Mathematics ........ (1970)
B.S., Utah State University; Ph.D., Michigan State University.

GARY D. ARAMBARRI, Instructor in Welding, Chairman, Heavy Technologies .................. (1976)
Diploma, Boise State University.

LONNY J. ASHWORTH, Assistant Professor of Respiratory Therapy, Director, Respiratory Therapy Program ........ (1977)
B.S., Boise State University.

E. BARRY ASMUS, Professor of Economics ..................... (1971)
B.S., M.S., Colorado State University; Ph.D., Montana State University.

B

CHARLES W. BAKER, Professor of Biology ...................... (1968)
B.S., M.S., University of Nevada; Ph.D., Oregon State University.

ELIZABETH BAKER, Assistant Professor of Nursing ............. (1980)
B.A., Colby College; M.N., Yale University; M.S., University of California.

RICHARD BAKER, Associate Professor of Sociology ............ (1973)
B.A., M.A., University of Wyoming; Ph.D., Washington State University.

JOSEPH A. BALDASSARRE, Assistant Professor of Music ........ (1975)
B.M.E., Baldwin-Wallace College.

RONALD M. BALDNER, Instructor in Welding .................... (1978)
B.S., University of Idaho.

DAVID A. BALDWIN, Curriculum Librarian; Assistant Professor of Library Science ........... (1977)
B.A., Upper Iowa College; M.A., University of Iowa.

JOHN B. BALDWIN, Professor of Music .......................... (1971)
B.M.E., M.M.E., Wichita State University; Ph.D., Michigan State University.

RICHARD N. BALL, Associate Professor of Mathematics (1974)
B.A., University of Colorado; M.A., Ph.D., University of Wisconsin.

RICHARD C. BANKS, Professor of Chemistry .................... (1968)
B.S., College of Idaho; Ph.D., Oregon State University.

GWYNN BARRETT, Professor of History ......................... (1968)
B.S., Utah State University; M.A., University of Hawaii; Ph.D., Brigham Young University.

WYLLA BARNES, Assistant Professor of Psychology .......... (1966)
A.B., William Jewell College; M.S., Montana State University; Ph.D., University of Minnesota.

CHARLES BARTON, Assistant Professor of Political Science ........ (1981)
B.A., M.A., Ph.D., University of Alabama.

JOHN L. BEITIA, Professor of Education ....................... (1970)
A.A., Boise Junior College; B.S., North Dakota State College; M.A., Idaho State University; Ed.D., Utah State University.

ELMO B. BENSON, Assistant Professor of Art .................. (1975)
B.S., University of Idaho; M.S.Sci.Ed., University of Utah; Ed.D., University of Idaho.

ELTON BENTLEY, Assistant Professor of Geology/Geophysics ...... (1980)
B.A., University of Montana; M.A., Ph.D., University of Oregon.

JOHN H. BEST, Professor of Music ......................... (1947)
B.S., University of Idaho; M.S., Colorado State College of Education; Cello Pupil of Elias Tru"stman and Joseph Wetzel's: Composition and Theory Pupil of J. DeForest Cline and Henry Trustman Ginsburg; Suzuki Institute of Toho School, Japan.

JOHN PATRICK BIETER, Professor of Education ............... (1969)
B.A., St. Thomas College; M.A., University of California at Berkeley; Ed.D., University of Idaho.

DONALD B. BILLINGS, Professor of Economics ............... (1972)
B.A., San Diego State College; M.A., Ph.D., University of Oregon.

MICHAEL B. BIXBY, Assistant Professor of Management and Finance .......... (1981)
B.A., J.D., University of Michigan.

JAMES C. BLANKENSHIP, Associate Professor of Art .......... (1977)
B.S., Utah State University; M.A., Brigham Young University; M.F.A., Otis Art Institute.

ROBERT R. BOREN, Professor of Communication; Chairman, Department of Communication ........... (1971)
B.A., M.A., Brigham Young University; Ph.D., Purdue.

KAREN J. BOUNDS, Associate Professor of Business ........ (1973)
B.S.Ed., University of Alabama; M.Ed., University of North Carolina; Ed.D., North Texas State University.

NANCY C. BOWERS, Instructor in Practical Nursing ............. (1975)
Diploma, St. Joseph's Hospital School of Nursing; University of Arizona.

BILL C. BOWMAN, Professor of Physical Education .......... (1969)
B.A., Southern Idaho College of Education; M.Ed., University of Oregon; Ed.D., Brigham Young University.

CLAIR BOWMAN, Professor of Teacher Education, Manager, User Services, Data Center ........... (1976)
B.S., Indiana University; M.A., University of Colorado; Ed.D., Indiana University.

PHYLLIS E. BOWMAN, Assistant Professor of Physical Education ........... (1970)
A.A., Weber State; B.S., Utah State University; M.A., Brigham Young University.

DALE BOYER, Professor of English ....................... (1968)
B.A., M.A., University of Oregon; Ph.D., University of Missouri.
FACULTY

RICHARD F. BOYLAN, Associate Professor of Communication (1971) B.A., University of Arizona; M.A., Ph.D., University of Iowa.

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<th>Degree(s)</th>
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PETER K. WILSON, Professor of Business Administration (1966-1977)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>26</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>5</td>
</tr>
<tr>
<td>Academic Disqualification</td>
<td>27</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>27</td>
</tr>
<tr>
<td>Academic Regulations</td>
<td>25</td>
</tr>
<tr>
<td>Accounting Courses</td>
<td>81, 134</td>
</tr>
<tr>
<td>ACT Tests</td>
<td>17</td>
</tr>
<tr>
<td>Adding Courses</td>
<td>26</td>
</tr>
<tr>
<td>Additional Baccalaureate degree</td>
<td>32</td>
</tr>
<tr>
<td>Administrative Officers</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Withdrawal</td>
<td>27</td>
</tr>
<tr>
<td>Admissions Requirements</td>
<td>17</td>
</tr>
<tr>
<td>On Probation</td>
<td>18</td>
</tr>
<tr>
<td>Foreign Students</td>
<td>18</td>
</tr>
<tr>
<td>Graduate</td>
<td>18, 128</td>
</tr>
<tr>
<td>Regular Students</td>
<td>17</td>
</tr>
<tr>
<td>Special Students</td>
<td>18</td>
</tr>
<tr>
<td>To Upper Division</td>
<td>28</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>11</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>29</td>
</tr>
<tr>
<td>Advising</td>
<td>14, 26</td>
</tr>
<tr>
<td>Agricultural Education</td>
<td>152</td>
</tr>
<tr>
<td>Accounting Technology Courses</td>
<td>147</td>
</tr>
<tr>
<td>Allied Health Studies</td>
<td>112</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>16</td>
</tr>
<tr>
<td>Anthropology Courses</td>
<td>75</td>
</tr>
<tr>
<td>Application for Housing</td>
<td>22</td>
</tr>
<tr>
<td>Art courses</td>
<td>155</td>
</tr>
<tr>
<td>Art Courses</td>
<td>39, 138</td>
</tr>
<tr>
<td>Associate of Arts Degree Program</td>
<td>34, 74</td>
</tr>
<tr>
<td>Athletics</td>
<td>15</td>
</tr>
<tr>
<td>Audit/Credit Registration</td>
<td>26</td>
</tr>
<tr>
<td>Audit to Credit Changes</td>
<td>26</td>
</tr>
<tr>
<td>Auto Body Courses</td>
<td>157</td>
</tr>
<tr>
<td>Aviation Courses</td>
<td>89</td>
</tr>
<tr>
<td>Baccalaureate Degree Programs</td>
<td>80</td>
</tr>
<tr>
<td>Accounting</td>
<td>38</td>
</tr>
<tr>
<td>Anthropology</td>
<td>73</td>
</tr>
<tr>
<td>Art</td>
<td>38</td>
</tr>
<tr>
<td>Biology</td>
<td>40</td>
</tr>
<tr>
<td>Business Education</td>
<td>82</td>
</tr>
<tr>
<td>Chemistry</td>
<td>43</td>
</tr>
<tr>
<td>Communication</td>
<td>44</td>
</tr>
<tr>
<td>Communication/English</td>
<td>45</td>
</tr>
<tr>
<td>Construction Management</td>
<td>66</td>
</tr>
<tr>
<td>Criminal-Justice Administration</td>
<td>73</td>
</tr>
<tr>
<td>Earth Science Education</td>
<td>54</td>
</tr>
<tr>
<td>Economics</td>
<td>85</td>
</tr>
<tr>
<td>Elementary Bilingual/Multicultural</td>
<td>101</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>47</td>
</tr>
<tr>
<td>English</td>
<td>47</td>
</tr>
<tr>
<td>Environmental Health</td>
<td>117</td>
</tr>
<tr>
<td>Finance</td>
<td>86</td>
</tr>
<tr>
<td>General Business</td>
<td>87</td>
</tr>
<tr>
<td>Geology</td>
<td>53</td>
</tr>
<tr>
<td>Geophysics</td>
<td>53</td>
</tr>
<tr>
<td>German</td>
<td>50</td>
</tr>
<tr>
<td>Health Science Studies</td>
<td>117</td>
</tr>
<tr>
<td>History</td>
<td>56</td>
</tr>
<tr>
<td>Information Sciences</td>
<td>80</td>
</tr>
<tr>
<td>Management</td>
<td>87</td>
</tr>
<tr>
<td>Marketing</td>
<td>81</td>
</tr>
<tr>
<td>Mathematics</td>
<td>56</td>
</tr>
<tr>
<td>Medical Technology</td>
<td>112</td>
</tr>
<tr>
<td>Multi-ethnic Studies</td>
<td>75</td>
</tr>
<tr>
<td>Music</td>
<td>81</td>
</tr>
<tr>
<td>Nursing</td>
<td>119</td>
</tr>
<tr>
<td>Office Administration</td>
<td>83</td>
</tr>
<tr>
<td>Physical Education</td>
<td>94</td>
</tr>
<tr>
<td>Physics</td>
<td>66</td>
</tr>
<tr>
<td>Political Science</td>
<td>69</td>
</tr>
<tr>
<td>Preprofessional(Health) Studies</td>
<td>124</td>
</tr>
<tr>
<td>Production Management</td>
<td>87</td>
</tr>
<tr>
<td>Psychology</td>
<td>98</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>113</td>
</tr>
<tr>
<td>Real Estate</td>
<td>89</td>
</tr>
<tr>
<td>Social Science</td>
<td>74</td>
</tr>
<tr>
<td>Social Work</td>
<td>72</td>
</tr>
<tr>
<td>Sociology</td>
<td>75</td>
</tr>
<tr>
<td>Spanish</td>
<td>50</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>77</td>
</tr>
<tr>
<td>Baccalaureate Minimum Requirements</td>
<td>80, 134, 139</td>
</tr>
<tr>
<td>Biology Courses</td>
<td>42</td>
</tr>
<tr>
<td>Board and Room Charges</td>
<td>23</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>4</td>
</tr>
<tr>
<td>Boise State University</td>
<td>15</td>
</tr>
<tr>
<td>Accreditation &amp; Affiliation</td>
<td>10</td>
</tr>
<tr>
<td>Mission and Objectives</td>
<td>10</td>
</tr>
<tr>
<td>Bookstore</td>
<td>15</td>
</tr>
<tr>
<td>Botany Courses</td>
<td>42</td>
</tr>
<tr>
<td>Business Education Courses</td>
<td>44, 138</td>
</tr>
<tr>
<td>Business Machine Technology Courses</td>
<td>149</td>
</tr>
<tr>
<td>Calendar</td>
<td>5</td>
</tr>
<tr>
<td>Campus Map</td>
<td>2</td>
</tr>
<tr>
<td>Career Services</td>
<td>15</td>
</tr>
<tr>
<td>Campus Store</td>
<td>15</td>
</tr>
<tr>
<td>Center for Guidance, Counseling and Testing</td>
<td>14, 93</td>
</tr>
<tr>
<td>Certification Requirements</td>
<td>104</td>
</tr>
<tr>
<td>Challenging Courses</td>
<td>30</td>
</tr>
<tr>
<td>Change in Registration</td>
<td>26</td>
</tr>
<tr>
<td>Chemistry Courses</td>
<td>44, 138</td>
</tr>
<tr>
<td>Child Care Service</td>
<td>14</td>
</tr>
<tr>
<td>Child Care Studies Courses</td>
<td>152</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>25</td>
</tr>
<tr>
<td>Classification of Students</td>
<td>25</td>
</tr>
<tr>
<td>C.L.E.P. (College Level Examination Program)</td>
<td>29</td>
</tr>
<tr>
<td>Communication Courses</td>
<td>46</td>
</tr>
<tr>
<td>Computer Center (Data Processing)</td>
<td>11</td>
</tr>
<tr>
<td>Construction Management Courses</td>
<td>68</td>
</tr>
<tr>
<td>Consumer Electronics Courses</td>
<td>148</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>12</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>24</td>
</tr>
<tr>
<td>Core Requirements</td>
<td>31</td>
</tr>
<tr>
<td>Correspondence Study</td>
<td>12</td>
</tr>
<tr>
<td>Counseling and Testing Center</td>
<td>14, 93</td>
</tr>
<tr>
<td>Course Load Limit—Graduate Students</td>
<td>129</td>
</tr>
<tr>
<td>Course Numbering</td>
<td>28</td>
</tr>
<tr>
<td>Course Numbering, Graduate Offerings</td>
<td>28, 129</td>
</tr>
<tr>
<td>Course Prerequisite Waiver</td>
<td>28</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>30</td>
</tr>
<tr>
<td>Credit for Prerequisites Not Taken</td>
<td>11</td>
</tr>
<tr>
<td>Credit to Audit Changes</td>
<td>26</td>
</tr>
<tr>
<td>Criminal Justice Administration Courses</td>
<td>76, 132</td>
</tr>
<tr>
<td>&quot;D&quot; Grades—Graduate Students</td>
<td>128</td>
</tr>
<tr>
<td>&quot;D&quot; Grades, Repeat Limit</td>
<td>29</td>
</tr>
<tr>
<td>&quot;D&quot; in Major Course Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Data Processing Center</td>
<td>11</td>
</tr>
<tr>
<td>Data Processing Courses</td>
<td>81, 134</td>
</tr>
<tr>
<td>Dean's List</td>
<td>28</td>
</tr>
<tr>
<td>Degrees Offered</td>
<td>35</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>31</td>
</tr>
<tr>
<td>Education Requirements</td>
<td>146</td>
</tr>
<tr>
<td>Dental Assisting Courses</td>
<td>146</td>
</tr>
<tr>
<td>Disabled Student Program</td>
<td>14</td>
</tr>
<tr>
<td>Dormitories (Residence Halls)</td>
<td>21</td>
</tr>
</tbody>
</table>
Medical/Office Assistant ........................................ 111
Medical Record Science ......................................... 111
Nursing .................................................................. 116
Office Occupations .................................................. 152
Parts Counterperson ................................................. 149
Practical Nursing ..................................................... 144
Pre-Professional Health ............................................ 123
Radiologic Technology ............................................. 112
Registered Nursing .................................................. 116
Respiratory Therapy .................................................. 113
Secretarial Program ................................................... 84
Small Engine Repair .................................................. 150
Surgical/Technology .................................................. 144
Wastewater Technology ............................................. 148
Welding ................................................................ 146
Word Processing ....................................................... 83
Nursing Courses ........................................................ 120
Off-Campus Student Housing .................................... 22
Office-Administration Courses ................................... 84
Oral Examinations—Graduate Students .............. 127
Outreach Services and Programs ............................... 11
Part-time Employment .............................................. 21
Parts Counterman Courses ........................................ 149
Petitions ................................................................ 28
Philosophy Courses ................................................... 71
Physical Education Courses ....................................... 98, 135
Physical Science Courses .......................................... 68
Physics Courses ........................................................ 68
Placement, Job (Career Planning) .............................. 15
Political Science Courses ............................................ 71, 130
Practical Nurse Program ............................................ 144
Pre-Architectural ........................................................ 39
Pre-Law .................................................................. 34
Pre-Professional Studies (Health) ............................. 121
Prerequisites, Waiver of ............................................ 28
Pre-Technical ............................................................. 147
Pre-Vocational Training ............................................. 152
Probation and Disqualification .................................... 27
Program Development Form—Graduate Students ...... 127
Psychology Courses .................................................... 99, 135
Radiologic Technology Courses .............................. 114
Reading Education Center ......................................... 11, 107
Reading & Study Skills ............................................. 14
Real Estate Courses .................................................... 90
Refunds .................................................................. 20
Refunds - Room and Board ....................................... 20
Registration Changes ................................................ 26
Registration, Credit & Audit ....................................... 26
Regulations (Academic) ............................................. 25
Religious Interest Courses .......................................... 13
Religious Studies Courses ........................................... 26
Repeating Courses—Graduate Students .................. 126
Residence Halls ......................................................... 21
Residence Halls - Fees ............................................... 21
Residency Requirements for Fee Purposes ............... 19
Residency Requirements—Graduate Students ............ 126
Residency Requirements—Undergraduate Students .... 32
Respiratory Therapy Courses ..................................... 114
Room and Board Costs ............................................. 22
ROTC ................................................................... 13, 60
Russian Courses ......................................................... 51
Scholarships ............................................................... 21
Schools of Boise State University ..............................
Arts and Sciences ..................................................... 37
Business .................................................................. 79
Education ................................................................. 93
Graduate ................................................................. 126
Health Sciences ........................................................ 111
Vocational Technical .................................................. 143
Second Baccalaureate Degree ..................................... 32
Secondary Education .................................................. 102
Secondary Student Teaching ..................................... 105
Secretarial Courses (See Office Administration) ...... 83
Secretarial Occupations .............................................. 150
Serviceman's Opportunity College ............................ 13
Small Engine Repair Courses ..................................... 150
Social Science Courses .............................................. 77
Social Work Courses ................................................... 72
Sociology Courses ...................................................... 76, 130
Sororities ................................................................. 22
Spanish Courses ........................................................ 51
Speaker's Bureau ...................................................... 11
Special Education ....................................................... 103, 107
Special Services and Programs ................................. 11
Student Special Services, Dean of ............................. 14
Student Affairs, Vice-President for ............................ 14
Student Classification ................................................ 25
Student Employment ................................................... 21
Student Government .................................................... 15, 29
Student Housing ......................................................... 21
Residence Halls ........................................................ 21
Regulations ............................................................... 22
Student Organizations & Activities ........................... 15
Student Records ........................................................ 25
Student Rights & Responsibilities ............................. 14
Student Services ......................................................... 14
Student Teaching ....................................................... 102
Student Union ........................................................... 15
Studies Abroad Programs ......................................... 13
Summer Sessions ....................................................... 12
Surgical Technology .................................................... 144
Teacher Certification .................................................... 104
Teacher Education ..................................................... 107, 135
Teacher Education Courses ....................................... 100
Testing Center .......................................................... 14, 93
Testing Out of Courses (CLEP) ................................. 30
Theatre Arts Courses .................................................... 78
Thesis Requirements—Graduate Students ............... 129
Transfer of Credits—Graduate Students .................. 128
Transfer Student Admission ....................................... 17
Transfer of Vocational-Tech/Academic Credits ........ 30
Tuition ................................................................. 19
Tutorial Assistance ....................................................... 14
Unclassified Students Status—Graduate Courses .... 128
Undergraduate Enrollment in 500-level Courses ...... 28, 128
University-wide Courses .......................................... 28
Veterans Admission ..................................................... 18
Veterans Services ....................................................... 14
Veterans Benefits—Eligibility ..................................... 25
Visiting Scientist Program .......................................... 11
Vo-Tech School Admissions Requirements ............. 18, 145
Waiving Prerequisites ................................................ 28
Wastewater Technology Courses ............................ 150
Welding Courses ....................................................... 148
WICHE Student Exchange ......................................... 12
Withdrawals, Faculty Initiated .................................... 27
Withdrawal from Courses .......................................... 27
Withdrawal from the University ................................. 27
Zoology Courses ......................................................... 42

INDEX
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Catalogs, bulletins, course and fee schedules, etc., are not to be considered as binding contracts between Boise State University and students. The university and its divisions reserve the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the university and its various divisions; and (f) change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine, and shall apply not only to prospective students but also to those who are matriculated at the time in the university. When economic and other conditions permit, the university tries to provide advance notice of such changes. In particular, when an instructional program is to be withdrawn, the university will make every reasonable effort to ensure that students who are within two years of completing the graduation requirements, and who are making normal progress toward the completion of those requirements, will have the opportunity to complete the program which is to withdrawn.

It is the policy of Boise State University to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, sex, creed, age or handicap in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 799A and 845 of the Public Health Act, and Sections 503 and 504 of the Rehabilitation Act of 1973, where applicable, as enforced by the U.S. Department of Health, Education, and Welfare.

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NOTE

The courses contained in this catalog do not preclude or limit the University in its offerings for any semester or session nor does it restrict the University to the time block (semester) represented by the approved academic calendar.

Boise State University can and will respond to the educational needs and wants of any and all students when expressed. Requests for courses to be offered whenever they are desired will be favorably received providing that a minimum of 12 students enroll in the class and a competent faculty member is available to teach the course.

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The University/Community Health Sciences Association, Inc., is a non-profit corporation chartered by the State of Idaho for educational and charitable purposes, and to otherwise serve the University.

The objectives of the Association are to promote optimum health services for the community through excellence in health professional education, to promote the growth and development of the School of Health Sciences of Boise State University and its constituent educational programs, departments, and activities, and to encourage donations of funds and gifts to assist in carrying out these objectives.

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The objectives of the Foundation are to assist in developing and increasing the facilities of the University by encouraging gifts of money, property, works of art, historical papers and documents and other materials having educational, artistic, or historical value. Such gifts should be conveyed to the Foundation, with proper stipulation as to their use. The Foundation, through its officers and members, will be glad to confer with intending donors regarding suitable clauses to insert in wills and suitable forms of gifts and memorials. The establishment of scholarships is particularly welcomed. Any gifts or bequests can be given suitable memorial names.

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