

# **HILBERT COLLEGE**

Course Catalog

***2019-2020***

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## THE COLLEGE

Hilbert College is a Catholic independent, co-educational, four-year institution whose degree programs are registered by the New York State Education Department and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Governed by a Board of Trustees, the College is authorized to offer baccalaureate degrees in Accounting, Business Management, Global Business Management, Small Business Management, Sports Industry Management, Digital Media and Communication Studies, Criminal Justice, Computer Security & Information Assurance, English, Forensic Science/Crime Scene Investigation, Human Services, Liberal Studies (Law and Government), Paralegal Studies, Psychology, and Rehabilitation Services, as well as associate degrees in Accounting, Business Administration, Criminal Justice, Human Services, Legal Studies, Liberal Arts, and Management Information Systems.

## MISSION STATEMENT

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

## PHILOSOPHY STATEMENT

Hilbert College strives to be faithful to the deep and diverse historical foundations on which it rests. From the founding congregation of the Franciscan Sisters of St. Joseph, we embrace the traditions of St. Francis: respect, service, hope, vision, joy, integrity, compassion, and peace. From the noble legacies of the liberal arts academy, we honor intellectual inquiry, freedom of thought, breadth of knowledge, and lifelong learning. And from our own history, we continue to reach out to students from all backgrounds. We are committed to providing them skills and resources to achieve success in a wide range of careers, recognizing that in today's world, that entails equipping students to respond to a rapidly changing global environment.

## CORE VALUES

The core values that provide a framework for the Hilbert community to accomplish the college mission are respect, service, hope, joy, integrity, vision, compassion, and peace. Defined in our Franciscan tradition, they are as follows:

**RESPECT** is recognition and reverence for God's presence in all creation including ourselves, others, and the environment.

**SERVICE** is selflessly working and advocating for the well-being of others, especially the poor, the under-educated, and those in need.

**COMPASSION** is heartfelt concern for another person's suffering or need, accompanied by action to help better the situation.

**PEACE** is God's love radiating from the core of one's being to others, resulting in non-violence, forgiveness, reconciliation, and harmony.

**HOPE** is the desire for a future good, joined with perseverance and trust that it can be attained with God's help.

**JOY** is a conviction - outwardly manifested in an exuberant demeanor - that throughout the good and despite the bad times in life, the Spirit of God is always within us.

**INTEGRITY** is firm adherence to doing what is right no matter what the circumstances may be.

**VISION** is the ability to imagine what can be with God's help.

## COMMITMENT TO DIVERSITY

Hilbert College is committed to building an environment that values and respects every person regardless of gender, age, race, sexual preference, socioeconomic level, physical ability, cultural background, religion, nationality, or beliefs.

Our mission is grounded in Franciscan values, and we are committed to creating an inclusive campus environment that embraces these core values (e.g., respect, service, compassion, peace, integrity, and vision) through the promotion of diversity education, celebration, and evaluation.

## NOTICE OF NON-DISCRIMINATION

Pursuant to College policy, Hilbert College is committed to ensuring equal employment opportunity, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or

treated adversely based upon a protected characteristic.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Katie Martoche, MS  
Director of Career Development / Title IX Coordinator  
Bogel Hall 107  
5200 South Park Avenue  
Hamburg, NY 14075  
Telephone: 716-649-7900 ext. 291  
Email: kmartoche@hilbert.edu

Dean of Students  
Franciscan Hall 107  
5200 South Park Avenue  
Hamburg, NY 14075  
Telephone: 716-649-7900 ext. 231

Inquiries may also be directed to the United States Department of Education - Office for Civil Rights.

## **SAFEGUARDING CUSTOMER INFORMATION NOTICE**

Recent legislation enacted by the Federal Trade Commission requires colleges and universities to act in compliance regarding the safeguarding of customer information. Hilbert College acknowledges this requirement and publicizes this notice to alert its customers that those policies and procedures are in place to protect all non public personal information about its customers. A copy of our safeguarding customer information policy is available upon request. This notice applies to students as customers.

### **INFORMATION COLLECTED BY HILBERT COLLEGE**

Hilbert College collects non public personal information about its customers from the following sources: Applications, financial aid and other forms; Financial transactions and methods of payment.

### **INFORMATION DISCLOSED BY HILBERT COLLEGE**

Hilbert College does not disclose any non public personal information about its customers or former customers to anyone that is not affiliated with Hilbert College, except as permitted by law.

Hilbert College discloses customer information to its affiliates that are service providers to the school. Service providers include companies such as banks and other lending institutions, collection agencies, loan processing agencies and credit card processing companies. The customer information accessed by service providers includes name, address, date of birth, phone number, social security number, driver's license number and state, loan amount, loan number, loan period, tuition cost, tuition payments, balance owed, financial aid awarded, cost of attendance, expected family contribution, enrollment status and graduation date.

### **KEEPING CUSTOMER INFORMATION SECURE**

Hilbert College restricts access to non public personal information to those employees who need to know that information in order to provide service to customers. Hilbert College maintains physical, electronic and procedural safeguards that comply with Federal Trade Commission standards to protect customer non public personal information. Information on this issue can be found on the [Federal Trade Commission website](#).

### **IDENTITY THEFT PREVENTION PROGRAM**

Hilbert College has developed this Identity Theft Prevention Program pursuant to the Federal Trade Commission's Red Flag Rule, which implements Section 114 of the Fair and Accurate Credit Transactions act of 2003. See 16 C. F. R. § 681.2. More information regarding the Identity Theft Prevention Program and the Red Flag Rules can be found on the [Hilbert College website](#).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Hilbert College complies with the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment. Pursuant to this law, the college shall maintain the confidentiality of student education records and shall not release them to any person or entity without the written consent of the student except as set forth below. Moreover, the College shall provide students access to their education records pursuant to the procedures outlined in this policy.

To access the full policy, please visit the [Hilbert College website](#).

## STUDENT RECORD RELEASE UNDER THE SOLOMON AMENDMENT

The Solomon Amendment is a federal law that mandates colleges receiving federal financial aid funding to provide student recruiting information upon request to military recruiting organizations. The request and information released by the College is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization.

Military recruiters must be from one of the following military organizations:

- Air Force
- Air Force Reserve
- Air Force National Guard Army
- Army Reserve
- Army National Guard Coast Guard
- Coast Guard Reserve Navy
- Navy Reserve Marine Corps
- Marine Corps Reserve

The release of student recruiting information generally follows the FERPA guidelines defining student directory information (see above). Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the College may not release this information to military organizations. The directory information released is limited to the current semester or the previous semester. If the request is received between semesters, the requestor must specify previous semester or upcoming semester. Further, students must be in an enrolled status (incomplete and complete registration status).

## HILBERT COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AMERICANS WITH DISABILITIES ACT (ADA)

The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, advancement

## CAMPUS SECURITY ACT AND CRIME REPORT

Hilbert College is in compliance with the Crime Awareness and Campus Security Act of 1990 which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all

current and potential students and employees, and to any applicant for enrollment or employment, upon request.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. 1092(f), with regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

Hilbert's Annual Campus Security Report may be accessed on the [Hilbert College website](#).

This report includes statistics for the three most recent calendar years concerning the crimes on campus, in or on non-campus buildings or property, and public property. Printed copies are also available upon request through security.

## CONSUMER INFORMATION

Colleges participating in federal student aid programs are required to make certain information available to all students and staff. Hilbert College has compiled the required information in accordance with federal law on the [Hilbert College website](#).

## COPYRIGHTED MATERIAL, ILLEGAL DOWNLOADING AND PEER TO PEER FILE SHARING

Hilbert College has a written procedure to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network without unduly interfering with the educational and research use of the network. Students who illegally download or distribute copyrighted materials using the institution's information technology system are subject to Hilbert College disciplinary actions up to and including suspension and expulsion. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

## NET PRICE CALCULATOR

Hilbert College makes publicly available a Net Price Calculator on the [Hilbert College website](#) to help current and prospective students, families, and other consumers estimate a student's individual net price of attending Hilbert College.

## REGIONAL ACCREDITATION

Hilbert College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia,

PA 19104 (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

## STUDENT CODE OF CONDUCT

Student conduct is expected to be consistent with the learning environment and is subject to standards set by the College.

The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community. Copies of the Student Code of Conduct Policies and Procedures are available on the [Hilbert College website](#).

## STUDENT COMPLAINTS

Complaints and grievances by students and other constituents are addressed through various college policies and procedures and administrative offices. The College keeps a record of formal complaints. Student grievance procedures are included in the Student Code of Conduct, available at the Dean of Students Office, the Student Handbook, or on the [Hilbert College website](#).

## STUDENT IDENTIFICATION NUMBER

Hilbert College will provide all students with a system-generated identification number in the admissions process. The student must still provide their social security number for tax reporting and financial aid and will be used only for such purposes as allowed under the FERPA regulations.

## STUDENT RIGHT-TO-KNOW

Hilbert College is in compliance with Public Law 101-542, the Student Right-to-Know Act. Any individual who is considering enrolling at Hilbert College may view the College's graduation rate and additional College statistics by visiting the [National Center for Education Statistics website](#).

## TEXTBOOK PRICING INFORMATION

Textbook pricing information for both required and recommended materials for classes can be found on the [Hilbert College Bookstore website](#).

## VOTER REGISTRATION

In compliance with the National Voter Registration Act (42 U.S.C. 1973gg-2(b)), mail in voter registration forms for Hilbert College are available for all Hilbert students and the public. Voter registration forms are available

in the Dean of Student's Office. On-line registration is available at [www.vote.org](http://www.vote.org) and many other sites.

## CATALOG

This catalog was prepared on the basis of the best information available at the time of publication. All information is subject to change without notice, obligation, or liability.

## MCGRATH LIBRARY

### MISSION AND ROLE OF THE LIBRARY

The mission of McGrath Library is to promote lifelong learning.

McGrath library provides resources both as a thorough grounding in general education and the liberal arts as McGrath Library provides resources, both human and material, for the perpetuation of learning. With the continued cooperation and support of both the administration and faculty, McGrath provides for Hilbert's students, faculty, and staff, an extension of the classroom as well as a laboratory for learning and research. We strongly ascribe to the College's Franciscan values and perceive our mission as follows:

1. We believe that active collaboration with the teaching faculty is necessary to support and enhance the academic curricula.
2. We believe that continual maintenance of the collection in various formats will complement the College's academic mission.
3. We believe in the importance of diversity and social responsibility to an ever-changing international community.
4. We believe in reaching out to provide services to the surrounding community as well as to the campus community.
5. We believe in nurturing the intellectual curiosity that leads to lifelong learning.
6. We believe in treating our colleagues and patrons with respect, honesty, and good humor.
7. We believe in actively and creatively promoting the Library's services and resources to the faculty, students, and staff.
8. We believe that the strength of our Library depends on the quality of its personnel in addition to its collection and services.
9. We believe that, to accomplish our mission as a laboratory for learning and research, new and emerging technologies must be constantly sought out and investigated to ascertain their potential usefulness in the support of the delivery of services and information.

## VALUES

As Librarians, we strongly ascribe to the belief that the free, open, unrestricted exchange of knowledge, ideas, and information is the foundation of a free and democratic society.

## VISION STATEMENT

We see ourselves as an integrated part of the Hilbert curriculum; an extension of the classroom, a laboratory for learning. As such, we desire to establish and maintain a state-of-the-art information center, promise to provide the necessary resources, both human and material; technology; and staff competency to not only meet, but to exceed the demands of a modern liberal arts college while upholding the Franciscan values of the institution.

McGrath Library houses more than 35,000 volumes. In addition to our standard reference and source collection, the library also includes self-help, leisure reading, graphic novels, and audio books as well as DVDs. Our online databases allow access to more than 50,000 journals and 10,000 ebooks. Resources not available through McGrath may be obtained through interlibrary loan (ILLiad). When classes are in session, the library is open 76 hours a week: 8am – 10pm Monday through Thursday, 8am – 7pm on Friday, and 10am – 3pm on the weekends.

# ADMISSIONS

## UNDERGRADUATE ADMISSIONS

The Office of Admissions is charged with attracting, informing, and evaluating all prospective undergraduate students looking to pursue their higher education goals at Hilbert College. The Admissions Office is located on the lower level of Franciscan Hall where the staff provides necessary information, resources, and opportunities for prospective students to learn more about the options available to them at Hilbert.

The Office of Admissions at Hilbert College works on a rolling admissions basis. Meaning that, applications for admissions are received and decided upon usually up to one month before the start of a particular semester. However, students are encouraged to apply early in order to be considered for the most optimal financial aid package and housing assignment.

In all cases, students are considered for admission without regard to their age, race, creed, sex, ethnic background, or physical handicap.

The College seeks to make all its programs and services

available to all students within the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1988, and the Civil Rights Act of 1991.

## FIRST TIME COLLEGE AND TRANSFER STUDENTS ADMISSIONS

### FIRST TIME COLLEGE ADMISSIONS

Admission for first time college students is based upon past academic performance, rigor of course selection, demonstrated scholastic ability, and personal characteristics. Standardized test scores (SAT/ACT) are not mandatory for admission but are considered if submitted. Students may be asked to come for an interview to discuss their educational plans more thoroughly. A student is considered a first time college applicant when the Office of Admissions has received a completed application and an official copy of the student's high school transcripts.

### TRANSFER STUDENTS

Admission for transfer students who have  $\geq 24$  earned transferrable college credits will be considered essentially based upon their performance at the college level. Students who have  $< 24$  earned transferrable college credits will have their admissions decisions based upon past college level performance and evaluation of their final high school transcripts.

In order for an admissions decision to be made, transfer students must submit their final high school transcript or GED scores, along with all official transcripts from previously attended colleges and universities, Military, and pre college programs (Advance Placement Exam and College Level Examination Program) must be submitted to the Office of Admissions. Departmental representatives will officially evaluate all transcripts.

Students transferring into Hilbert College from another institution may have their credits evaluated before they transfer into one of Hilbert's degree-granting programs, if they choose. Additionally, students who were academically dismissed from another college are eligible for transfer admissions following the lapse of one semester.

Special Transfer Articulation agreements are available to students who have graduated with a two-year degree. Hilbert College, which has these agreements with twenty-eight local public and private colleges, provides these students with unique benefits and guarantees. See the "Transfer Agreement" section for specifics detailing this opportunity. Mandatory for Admissions Consideration:

1. Complete the application for admission carefully and completely. The Undergraduate Admissions application is accessible on the [Hilbert College website](#) or you may request a paper application from the Admissions Office.
2. Please request official sealed transcripts and credentials to be sent to the Admissions Office. This would include transcripts from high school, General Education Diploma, previously attended colleges and universities, Military, and pre college programs (Advance Placement Exam and College Level Examination Program). All official transcripts should be mailed to:

Office of Admissions Hilbert College  
5200 South Park Avenue Hamburg, New York 14075-1597  
Recommended for Admissions Consideration:

Students can choose to submit the following information to potentially enhance their candidacy for admissions:

- Scholastic Aptitude Test (SAT) scores (College Code: 2334)
- American College Testing Program (ACT) scores (College Code: 2759)
- Student Resume
- Student Essay
- List of Activities
- Letters of Recommendations

The following steps can be viewed and completed on the [Hilbert College website](#).

1. Submit your enrollment deposit:  
\$100 for commuters  
\$225 for resident students
2. Complete the Free [Application for Federal Student Aid](#) (FAFSA). New York State residents should also complete the application for [New York State's Tuition Assistance Program \(TAP\)](#). If you have any questions, contact Hilbert College Office of Student Finance.  
FAFSA School Code is: 002735  
TAP School Code is: 2083
4. Visit Campus - [visit.hilbert.edu](#)
5. Complete all necessary housing paperwork (Resident Students)
6. Complete all required medical documentation

## HOME SCHOOL STUDENT REQUIREMENTS

In order to be considered for admissions to Hilbert College an applicant who has been home schooled must submit the following:

1. A Hilbert College admissions application.
2. A transcript of course work taken and grades received.

3. A personal essay that cites reasons for applying to Hilbert College or a significant accomplishment in the student's life.
4. A works cited list of books and materials used during instruction.

The aforementioned recommendations for admissions consideration, and suggested next steps, should also be considered for home schooled applicants.

## READMIT STUDENTS

The following procedure is for students looking to re-enroll at Hilbert College:

1. Fill out the application carefully and completely. Application is accessible on the [Hilbert College website](#) or you may request a paper application from the Admission Office.
2. Request official sealed transcripts and credentials. This would include transcripts from any colleges and universities, Military, or CLEP exam taken after your departure from Hilbert College. All official transcripts should be sent to:
  3. Office of Admissions Hilbert College
  4. 5200 South Park Avenue Hamburg, New York 14075-1597
5. Divisional Chairs reserve the right to accept a readmit student on the curriculum that they see fit. Readmit students are not guaranteed to be accepted under their previous academic plans.

## SPECIALIZED ADMISSIONS PROGRAMS

The Advanced College Credit Program Hilbert College offers a unique program opportunity for select students who have completed their junior year in high school. This program makes it possible for students to shorten the time required to earn a degree by combining their senior year at high school with their first-year college courses at Hilbert College. The Advanced College Credit Program permits students to take classes in the summer and one or two courses during their senior year. These students may enroll on a space available basis and must meet course prerequisites. No application or college fees will be charged. Students will pay at a rate of two-thirds of regular tuition. Admissions consideration for these two programs is highly selective and requires a recommendation from high school guidance counselor or principal as well as the approval of the Director of Admissions at Hilbert College.

## ASSISI SCHOLARS PROGRAM

The Assisi Scholars program is a first-year experience initiative designed to offer expanded services and support

to first-time college students that do not meet the high school GPA requirements for standard admission. Students identified as qualified candidates for this program will be required to submit the following supplemental materials:

- One letter of recommendation (minimum)
- Personal statement/essay
- Most recent senior year report card
- Complete a personal interview with the Assisi Scholar Coordinators

Upon completing these items, students can be reviewed for a conditional acceptance as an Assisi Scholar. Space in this student success program is limited so students are encouraged to complete the process as early as possible.

\*Transfer students are not eligible for the Assisi Scholars Program.

## ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)

In partnership with the State of New York, The Arthur O. Eve Higher Education Opportunity Program (HEOP) program provides a broad range of services to New York State residents who, because of educational and economic circumstances, would otherwise be unable to attend a postsecondary educational institution. Through the financial and academic support provided, HEOP students will strengthen their skill sets and achieve lifelong success at Hilbert College.

Who qualifies?

Hilbert College will consider all New York State resident students that live in New York State that meet the academic and financial requirements of HEOP.

How to apply for HEOP consideration

First-Time College Students (Freshmen) must complete the following no later than February 1st, prior to the start of the fall semester each year:

- Submit a free application for admission on the [Hilbert College website](#)
- Submit official high school transcript
- One (or more) letter(s) of recommendation
- A 500 word (or less) personal statement or essay
- File the Free Application for Federal Student Aid (FAFSA)
- Complete the financial verification form

\*\*First-time college students that are not accepted into HEOP may be offered a conditional acceptance under the Assisi Scholars Program.

Students wishing to transfer into HEOP at Hilbert College must currently be, or have previously been enrolled in an approved HEOP, EOP, SEEK, or College Discovery Program. Transfer admission for HEOP is on a space-available basis. To qualify, students must first be accepted as a transfer student before seeking HEOP. Upon acceptance, students must then complete the Transfer HEOP Form.

More information on HEOP can be found on the [Hilbert College website](#).

## INTERNATIONAL STUDENT ADMISSIONS

- Step 1 - Demonstrate your interest - Request information
- Step 2 - Apply for Admissions
- Step 3 - Submit Application Documents

Required Application Documents:

In order to be considered for admission, results of a recent TOEFL exam should be submitted to Hilbert College; a minimum score of 500 (PBT) or 70 (IBT) is required. A 5.4 on the IELTS is also acceptable.

Hilbert will need all official high school/secondary school transcripts and academic records verifying successful completion of secondary education. If you have not yet graduated at the time of application, please send your most current official transcripts. All international applicants must submit final official high school transcripts. Students with a high school degree but no university credit will be considered as a freshman and students with some university coursework will be considered transfer students. You must also submit official transcripts from all colleges or universities (post-secondary institutions) that you attend(ed). If you are interested in transferring previous course credit from a foreign University to Hilbert, we will need course descriptions or syllabi (in English) in order to evaluate your credit. Transcripts without course descriptions or syllabi are acceptable for admission purposes but will not be evaluated for possible transfer credit.

All international documents must be accompanied by official English translations if the originals are in another language and all documents must be original in order to be considered official. Faxes or photo copies are not acceptable unless certified by a Ministry of Education, school, or US embassy official and will be evaluated on a case by case basis. Transcripts that are emailed cannot be considered as official.

We also encourage and accept evaluations by:

- [World Education Services](#)
- [International Academic Credential Evaluators, Inc](#)
- [Josef Silny and Associates](#)

## Step 4 - I-20 Paperwork and Applications

Proper paperwork for study in the USA is required. The paperwork necessary to apply for a student visa can be found by using the link above. Please print out the forms, fill out the information requested and attach any supporting documents required.

## Step 5 - Visit Campus or take a virtual tour

Step 6 - Explore scholarships and Institutional grants Many of Hilbert College's scholarships and institutional grants may be awarded to both domestic and international students.

All domestic and international students share the same undergraduate and graduate costs. Information regarding undergraduate costs can be found here.

International students applying for graduate programs must satisfy all undergraduate and graduate application requirements.

## GRADUATE ADMISSIONS

### ADMISSIONS PROCEDURE FOR GRADUATE DEGREE PROGRAMS

Admissions Policy - To be considered eligible for entrance into the graduate MS CJA or MPA program, applicants must:

- Complete the Hilbert College [on-line graduate application](#)
- Submit an admissions statement/essay specifically addressing how the program will be of benefit to you and the community that you serve.
- Provide official transcripts from ALL prior colleges.
- Submit two letters of recommendation from employers, professional supervisors, colleagues, or previous professors.
- Submit a current resume.
- Possess relevant work experience
- Hold a baccalaureate degree from an accredited college or university having earned a cumulative 3.0 grade point average.
- Have a personal interview with the Program Director or Chair.

\*Applicants who do not meet the above requirements may be admitted on a conditional basis at the discretion of the respective graduate program chair. Graduate Admissions Process - All materials, transcripts, etc, should be forwarded to the Center for Graduate and Online Studies.

Applicants whose native language is not English must submit a minimum TOEFL score of 550.

State law requires Hilbert College to collect immunization records from students taking six or more credit hours in any semester.

## SENECA NATIONS ACCEPTANCE POLICY

### SENECA-HILBERT PARTNERSHIP AGREEMENT

In an effort to provide additional educational opportunities to members of the Seneca Nation of Indians, Hilbert College, in collaboration with the Seneca Nation Education Department, has established the following guidelines for an open admissions policy for all eligible Seneca people. Under this partnership, any member of the Seneca Nation of Indians that possesses either a New York State high school diploma or a General Education Diploma (GED) will be admitted to Hilbert College for full or part time study.

All Seneca students who apply to the College will be evaluated initially under Hilbert College's standard admissions' guidelines for all students and are eligible for any merit scholarship available to them as described in Hilbert College's annual college catalog. If a member of the Nation does not meet these criteria, he or she will be accepted under the guidelines of this agreement.

## ADMISSIONS POLICIES

### AUDIT FOR TRADITIONAL STUDENTS

Courses may also be audited with the approval of the instructor and the Vice President for Academic Affairs and payment of the audit fee. Auditors receive neither credit nor grades.

Due to limited space, requests for auditing computer classes cannot be processed until current student registration is finalized.

### SENIOR CITIZENS ADMISSIONS/FEES

Persons over 60 years of age may take courses of their choice on a space available basis, tuition free. If they desire credit, full tuition will be charged.

### APPLICATION UPDATE POLICY

Students who have previously applied for admission are eligible to update that application for a sequential period of two terms. In order to do this they would have to complete the Request to Update Application form available in the admissions office.

Students who were not offered admissions or

those who have exhausted the update eligibility period, are not eligible for an application update and must submit an entirely new application.

## VERIFICATION OF IMMUNIZATION

Verification of immunizations is a requirement in compliance with the New York State Public Health Law (NYS PHL) §2165, all students enrolled for six or more credit hours and were born on or after January 1, 1957 must submit verification of immunization or proof of two measles, one mumps, and one rubella inoculations, signed by a doctor or designated health official. Proof of the required immunizations must be on file in the Office of Student Life within 30 days of the first day of class.

In addition, New York State Public Health Law (NYS PHL) §2167 requires institutions, colleges and universities, to distribute information regarding meningococcal disease and vaccination to all students enrolled for at least six credit hours, whether they live on or off campus. A response to receipt of this information is required in the form of a signed acknowledgement. These forms are included in the Student Life packet and must be returned to the office of Student Life. These forms may also be [submitted online](#). Resident students and student athletes are strongly encouraged to receive the meningitis vaccination.

## FELONY CONVICTION AND COLLEGIATE DISCIPLINARY DISMISSAL POLICY

The Office of Admissions is required to screen candidates for past felony convictions and collegiate disciplinary dismissals. The applications for admissions contain questions asking:

1. Whether the applicant has previously been convicted of a felony and
2. Has the student been dismissed from an institution of higher education for disciplinary reasons.

It is the policy of Hilbert College that such questions are included in applications for both undergraduate and graduate admissions, full-time and part-time, either on a paper application or an electronic application format.

Refusing or neglecting to answer either of these questions will result in the submissions of an incomplete application. Therefore, the individual will not be considered for admission to Hilbert College.

If an applicant answers any of these questions in the affirmative, a background check may be conducted.

## CAMPUS ADMISSION REVIEW

New York State Corrections Law [Sections 750, 752

and 753] forbids discrimination against individuals previously convicted of criminal offenses. However, college counsel advises that the law allows an institution to deny admission to an applicant based on prior criminal convictions where such admission would involve an unreasonable risk to property or would pose a risk to the safety or welfare of specific individuals or the public.

## TRANSFER POLICY

Transfer courses are approved if they have been taken at an institution that has been accredited by any one of the 21 accrediting organizations listed in Accredited Institutions of Postsecondary Education; including state-based, career-related, and faith-related accrediting organizations.

## TRANSFER CREDIT CRITERIA

Students who wish to have credits earned at other institutions applied toward fulfillment of their course of study at Hilbert upon acceptance should check with the Admissions Office for an evaluation of these credentials. Current students should consult with their academic division.

- Students may transfer a maximum of 90 credit hours for a bachelor degree program
- Students may transfer a maximum of 45 credits for an associate degree program
- Students must earn a minimum grade of C at the transfer institution in order to receive transfer credit at Hilbert College.
- In certain instances, College policy regarding an acceptable passing grade in a required and/or prerequisite course may necessitate that a student repeat a course in order to meet the minimum standard required of all Hilbert students
- Remedial courses are not accepted as transfer credits
- All transfer students must submit a high school transcript and all transcripts signifying completion of courses for college credit.
- Hilbert College accepts credits for examinations such as Advanced Placement (AP), College Level Examination Placement (CLEP), International Baccalaureate program (IB), and Defense Activities Non-Traditional Education Support (DANTES, or DSST), etc. Minimum grade requirements have been established for such exams.
- Transcripts must be submitted directly from the organization in which students completed their coursework.
- If a student took college credit through a high school program, the transcript must come directly from the college that sponsored the course.
- All final official transcripts must be received by Student Records by the final withdrawal date of

the student's first semester at Hilbert. If official transcripts are not received by the set deadline, a registration hold will be put on the student's record.

- The division chair, in consultation with appropriate division faculty, will determine the acceptance of transfer credit for a major specific course that is over 10 years old. If the course is not accepted, the student has the option to appeal one time through their academic division with additional/supporting documentation.
- Only credit is transferrable; grades, quality points and cumulative averages do not transfer

## TRANSFER CREDIT EVALUATIONS

A trained evaluator reviews all transfer credits after a preliminary review is performed by Admissions. Transfer courses that may be equivalent to required course work are reviewed by an evaluator; if the evaluator is unable to determine required course work equivalency from the course description, it will be sent to the appropriate chair for review and equivalency evaluation.

Transfer courses that are not equivalent to required course work, but may be considered for general education or elective credit, are evaluated in one of two ways:

- If the student has an Associate or higher degree, courses may be accepted as non-major electives; a course-by-course review is not required
- If the student does not have an Associate or higher degree, courses will be reviewed on a course-by-course basis and given an equivalent course acceptance.

## ADVANCED PLACEMENT/CREDIT BY EXAMINATION

Hilbert College recognizes college-level work completed in high school under the Advanced Placement Program of the College Entrance Examination Board (CEEB). Student work that receives a rating of 3 to 5 on the advanced placement (AP) examination will be considered for college credit and/or advanced placement status. Hilbert College also participates in the New York State College Proficiency Examination Program (CPEP) and the College Level Examination Program (CLEP) established by the College Entrance Examination Board. Determination of appropriateness of test and level of performance as applicable to credit are determined by the College.

## INTERNATIONAL BACCALAUREATE (IB)

Hilbert College recognizes International Baccalaureate programs and will grant academic credit for only higher level (HL) IB exams with a minimum grade of five. A student who has earned the IB Diploma will be awarded

a maximum of 30 credit hours. The IB transfer credit will be applied toward major, core curriculum, or elective course requirements. Major credit will be determined in consultation with department chairs. Students will not receive additional credit for AP exams that duplicate credit awarded from the IB exam(s). If a student does not attain the IB Diploma but presents individual Higher Level examinations with scores of five or above, he/she will receive three credits per examination (depending on the Hilbert College course equivalency).

## TWO-YEAR COLLEGES WITH TRANSFER ARTICULATION AGREEMENTS

1. Adirondack Community College
2. Alfred State/SUNY College of Technology
3. Broome Community College
4. Bryant and Stratton College
5. Cayuga Community College
6. Corning Community College
7. Dutchess Community College
8. Erie Community College
9. Finger Lakes Community College
10. Fulton Montgomery Community College
11. Genesee Community College
12. George Brown College, Toronto, Canada
13. Herkimer County Community College
14. Hudson Valley Community College
15. Jamestown Business College
16. Jamestown Community College
17. Jefferson Community College
18. Mildred Elley College
19. Mohawk Valley Community College
20. Monroe Community College
21. Niagara County Community College
22. North Country Community College
23. Olean Business Institute
24. Onondaga Community College
25. Sage Junior College
26. Schenectady County Community College
27. Tompkins Cortland Community College
28. Trocaire College
29. Villa Maria College

## HILBERT AND AREA HIGH SCHOOLS ARTICULATION AGREEMENTS

Specialized articulation agreements exist with several high schools and Board of Cooperative Education Services (BOCES) Centers in the Western New York area. These relationships assist students in the transition from the secondary level to the college level by acknowledging their completion of certain unique course offerings at their schools. In general, students who are enrolled in these programs or courses receive three benefits:

First, students will receive college credit in accordance to the individual agreements as listed below. Once accepted and registered in a Hilbert College degree program at the associate or bachelor's level, the students will receive credit for the equivalent Hilbert courses. A student must attend Hilbert College to receive credit; this credit is non-transferable. In addition, Hilbert College provides each school with three scholarships each year worth \$1,000 per semester for eight consecutive semesters (four academic years Fall/Spring). These are to be awarded to students that complete these courses and are recommended by their instructor or director. Finally, during their senior year in high school, up to five students from each school who are recommended by their instructors will receive tuition waivers to take a three credit hour introductory level course at Hilbert College. Students are only responsible for the cost of books and for transportation to and from campus.

This list is subject to change – please consult the Admissions office for the current information. High School Agreements:

Departments	High School Program	Hilbert Equivalent	Credit
<b>Criminal Justice</b>			
Bishop Timon-Saint Jude High School	Criminal Justice/ Criminology	CJ 101/CJ 204	3-6
Bennett Law Magnet (PS 200)	Magnet Curriculum	CJ 202	3
East High School	Forensic Tech	FS 101/CJ Electives	3
Hamburg High School	Forensic Science	FS 101	3
Lancaster High School	Criminal Law Course	CJ Elective	3
St. Francis High School	Law in Society	CJ 202	3
Frontier High School	Criminal Justice/Forensic Science	CJ 101/FS 101	3-6
Mount Saint Mary Academy	Forensic Science	FS 101	3
<b>Business Management</b>			
West Seneca Academy of Finance	AOF Curriculum	2 BUS Electives	6
Iroquois Business Academy	AOF Curriculum	2 BUS Electives	6
Orchard Park Academy of Finance	AOF Curriculum	2 BUS Electives	6
North Tonawanda Academy of Finance	AOF Curriculum	varies depending on major	3-6
Hamburg High School Academy of Finance	AOF Curriculum	2 BUS Electives	6
Lake Shore Academy of Finance	AOF Curriculum	2 BUS Electives	6
<b>Communication Studies</b>			
North Collins High School	Photography Course	1 Comm Elective	3
Chautauqua Lake	TV Broadcasting	1 Comm Elective	3
West Seneca	TV Broadcasting	1 Lib. Arts Elective	3
Buffalo Academy of Visual & Performing Arts	Comm. Media Arts	1 Comm. Elective	3
<b>BOCES Agreements</b>			
Centers	BOCES Program	Hilbert Equivalent	Credit
<b>Cattaraugus/Allegheny</b>			
Belmont	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Ellicotville	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean (Criminal Justice)	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Olean (Media Communication)	Graphic Design	Lib. Arts Elective	3

Delaware, Chenango, Madison, Otsego (DCMO)

DCMO Chenango Campus	Security and Law Curriculum	CJ 103 Intro to Security	3
DCMO Robert Harrold Campus	Security and Law Curriculum	CJ 103 Intro to Security	3
Erie I BOCES -			(3 - 12)
Harkness (Criminal Justice)	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	
Harkness (Computer Security)	Cisco Networking/CIS	MIS 120, 205, 206	
Kenton	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	
Potter	Criminal Justice/Legal Academy	CJ 101, CJ 103, CJ elective, FS 101	
Erie II BOCES -			
Carrier	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Hewes	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
LoGuidice	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Ormsby	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
Genesee Valley			
Batavia	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Mt. Morris	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-9
Broome-Tioga BOCES	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
Finger Lakes BOCES (FLTC)	CJ Curriculum I & II	CJ 101, CJ 202	3-6
Madison-Oneida BOCES	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
Monroe I BOCES	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Nassau BOCES Barry Tech	CJ Curriculum I & II	CJ 101, CJ Elective, FS 101	3-6
Orleans-Niagara (Criminal Justice)	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Orleans-Niagara (Digital Media)	Digital Media Prog.	Comm. Elective	3
Southern Westcheter BOCES	CJ Curriculum I & II	CJ 101, CJ 103, CJ Elective, FS 101	3-6
St. Lawrence-Lewis BOCES	CJ Curriculum I & II	CJ 101, CJ Elective	3-6
WSWHE BOCES	CJ Curriculum I & II	CJ 101, CJ 103	3-6
Wayne Technical & Career Center	CJ Curriculum I & II	CJ 101, CJ 2020	3-6

INTERESTED STUDENTS SHOULD CONTACT THE PROGRAM COORDINATOR FOR MORE INFORMATION<sup>1</sup>

## FINANCIAL AID POLICIES (2019-2020)

Tuition and fees are billed in advance for advance-registered students. Payment is due thirty days prior to the start of the semester. Those who register through the drop/add period are billed immediately and payment is due upon receipt of the invoice. Costs are subject to change.

### TUITION

Students who register for 12-19 credit hours (full-time) are charged \$11,350 per semester.

For each credit hour over 19, there is an additional charge of \$580 per credit hour. There is no adjustment in the overload charge for withdrawals after the drop/add period.

Students who register for 1-11 credit hours (part-time) are charged \$580 per credit hour.

### GENERAL COLLEGE FEES

Full-time students are charged \$375 per semester; part-time students are charged \$25 per credit hour. These fees include library use, student activities, athletic facility use, parking, and identification card processing.

### REGISTRATION FEE

Part-time students are charged \$10 per semester.

### ORIENTATION FEE

All first-time students are charged a \$200 orientation fee in their first semester

### ROOM AND BOARD CHARGES

Resident students who have contracted for a double room in St. Joseph's Residence Hall are charged \$4,600 per semester. Single room occupancy rate is \$5,925 per semester. A double room or suite in Trinity Residence Hall is \$4,925 per semester. St. Joseph's Hall and Trinity Hall rates include meal plan.

Occupancy rate for the Hilbert College Apartments is a flat rate of \$3,825 per semester. No meals are included in the apartment rate. If desired, a 50 meal plan can be purchased for \$420 per semester or a 25 meal plan can be purchased for \$220 per semester.

All changes in the meal plan options must be approved before the first day of the semester. Contact the Director of Residence Life to change a meal plan option.

### SECURITY DEPOSIT FOR RESIDENTS

Students who enter the Hilbert residences for the first time are charged a \$125 security deposit. This fee is maintained in a special account and is refunded to residents (less any damage charges) when they leave the hall at graduation or withdraw completely from the college. Year-end damages are assessed and collected to keep the deposit secure.

### SPECIAL CASES

Senior citizens (60 years) may register for courses on a non-credit basis and receive a full waiver of charges. Regular charges apply if the courses are taken for credit.

Courses that are audited with the approval of the instructor and Vice President for Academic Affairs are charged half of the regular tuition rate for coursework. No fees are charged. Auditors receive neither credit nor grades.

Advanced college credit is granted to approved high school students. They are charged two-thirds the regular tuition rate for coursework.

### Other Charges

Rejected Credit Card fee .....	\$10.00
Returned Check fee.....	\$20.00
Application fee.....	\$50.00
Transcript fee.....	\$5.00

### THE TUITION PLAN

Hilbert College offers a monthly payment program which divides the semester's tuition costs into four monthly payments. The finance charge ranges from \$25-\$100 depending upon the amount financed on the plan. The student (and perhaps the parent) will be required to complete a Tuition Plan Promissory Note. Payments received after the ten day grace period after the due date are assessed a \$10 late fee. Employer Reimbursement Promissory Note Students who are eligible for tuition reimbursement from their employer are allowed to sign an employer payment promissory note to defer payment until two weeks after the grade report is mailed. The finance charge for this note ranges from \$25-100 depending upon the amount deferred. Students are responsible for payment of full charges including the finance fee.

### FINANCIAL AID DEFERMENTS

Upon completion of properly validated financial aid

award documents and loan applications, the Student Finance Office will defer the amount of the estimated grants and loans against the institutional charges for the semester. It is the student's responsibility to respond to any requirements in a timely manner. Failure to do so will result in the loss of the deferment, late charges may be assessed and payment will be expected immediately. If loss of financial aid results in non-payment of the account, the account may be placed with a collection agency. The collection fee (up to 50% of debt) and if necessary, litigation costs, will be the responsibility of the student.

## PAYMENT POLICIES

All tuition balances are payable by the published due date on the invoice. Payments by cash, check, Master Card, VISA and Discover are acceptable. Payment arrangements for any outstanding balance must be made by the published due date on the invoice. Failure to respond by the payment due date will result in a late fee.

Late fees will not be applied to students who are certified for third party education benefits in the event that payments are delayed.

The College will not issue grade reports, transcripts or other information until the account is paid in full. Resident students will not be allowed to move into the residence hall until all financial aid is credited and their account is paid in full. Outside collection and legal action will be taken to secure the payment due the College. The cost of these collection services will be the responsibility of the student. A student whose account is not fully paid or deferred upon by the payment due date must contact the Student Finance Office for further instructions.

## GI BILL AND VR&E BENEFICIARIES

GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are eligible to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. Hilbert College will not impose penalties or require beneficiaries to borrow additional funds to cover tuition and fees due to late payments from the VA.

## REFUND POLICIES

Application fees are non-refundable.

- Tuition deposits are non-refundable.
- Room deposits are non-refundable except in cases of academic dismissal or excessive financial burden.
- Refund of all tuition and fee payments, other than non-refundable deposits, is allowed for those students who officially notify the Office of Student Records that they

will not be attending before the first day of classes.

- On or after the first day of the semester, refunds will be issued on cancellations, withdrawals, and adjustments that have been properly filed in writing in the Student Records Office. The effective date of these changes will be the date on which the form is received by the office. If done by letter, it is recommended to send the notice by certified/return receipt mail.
- Refund of residence hall payments, other than non-refundable deposits, is allowed for those students who officially notify the Director of Residence Life of their non-residence status prior to the first day of the residence contract. Any student whose contract for residence is accepted and who, thereafter, voluntarily changes to another residence not under the supervision of the College, but who continues to attend the College as a full-time student will remain obligated for the entire semester's room and board charge. Any student whose contract for residence accommodations is accepted and who, thereafter, officially withdraws from the College as a full-time student may receive a refund in accordance with the institutional refund schedule. A resident who breaks the yearly contract between semesters will be assessed a \$100 contract breakage fee.
- If the financial aid awards exceed the institutional charges for the semester, a refund of the excess funds is processed within 14 days of the credit balance being created. Students will be notified via Hilbert College email when their refund check will be available. Checks that are not picked up within seven days are mailed. Refunds resulting from Federal Parent (PLUS) Loans are made payable to the parent borrower, and are mailed directly to the parent.
- Full-time and part-time students who completely or partially withdraw during the first four weeks of the semester are granted an adjustment in tuition charges according to the following schedule.

## INSTITUTIONAL REFUND SCHEDULE

Traditional Full-time and Part-time students in a 15 week semester follow this schedule for Fall or Spring semesters.

Week of Classes	Tuition Refund Given	Fees Refund Given	Room Refund Given
Up to end of Drop/Add	100%	100%	50%
2nd Fiscal Week	90%	No refund	25%
3rd Fiscal Week	60%	No refund	No refund
4th Fiscal Week	30%	No refund	No refund
5th Fiscal Week	No refund		

The College will refund Board charges on a pro-rated schedule.

PART-TIME STUDENTS IN A 15 WEEK SEMESTER FOLLOW THIS SCHEDULE FOR FALL OR SPRING SEMESTERS.

Week of Classes	Tuition Refund Given	Fees Refund Given
Up to end of Drop/Add	100%	100%
After 2nd Class, before 3rd	90%	No refund
After 3rd Class, before 4th	60%	No refund
After 4th Class, before 5th	30%	No refund
After 5th Class	No refund	

7 WEEK SUMMER SESSION SCHEDULE AND ADP STUDENTS FOLLOW THIS REFUND POLICY

Week of Classes	Tuition Refund Given	Fees Refund Given
Up to end of Drop/Add	100%	100%
After 2nd Class, before 3rd	50%	No refund
After 3rd Class, before 4th	25%	No refund
After 4th Class, before 5th	No refund	

5 WEEK SESSION SCHEDULE GRADUATE STUDENTS FOLLOW THIS REFUND POLICY

Week of Classes	Tuition Refund Given	Fees Refund Given
Up to end of Drop/Add	100%	100%
After 2nd Class, before 3rd	50%	No refund
After 3rd Class, before 4th	25%	No refund
After 4th Class, before 5th	No refund	

\*Drop/Add ends before the second class

Notice: After the end of the drop/add period, no adjustments are made for partial withdrawals of full-time students.

## FEDERAL REGULATIONS PERTAINING TO REFUNDS/REPAYMENTS OF FEDERAL (TITLE IV) AID

All schools that participate in any of the Federal Title IV financial aid programs must determine how much Title IV aid a student has received and not earned at the time of withdrawal, as well as how much of the aid has to

be returned and by whom. The amount of aid earned is calculated on a pro rata basis through 60 percent of the payment period.

## RETURN OF FUNDS FORMULA

There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs.

- Determine date of withdrawal and percentage of payment period attended by the student. A student's withdrawal date is one of the following:
  - The date the student began the withdrawal process prescribed by the institution;
  - The date the student otherwise gave (in writing or orally) official notification to the institution of his or her intent to withdraw;
  - If the student never began the withdrawal process or otherwise gave notice of intent to withdraw, the midpoint of the payment period or period of enrollment or the student's last day of academically related activity if it can document the student's attendance;
  - If the student did not begin the withdrawal process or otherwise give notification (including notice from someone acting on the student's behalf) to the institution of the intent to withdraw because of circumstances beyond the student's control (e.g., illness, accident, grievous personal loss, etc), the date based on the circumstances related to the withdrawal;
  - If a student who was granted an approved leave of absence fails to return from the leave of absence, the date the institution determines the approved leave of absence began; or
  - If a student takes an unapproved leave of absence, the date the student began the unapproved leave of absence.
- Calculate amount of Title IV aid earned by the student.
- Compare amount earned and amount disbursed to determine amount of unearned.
- If amount earned is greater than amount disbursed, determine late disbursement.
- If amount earned is less than amount disbursed, determined amount of Title IV aid that must be returned.
- Calculate portion of funds to be returned by institution and student. A student who owes a grant repayment remains ineligible for further Title IV assistance until the grant is repaid, unless the student and the institution agree on satisfactory repayment arrangements.

The following is the refund distribution schedule:

- Unsubsidized FFEL/Direct Stafford Loan
- Subsidized FFEL/Direct Stafford Loan

- Federal Perkins Loan
- FFEL/Direct PLUS
- PELL Grant
- Federal SEOG
- Other Title IV Programs

Examples of these refund calculations are available in the Student Finance Office.

## STUDENT'S RESPONSIBILITY

Prior to leaving the institution, the student should seek both academic and financial advisement. After completing the official withdrawal form (available in the Office of Student Records), the student's record will be processed using the date of withdrawal. If the student does not officially withdraw, yet ceases to attend all his/her registered classes for the semester, the faculty will provide the last date of attendance. The student's record will be processed using this last date of attendance if it surpasses the midpoint of the semester. If the student receives a check from the institution as a result of financial aid/loans exceeding the tuition costs and withdraws, the student may be responsible to repay a portion of that refund to the Title IV programs. The institution will review the refund in proportion to the length of attendance and determine what the student needs to repay.

## INSTITUTION'S RESPONSIBILITY

After determining that a student receiving Title IV funds has withdrawn (officially or unofficially), the institution will process the appropriate refund calculation as mandated by the Federal regulations. The resulting action will be summarized and notice of this action will be mailed to the student. If the student must repay a portion of the refund received prior to the withdrawal, the institution will notify the student of the liability.

The institution will perform due diligence in securing the monies to return to the Title IV programs. This Title IV overpayment status will be indicated on all subsequent Financial Aid transcripts that the institution produces and this action will disqualify further Title IV funding until the monies are returned as requested. The institution will respond to any questions or concerns regarding this regulation.

# APPLYING FOR FINANCIAL AID

## THE APPLICATION PROCESS

Applying for student financial assistance can be a complicated process. In order for the College to determine a student's eligibility for financial aid, certain application

procedures must be followed and the student must submit follow-up forms in an accurate and timely manner. Students must be officially accepted by the Office of Admissions before notification of financial aid is given. The process of applying for financial aid is lengthy and some funds, grants and scholarships, are limited. Therefore, to assure being considered for all available funds, and to receive timely notification of funds being offered, students should submit the application form and all follow-up forms by March 1. You can apply for financial aid after October 1 of the year before you are entering college, i.e. attending 2020-2021, you can file October 1, 2019. You will be using income information from two years prior, i.e. 2020-2021 will be based on 2018 income. The form used when applying for federal financial aid (including student loans) is called the Free Application for Federal Student Aid (FAFSA). As the name suggests, there is no fee for using this form. The information that is provided on this form serves as the basis for determining the student's eligibility for federal aid as a full-time or part-time student. The quickest way to file for financial aid is to complete the FAFSA on the [FAFSA website](#). Both the student and one parent (for dependent students) must have an FSA ID in order to sign the FAFSA electronically. You may obtain an FSA ID [here](#).

Once you have completed your FAFSA electronically, you will be directed to the New York State Higher Education Services website to complete your New York State TAP Grant Application. If you do not complete the TAP application at this time, you may receive an email, or you may complete the application on the [HESC website](#) (TAP is for New York State residents attending a New York State college only.) To assist with completing the FAFSA form on-line, a FAFSA worksheet is available in the Student Finance Office or at the Guidance Office of your high school. Once you receive your responses to these applications, you must review the information you provided, and make any corrections electronically.

The Free Application for Federal Student Aid allows students to request application information to be sent to up to ten different institutions. To designate that information be sent to Hilbert College, please list its name and institution code (002735) on the application. It is important for students and their parents to understand that, when applying for financial aid, they accept certain responsibilities. These include providing correct, accurate, and timely information. Also, the applicant must review and understand the agreements contained in all forms that are signed, comply with application deadlines and requests for additional information and repay any funds received as a result of inaccurate information. Once the processing center analyzes the application data, the results are transmitted to several parties. The student will receive an acknowledgment document that summarizes the data information. It must be reviewed for accuracy.

Corrections may be made online on the [FAFSA website](#). If all the information is accurate, the Student Finance Office will receive the same data via the electronic network and in conjunction with other documents submitted by the applicant, the eligibility for federal, institutional and state aid can be determined.

## THE VERIFICATION PROCESS

Some student federal aid applications are selected by the processing center for verification. The student may need to provide documentation that the information reported on the Free Application for Federal Student Aid is accurate. Documents such as the student's and parent's federal income tax forms or IRS tax transcripts, verification of untaxed income, household size, or the number in college may be required.

## GENERAL ELIGIBILITY CRITERIA

Applicants must meet the following criteria to be eligible to receive federal funding:

- Be a U.S. Citizen or eligible non-citizen
- Be enrolled or accepted for enrollment in an eligible degree or certificate program at an eligible post- secondary institution
- Not be simultaneously enrolled in elementary or secondary school
- Have a high school diploma or its recognized equivalent
- Provide a valid and verifiable social security number
- If required, be registered with the selective service
- Not have had federal benefits suspended or terminated as a result of a drug offense conviction
- Maintain satisfactory academic progress in the program of study
- Not be in default on a previous federal education loan, not owe a repayment on a previous federal educational grant or loan, and not have borrowed in excess of federal student loan limits
- Meet additional program-specific criteria under specific program descriptions

## COSTS AND ESTIMATED BUDGETS

### CALCULATION OF FINANCIAL AID

The cost of attendance, also referred to as the student's budget, takes into consideration expenses that are related to the student's education. These educational costs are both direct and indirect and include:

- Tuition and fees
- Room and board

- Books and supplies
- Transportation
- Miscellaneous personal expenses

Costs may also include loan fees, dependent care costs and expenses related to a disability (if they are necessary for attendance and are not covered by other agencies). The estimated cost of attendance budgets for full-time students attending in the 2019-2020 academic year follow. Important Reminder: These budgets are not the actual charges on the student's account. Only tuition, fees, room and board (for resident students) amounts are listed on the tuition bill.

The estimated cost(s) of Attendance printed on the Hilbert College Award Notice are inflated to include several factors in addition to tuition and fees. The budgets below are for a full-time student and are used strictly by the Student Finance Office for the purpose of packaging for the 2019-2020 Academic Year. Updated Costs can be found on the [Hilbert College](#) website.

<b>Commuter</b>		<b>Off-Campus</b>	
Tuition .....	\$22,700	Tuition .....	\$22,700
Fees .....	\$750	Fees.....	\$750
Room/Board.....	\$1,500	Room/Board .....	\$5,400
Transportation.....	\$1000	Transportation .....	\$1,000
Books/Supplies .....	\$750	Books/Supplies.....	\$750
Personal Expenses.....	\$800	Personal Expenses....	\$800
Avg. Loan Orig. Fee .....	\$100	Avg. Loan Orig. Fee....	\$100
<b>TOTAL .....</b>	<b>\$27,600</b>	<b>TOTAL.....</b>	<b>\$31,500</b>

<b>Resident – On Campus</b>	
Tuition .....	\$22,700
Fees.....	\$750
Room/Board.....	\$9,850
Transportation.....	\$1,000
Books/Supplies.....	\$750
Personal Expenses.....	\$800
Avg. Loan Orig. Fee.....	\$100
<b>TOTAL .....</b>	<b>\$35,950</b>

\*\*Child Care will be adjusted on an individual basis. Billing is done by Student Accounts on a semester basis. Any specific questions pertaining to the student's bill should be directed to that department.

Your actual charges for attendance for one semester will be: Tuition \$11,350; Fees \$375; Room/Board: \$4,925 (actual charges may vary depending on Room and Meal plan).

Based on the data from the Free Application for Federal Student Aid and State Tuition Assistance application, the award amounts for federal and state aid are calculated. These award amounts, along with recommended loan

amounts and work study allotments, are communicated to the student by means of an award notice. Once the student accepts the On-line Award Letter, the financial aid amounts (excluding work study amount since this is paid to the student when the hours are worked) are used for deferment of tuition costs. Any balance remaining after the aid is deferred is the responsibility of the student to pay.

## ACADEMIC PROGRESS GUIDELINES FOR FINANCIAL AID

### HILBERT COLLEGE'S SATISFACTORY ACADEMIC PROGRESS GUIDELINES FOR FEDERAL AID

Federal regulations require that all financial aid recipients maintain satisfactory academic progress (SAP) in a course of study leading toward a degree.

To receive federal and state aid, students must maintain a minimum grade point average and complete a percentage of credit hours attempted each semester. This is called being in good academic standing.

It is required that, prior to withdrawing from a course, the student seek advisement from the Student Finance Office to determine the impact of such action on future financial aid eligibility. Students who withdraw through proper procedures will be made aware of any impact their withdrawal will have on their ability to maintain satisfactory progress.

Federal and State regulations prohibit awarding financial aid for classes that do not count toward his/her degree, certificate, or other recognized credential. If you wish to take course work outside of your academic program, please see the Registrar and Financial Aid Officer. Financial Aid is not awarded for completion of minor degrees.

### ELEMENTS OF SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL AID

Cumulative Grade Point Average (GPA) – Qualitative Component

1. After the end of the 2nd semester, Hilbert College will determine if a student has a 1.80 GPA or better. If a 1.80 has not been earned, the student will have the opportunity to appeal for Federal Financial Aid for the following semester.
2. A student must have a 2.00 cumulative GPA at the end of their 4th semester in order to be eligible for Federal Financial Aid.
3. Any time a student is academically ineligible for Federal Financial Aid, they will be given

the opportunity to appeal and present a plan to regain good academic standing.  
Pace (rate of attempted credit hours) – Quantitative Component

1. A student must complete at least two-thirds (66.67%) of all cumulative attempted credit hours.
2. New freshmen are required to successfully complete at least (50%) of the credits they attempt during their first two semesters. Starting with their third semester, they are required to successfully complete two-thirds (66.67%) of their credits.
3. Transfer credits accepted by Hilbert College will count both as attempted and completed hours at Hilbert College.
4. Remedial courses will count both as attempted and completed hours.
5. Repeats of failed courses will count as attempted and completed hours.
6. F, W, I grades will count as attempted, but NOT completed.
7. A student may only repeat a previously passed course once.
8. Consult with Student Finance if you are repeating a course for a third time.

Maximum Time frame/Degree Completion within 150 percent of the average length of the program- Quantitative Component

1. A student must progress through his/her program of study at a pace that ensures completion within the maximum time frame.
2. Maximum time frame is defined as a period of no longer than 150% of the published length of the education program, as measured in credit hours. Associate Degree is 60 credit hours x 150% = 90 credit hours or 6 semesters of study. Bachelor Degree is 120 credit hours x 150% = 180 credit hours or 12 semesters of study.
3. Federal financial aid eligibility will be terminated when a student has attempted 180 credit hours (for a degree published with a 120 credit hours requirement). For financial aid purposes, student pursuing a double major or dual degree may not exceed 150% of the maximum time frame standard.
4. Although requirements are per semester, Hilbert College reviews for Federal Academic Progress at the end of each academic year. Federal regulations require that schools review at least once per academic year.

## CONSEQUENCES OF NOT MEETING SATISFACTORY ACADEMIC PROGRESS (SAP)

Hilbert College reviews FEDERAL aid at the end of each academic year. An academic year comprises of the fall/ spring/summer semesters. Students' academic progress will be reviewed at the end of the academic year, or at the end of the last semester that they attend. If a student does not meet the components of SAP, he/ she will receive a letter outlining the requirements and what was achieved. The student will NOT be eligible to receive federal aid for the following academic year.

## APPEALS

In the event a student has lost federal aid eligibility due to not meeting Satisfactory Academic Progress, an appeal may be filed in the case of specific circumstances.

Federal regulations allow a student to appeal under the following circumstances: the death of a relative, an injury or illness of the student, or other special circumstances. When filing an appeal, the student must submit a letter explaining the circumstances, supporting documentation, and the student must explain, in writing, what has changed in the student's situation that will allow the student to comply with SAP requirements at the next evaluation. The appeal will be reviewed by a committee and the student will be notified in writing of the outcome. If the appeal is granted, the student will be placed on probation for the following semester and will be allowed to receive federal aid. At the end of that semester, the student must be meeting SAP or he will not be eligible for federal aid the following semester(s) until such time as the student is making satisfactory progress again.

Students who fail to return to good academic standing at the end of the first probation semester will not be eligible for further federal financial aid. They have the option to attend the following semester without federal financial aid in an effort to return to good academic standing. Students may also appeal for reinstatement and should contact the Financial Aid Office to review this option.

## STANDARD FOR CONTINUANCE OF STATE AID

Determining eligibility for New York State Tuition Assistance Program (TAP).

## BACCALAUREATE DEGREE (by semester)

Calendar: Semester					Degree Program: Baccalaureate				
Before being certified for this payment:									
1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have accrued this many credits:									
0	6	15	27	39	51	66	81	96	111
With at least this grade point average:									
0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0
Completing at least this many credits for this semester:									
6	6	9	9	12	12	12	12	12	12

## ASSOCIATE DEGREE (by semester)

Calendar: Semester					Degree Program: Baccalaureate				
Before being certified for this payment:									
1st	2nd	3rd	4th	5th	6th				
A student must have accrued this many credits:									
0	6	15	27	39	51				
With at least this grade point average:									
0	1.5	1.8	1.8	2.0	2.0				
Completing at least this many credits for this semester:									
6	6	9	9	12	12				

In the case of transfer students, an official transcript of all previous college work (even if the student does not intend to transfer the credits) must be on file in the Student Records Office. All transcripts must be evaluated before a determination can be made regarding a student's eligibility for the Tuition Assistance Program (TAP). Students who receive Aid to Part-time/or TAP to total 24 TAP points (equal to four full-time awards) must maintain a 2.00 CQPA for continued eligibility for State Aid.

State regulations allow a waiver to undergraduate students who have not met the good academic standards. Upon notification of ineligibility, the student should follow the directions outlined in the letter to apply for a waiver. If a waiver is granted, the student is allowed to receive the Tuition Assistance Program (TAP) award for the upcoming semester. This waiver can only be granted once in an entire undergraduate career, regardless of the institutions(s).

# FINANCING AN EDUCATION

Since the cost of a college degree is most often compared to another major investment in a person's lifetime, purchasing a house, careful financial planning is needed. The Student Finance Office consists of the areas of financial aid and student accounts. This "blend" of data information and staff provides the whole picture of cost, financial resources, and payment options to students and their parents when meeting the expense of this very important investment. It is the mission of this office to provide the personal counseling that is necessary to make attending Hilbert College an affordable reality. The combined efforts of students and college staff produce the most effective results by acquiring what financial assistance is available.

## WHAT IS FINANCIAL AID?

Financial aid, simply defined, is money that is supplied by a source outside of the family to help meet the cost of higher education. There are two basic categories of aid: need-based and non need-based. Need-based aid contributes the major portion of assistance available for higher education. When a student does not have sufficient family resources to pay for college, that student is considered to have financial need. This is determined by collecting financial data about the student and his/her family and then analyzing that data according to a standard set of calculations. This need analysis results in an expected family contribution (EFC). The EFC represents the amount of resources, in dollars, that the student and his/her family are assumed to have available to contribute towards the cost of attendance which includes the following:

- Tuition and fees
- Room
- Board
- Books and supplies
- Transportation
- Personal expenses

After the cost of attendance is calculated by the college, the expected family contribution is subtracted, leaving a remaining sum which is the student's financial need.

Institutions that participate in federal student aid programs are required to provide student consumer information regarding the cost of attendance so that a prospective student can examine it to make sure that it is realistic and reasonable in view of his/her career goals. This material, as it relates to Hilbert College, is described in the financial policy section of the catalog.

Within each category of financial aid, need-based and non need-based, there are three types of aid: grants, loans,

and student employment. Grants are gift aid; they do not have to be repaid, nor do they have to be earned. A loan does have to be repaid, unless it carries a provision that allows all or part of it to be canceled if the student fulfills certain requirements. Employment is a straightforward exchange of money for work performed in a job affiliated with the college. There are four sources of funding for all aid: federal, state, institutional and private.

## FEDERAL FINANCIAL AID PROGRAMS

This is the largest source of need-based funding available through the Department of Education that is also referred to as Title IV funding. The most common programs regulated by the Higher Education Act (HEA) of 1965 are:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study
- Federal Direct Stafford Loan (subsidized and unsubsidized)
- Federal Direct PLUS Loan (Parent Loan)

The Federal Pell Grant, Federal SEOG, Federal Work-study, and subsidized Federal Stafford Loan programs are need-based. Simply stated, this means that when determining eligibility for funds for these programs, a student's expected family contribution is considered.

Unsubsidized Federal Stafford and Federal PLUS loans are referred to as non-need-based since the expected family contribution is not considered when determining eligibility for funds from these programs.

The Federal Pell Grant Program provides "gift" assistance to undergraduates who have not yet earned a baccalaureate degree. It is an entitlement award which is not dependent upon the availability of funds at a particular institution. The annual amount of a student's Federal Pell Grant depends in part on the amount that Congress appropriates for the program.

Campus-based programs include Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Work- Study (FWS). Unlike the Federal Pell Grant, receiving aid from the campus-based programs depends upon the availability of funds at the college. The actual amount of funds received by a student under each of these programs depends upon the student meeting additional program specific criteria set by Congress and Federal regulations, the student's need, and the amount of the school's allocation.

The Federal Supplemental Educational Opportunity Grant (FSEOG) Program provides grant funds for

exceptionally needy students who are Pell eligible and who have not yet earned a bachelor's or professional degree. The Federal Work-Study (FWS) Program provides jobs for students who need earnings to meet a portion of their educational expenses.

The Federal Direct Loan Program is a set of guaranteed Federal student loan programs that includes the Federal Stafford Loan (subsidized and unsubsidized) and the Federal Direct PLUS (Parent Loan) Programs. While students apply for these loans through the school, the source of funds for these programs is from the Department of Education.

The terms subsidized and unsubsidized must be understood when discussing the loan programs. A subsidized loan means that the federal government pays the interest to the lender while the student is in school and during other periods when the borrower is not required to make payments. Once in repayment, students are then responsible for paying the interest on the loan. An unsubsidized loan means that the federal government does not pay the interest on behalf of the student. Instead, the borrower pays all the interest that accrues throughout the life of the loan, including the interest that accrues while the borrower is enrolled as a student. The borrower can pay the interest as it accrues or have it capitalized (added to the principal amount of the loan). Another major difference with the unsubsidized loan is that the expected family contribution (EFC) is NOT taken into consideration when determining eligibility. This has allowed many students who did not meet the eligibility requirements of a subsidized Federal Stafford Loan due to a large family contribution to apply for a loan under the unsubsidized calculation.

Additional Unsubsidized Federal Stafford Loan eligibility is available for independent students and for certain dependent students (whose parents are denied the parent loan).

The Federal Direct PLUS Loan (FPLUS) Program is designed for parents of dependent students and allows them to borrow federal money to help pay the cost of attending the college.

## OTHER FEDERAL AID

The Department of the Interior provides grants under the Bureau of Indian Affairs (BIA). This agency administers a higher education grant for enrolled members of a tribe, Indian, Eskimo or Aleut, who are pursuing an undergraduate degree. Additional information is available from the Bureau of Indian Affairs Office.

## OTHER LOAN PROGRAMS

Various lending institutions offer Alternative Loans for student borrowers with a credit-worthy co-

signer. Additional information and applications are available in the Student Finance Office.

## STATE FINANCIAL AID PROGRAMS

The State of New York administers a variety of grant programs for New York residents attending institutions within the state. They include:

- The Tuition Assistance Program (TAP), an entitlement program that is need-based for students enrolled full-time at the college.
- Tuition Assistance for part-time study which is available to students enrolled for less than twelve credit hours. The number and amount of awards are contingent upon the allocation of funds granted the college by the State of New York. Other State-funded programs, related to specific criteria, include:
- Part-Time TAP, available to first-time freshman enrolled in academic year 2006-2007 and thereafter. These students may only receive TAP for part-time enrollment after successfully completing two consecutive semesters of at least 12 college credits and maintaining a 2.0 average. Students must also be enrolled for at least 6 credit hours during the semester they are requesting Part-Time TAP. Part-Time TAP will be calculated as a percentage of the full-time TAP a student would have received and will be counted as a percent of TAP in calculating a student's eight semesters of TAP eligibility.
- The Child of Veteran award, available to applicants who are children of veterans who are deceased, disabled or missing in action as a result of service during World War I, World War II, Korean Conflict or Vietnam War or who were prisoners of war during such service.
- The Child of Deceased Police Officer-Firefighter award which is available to applicants who are children of a police officer, firefighter, or volunteer firefighter who has died as a result of injuries sustained in the line of duty.
- The Vietnam Veterans award, available to persons who served in the armed forces of the United States in Indochina at any time from January 1, 1963 through May 7, 1975.
- Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR) is part of the New York State Education Department. ACCES-VR, formerly known as the Office of Vocational and Educational Services for Individuals with Disabilities (VESID), assists individuals with disabilities in obtaining their educational goals. Call 1-800-222-JOBS (5627) or visit the [NYSSED website](#) for general information. You can contact the Buffalo District Office at 1-888-652-7062 or [VRbuff@mail.nysed.gov](mailto:VRbuff@mail.nysed.gov). To contact another NYS District Office please visit

<http://www.acces.nysed.gov/contact-us> State aid to Native Americans, administered through the Native American Education Unit, New York State Education Department, Cultural Education Center, Albany, New York 12230.

## SPECIFIC FINANCIAL AID PROGRAM INFORMATION

### FEDERAL PELL GRANT

The Federal Pell Grant is an entitlement program. The applicant must be enrolled as an undergraduate student at least on a part-time basis in an approved post-secondary institution which is itself eligible under law to participate in the grant program. Financial need is determined by a formula established by the Department of Education and is reviewed annually by Congress. A student may receive a Federal Pell Grant until the completion of the first bachelor degree. Once a bachelor degree is earned, the student is no longer eligible.

Current awards for full-time students range from \$652 to \$6095 per year. The amount of the award is affected by the cost of attendance and the status of part-time/full-time. The Pell grant is not duplicative of state awards.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

The applicant must have financial need be enrolled at least half-time, and be Pell eligible.

The award ranges from \$100 to \$4000 per year, based on cost of attendance and the availability of funds. Awards are made until the completion of the first bachelor degree.

### FEDERAL WORK-STUDY PROGRAM

The applicant must be enrolled full-time. The College makes every attempt to employ all eligible students; however, in the event when there are more eligible students than funds available, the College will select those demonstrating exceptional financial need.

The College arranges for job placements on campus and off campus with public or private non-profit agencies and community service organizations, includes the America Reads/Counts Program. The number of hours allowed for a student to work under this program are determined by a student's financial need, class schedule, academic progress and health status. Students are paid every two weeks for the hours worked during that time. Compensation is not given for hours awarded and not worked.

### FEDERAL DIRECT LOAN

In addition to meeting the general eligibility criteria already stated, the student must be enrolled at least half-time. The student must also complete the Free Application for Federal Student Aid.

### FEDERAL DIRECT LOANS (SUBSIDIZED AND UNSUBSIDIZED)

Direct Loans are made to students attending school at least half-time. The U.S. Department of Education is the lender, and you receive the loan money through your school. Direct Loans are low interest loans available for a student's educational expenses. A Subsidized Stafford Loan is awarded on the basis of financial need. The federal government pays the interest on the Subsidized loan when the student is enrolled in college at least half-time and during the periods of loan deferment. The interest rate for Subsidized loans disbursed after July 1, 2019 will be at a fixed rate of 4.53%; interest begins after half-time enrollment ceases.

An Unsubsidized Direct Loan is not awarded on the basis of financial need. Unsubsidized Direct Loans have a fixed interest rate of 6.08% as of July 1, 2019. Interest is charged on the unsubsidized loan from the time the loan is disbursed until it is paid in full. This loan is designed for students who do not qualify for Subsidized Direct Loans. Additional loan funds are available for students who are independent of parent(s) as defined by Department of Education standards and for dependent students whose parents cannot borrow the Parent Plus Loan (\$4,000 for first-and second-year students, \$5,000 for third-and fourth-year students). A 1.066% origination fee will be charged on the principal amount of the subsidized and unsubsidized loans, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid.

A student certified as a freshman (0-29 credit hours completed) may borrow up to \$3500 per academic year. A student certified as a sophomore (30-59 credit hours completed) may borrow up to \$4500 per academic year. A student certified as a junior or senior (60 or more credit hours completed) may borrow up to \$5500 per academic year. The amount of loan eligibility is also determined by enrollment status of part-time or full-time. Loan eligibility is prorated for a student completing his/her degree requirements during one semester of the academic period. The total aggregate limit for a dependent undergraduate student cannot exceed \$31,000 with a maximum of \$23,000 subsidized. The total aggregate limit for an independent undergraduate student is \$57,500 with a maximum of \$23,000 subsidized.

Loan proceeds are disbursed in two payments for

the length of the loan (ex: a loan is processed for the period of Aug.- May will come in two disbursements, one in the Fall, and one in the Spring).

The student must remain enrolled at least half-time for the proceeds of any loan to be credited to his/her tuition account. Once a student has either graduated, withdrawn, or dropped below six credit hours, he/she must make formal arrangements with the loan servicer to begin repayment.

- The maximum repayment period is ten years
- Repayment in whole or in part may be made at any time without penalty.

Payment of principal balance may be deferred while enrolled full-time in undergraduate or graduate study if the student sends proper notification to the lending bank. Other deferments are granted for active military service, Peace Corps or Domestic Service Volunteer.

## FEDERAL PARENT LOANS (PLUS)

The purpose of this program is to enable parents of dependent undergraduate students to secure a loan to help meet the educational costs of attending the College. Creditworthy parents of a dependent student who is enrolled at least half time in a degree program may borrow up to the students' cost of attendance, minus any other financial aid. Repayment begins within 60 days after the final loan disbursement for the loan period, unless the parent requests a deferment by indicating such on the plus loan application or directly contacts the plus loan servicer. Interest rate is fixed at 7.08% for Direct Plus Loans disbursed on or after July 1, 2019. A 4.264% origination fee will be charged on the principal amount of the loan, deducted before any funds are received, so the loan amount you receive will be less than the amount that will be repaid.

## OTHER LOAN PROGRAMS

Various lending institutions offer Alternative Loans for student borrowers with a credit-worthy co-signer. Additional information and applications are available in the Student Finance Office.

## NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)

To be eligible for State student aid programs, a student must be a New York State resident and a U. S. citizen or permanent resident alien, matriculated in an approved program at a participating institution in New York State.

To receive any state-sponsored award or scholarship, students must submit an application to HESC by

June 30 of the academic year for which assistance is sought. Exception: To receive assistance through the Aid for Part-Time Study program, students must submit an application to the participating institution- not to HESC. Applicants will be processed as dependent using parental income as an eligibility criteria unless the student falls into one of the following categories:

### Basic Conditions

- Does not and will not live with parents for more than six weeks during preceding, current and future tax year.
- Did not and will not receive support from parents exceeding \$750 during preceding, current and future tax year.
- Is not claimed as dependent on parent(s) tax return(s) for preceding or current tax year.
- Honorably discharged from US military service and not claimed by parent(s) for preceding or current tax years.
- 35 years of age as of June 30 of academic year (June 30, 2019 for 2019-2020).
- Between 22 and 35 years of age as of June 30 and meet the Basic Conditions.
- Married on or before December 31 preceding the academic year and meet the Basic Conditions.
- Previously approved for financial independence and meet the Basic Conditions.

### UNDER 22 YEARS OF AGE

- Meet Basic Conditions and Meet One of the Special Conditions

### Special Conditions

- Under 22 years of age
- Both parents are deceased: permanently disabled; or declared incompetent.
- Applicant receives public assistance other than Aid to families with Dependent Children or food stamps.
- Applicant is a ward of the court.
- Involuntary dissolution of family unit resulting in relinquishment of parental responsibility and control.

Undergraduate students enrolled in the Associate Degree program are limited to six semesters of TAP awards. (Total of 36 TAP points)

Undergraduate students enrolled in the Bachelor Degree program are limited to eight semesters of TAP awards. (Total of 48 TAP points)

\*\* Independent status under the Federal definition does not necessarily assure independent status for State programs. The amount of the TAP award is scaled according to the level of study, tuition charges, and net taxable income.

For first-time undergraduate TAP recipients enrolled full-time who are dependent, or financially independent and are married or have tax dependents, the maximum award is \$5165 and the minimum award is \$500.

Tuition Assistance for part-time Students  
(Aid to Part-time study)

To be eligible for aid to part-time study a student must:

- Be a resident of New York State
- Be a U.S. citizen, permanent resident alien or refugee
- If eligible to be claimed as a tax dependent, the family's net New York State taxable income cannot have exceeded \$50,550, in the preceding tax year
- If not eligible to be claimed as a tax dependent, the student's and, if married, the spouse's incomes together do not exceed \$34,250 in the preceding tax year
- Not have exhausted eligibility under the State's Tuition Assistance Program(TAP)
- Be matriculated as a part-time student in an approved undergraduate degree program
- Be enrolled for at least 3 but not more than 11 credit hours per semester
- Retain good academic standing in order to continue to be eligible for an award
- Have tuition of at least \$100 per year
- Not be in default on any student loan

The recipients and award amounts are determined by the College and contingent upon the allocation authorized by the State of New York. The award cannot exceed the cost of tuition. Students must complete an application that is available in the Student Finance Office.

## NEW YORK STATE ENHANCED TUITION AWARDS PROGRAM (ETA)

Hilbert College participates in the Enhanced Tuition Awards (ETA) program which provides tuition awards to students who are New York State residents attending a participating private college located in New York State. Recipients will receive \$6,000 through a combination of their TAP award, ETA award and a match from their private college.

### ELIGIBILITY

An applicant must: be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term; be a U.S. citizen or eligible non-citizen; have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department; have a combined federal adjusted gross income of \$125,000 or less; be pursuing an undergraduate degree at a

participating private college or university located in New York State; be enrolled in at least 12 credits per term and complete at least 30 credits each year applicable toward his or her degree program, through continuous study with no break in enrollment except for certain reasons that can be documented; if attended college prior to the 2019-20 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Enhanced Tuition Award; be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award; be in compliance with the terms of the service condition(s) imposed by any NYS award(s) that you have previously received; and execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

### CATCHING UP ON CREDITS

A student who is not on track to complete an Associate's degree in two consecutive years or Bachelor's degree in four consecutive years (which requires completion of the equivalent of 30 credits each academic year) can catch up on missing credits to become eligible for an Enhanced Tuition Award. If you successfully earn additional credits during a term or academic year and get back on track to completing your degree on time, you will be eligible to receive an Enhanced Tuition Award for the remainder of your undergraduate degree program.

### FIVE-YEAR UNDERGRADUATE PROGRAM

If you are in an undergraduate program of study normally requiring five-years, the ETA program allows five years to complete your degree on time (which requires completion of the equivalent of 30 credits each academic year).

### STUDENTS WITH DISABILITIES UNDER THE AMERICANS WITH DISABILITIES ACT OF 1990

To be eligible for an Enhanced Tuition Award, students with qualified disabilities under the Americans with Disabilities Act who attend less than full time must register with their college office for students with disabilities.

If you are a student with a disability under the Americans with Disabilities Act, the ETA program requires that you be continuously enrolled and complete the number of credits you attempted each semester to fulfill the requirement for on-time degree completion. If you have not earned credits for all courses attempted, you can catch up on missing credits if you successfully earn additional credits during a Summer and/or Winter session(s) and get back on track for credits that were not previously completed.

Students with disabilities determined to be ineligible who

can demonstrate good cause for completing fewer credits than attempted and/or a break in attendance may appeal the decision by completing and submitting the Enhanced Tuition Awards Appeal form to [ETA.Appeals@hesc.ny.gov](mailto:ETA.Appeals@hesc.ny.gov). For more information, visit NYS Student Financial Aid Programs and Students with Disabilities.

## APPEALS

Students whose current income or prior year adjusted gross income is \$125,000 or below due to the disability, divorce or separation of a parent, spouse or the student or the death of a parent or spouse may appeal their disqualification by completing the Income Appeal Form and submitting it to [Income.Appeals@hesc.ny.gov](mailto:Income.Appeals@hesc.ny.gov).

Students determined to be ineligible for failure to meet the annual credit or continuous enrollment requirements and who can demonstrate good cause for completing fewer credits than required and/or a break in attendance may appeal the decision by completing and submitting the Enhanced Tuition Awards Program Appeal Form.

## AWARD AMOUNT\*

Recipients of Enhanced Tuition Awards will generally receive \$6,000 through a combination of their TAP award, ETA award and a match from their private college. The number of awards to be made under this Program is subject to available funding.

\*Note: Any award payment received may have tax implications. Any questions regarding this should be directed to a tax professional, the Internal Revenue Service, or the NYS Department of Taxation and Finance.

## DURATION

A recipient of an Enhanced Tuition Award is eligible to receive award payments for not more than two years of full-time undergraduate study in a program leading to an Associate's degree or four years of full-time undergraduate study, or five years if the program of study normally requires five years, in a program leading to a Bachelor's degree.

## PAYMENT

To receive payments after the initial application year, an Enhanced Tuition Awards recipient must annually complete the Free Application for Federal Student Aid (FAFSA) and the NYS Student Aid Payment Application.

Please check the [hesc.ny.gov](http://hesc.ny.gov) website for application deadlines.

# SCHOLARSHIPS

## INSTITUTIONAL AND PRIVATE FUNDING

Hilbert College and various private benefactors provide funding for grants and scholarships that are need-based or merit-based. Merit-based aid is given to students in recognition of special skills, talent or academic ability. Non need-based may also be awarded considering other criteria such as field of study, ethnicity, or class level.

## ACADEMIC EXCELLENCE SCHOLARSHIPS

Upon acceptance, domestic and international freshmen students may be eligible for ONE of the following annual scholarships, which are determined based upon academic merit.

- Hilbert Scholarships is awarded by the Office of Admissions to a high school senior who is enrolling at Hilbert College full-time. The scholarship is renewable on an annual basis if the student maintains a minimum 3.00 grade point average.
- Trustee Scholarship is awarded by the Office of Admissions to a high school senior who is enrolling at Hilbert College full-time. The scholarship is renewable on an annual basis if the student maintains a minimum 2.70 grade point average.
- Provost Scholarship is awarded by the Office of Admissions to a high school senior who is enrolling at Hilbert College full-time. The scholarship is renewable on an annual basis if the student maintains a minimum 2.50 grade point average.

## INSTITUTIONAL ANNUAL SCHOLARSHIPS

In addition to one of the above merit scholarships freshmen may also qualify for ONE of the following annual scholarships.

- Child of Alumni Grant is awarded to dependent children of Hilbert College graduates (Bachelor or Associate) who register full-time in a matriculated program at Hilbert College. It is renewable each year if the student registers for full-time attendance and maintains satisfactory academic progress. \*Requires form completion to qualify.
- BOCES Articulation Scholarship is awarded to students who have completed pre-approved by Hilbert College. This scholarship is renewable for up to four-consecutive years. \*Requires form to completion to qualify.
- High School Articulation Scholarship is awarded to students who have completed or are on track to complete course approved by Hilbert College at selected area high schools. This scholarship is renewable for up to four-consecutive years.

\*Requires form completion to qualify.

- Catholic High School Scholarship is awarded to ALL high school senior(s) who have attended a Catholic High School and have achieved a scholastic average of 80 or higher in a college preparatory curriculum in high school. It is renewable for up to four years as long as good academic standing is maintained.
- Resident Scholarship is awarded to newly entering students that live outside of New York State. This scholarship is renewable for up to four-consecutive years. Students must reside on campus each year in order to receive and maintain this award.
- Sibling Discount is awarded to the second sibling who attends simultaneously and both are enrolled full-time.

## TRANSFER STUDENT SCHOLARSHIPS

Upon acceptance, domestic and international undergraduate transfer students may be eligible for ONE of the following annual scholarships, which are determined based upon academic merit.

- Honors Scholarship is awarded by the Office of Admissions to transfer students who have been accepted to Hilbert College. This scholarship is based upon a student's cumulative GPA from their previously attend institution(s). The scholarship is renewable on an annual basis if the student maintains a minimum 3.00 grade point average and full-time attendance.
- Academic Merit Scholarship is awarded by the Office of Admissions to transfer students who have been accepted at Hilbert College. The scholarship is based upon a student's cumulative GPA from their previously attended institution(s). The scholarship is renewable on an annual basis if the student maintains a 2.50 GPA and full-time attendance.
- Transfer Award is awarded by the Office of Admissions to transfer students who have been accepted to Hilbert College. This scholarship is based upon a student's cumulative GPA from their previously attended institution(s). The scholarship is renewable on an annual basis if the student maintains a minimum 2.50 grade point average and is enrolled full-time.

In addition to one of the above merit scholarships transfer student may also qualify for ONE of the following annual scholarships.

- Resident Scholarship is awarded to newly entering students that live outside of New York State. This scholarship is renewable for up to four-consecutive years. Students must reside on campus each year in order to receive and maintain this award.
- Annual Phi Theta Kappa Scholarship is awarded by the Office of Admissions to transfer student who have documented membership in this Honors

program. This scholarship is renewable. Students must submit proof of membership (a copy of the membership certificate) in order to qualify.

## ADDITIONAL CAMPUS-BASED SCHOLARSHIPS

Hilbert College offers 75+ scholarships made possible through generous donations from alumni and friends of the college who value a Hilbert College education. Hilbert College offers a variety of scholarships for current, new students and transfers. Scholarship eligibility can be based on specific criteria which includes; academic merit, financial need, field of study, or a combination of criteria.

[Please click here to download a full listing of available scholarships and descriptions.](#)

For any questions regarding the application process and timeline for applying please contact the Student Finance Office.

## OTHER SCHOLARSHIPS

### SAY YES TO EDUCATION SCHOLARSHIP

Hilbert College has partnered with Say Yes to Education to award a full tuition scholarship to one deserving student who is graduating from a Buffalo Public High School or a charter high school located in Buffalo, N.Y. The full-tuition award has a duration of 4-5 years (depending on length of program), provided the student maintains a 2.75 GPA. To be eligible for consideration, you must meet the following criteria:

- Reside in the city of Buffalo, N.Y.
- Graduate from a Buffalo public school or charter school located in the city of Buffalo (no earlier than 2013).
- Complete grades 9-12, in consecutive years, at a Buffalo public or charter school located in the city.
- Successfully complete and submit a Say Yes Buffalo tuition scholarship application during your senior year of high school (application available online after Jan. 1 on the [Say Yes to Education website](#)).
- Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) no later than Feb. 15. Be sure to select Hilbert College as an institution to receive your financial information:
  - Complete the Hilbert College free online application and submit all required application documents.
  - Qualification for this award will be based upon academic performance, demonstrated ability, and personal characteristics.
  - Enroll at Hilbert College in the fall semester

immediately following high school graduation.

- John W. Kissel Leadership Scholarship, Hilbert College Leadership Scholarship, and M & T Leadership Scholarship are awarded by the Office of Student Life to a high school senior who has demonstrated active participation in Student Government, club activity, or community groups. The student must have a minimum academic average of 80 in a Regent's level course of study. It is renewable each year if satisfactory academic progress and participation in a leadership role are maintained.

Students are urged to apply for outside scholarships offered by local foundations, service clubs, various businesses and labor organizations. The Student Finance Office web page has a listing of websites that might be helpful in locating scholarships. The local library and your high school counseling center also has scholarship information.

## **OPPORTUNITY SCHOLARSHIP INFORMATION**

### **CHILD OF VETERAN AWARD**

The applicant must be the child of a veteran who is deceased, disabled or missing in action as a result of service during World War I, World War II, Korean Conflict or Vietnam Era, or who were prisoners of war during such service. Recipients can receive up to \$450 each year for four years of full-time undergraduate study. The award is processed by completing the Tuition Assistance Program application.

### **CHILD OF DECEASED POLICE OFFICER-FIREFIGHTER AWARD**

The applicant must be the child of a police officer, firefighter, or a volunteer firefighter who had died as a result of injuries sustained in the line of duty. Recipients can receive up to \$450 per year for up to four years of full-time undergraduate study. Documentation of eligibility and a special application must be processed with New York State Higher Education

### **VIETNAM VETERAN TUITION AWARD**

Persons who served in the armed forces in Indochina at any time from January 1, 1963 through May 7, 1975 are eligible to apply if the student is enrolled as either a full-time or part-time student and has New York State residency as of date established by the State. Contact the Student Finance Office for additional information.

### **PERSIAN GULF VETERAN TUITION AWARD**

This program provides financial assistance to eligible veterans matriculated in undergraduate and graduate degree programs, or enrolled in approved vocation training programs, on either a full or part-time basis. Eligible veterans must:

- Have served in the armed forces in the hostilities that occurred in the Persian Gulf from August 2, 1990 to the end of such hostilities, as evidenced by receipt of the Southwest Asia Service Medal;
- Have been discharged from the service under other than dishonorable conditions;
- A New York State resident;
- Apply for a Tuition Assistant Program (TAP) and a Federal Pell Grant if applying as a full-time undergraduate student, or for the Federal Pell Grant only if applying as a part-time undergraduate student.

### **ADULT CAREER AND CONTINUING EDUCATION SERVICES- VOCATIONAL REHABILITATION (ACCES-VR)**

Individuals with disabilities who are interested in ACCESS-VR assistance for college must apply to ACCES-VR by:

1. April 15 for the fall semester
2. September 15 for the spring semester

Under extenuating circumstances, these dates may be waived by the vocational rehabilitation counselor when:

1. The individual has completed financial aid and admissions procedures prior to ACCES-VR application.
2. There is sufficient time remaining to complete the necessary assessment and planning before the semester start date.

Buffalo District Office:

508 Main Street, Buffalo, New York, 14202 General Information:

Phone: 1-888-652-7062/Fax: 716-848-8103

### **STATE AID TO NATIVE AMERICANS**

Application forms may be obtained from the Native American Education Unit, New York State Education Department, Cultural Education Center, Albany, NY 12230. The completed application should be forwarded to the Native American Education Unit along with:

- Official transcript of high school record or photocopy of General Equivalency Diploma
- Letter(s) of recommendation from one or more leaders in the community attesting to personality and character
- Personal letter, setting forth clearly, in detail, educational plans and desires

- Signatures of the parents of minor applicants approving educational plans
- Official tribal certification form

The applicant must be a member of one of the Native American tribes located on reservations within New York State. Students are responsible for notifying the Native American Education Unit in writing of any changes in student status, program or institutional enrollment. Each semester, the student must submit a grade report for continuance of funding.

## PAYMENT OF FINANCIAL AID AWARDS

The student's financial aid award notice lists all the estimates for the full academic year; however, tuition charges and financial aid payments are processed by the semester. If the student's original award notice was based on full-time enrollment and the student changes to part-time status, the award amounts must be recalculated. After the drop/add period ends, the Student Finance Office verifies the student's enrollment status and begins to finalize the award information for payment to the student's account. For those students who have fulfilled all the requirements for a particular type of financial aid, the award amount is credited to the student's account to pay institutional charges. When the amount of financial aid exceeds the institutional charges, the excess funds are refunded to the student in the form of a check. These refunds are available within 14 days of the credit balance being created.

## OTHER PAYMENT OPTIONS

The staff of the Student Finance Office provides personal counseling to the student and his parents to determine the best payment approach. Any balance remaining after grants, scholarships and loans can be paid with cash, personal check, VISA, Master Card, and Discover. The College also offers a monthly payment plan which divides the semester's balance into four manageable monthly payments. Many employers offer a tuition reimbursement benefit to qualified employees. Students who are sponsored under this benefit may defer tuition payment until two weeks after the grade reports for the semester are mailed. An employer reimbursement promissory note must be signed to qualify for the deferred tuition payment.

START HERE:

<http://www.fafsa.gov>

Hilbert College Code: 002735



# ACADEMIC REGULATIONS AND STANDARDS

Hilbert College, as stated in the mission, is committed to providing students both a thorough grounding in general education and the liberal arts as well as specific knowledge and skills in their degree programs. To that end, the following are the foundations of academics at Hilbert.

## DEGREE AND CURRICULA RULES

### DEGREE REQUIREMENTS

Hilbert College awards the degrees of Bachelor of Arts (BA), Bachelor of Science (BS), Associate in Arts (AA), Associate in Science (AS), and Associate in Applied Science (AAS).

The Bachelor of Arts degree is granted upon completion of 120 credit hours (quality point rating of C = 2.0) primarily in liberal arts and sciences. A minimum of 45 credit hours must be completed in the upper division.

The Bachelor of Science degree is granted upon completion of 120 credit hours (quality point rating of C = 2.0) which satisfy particular program requirements. A minimum of 42 credit hours must be completed in the humanities, natural sciences and mathematics, and the social sciences. A minimum of 45 credit hours must be completed in the upper division.

The Associate in Arts degree is granted upon completion of 60 credit hours (quality point rating of C = 2.0) primarily in liberal arts and sciences. A minimum requirement of 48 credit hours should be distributed among the humanities, the natural sciences and mathematics, and the social sciences, with depth in at least one area. The Associate in Science and the Associate in Applied Science degrees require completion of an organized curriculum of 60 credit hours (quality point rating of C = 2.0) which must include at least 20 credit hours in the humanities, the natural sciences and mathematics, and the social sciences. There should be reasonable distribution of courses from the three categories.

Upon completion of an undergraduate degree a student may elect to enroll in a subsequent degree. A student seeking a second bachelor's degree must complete at least 30 additional credit hours. A minimum of 15 additional credits are required in order to earn a subsequent associate degree. All academic course requirements for both degree programs must be satisfied.

### IN RESIDENCE COURSEWORK

In order to earn a degree from Hilbert College, students are required to meet the in residence coursework minimum requirements. Students earning a bachelor's degree must complete 30 credit hours of course work at Hilbert College. Student's earning an associate's degree must complete 15 credit hours of course work at Hilbert College.

Depending on a student's program of study, certain courses may be required to be completed at Hilbert College. It is the student's responsibility to confer with the division chair for these requirements.

Official transcripts will only reflect grades for coursework that has been completed at Hilbert College.

### CLASS STATUS/ANTICIPATED GRADUATION YEAR

Class status is ordinarily defined in terms of the anticipated graduation year. The anticipated graduation year is determined by the requirements a student has met within the department and/or the credits outstanding for completion of degree requirements.

For financial aid purposes and online registration priority, class status may be defined in terms of credit hours earned rather than credit hours outstanding.

### CHANGE OF CURRICULA

All major changes must be approved by the division chair of the department the student is changing their major too. Students who wish to change majors may submit a change of major form at any time to the Office of Student Records. Change of majors will only be processed between academic semesters.

### COURSE LOAD

The normal course load is 15 credit hours. A semester credit hour represents one 50-minute class period per week or one 100-minute laboratory period per week for one fifteen-week semester. Most classes at Hilbert are 3 credit classes.

More than 18 credit hours may be carried with the approval of the Department Chairperson and the Provost and Vice President for Academic Affairs. There is a fee for each credit hour beyond 18. Registration for 12 or more hours constitutes full-time status.

### TIME LIMIT FOR COMPLETING DEGREE

The Hilbert College catalog, including degree requirements, is updated annually and expires after eight years.

Students may obtain a degree or certification according to the course requirements for a degree or certification stated in the catalog under which they first entered the college, provided the courses are being offered; or, students may choose to graduate under the catalog requirements in effect during any subsequent year in which they are registered, provided the program and courses are offered. The above provisions, however, are subject to the restriction that all requirements for a degree or certification must be completed in eight years from the date of the catalog chosen and that the courses are still offered.

## DUAL DEGREE AND DOUBLE MAJOR

Students may opt to pursue completion of requirements for more than one academic program, resulting in either a Dual Degree or a Double Major.

**DUAL DEGREE:** A dual degree results in a student being conferred with more than one degree. Degrees may be pursued concurrent or consecutively to each other. In earning two separate degrees, at least 30 credits of specialized, program-specific coursework should be unique to each degree. General education, liberal arts, and all college curriculum may be applied to both programs when applicable. Dual degrees may only be granted for different degrees (Bachelor of Science and Bachelor of Arts).

**DOUBLE MAJOR:** A double major is the awarding of one degree with two majors (e.g., the student completing a double major of Criminal Justice and Crime Scene Investigation earns one BS degree). Students fulfill all requirements of each major in addition to satisfying all Hilbert College requirements. This may be completed within the usual 120 credit minimum, and may not exceed 150-credits. Double majors must be between departments leading to the same degree. For example, a student may not have a double major between criminal justice (BS) and psychology (BA). Both majors' requirements must be complete before the student's degree can be conferred. Following conferral of the degree, the student's transcript will note one baccalaureate degree with two majors, while the diploma will indicate the single degree (ex. Bachelor of Arts).

Students wishing to file for a Dual Degree or a Double Major must file a declaration with the Student Records Office, at which point the office will review the request. Students are required to meet with their Academic Advisor, Division Chair(s), and Financial Aid before approval is granted.

Students may not declare a Dual Degree or Double Major until their sophomore year. Students must have a cumulative GPA of 3.0 to be eligible.

## SUBSEQUENT DEGREES

Students who have already received an undergraduate degree may choose to return to obtain a subsequent degree. In order to receive a subsequent degree, a student who has previously earned an undergraduate degree from any accredited U.S. institution must apply and be accepted into Hilbert College as a matriculated student.

Students pursuing a subsequent degree must have the full range of skills, competencies, and experience in the major as students who complete the requirements for the regular degree program. Thus, students must meet all requirements for the major. The two degrees must be in significantly different fields of study; therefore, 300 and 400 level coursework completed for the first bachelor's degree will not count toward completing the major requirements of the second degree. In the rare circumstance when a single course taken for the first degree program is a required course in the second degree program, a course substitution in the second degree may be approved by petition from the undergraduate division chair of the new program.

To be considered for conferral of the subsequent degree, students must complete a minimum of 30 credit hours while matriculated for the subsequent degree.

## RETURNING HILBERT COLLEGE STUDENTS

Hilbert College graduates who return to earn a second bachelor's do not need to complete Hilbert College general education, liberal arts, or all college requirements. Students who have received a degree from Hilbert College may not return to add a minor or concentration to an already conferred degree.

## PERFORMANCE STANDARDS

### ATTENDANCE

Students are expected to attend all classes, laboratory periods, and official activities as scheduled. Extended absences affecting course performance may necessitate withdrawal from courses. It is the responsibility of students to contact faculty to discuss their academic standing.

### EXAMINATIONS

A student who misses an examination has the responsibility to contact the instructor for a make-up examination option, at the discretion of the instructor, and consistent with the instructor's make-up examination policy as stated in the instructor's syllabus.

## GRADE REPORTS

A final grade report is posted online and students have access via self-service. Grades are no longer mailed to students.

## GRADE GRIEVANCE POLICY

A student may dispute a final course grade received from an instructor through the following grade grievance policy. This policy is intended to provide for a fair and reasonable process of review of a student's dispute of a grade. The time limit to initiate a review of a disputed grade will be four (4) weeks after classes have started in the next semester.

### Step One

A student should discuss a disputed grade with the instructor and the parties should attempt to resolve their differences on an informal basis. The instructor may authorize a change of grade after this step.

### Step Two

If the student is still not satisfied, the student may submit a written request for review to the Department Chairperson within ten (10) academic days after meeting with the instructor. Both the instructor and student should submit a narrative statement with any appropriate documentation to the Department Chairperson to support their position.

The Department Chairperson must review the written statements from both parties within ten (10) calendar days. (If the involved instructor is the Department Chairperson, then the matter is referred to the Vice President for Academic Affairs.)

The Department Chairperson will attempt to informally mediate and resolve the grade dispute. If this is not possible within ten (10) calendar days, the matter is then referred to the appropriate Subcommittee of the Committee on Academic Standards within ten (10) calendar days.

### Step Three

The Committee on Academic Standards has ten (10) calendar days to review the written statements and other information submitted by the student, instructor and the Department Chairperson. The Subcommittee will attempt to schedule a meeting among the parties within ten (10) calendar days. The purpose of the meeting is for the Subcommittee to provide an opportunity to informally hear both the student's and instructor's statements, and afford all parties access to any other statements or information gathered for review.

At the conclusion of the meeting, the Subcommittee will

decide by majority vote whether to recommend a grade change. The Subcommittee must notify the student and instructor of their recommendation in writing within ten (10) calendar days after the meeting. The Subcommittee shall notify the Registrar and the Vice President for Academic Affairs of a grade change within ten (10) calendar days of receipt of the Subcommittee's written recommendation.

### Step Four

If a student is not satisfied with the Subcommittee's recommendation, the student may request formal review by the full Committee on Academic Standards within ten (10) calendar days. The Committee has the discretion to authorize a change of grade or terminate review of the grade grievance. The Committee must issue a decision within thirty (30) calendar days of such a review. The decision should be recorded in writing with copies retained in the Committee on Academic Standards minutes and student's permanent file.

## GRADING SYSTEM

The Cumulative Quality Points Average (CQPA) represents the average of all completed coursework and is determined by dividing the total number of quality points earned by the total number of credit hours earned for all semesters of study at Hilbert College.

Courses may be repeated to raise the Cumulative Quality Point Average at this college. When this alternative is chosen, the higher grade quality points are considered when computing the CQPA. Credit assigned to the particular course is only added once, not twice, into the total number of credit hours earned by the student. The old grade remains on the transcript. If repeating a course to receive a better grade, it does not count for financial aid. (If only taking 12 hours, you would have to take 15 hours to receive full-time financial aid.)

### Undergraduate Degree Program Grading System

Letter Grade	QPA
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0
I	INCOMPLETE
W	WITHDRAWAL

## Graduate Program Grading System

Letter Grade	QPA	Scale
A	4.0	93 or above
A-	3.7	90-92.9
B+	3.3	87- 89.9
B	3.0	83-86.9
B-	2.7	80-82.9
C+	2.3	77-79.9
C	2.0	73-76.9
U	0	72.9 OR LESS

I	INCOMPLETE
U	UNSATISFACTORY
W	WITHDRAWAL
S	SATISFACTORY

The I grade may be assigned at the end the end of a semester if a student is unable to complete the course work because of extenuating circumstances. The incomplete grade, when assigned, must be converted to a permanent grade by the end of the next full academic term (i.e., Fall or Spring). If coursework is not completed and a grade is not submitted to the Registrar by the end of the next full academic term, the I grade will be converted to the completion plan default grade for undergraduate or a U grade at the graduate level.

The Quality Point Average (QPA) is determined by multiplying the number of credit hours for each course by the course grade quality points, then dividing the sum of these by the total credit hours attempted for that semester.

The Cumulative Quality Points Average (CQPA) represents the average of all completed coursework and is determined by dividing the total number of quality points earned by the total number of credit hours attempted for all semesters of study at Hilbert College.

Official Transcripts bear the signature stamp of the Registrar. The paper is colored blue and bears the College seal. In accordance with the Family Educational Rights and Privacy Act of 1974, this record cannot be released to a third party without written consent of the student.

## HONORS RECOGNITION

Students are recognized for their academic achievements each semester with semester honors and upon graduation with graduation honors.

## SEMESTER HONORS

All full time students who earn 12 or more semester hours with a Quality Point Average of 3.3 or above and

no grade lower than a C are named to the Academic Achievement List following each semester.

## GRADUATION HONORS

The Baccalaureate Degree with Distinction is awarded to undergraduate students who have maintained a high degree of scholastic excellence. Traditional Latin honors are conferred at the receipt of final grades after commencement, and are noted on the student's diploma:

- Students will be awarded degrees with honors for achieving Quality Point Averages as follows and have completed at least 45 credit hours at Hilbert
  - Cum Laude: 3.6-3.74
  - Magna Cum Laude: 3.75-3.89
  - Summa Cum Laude: 3.9-4.0

Honors Awards presented annually at Commencement Exercises are:

The Sister Mary Edwina Bogel Award is bestowed annually upon the graduate whose character, intellectual achievement and devoted services to her fellow students and to the College render her outstanding.

John W. Kissel Man of the Year Award is made possible through the generosity of Mr. and Mrs. Walter J. Steffan and is granted to the graduate whose character, intellectual progress, organizational ability, and participation in activities and programs of the College render him outstanding among his peers.

The Lambert Graham and Margaret Graham Award is bestowed annually upon the male or female adult who, as a full-time student, has maintained the highest Cumulative Quality Point Average while a student at Hilbert. If more than one student have the same QPA, the award will be presented to the student that has completed the most hours at Hilbert College.

The Kimberly Bruch Raczowski Memorial Alumni Award is named in honor of a 1991 graduate, a woman whose zest for life at Hilbert College made her untimely death all the more tragic. This award is bestowed upon a person who personifies integrity and moral character, a person who exhibits leadership qualities and reflects the spirit of Hilbert College. Honors Awards presented at the annual

Honors Reception are:

The Francis J. McGrath, Jr. and Marie M. McGrath Awards are for Accounting, Business Administration, Digital Media and Communication Studies, Criminal Justice, Computer Security and Information Assurance, English, Forensic Science/Crime Scene Investigation, Human Services, Law & Government,

Legal Studies, Psychology and Rehabilitation Services.

The Hilbert College Awards are for Accounting, Business Administration, Criminal Justice, Communication Studies, Computer Security and Information Assurance, English, Forensic Science/Crime Scene Investigation, Human Services, Law & Government, Legal Studies, Psychology and Rehabilitation Services.

The McGrath Awards and The Hilbert College Awards are presented to members of the graduating class who have demonstrated superior achievement in these areas of study while completing their bachelor degree requirements.

The New York State Society of Certified Public Accountants Award is presented to the graduating accounting major who has received the highest general averaged grade in all accounting courses.

The Jocelyn R. Hughes Excellence in English Award is given by the Media and Language Arts Department annually to the graduating English major deemed by the department's faculty to have produced the best academic work of that year's class of English majors.

The Loose-leaf Law Publications Awards: "The Loose-leaf Law Publications Award is given annually to recognize the graduating Criminal Justice majors who exhibit exemplary dedication and enthusiasm in their specialized field."

Sigma Tau Delta is an international English Honor Society for English majors and minors. Students must meet eligibility requirements including having a 3.0 GPA or above and maintaining at least a B average in English courses. Lambda Epsilon Chi is a national honor society for paralegal students in baccalaureate programs. Students in the top 20% of their graduating class are eligible.

Thompson Publishing Award for Excellence in Human Services annually recognizes the Human Service student who has achieved academic excellence and has already made a contribution to the discipline of Human Services. The student is chosen for this honor based on academic performance in the major and upon recommendation by the departmental faculty.

## POSTHUMOUS RECOGNITION OF A STUDENT

In the event that a current student dies prior to completing their degree, Hilbert College will recognize the student for the work completed posthumously as a gesture of compassion for the student's family. There are two posthumous recognitions that may be granted for students, the posthumous degree and the posthumous certificate of recognition.

Posthumous Degree: Awarded upon the passing of a student who is nearing completion of their degree requirements. Criteria for a posthumous degree are:

- Completed at least 75% of required coursework towards their declared major. Courses the student is enrolled in at the time of death will be counted towards the 75%.
- The student was enrolled at Hilbert College at the time of death.
- The student was in good academic standing according to the academic standards set forth by Hilbert College as outlined in the catalog.
- The student was in good financial standing with the college with the College.

Posthumous Certificate of Recognition: If the student does not meet the criteria for posthumous degree at the time of death, the student will be granted formal recognition from Hilbert College for their studies. Criteria for a posthumous certificate of recognition are:

- The student has attempted at least 12 credit hours at Hilbert College.
- The student was enrolled at Hilbert College at the time of death.
- The student was in good academic standing according to the academic standards set forth by Hilbert College as outlined in the catalog.
- The student was in good financial standing with the college with the College.

Exceptions to above listed criteria may include, but are not limited to:

- An interruption by injury, illness, deployment, etc., in the student's continuous enrollment.
- Serving in the armed forces.

Process for posthumous recognition:

A member of the college's faculty or staff or family member of the deceased may request consideration for a posthumous degree or posthumous certificate of recognition. This request should be made to the Registrar, where it will be evaluated to confirm that the request meets the criteria. After evaluation by the Registrar, the request will be presented to the Vice President of Academic Affairs for consideration. A request approved by the Vice President of Academic Affairs will be presented to the college's Board of Trustees for approval. Upon approval, the Registrar will indicate the award of posthumous degree or certificate of recognition on the student's diploma. If all requirements were met prior to death, the Registrar will confer a degree or certificate with no posthumous designation on the transcript if the student who is deceased had applied for graduation and had completed all program requirements.

## STUDENT CODE OF ACADEMIC ETHICS

Academic dishonesty is a serious problem facing every academic institution, and it is important that appropriate procedures be put into place to reduce the harm done to the education process. While Hilbert has some policies already in place, it is necessary to strengthen the ability of the college to detect and properly deal with repeat offenders without compromising the academic freedom and prerogatives of individual instructors. This plan will supplement existing tools, providing both professors and students with a measure of protection while more forcefully deterring academic misbehavior.

A student's conduct at Hilbert College is expected to reflect that of a person engaged in a serious endeavor the pursuit of an academic degree. The College provides an environment that fosters critical thinking and judgment, and in order to safeguard the integrity of the institution, students are expected to follow the policies of the College and the faculty. To fulfill their part of that commitment, students must adhere to an academic code of ethics by refraining from participation in acts of academic dishonesty. The Student Code of Academic Ethics (hereafter referred to as the Code of Ethics) includes aspects of ethical conduct within the academic setting. The Code of Ethics ensures that students maintain the highest ethical standards when in the academic setting, when performing work in the classroom, and when completing work outside the classroom.

Students are expected to exhibit exemplary ethical behavior as part of the College community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical acts that may be specifically defined by a student's individual discipline are considered breaches of the Code of Ethics. By attending Hilbert College, students accept this Student Academic Code of Ethics and agree to the following:

- Students must do all of their own work, unless otherwise specified by the instructor (for example, collaborative projects).
- Students must not cheat.
- Students must not help others to cheat.

Students who are unclear about the validity of an academic procedure that they are about to undertake should ask their instructor for guidance beforehand. Violations of the Code of Ethics will result in sanctions, including possible expulsion from the College.

### ACADEMIC DISHONESTY

Academic dishonesty is a violation of the Code of Ethics. It is the student's responsibility to seek guidance

from the instructor, when he/she is unclear about any issue involving academic integrity. By matriculating at Hilbert College, students are automatically subject to the provisions of the Code of Ethics, and they are expected to uphold and support this Code of Ethics without compromise or exception. In addition, students are expected to comply with reporting procedures, when they notice any violation of the Code of Ethics.

Although it is ultimately a faculty member's choice, faculty are strongly encouraged to report all violations of the Code of Ethics. A faculty member should report any violation to the chairman of the department in which the incident occurred. The chairperson of the department should then report the incident to the chairperson of the department of the student in question. Penalties for academic dishonesty may be loss of credit for the work in question, loss of credit for the course, suspension, or if two violations have been proven, expulsion from the College. Students have the right to dispute any action in accordance with the Student Grievance Procedure as described in the Student Handbook. Ignorance of any aspect of the Code of Ethics is not an acceptable defense.

Academic dishonesty shall include but not be limited to the following:

#### A. Cheating on examinations and assignments:

Cheating is obtaining an unearned academic advantage either through deliberate deception or indifference to the student academic code. A student is considered to be cheating if, in the opinion of the person administering an examination or test, the student gives, seeks, or receives aid during the test, examination, or other assigned class work. Examples of cheating include the following:

1. Copying answers from another person.
2. Deliberate alteration of graded material for a re-grade or grade correction.
3. Using any unauthorized resources during an exam, such as bringing notes to class on a scrap of paper, on an article of clothing, on one's person, on an electronic device, etc, or writing notes or answers on campus furniture or structures.
4. Asking for, giving, or receiving the answers to test questions.
5. Having another person/student take a test for a student.
6. Stealing or having in one's possession without permission any tests, materials, or property belonging to or having been generated by faculty, staff, or another student.
7. Fabricating data and information (i.e., laboratory and clinical results, case studies, interviews, etc.).
8. Submitting a previously graded paper or speech to a different instructor without that instructor's approval.

9. Submitting the same paper to two instructors simultaneously without both instructors' permission.

## B. Plagiarism:

Plagiarism is the presentation of others' ideas or written works as one's own. Written works can take the form of electronic or print media and could include—among other items—opinions, facts, and statistics.

Examples of plagiarism include the following:

1. Copying or presenting material verbatim from any source without using quotation marks and the appropriate documentation or by using improper documentation of the source, including any materials from the Internet or other electronic sources.
2. Copying from any source (print and non-print, including Internet websites), including altering a few words to avoid exact quotation, without the appropriate documentation or by using improper documentation of the source.
3. Rewording an idea found in a source but then omitting documentation or improperly citing the source.
4. Submitting as one's own any course assignment (i.e., a paper, speech, computer project, media presentation, studio project, lab report, etc) created by someone else.
5. Having someone other than the student correct the mistakes on a paper or speech (someone may suggest revisions, but the work must be the student's).

Please note that "common knowledge" does not require a reference; however, a student may not be sure what constitutes "common knowledge." The golden rule is, when in doubt cite.

C. Aiding another student in committing an act of academic dishonesty. Helping someone else to cheat is against the Code of Ethics. Some examples may include the following:

1. Willfully offering to or taking from another student questions or answers to tests, examinations, oral and written assignments, presentations, clinical projects, etc.
2. Doing another student's assignment (in the classroom, laboratory, studio, or clinical setting; online; or outside of class), excluding collaborative learning assignments or joint assignments approved by the instructor. Some examples may include, but are not limited to, doing another student's homework or other assignment for him or her as opposed to showing the student how to do the work, correcting a student's misspelled word as opposed to identifying a misspelled word, or writing or re-writing a major portion of a student's assignment.

Taking a test for another student.

## CONSEQUENCES OF ACADEMIC DISHONESTY

Ensuring academic honesty is everyone's responsibility. The excuse of ignorance is unacceptable in response to a charge of student academic dishonesty.

One act of academic dishonesty will result in the following consequences:

Failing (55) or zero (0) grade for the assignment or course to be determined by the professor.

The student's name should be submitted to the Provost/VPAA and kept on file until graduation or until a second offense occurs.

If the student is caught engaging in a second incidence of academic dishonesty, he/she will be expelled from Hilbert College according to the following process:

## DUE PROCESS FOR ALLEGED VIOLATIONS OF THE CODE OF ETHICS

Step One: During convocation, students will sign an Academic Integrity Promise, which includes a description of the college's policy and procedures for academic dishonesty. Students will be provided with information about the nature of plagiarism and the damage to their lives and careers which will occur if they are found to have engaged in cheating.

Step Two: If a student is accused by faculty of academic dishonesty, the student may either accept or challenge the accusation. If the student acknowledges the dishonesty, the faculty member penalizes him or her according to whatever penalties that are described in the syllabus. The faculty member should then file an incident report within one business week to his/her department chair, who will forward a copy to the Provost/VPAA's office. Moreover, the faculty member will notify the student in writing within one business week (as a reminder of convocation instruction) that if the student is accused and proven of a second charge of academic dishonesty, he/she will be dismissed from the College.

Step Three: If the student challenges the faculty member's accusation, the matter will be presented to the faculty member's department chair. The chair will render a decision based on separate written reports submitted by both parties. If the chair's decision supports the faculty member and the student accepts the decision, a report will be filed in the Provost/VPAA's office. If the chair's decision supports the student's position and the faculty member accepts it, any report filed with the Provost/VPAA will be rescinded.

Step Four: If either the faculty member or student do

not accept the decision of the chair and wish to appeal, the matter will be presented to the Committee on Academic Standards within one business week of said accusation. Both parties and the department chair will then send written reports within one business week to the chair of that committee to render a final decision. If the committee's decision supports the faculty member, the report of dishonesty already filed in the office of the Provost/VPAA will remain in force. If the Committee on Academic Standards instead supports the student, such a report will be removed. If either the faculty member or student does not accept the decision of the Committee on Academic Standards, a report will be sent within one business week to the Provost/VPAA for a final decision.

Step Five: If a second report of academic dishonesty for the same student is filed in the Provost/VPAA's office and is sustained through the foregoing process, the student is automatically expelled from the college by the Provost/VPAA.

## MISUSE OF COLLEGE PROPERTY

Any tampering with Hilbert College computer software or computers is considered a serious misuse of College property and will be dealt with accordingly. Students guilty of such an offense are subject to immediate dismissal and possible legal action.

## ACADEMIC STANDING

The Academic Standing Policy is effective as of 2018-2019 for all matriculated Hilbert College Student. All students are required to maintain a 2.0 GPA to remain in good academic standing with the college.

Semester Credit Hours Earned Towards Degree*	Academic Warning	Academic Probation	Academic Dismissal
0-29	1.80-1.99	1.50-1.79	1.49
30-59	1.85-1.99	1.65-1.84	1.64
60-89	-	1.95-1.99	1.94
90 and over	-	-	1..99

\*Includes all hours (Hilbert and transfer hours) applied toward the Hilbert College bachelor's degree. However, only Hilbert credits are used in calculating the GPA.

\*\*Averages will not be "rounded." For example, 1.49 will not be rounded to a 1.50. Therefore, 1.49 will be within the academic disqualification range.

WARNING

Students with a cumulative GPA within the appropriate Warning range, though making satisfactory academic progress, are placed on Warning. These students receive a personal letter from The Committee of Academic Standards cautioning them that their academic performance is not completely acceptable.

## ACADEMIC PROBATION

Students with a cumulative GPA within the appropriate probation range will receive a letter from The Committee of Academic Standards stating that the student is being placed on academic probation. A student who is placed on academic probation must work with their faculty advisor to discuss their academic performance, registration choices/adjustments, and an improvement plan. In addition, the Academic Services Center, the Coordinator for Academic Advisement, and faculty advisors will work with the student to develop an individual academic contract to be followed while on probation. The terms of this contract must be met at the end of the following semester.

Students will enter the academic probation category as a result of the cumulative GPA declining from the Good Standing or Warning categories:

- At the end of the semester on Probation, if the student's cumulative GPA rises, the student will be placed into the appropriate category of either Good Standing or Warning.
- At the end of the semester on Probation, if the student's cumulative GPA falls in the Academic Dismissal category, the student will be dismissed from the College.
- At the end of the semester on Probation, if the student's cumulative GPA remains in the Probation range, the student remains on Probation.
- If a continuing full-time student receives three failing grades in a semester or a continuing part-time student receives all failing grades in a semester, the student will be placed on Academic Probation and will be subject to the terms listed above.

The Committee on Academic Standards will review all students on Academic Probation at the end of each semester, evaluating their performance and compliance with the terms of the contract.

## ACADEMIC DISMISSAL

Dismissal occurs for one of four reasons:

- Failure to meet the designated GPA for the appropriate credit hours attempted (see chart.)
- Failure to pass any version of EN 100 or EN 101 twice

- Failure to pass GS 101 twice.
- Failure to meet the terms of probation contract.
- A student who is Academically Dismissed may appeal this decision to the Committee on Academic Standards. Students may only be granted appeal one (1) time during their time at Hilbert. Information concerning such appeals will be sent with the dismissal letter.

## STUDENT-ATHLETES

A student-athlete who is in Warning during their first full two semesters is still considered in good academic standing. Per conference regulations, beginning in their third full semester students must maintain a 2.0 GPA in order to remain eligible to compete in a conference-sponsored sport, regardless of whether or not the student-athlete has previously competed on a varsity team at the institution.

Student-athlete waivers (see conference regulations) will be considered separately from academic appeals.

## REGISTRATION REGULATIONS

### ADVISEMENT

Each Hilbert College student is assigned to an academic advisor. In the first year freshmen are assigned their designated GS 101 instructor and transfer and upperclassmen are assigned to faculty advisors within their academic department. Academic advisors are available to guide students in semester course selection, fulfilling degree requirements, and understanding course sequencing; additionally academic advisors can direct students to various resources on campus. Academic advisement at Hilbert College is a partnership in which both the advisor and advisee are expected to participate. Students are required to meet with their academic advisor every semester in order to register for courses in the following semester.

Hilbert College has a Coordinator of Academic Advising, who works closely with academic departments and academic advisors to ensure successful delivery of advisement services. The Coordinator is also available to assist students with various advising-related matters or questions.

### DROP/ADD PERIOD

Students are eligible to drop or add a class to their schedule for seven days after the start of term (exact dates are published in the academic calendar). Dropped courses during the drop/add period do not reflect on a student's transcript and are not applicable toward their bill.

## LEAVE OF ABSENCE

Students may request a leave of absence from Hilbert College for a stipulated amount of time, not to exceed two consecutive academic semesters (excluding summer). A leave of absence may be requested by electronic form in the student portal, Self-Service. Students are notified via email if their request is approved or denied.

Requests for a leave of absence will not be reviewed if students are on academic dismissal or probation, have been subject to disciplinary action, have not met their financial obligations to the College, or are in arrears on student loans.

A leave of absence for medical purposes will only be honored if the student provides sufficient medical documentation to the Director of Academic and Accessibility Services and the student does not have a financial obligation to the college.

If a student does not return before the end of the leave of absence expires, they will be required to re-apply to the college and will be subject to complete the academic requirements under the catalog year of re-enrollment. Students may petition their academic division to re-enroll under their original catalog year, so long as it has not expired and they are able to complete the degree requirements before catalog expiration.

## MILITARY WITHDRAWAL AND LEAVE OF ABSENCE

In accordance with the New York State Patriot Plan, Hilbert College students are entitled to a leave of absence during periods of military service and for one year after completion of service. During the leave of absence, a student's educational status and financial resources (scholarships, grants, etc.) are preserved.

If a student is called to active duty, a Military Withdrawal and Academic Leave of Absence will be granted through the Registrar's Office. Students should contact the Veteran Services Office or the Registrar's Office as soon as possible to fill out the official withdrawal form. The form may also be submitted online at. A Military Withdrawal and Leave of Absence will be granted once the Hilbert College Registrar's Office receives a copy of the official orders or a notice from the student's Commander.

When possible, students called to active duty may be offered the opportunity to complete the course(s) for the semester in which their active duty commenced by directed study or distance learning as approved by their professor and the appropriate division chair. If this is not possible (for instance, in a situation where access to internet access will be extremely limited or when physical presence is required), a Military Withdrawal will

be granted. If the request occurs during the Drop/Add period, the course will be dropped with no notation.

Students who are granted a Military Withdrawal will not be charged tuition for the semester of withdrawal and will receive a refund of any tuition payments made that semester, and will be removed from all courses with no credit and a notation of Military Withdrawal (MIL) on the transcript. Room and meal plan refunds will be pro-rated based on the number of weeks the student was enrolled in school.

To return to Hilbert following active duty, students should provide release from duty documentation. A student granted Military Withdrawal or Leave of Absence will have up to one year follow completion of service to return to Hilbert College with no loss of educational status or Hilbert College provided financial resources.

## REGISTRATION

Students register following a priority registration schedule that is based upon class status and defined by credit hours earned (including transfer credits). Veteran and Honors students are granted priority registration, and register the Wednesday prior to registration opening (exact dates are published in the academic calendar). The following chart is used to determine the remaining registration dates by priority:

Seniors	90+ credit hours
Juniors	60-89 credit hours
Sophomores	30-59 credit hours
Freshman	0-29 credit hours

Registration will be blocked for any students who have any outstanding financial obligations to the college. Current students are required to register for courses using Self-Service. If a student wishes to get into a class that they do not meet the pre-requisite for or for a class that is full, they must contact the instructor of the class to get permission. The instructor must notify the Office of Student Records to override the restriction and register the student. Online registration is not active for incoming students. All new students will be registered in the Office of Student Records after they have met with an advisor. In the event that a course is cancelled, all registered students for that course will be dropped from the class and notified via Hilbert College email. Students are then encouraged to meet with their academic advisor to choose an alternative course.

## WITHDRAWAL FROM A COURSE

Withdrawal from a course results in a W grade on the student's transcript. This procedure is permitted up to nine weeks into the semester (official dates are published in the Academic Calendar on the [Hilbert](#)

[College website](#).) The student is required to complete a withdrawal form, which requires the signature of the program chair, the student's advisor, or the Director of Student Success and Retention. Please note that non-attendance does not constitute an official withdrawal and will result in a failing grade for the course.

Students who receive financial aid should consult with a Financial Aid Counselor to determine if the withdrawal(s) will affect continued aid eligibility. They should also consult the financial section of this catalog for tuition implications.

## WITHDRAWAL FROM THE COLLEGE

Official withdrawal from the College maintains good standing and eligibility for readmission. To officially withdraw, the student must:

1. Secure a withdrawal form from the Student Records Office.
2. Fulfill all financial obligations with the Office of Student Finance. Have the staff person sign the withdrawal form.
3. Complete the withdrawal form. If the withdrawal is for all coursework, the signature of a Student Finance Official is required to ensure that all financial obligations (both cost-related and Federal and State Aid) have been fulfilled. Return the form to the Student Records Office. The signature of the Coordinator for Success and Retention is also required.
4. When it is not convenient to withdraw in person, the process may be accomplished by a letter signed by the student and sent by certified mail, return receipt. The withdrawal will
5. Be recorded on the date on which the letter is received in the Student Records Office. All obligations must be fulfilled before withdrawal from the College is official.

## PETITION FOR LATE WITHDRAWAL

In exceptional cases, the student may petition for an authorized late withdrawal.

**Non-medical:** Students requesting a late withdrawal for non-medical reasons must submit a late withdrawal petition and any appropriate documentation to the Director for Student Success and Retention.

**Medical:** If the late withdrawal is for medical purposes, documentation must go to the Director for Academic and Accessibility Services only, who will review the request and alert the Director for Student Success and Retention. Should the request be denied, the student may appeal to the Committee on Academic Standards within 5 business days of original decision. The Committee will

review the petition and make a final determination based on all submitted documentation. A petition for a late withdrawal will not be considered after a final exam for that course has been taken or equivalent assignments (e.g., final project) have been submitted.

## **ACCESSIBILITY SERVICES FOR STUDENTS WITH DISABILITIES**

Accessibility Services is committed to collaborating with students, faculty and staff to ensure equal access for all. The office actively promotes the ongoing development of an accessible environment that embraces diversity through educational programming, services, resources, and facilities that are usable by all members of the campus community.

All students must meet the academic standards for admission into Hilbert College. Once admitted, a student with a disability is responsible for disclosing and providing documentation to Accessibility Services to be eligible for accommodations or services. Eligibility for accommodations is based on a case-by-case/course-by-course basis each semester.

In order to receive services, students must:

1. Self-identify to the Director of Academic & Accessibility Services.
2. Provide current documentation from a qualified professional such as a physician, licensed psychologist or other practitioner who is skilled in the diagnosis of disability.
3. Contact the Director of Academic & Accessibility Services to schedule a meeting to discuss appropriate services and/or accommodations.

Students must obtain a confidential notification form to be distributed to current faculty each semester. These notification forms contain only information regarding accommodations.

Common Accommodations in College:

- Tests and Quizzes
- Extended time
- Use of technology - text to speech, speech to text, word processor, alternate format, etc.
- Distraction reduced environment

In the Classroom

- Note taker
- Interpreter / CART
- Use of technology - laptop, smart pen, digital recorder, etc.

Other

- Housing
- Attendance
- Dietary needs
- Priority needs
- Alternate format materials

## STUDENT LIFE & STUDENT SERVICES

A goal of college education is to become a responsible, self-directed member of society. Self-direction can be developed not only through the academic experience but also through participation in group activities outside the classroom. Extra-curricular activities act as a means of developing the potential for leadership and creativity and of satisfying the need for recreation and relaxation. Students learn how to interact with others and opportunities are created for interpersonal relationships leading to a better understanding of human nature.

### ACTIVITIES

The geographic location of the College and the facilities in its proximity make it possible to provide opportunities for diverse activities. The cultural richness of Buffalo enhances the scope of theatrical and musical experiences for students.

Students are encouraged to participate in activities which take advantage of the recreational facilities available in locations near the College. Indoor and outdoor swimming pools and tennis courts make it possible for students to engage in these activities year round. Nature trails through nearby Letchworth State Park and several creek areas under environmental protection provide natural settings for hikers, campers, and nature lovers. Students also have at their doorstep some of the best ski slopes in the eastern section of the nation which have skiing during the day and evening hours.

### ATHLETICS

Hilbert will enter its twenty fifth season as a member of the National Collegiate Athletic Association - Division III. Hilbert is a member of the Allegheny Mountain Collegiate Conference (AMCC), and the North Eastern Athletic Conference (NEAC). Hilbert offers fifteen intercollegiate programs, including baseball, basketball (men and women), bowling (women), cross country (men and women), golf, (mixed), lacrosse (men and women), outdoor track (men and women) soccer (men and women), softball, and women's volleyball. Eleven of the fifteen teams compete in the very competitive AMCC with the conference champion in each sport earning an automatic bid to participate in the NCAA post season tournament. Men's and women's lacrosse compete in the NEAC, which also offers post season championships.

The athletic programs serve as opportunities for students to pursue personal development and learn the lessons that striving for excellence entails. Participation in

intercollegiate athletics affords students an opportunity to represent the college. These competitions create a strong sense of loyalty and community among students, faculty, staff, alumni and friends.

The organization, direction and administration of the overall program, as well as the coaching of its individual sports, is the responsibility of carefully selected and trained personnel. They are also responsible for implementing and maintaining the standards of performance that are consistent with Hilbert's goals of academic excellence and personal development.

### ALUMNI ASSOCIATION

Hilbert College's approximately 6,200 alumni have assumed positions in virtually every career area and live throughout the United States and in several foreign countries. The many and varied accomplishments of the alumni are a measure of the college's success in achieving its goal of career preparation.

The purpose of the Hilbert College Alumni Association is to "advance the interests of the College, to develop and foster a mutually beneficial relationship between the College and its alumni by providing educational opportunities, social programs, services and benefits to build ties and relationships among alumni and students at the College, to provide alumni input on College concerns and to link the College of today and tomorrow with its heritage of excellence, commitment and service." The alumni association is also committed to encouraging alumni to continue to support Hilbert College financially. As an example, the elected board of directors are "all on-board" with individually giving to the Hilbert Fund annually. The alumni association also deposits a minimum of \$1750 to the association's endowed scholarship annually as a result of multiple fundraisers and events.

Alumni participate in activities sponsored by the Alumni Association, such as special forums, sporting events and college councils and periodically reunions are planned for the benefit of interacting/reminiscing with old friends and instructors. Alumni also receive a monthly online e-newsletter and have an active Facebook page that showcases alumni events.

Alumni also have unlimited, access to the college's career counseling center, as well as continued library services. There are also other benefits offered through the association and another plus: there are no dues!

### CAMPUS BOOKSTORE

The Campus Bookstore, located on the lower level of the Campus Center, stocks all textbooks and basic supplies for courses, and a variety of materials to

accommodate students, faculty and alumni. Shop online at the [Hilbert College Bookstore website](#).

## CAMPUS MINISTRY

While embracing Hilbert College's Catholic Franciscan heritage and values, Campus Ministry brings together students of various faith backgrounds in a warm and welcoming spirit of inclusiveness. They are offered a variety of opportunities for religious and spiritual growth and enrichment through on-campus programs, faith sharing, inter-faith worship, spiritual/pastoral counseling, and numerous community service projects. Retreats, nature walks, and pilgrimages are also scheduled to encourage students to discover and celebrate God's presence within themselves, others, and all of creation. The integration of our Catholic, Franciscan identity in all aspects of our educational experience assists in the development of ethical leaders committed to peace and justice.

Catholic Mass is celebrated once a week in the St. Clare chapel on campus, and on special occasions. Daily and Sunday Mass is also open to the public in St. Francis Park, the home of the Franciscan Sisters of St. Joseph, directly across the street from campus.

Any student wishing to become Catholic, or to prepare to receive one of the sacraments (such as Confirmation) should schedule an appointment with the Vice President for Mission Integration and Campus Ministry.

Mother Colette's Cupboard, which provides emergency food assistance for Hilbert students, operates through Campus Ministry, and is located in the McGrath Library. Professional clothing for students in need of interview apparel are provided as well.

Located in Franciscan Hall 202, Campus Ministry is part of the Office of Mission Integration. Everyone is welcome to stop by for either an informal visit or a scheduled appointment.

## CAMPUS SAFETY

The Campus Safety Department provides 24 hour coverage by a staff of uniformed officers who are registered security guards under the New York State Security Guard Act. Officers are responsible for patrolling the campus, traffic control, parking enforcement, crime prevention, enforcing rules and regulations, and those services that are unique to a college campus. With your help and cooperation Hilbert College will continue to be a safe campus in which to live, work, and study.

## CRIME STATISTICS

Campus Crime statistics are available on the [Hilbert College website](#).

The Hilbert College Campus Safety Committee will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is sent to all students annually, and is available in the Student Life Office. You may request this information by calling 716 649-7900.

Additional Information on crime statistics and reporting may be obtained from the [United States Department of Education website](#).

## CAREER CENTER

The Career Center (located in Bogel Hall), acknowledging the challenges of the change in the work world, has incorporated both technology and "the human touch" to promote an integrated career education model.

The mission of the Career Center is to enhance learning and facilitate the lifelong pursuit of passion, skill development, and professional achievement for students and alumni. The Career Center provides comprehensive resources, programs, and quality career coaching to assist students and alumni in exploring career, experiential, and employment opportunities. The Career Center offers several assessments which allow undergraduate and graduate students to explore their career interests and link these interests with a variety of academic offerings and career opportunities. Both individual and group coaching methods are utilized during flexible day and evening hours. Each semester a number of skillshops are conducted on self-assessment, career-decision making, the development of job search skills, and effective resume writing. The Career Center sponsors career expos, graduate school fairs, graduate preparation skillshops, and many other events for students and alumni.

The Career Center is proud to partner with Purple Briefcase to offer a powerful career prep and job search tool – Working Hawks powered by Purple Briefcase! The Working Hawks platform has an innovative look; powerful tools; and many ways for you to connect with employers, alumni and staff. Our system is powered by Purple Briefcase, a cutting edge career network used by many colleges and universities throughout the country.

To access the Working Hawks platform simply click the link to Career Prep & Job Search on the Career Center web site, click on Sign-In and this will open up Purple Briefcase's Sign-In Page. For your first time entering, click on New Student. Select New York State and then Hilbert College

from the pull down lists and enter your name/email and click Find Me. You will need to enter your Student ID number to verify your account. Once your account is verified your account profile information will display and you can create a password. If the system does not find you, you can still enter your information to create an account and password.

Whether you are a first year student or about the graduate, Working Hawks powered by Purple Briefcase is an important source of information, career related events, and career exploration tools. Most importantly Working Hawks is the main mechanism that Hilbert College uses to post internships, job opportunities and other important career related info. We encourage all students to visit the platform and get familiar with the interface.

Our annual First Destination Report indicates that Hilbert College graduates find employment opportunities, continue their education, participate in post-graduate service, or join the military within six months of graduation. The following data highlights our positive career outcome statistics for undergraduate students.

2016	2017	2018
95.6%	96.1%	90.5%

## EMERGENCY ANNOUNCEMENTS

When classes and other college activities have to be canceled because of severe weather conditions, an announcement is made on the following AM/FM radio stations:

WBEN	930 AM	WBLK	93.7 FM
WKSE Kiss	98.5	WECK	1230 AM
WTSS Star	102.5	WJYE	96.1 FM
WNSA	107.7 FM	WYRK	106.5 FM
B92.9	92.9 FM		

A notice will also be posted on the college website. There are also occasions when only the day or the evening session may be canceled when the other is not. You are advised to stay tuned to radio stations for an up-to-date report.

Because colleges do not transport students, they remain open when school districts close. It then becomes a personal decision to attend classes if the College remains open under conditions you consider too hazardous for travel.

## FOOD SERVICES

The College Cafeteria, located on the upper level of the Campus Center, serves three meals each day, Monday through Friday, Saturday and Sunday an afternoon brunch and an evening meal is served. Snack machines and the College Snack Bar round out the

student and faculty food needs during off-hours.

## INTRAMURALS/EXTRAMURALS

For athletes who seek a different level of competition, Hilbert strives to provide students with intramural and extramural opportunities. Intramural programs are for Hilbert students only; extramural programming provides competition against other local institutions.

Both programs are structured to provide healthy and stimulating competition in a friendly and social environment, with consideration given to the needs of the current student body. Special considerations are given to time, place and type of programming to ensure that all students will have an opportunity to join in. All members of the College community are encouraged to participate on a regular basis.

## ORIENTATION

To welcome all new students to Hilbert, orientation programs are held prior to the start of classes each fall. A Parent Program is also available. An additional orientation session is held in January for all new students entering into the spring semester. These programs are sponsored under the direction of the Vice Provost for Leadership Development. Attendance at these orientations is mandatory.

Orientation consists of social events as well as a series of discussions and information sessions designed to provide an easy adjustment into college life and to introduce the entering student to college services, policies, and facilities.

## PERSONAL COUNSELING

The Counseling Center at Hilbert College offers a confidential, safe environment for students experiencing conflict in their personal and/or academic lives. Using a holistic approach to counseling, the center offers educational encouragement for a healthy mind, body, and spirit. Students are encouraged to seek assistance at the onset of a concern and if necessary referral services are available. Every concern to the student is treated with dignity, respect, and confidentiality. There is no charge for this service whether the student is living on or off campus.

The Counseling Center is dedicated to serving our population with tools that will enhance a healthy lifestyle and offer a meaningful personal and educational experience here at Hilbert. Please visit our Resource Room which offers a wide range of resource materials concerning mental health and wellness issues. We also have a Self-Help section in McGrath library. Group support systems are also available depending on the needs of our college community. Students are invited and encouraged to visit

the center for all their counseling and wellness needs.

## RESIDENCE LIFE

Residence living at Hilbert College allows students easy access to classrooms, library, and athletic facilities, in addition to the opportunity to meet and live with students from a variety of backgrounds and cultures. An unlimited meal plan is included with the room charge for students living in Trinity or St. Joseph's Hall. A meal plan is not included in the on-campus apartments but alternate meal plans are available at an additional charge.

For detailed information, housing contract and housing agreement, or to arrange a tour of the Residence Hall facilities, contact the Director of Residence Life, or stop in the office which is located in Trinity Hall. Part-time students are not allowed housing options.

## SERVICE LEARNING & COMMUNITY ENGAGEMENT

Our students' learning experiences at Hilbert College may begin in the classroom, but will continue beyond the boundaries of the Hilbert College campus. The Office of Service Learning & Community Engagement encourages students to learn and develop through active participation in service experiences that are coordinated in collaboration with the College and partners in the local and global community.

In keeping with the mission, values and tradition of Hilbert College, and in accordance with Hilbert College's 2012 Strategic Plan, students will complete at least one service-learning experience as part of an academic course during their Hilbert College career in order to be eligible to graduate.

This commitment made by administration and faculty reinforces the importance of the connection made through service as vital in educating our students and increasing their understanding of society. Service learning ties a student's academic coursework with "real world" situations. Students are able to utilize their knowledge gained in the classroom to better our community. In addition to boosting student learning and building awareness of community concerns and social issues, through service learning students are exposed to new potential career opportunities and often experience a tremendous amount of personal growth. Student reflection, guided by faculty, is a critical component of service learning.

Service-learning requirements are unique to each class. In some classes, the entire class may work together on one single project that benefits the community and meets a community need. In other courses, students may be provided the opportunity to complete a service-learning activity by selecting an organization or project from a list of pre-approved community partners and activities. Some

classes mandate service learning for all students; other courses provide service learning as an option to another assignment, such as a research paper or group project.

Students who successfully complete the service-learning assignment for their class, including the required service agreements, time sheets, reflection activities and evaluation, will receive a designation on his or her records and transcripts indicating that service learning has been completed.

A student who does not complete the service requirement of a particular course, but completed other assignments so that he or she could pass the course, will pass the course but will not receive the service-learning designation on his or her records and transcripts, and will still be expected to complete Hilbert's service-learning requirement in another course.

Students who complete the service-learning requirement of a particular course but do not pass the course will not be given credit for the service learning performed.

All students, regardless of their transfer status, are expected to complete Hilbert's service-learning requirement. Students who have completed service-learning projects at another college campus may be exempt if that service-learning course appears on their transfer transcript. Exemption from Hilbert's service-learning policy does not preclude a student from completing service learning when the service-learning assignment is mandated by an individual instructor. If service learning is an assignment required of all students in a particular course, every student must complete the service-learning assignment in accordance with the course syllabus, including those students who have otherwise been exempted from Hilbert's service-learning requirement or those who have previously fulfilled their service-learning requirement through service-learning activities in another course.

This policy applies to all students enrolled in Hilbert College's traditional undergraduate degree programs and does not apply to students enrolled in Hilbert College's Adult and Evening Programs.

This policy applies to Hilbert students beginning with students who entered in the Fall of 2013 as the Class of 2017.

The Office of Service Learning and Community Engagement is dedicated to providing students with individual attention and support while also allowing them to grow and explore new challenges. We celebrate the richness that comes from the students' diverse experiences outside the classroom. Our students' service to our community does not start and end with service learning. The Office of Service Learning and Community Engagement is committed to offering a diverse range of service opportunities for our students to participate in throughout the academic

year to get to know more about their community and connect with the mission of Hilbert College.

## STUDENT ACTIVITIES

The Office of Student Activities has the responsibility of planning a yearly activities calendar representing the interests of the student population. Student Activities offered involve a variety of events including comedians, speakers, concerts, luncheons, and trips to sporting events, theaters, and other local attractions.

## STUDENT PUBLICATIONS

Student Life sponsors and/or contributes to the following publications: a monthly Activities Calendar, the Hilbert Horizons student magazine, and the Student Handbook.

## STUDENT CLUBS

Clubs chartered by the Student Government Association (SGA) include: Adventure Club, Black Student Union, Campus Activity Board, Common Ground Club, Communication Club, Criminal Justice/Forensic Science Club, Cyber Hawks, Delta Alpha Pi, Enactus, Franciscan Spirit Club, Freudian Slips Psychology Club, Gaming and Anime, Great Expectations, Green Hawks, Hawk Radio, Hilbert Helpers, Hilbert Horizons Literary Magazine, Hilbert Starz and Spirit Squad, Human Services Association, Never Miss Dance Team, Phi Beta Lambda, Prism Warriors, ROTARACT, Ski and Snowboard Club, Student Athlete Advisory Council (SAAC), Student Veterans Association, Students Against Destructive Decisions (SADD), and Young Americans For Freedom. Given that the initiation of and continuance of student activities and clubs is dependent upon student interest, the aforementioned activities and clubs are subject to change.

## STUDENT HANDBOOK

The Hilbert College Student Handbook provides information on student life at Hilbert. This publication contains information on student organizations and services. The Handbook also contains the Student Code of Rights and Responsibilities, which describes rules related to student life at Hilbert. All Hilbert students are under the jurisdiction of the Student Code of Rights and Responsibilities. The Student Handbook can be found on the [Hilbert College website](#).

## STUDENT GOVERNMENT ASSOCIATION

The mission of the Student Government Association (SGA) is to represent the cultural, educational, recreational, and social interests of the student body, to encourage the growth of self-government, and to promote responsibility, loyalty, and cooperation among the students in their relations

with faculty and administrators of the college. The SGA is an elected body comprised of five Executive Board Officers and thirteen Senators representing various segments of the student population. The SGA has five standing committees to further its mission and address its objectives: Budget and Appropriations, Rules and Regulations, and Social Welfare, Communications Committee, and events. The SGA is responsible for the oversight of student clubs on campus. The SGA meets Thursdays at 3:15 pm to consider student issues and plan for student activities.

## STUDENT HEALTH

The New York State Public Health Law (NYS PHL) §2165, requires all students enrolled for six or more credit hours and were born on or after January 1, 1957 must submit verification of immunization or proof of two measles, one mumps, and one rubella inoculation; signed by a doctor or designated health official. Students must provide documentation within 30 days of the first day of class to avoid sanctions, interruption of class scheduling. A listing of immunization clinics associated with the Health Department is available in the Wellness Center.

In addition, New York State Public Health Law (NYS PHL) §2167 requires institutions, colleges and universities, to distribute information regarding meningococcal disease and vaccination to all students enrolled for at least six credit hours, whether they live on or off campus. A response to receipt of this information is required in the form of a signed acknowledgement. Although the meningococcal vaccination is required for resident students, Hilbert College encourages all students to receive the inoculation. Students should seek information concerning this vaccine from their personal care physician.

Resident students must have proof of health insurance on file in the Office of the Director of Residence Life; and proof of a recent physical examination on file in the Office of Student Life before entering the Residence Hall. Student athletes must provide annual proof of a recent physical to be submitted to the Office of the Director of Athletics. Student athletes are strongly encouraged to have their own primary health insurance. All other students are encouraged to have health insurance and a recent physical examination.

Hilbert College mandates accident insurance for all full-time students. Information regarding health or accident insurance is available in the Office of Student Life. Hilbert College is not responsible for payment of any medical expenses incurred by students.

## STUDENT IDENTIFICATION CARDS

Students are required to carry ID cards at all times. The

ID card is needed to check out materials from the library, to cash checks, to be admitted to on- and off-campus activities, and to have on hand if requested by Campus Safety to verify identity. ID pictures are taken during Orientation and during the semester by the Student Life Office. There is a nominal fee for replacing lost ID cards.

## STUDENT RECORDS & REGISTRAR

The Office of Student Records provides the following services for students:

- Preparing course offerings for each term which are accessible (on the Search for Sections option on Self-Service) on the Hilbert website;
- Processing registrations for courses which require permission to register;
- After the last day for drop/add, processing withdrawals from courses for students who submit a withdrawal form;
- Processing mid-term and final grades, as well as Incomplete and other grade changes, for publication on Self-Service;
- Designing/revising/customizing evaluations for all degree, certificate programs, and minors (and approved curricular substitutions), thereby enabling students and advisors to monitor progress towards program completion and explore status on other programs;
- Evaluating transfer studies for incoming transfer students and returning students who complete transfer studies with departmental approval;
- Verifying candidates for graduation/degree conferral/Commencement honors; release of diplomas;
- Verifying candidates for completion of certificate programs; preparation and release of certificates;
- Processing and verifying changes in student status and general student directory information;
- Collaborating with the Faculty Athletic Representative regarding certification of student athletes for participation in intercollegiate athletics;
- Processing transcript requests and providing transcripts;
- Processing professional licensure applications as appropriate.
- Processing enrollment verifications upon request.
- Processing veteran certifications for veteran, reserve, national guard, and dependent students.

## VETERANS CERTIFICATION

All students who may be entitled to veterans' benefits are required to provide a certification of benefits form to the Office of Student Records. In order to be certified each semester, students receiving benefits must complete a

request for certification form and submit it to the Veteran Certifying Official located in the Office of Student Records.

Information regarding benefits can be found on the [Hilbert College website](#) or the [VA website](#).

The State Approving Agency's (SAA) address and phone number are:

New York State Division of Veterans' Affairs  
Bureau of Veterans Education  
Five Empire State Plaza (Suite 2836)  
Albany, NY 12223-1551  
(518) 474-7606  
(518) 474-5583 (FAX)

## ACADEMICS

### PROGRAMS OF STUDY (HEGIS CODES)

#### NYSED DEPARTMENT INVENTORY OF REGISTERED PROGRAMS: HILBERT COLLEGE

All college degree programs are registered by the New York State Education Department.

New York State Education Department  
 Office of Higher Education and the Professions  
 Cultural Education Center, Room 5B28  
 Albany, New York 12230  
 (518) 474-5851

Program Title	HEGIS Code	Program Code	Degree/Award
Accounting	5002	76068	AAS
Business Administration	5004	77286	AA
Business Administration	5004	77417	AAS
Criminal Justice	5505	01838	AA
Human Services	5506	01831	AA
Legal Studies	5099	77731	AAS
Liberal Arts-Pre-Professional	5649	01832	AA
Management Information Systems	5101	83150	AS
Criminal Justice Administration	2105	34495	MS
Public Administration	2102	34496	MPA
Accounting	0502	20995	BS
Business Management	0506	92127	BS
Criminal Justice	2105	92126	BS
Computer Security and Information Assurance	5505	21875	BS
Cybersecurity	0799	37599	BS
Digital Media & Communications	0605	28705	BA
English	1501	92128	BA
Forensic Science/ Crime Scene Investigation	1999	29649	BS
Forensic Science	1999	40109	BS
Global Business Management	0513	35622	BS
Human Services	2101	92129	BS
Liberal Studies	4901	21914	BS
Legal Studies	0599	92125	BS
Organizational Development	0599	34713	BS
Political Science	2207	30039	BS
Psychology	2001	20098	BA
Risk Management	0512	38017	BS
Small Business Management	0506	35658	BS
Sports Industry Management	0599	35891	BS

## GENERAL EDUCATION CURRICULUM

General Education signifies a program of arts and sciences courses providing students with a broad educational experience. Rather than being focused on majors or academic/vocational specializations, General Education courses are universal and foundational. Typically introductory, they offer students fundamental skills and knowledge in mathematics, English, arts, humanities, physical sciences, and social sciences. Completion of a General Education program is required for a degree.

### GENERAL EDUCATION COURSE MODULES

Effective for all students beginning Fall 2018

Students must take at least one (1) course from each of the following modules:

#### Mathematics

Courses within this module will provide students with the opportunity to develop the foundations required for analytic and quantitative reasoning experiences that will enable them to make decisions, solve problems, and manipulate concepts within a mathematical framework or in courses where an understanding of mathematical and statistical systems is required.

#### Natural Science

Courses in this module will provide students with fundamental and foundational knowledge of the natural sciences as well as a basic understanding of the principles and applications of scientific inquiry. Such knowledge will enhance the student's awareness and understanding of the role that the natural sciences play in our ever-evolving planet.

#### Social Science

Courses in this module will provide students with the opportunity to engage in the study of various fundamental aspects of human behavior, the human condition, and the dynamics of social change and interaction.

#### American History/Western Civilization

Courses in this module will provide students with foundational historical knowledge of social norms, ethical values, traditional customs, belief systems, and political systems of Western civilization, including American culture.

#### Civic Learning and Engagement

Courses in this module will provide students with the

knowledge, skills and values to effect positive change in their communities, whether that be defined locally or globally. It involves participating in activities that are both personally fulfilling and socially beneficial.

#### Humanities

Courses in this module will provide students with knowledge of the fundamental modes of inquiry within the humanities and/or will foster a greater appreciation of broad creative cultural traditions and movements within these disciplines.

#### Arts

Courses in this module will provide students with knowledge of forms of artistic expression and the opportunity for participation in the creative process.

#### Foreign Culture and Language

Courses in this module will provide students with knowledge of the distinctive features of foreign cultures and/or languages and will help students understand and appreciate diverse perspectives.

#### General Elective

To fulfill the requirement of this module, an elective will be chosen from one of the above mentioned modules. Students should consult with their academic advisor before choosing this elective as some programs/departments/divisions may prescribe which module may fit best into an individual student's academic program.

#### General Education Course Modules (Old)

Students who began at Hilbert College prior to Fall 2018 are subject to the old general education model, unless they choose to change to a catalog year from Fall 2018 or later. Students who leave the college for more than two semesters (without a Leave of Absence on file) will be subject to readmit under the new general education model.

## HONORS PROGRAM

The Honors Program at Hilbert College is designed to augment the specific qualities and mission of the College. Our program is decidedly student centered and holistic in nature. We educate the whole student, and we support the whole student. We have designed a program that will foster excellence but will not isolate the student from a complete college experience.

Our criteria for admission mirror the Franciscan values upon which the College was founded. Our program offers

the personal guidance and attention for which we are known. To this end, while we are looking for students who represent the highest caliber of academic excellence, we are also looking for those students whose life choices outside the classroom demonstrate leadership skills, social commitment, or artistic interests.

The Honors Program at Hilbert College is a contract-based honors program. For maximum flexibility and complete integration, the program allows a student to enroll in regular classes and fulfill his/her honors requirements by completing special projects for Honors credit in those classes (typically one class a semester is taken for Honors credit). Called in lieu of projects, these are created by the faculty teaching the class and administered by the Honors Council. The in lieu of system allows Honors students to have the experience of working one-on-one with our highly credentialed Honors Faculty, both within their majors and without, from the first semester that they enroll.

Honors students also take the Freshman/Transfer Honors Colloquium (HON 105/305) in their first year at Hilbert College and will participate in a capstone experience. Finally, Honors students are asked to give something back to the community in the form of a modest amount of community service.

Graduating with honors from Hilbert College will separate students from other applicants. Why? Completing an honors program shows that a student is more motivated, better prepared, and more self-reliant than his/her peers. Having "honors" on a degree says that the student can succeed in the challenges that face him/her because he/she already has a proven record of success. The Honors Program at Hilbert College is designed specifically with the student's interests and eventual success at the forefront. In addition to the benefits mentioned above, the Hilbert College Honors student receives priority registration, a private lounge area with dedicated computers, and special educational opportunities, including travel and service opportunities.

To apply, all a student needs to do is to fill out an application, attach a one-to-three page narrative of self-assessment, and submit that along with a letter of recommendation from a professor/teacher or a person who has supervised him/her in an extra-curricular community involvement.

For an application, write to:

Dr. Amy Smith  
Honors Program  
Hilbert College  
5200 South Park Avenue  
Hamburg, NY 14075  
Or call (716) 649-7900 (ext. 354).

Applications can also be downloaded from the [Hilbert College website](#).

## A SAMPLE OF CURRENT COURSES OFFERED FOR HONORS CREDIT\*

In lieu of proposals are available for student review online.

- ACC 320 Intermediate Accounting
- ACC 310 Corporate Taxation
- BUS 201 Introduction to Business Management
- CJ 101 Introduction to Criminal Justice
- CJ 204 Crime and Society
- CJ/HS/PSY 316 Family Violence
- ECO 201 Microeconomics
- ECO 202 Macroeconomics
- ECI 350 Law of Economic Crime
- EN 205 World Literature
- EN 315 World Mythology
- EN 325 Autobiography
- EN 388 Women and Literature
- FS 101 Introduction to Forensic Science
- FS 318 Special Topics in Forensic Science
- HS 101 Introduction to Human Service
- HS/PSY 205 Interpersonal Communication and Effectiveness
- HS 315 Child Welfare Services
- LW 103 Legal Research
- LW 303 Advanced Legal Research
- MA 200 Statistics
- PH 205 Business Ethics
- PH 305 Making of the Modern Mind I
- PH 306 Making of the Modern Mind II
- PS 102 American Government
- PS 335 Genocide
- PS 402 Junior Symposium
- PSY 202 Adult Development and Aging
- PSY 406 Cross Cultural Study of Psychology

\*List is subject to change.

## HONORS PROGRAM INFORMATION

### Eligibility requirements

- 3.5 cumulative average (90 high school average for incoming freshmen)
- Full-time day status
- Proven leadership qualities in any of the following areas: social commitment, arts, or athletics
- 60 or fewer credit hours

### Curricular Requirements

- Freshman/Sophomore Honors Colloquium (HON 105) OR Junior Honors Colloquium (HON 305)
- One course for Honors credit per semester (students are required to take classes within their major and in the liberal arts for Honors credit)
- One Capstone Colloquium in the

senior year (one credit course)

Extra-Curricular requirements

- 20 hours of community service annually

Benefits

- Priority registration
- Private lounge area with dedicated computers
- Special educational opportunities
- Recognition of Honors during the commencement ceremony and on the Hilbert College transcript
- Personal advisement by Honors Faculty in addition to the departmental advisement

## APPLICATION PROCESS

Students must fill out an application to the Honors Program and submit that along with a letter of recommendation from a professor/teacher or someone in a supervisory capacity within their extra-curricular activities.

Please note: the Honors Council will refer to transcripts. Therefore, new students must apply to Hilbert before or at the same time they apply to the Honors Program

## LEADERSHIP SCHOLARSHIP PROGRAM

The Hilbert College Leadership Scholarship Program is an intensive four-year experience designed to assist recipients to develop and refine their leadership skills. Students will be engaged in numerous experiential learning programs which allow them to become involved in the campus and the community in a meaningful way.

To accomplish these goals, the program makes use of a variety of methods to meet the unique learning styles of all participants. Workshops, distinguished speakers, service learning, and adventure-based programs are all important components of the program. Past participants have heard nationally known speakers such as Rudy Giuliani and Donald Trump, participated in leadership conferences, learned to sail, completed numerous community service projects, and survived white-water rafting.

Each year of the leadership program has a different focus. First-year participants will participate in self-assessment designed to familiarize them with their own strengths and areas for further development. In this first year program participants will take Introduction to Leadership (GS 160). Sophomore participants explore leadership in group settings, developing an understanding of the diversity around them while building team skills. Juniors hone their professional skills and job readiness through an intensive program which includes resume writing, interview skills, job search techniques, and even etiquette.

In the senior year, students focus on goal-setting for their career and post-college life. At all levels students are asked to be involved in campus activities or clubs in order to put into practice the concepts they have learned.

It is no secret that employers are seeking candidates who can demonstrate problem solving skills, team attitude, strong communication skills, and above all, leadership ability. The Leadership Scholarship Program is designed to help students develop these skills and stand out in a competitive job market.

Applications are mailed to qualified students upon acceptance to Hilbert College. To apply, students must complete the application and attach a one to two page narrative along with two letters of recommendation. Applicants are then invited to campus for an interview.

## THE STUDY ABROAD PROGRAM

A semester of full-time study abroad greatly enriches a student's liberal education and enhances the student's ability to live in a global society. To offer this opportunity to our students, Hilbert College has developed an articulation with Arcadia University's study abroad program, which consistently ranks either as the best or second best study abroad program in the nation. Hilbert students who wish to study abroad in their junior or senior year have the opportunity to apply to approximately 100 programs in the following fourteen locations: Australia, Chile, Cuba, England, France, Greece, Ireland, Italy, New Zealand, Scotland, South Africa, South Korea, Spain, and Wales. Students who are interested in obtaining more information on study abroad should contact Dr. Michael Degnan at [degnan@hilbert.edu](mailto:degnan@hilbert.edu).

A student who will be studying abroad for a semester needs to complete a Study Abroad form in the Office of Student Records. The student must request that an official transcript be sent to the Office of Student Records for review and acceptance of transfer credits.

Upon return to the College, students must contact the Office of Admissions and complete an abbreviated application process for reinstatement, inclusive of payment of applicable fees.

## HILBERT COLLEGE ONLINE

Many of Hilbert's classes are offered online. Students enrolled in online courses will be able to view class notes, listen to lectures, watch videos, and participate in discussions from a sound-enabled computer that is hooked up to the internet. "Distance Learning" classes are very convenient for students with busy schedules, because the classes do not run during a particular time slot. Instead,

class material is kept online (archived) for at least a week, and students can, therefore, work their way through the material at any hour of the day or night. Moreover, students can listen to the lectures in installments, and additionally students can replay all or parts of a lecture.

While the online format can be, and often is, a very effective learning environment, Hilbert encourages students to think carefully before they enroll in distance learning courses. Successful online students are those that are capable of self-discipline and good time-management. Procrastinators may find online courses difficult, because it can be tempting to rationalize doing the weekly assignments “later”. Although, any motivated and disciplined student can benefit from the online format, the students that benefit the most are typically non-traditional students with demanding work and family commitments.

Finally, online students will be given an orientation to the online class environment, and technical support is available throughout the duration of the course.

## LIBERAL LEARNING OUTCOMES

According to the Association of American Colleges & Universities, the “a truly liberal education is one that prepares us to live responsible, productive and creative lives in a dramatically changing world. It is an education that fosters a well-grounded intellectual resilience, a disposition toward lifelong learning, and an acceptance of responsibility for the ethical consequences of our ideas and actions.” To achieve these broad objectives, Hilbert College believes that they cannot be taught in isolation but must be taught as an integral part of a cumulative, holistic curriculum that integrates into professional training the development of lifelong skills that transfer well to a wide variety of occupations

As part of these general educational goals, the curriculum is designed to promote the following six objectives cumulatively over the student’s time at Hilbert. All courses will indicate which of the six objectives they are designed to strengthen. Certain required courses will attempt to reinforce all six objectives. Thus, the student will consciously monitor the development of these skills until, in the student’s senior year; the student will register for a capstone experience, which will measure the student’s mastery of these six goals.

**Outcome 1:** Students will acquire advanced core skills. These core skills will be in writing, speaking, listening, reading, quantitative skills, and technological fluency.

**Outcome 2:** Students will become interculturally aware and acquire openness to diversity: These skills include awareness and appreciation of world cultures, and languages, as well as

of non-dominant groups and societies at home and abroad.

**Outcome 3:** Students will acquire effective reasoning and problem-solving skills: These include the development of multiple, sophisticated problem-solving strategies that transcend traditional discipline boundaries.

**Outcome 4:** Students will develop advanced research skills: These skills include knowledge regarding technology-enhanced research and the ability to recognize the validity of research information sources

**Outcome 5:** Students will develop skills in integrative learning: These skills include collaborative work combining analytical and experiential learning

**Outcome 6:** Students will develop the ability to lead an examined life and value the need for lifelong learning. In a rapidly changing world, students will learn that these skills in self-renewal are essential both personally and professionally.

### General Education

Within the Liberal Learning outcomes, the General Education Core Curriculum is designed to provide foundational learning to prepare students for success in the specific skills of their professional program or major.

Thus, after completion of the General Education Core, a student will be able to demonstrate intermediate college level mastery of:

- Oral and written communication
- Mathematics and quantitative skills
- Critical thinking and problem solving skills

Students will also be able to demonstrate familiarity with basic concepts and knowledge in

- Humanities and Arts
- Social Sciences
- Ethics and moral reasoning
- Natural sciences

The General Education Core consists of 45 Total hours

Specifically Required courses (15 hours)

- English 101
- English 102
- COM 151 (Public Speaking)
- Religious Studies
- Foundations (first year) Seminar Junior Symposium

Modules: (One course required in each) (27 hours)

- Mathematics

- Natural Science
- Social Sciences
- American History/Western Civilization
- Civic Learning and Engagement
- Humanities
- Arts
- Foreign Culture and Language

Elective chosen only from courses in modules above (3 hours)

Note: These requirements apply to all students who enrolled as freshmen in fall 2018 or later or as transfers in fall 2018 or later. Students who enrolled earlier should consult the prior catalog and their advisor for their General Education requirements.

## PROGRAMS OF STUDY

### ARTS AND SCIENCES DIVISION

The Division of Arts and Sciences is home to Art History, Digital Media, Creative Studies, Communication, English, French, General Studies, Library Science, Mathematics, Music, Science, Spanish and Theater courses. These courses form the basis of a solid liberal arts education, support Hilbert College's Liberal Learning Goals, and General Education Curriculum. Arts and Sciences courses teach students critical thinking, qualitative and quantitative reasoning skills. In addition, these courses also introduce students to cultural and aesthetic literacies that prepare students to live in the global society, live reflectively and pursue lifelong learning.

Students in the Division pursue degrees in Digital Media and Communication, English and Liberal Arts.

List of degree programs within Arts and Sciences

English: BA

Digital Media & Communication: BA

Liberal Arts: AA

### ENGLISH

The mission of the English Department is to provide students with a critical, theoretical, and practical basis for interpreting and evaluating human culture in its written, rhetorical, visual, performative, and aesthetic forms. When appropriate, the Department also prepares students to use the technologies that are necessary for success in their chosen fields. We prepare students instilling a lifelong commitment to using language and image to confer

meaning on experience and to promote the common good.

The English Department is committed to student learning with a focus on cultural studies, language, and communication processes within the liberal arts tradition by:

- Promoting intellectual curiosity, creativity, active learning, and independent thought;
- Treating students as participants in the construction of knowledge;
- Engaging students in the creation and critical analysis of texts and modes of discourse in their diverse historical, aesthetic, cultural, social, and theoretical contexts;
- Developing life-long, transferable skills in critical thinking, reading, writing, speaking, listening, and modes of inquiry;
- Fostering respect for intellectual and human diversity;
- Encouraging interdisciplinary approaches to content and style;
- Facilitating pre-professional, career development, and graduate school preparation;
- Serving as a community resource for the arts by hosting artistic events featuring regional, national and international artists working in various media.

Students may concentrate their studies in one or more of the following concentrations or career paths:

- Creative Studies-writing
- Creative Studies-film
- Theater
- Graduate School Preparation

Students with an English Degree have entered the following fields and careers:

- Teaching (elementary, secondary, and post secondary)
- Public relations
- Advertising
- Business
- Law
- Publishing
- Library Science
- English as a second language

### LEARNING OBJECTIVES

The mission of the English Department is met by the following objectives.

English students will demonstrate a strong knowledge base in literature through the ability to:

- Understand the key aspects of main literary periods
- Identify significant authors, including those from

diverse backgrounds and cultural traditions, and their contributions to the literary canon

- Understand the attributes and characteristics of various literary genres

English students will demonstrate high competency in writing through the ability to:

- Write with grace and precision while avoiding distracting mechanical errors
- Synthesize ideas in order to effectively support one's point of view
- Identify different modes of writing and use the appropriate mode of writing to achieve an intended purpose for a specific audience

English students will demonstrate research skills through the ability to:

- Find, evaluate, and use primary and secondary sources
- Accurately apply the summarization, paraphrasing, and quotation of primary and secondary sources
- Support an argument/interpretation with appropriate sources
- Use MLA documentation method appropriately

English students will demonstrate interpretive skills through the ability to:

- Carefully and critically read, analyze and evaluate literature
- Create independent interpretations of literature
- Apply theoretical perspectives to literature
- Create connections between literature, lived experiences, and historical, social, and cultural contexts

## BACHELOR OF ARTS IN ENGLISH (120 credits)

### REQUIRED COURSES IN MAJOR (14) CREDIT HOURS (42) COURSES

EN 200 Level Elective	3
(Three must be survey courses –two in sequence)	
EN 300/400 Level Electives	3
Senior Seminar	3

### GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
PS 402 Junior Symposium	3
GS 101 Foundations Seminar	3
Religious Studies	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (9) COURSES (27) CREDIT HOURS

Natural Science Elective	3
Social Science Elective	3
American History/Western Civilization Elective	3
Mathematics Elective	3
Humanities Elective	3
Civic Engagement Elective	3
Foreign Culture and Language Elective	3
Arts Elective	3
General Education Elective	3

### UPPER LEVEL ELECTIVES (8) COURSES (24) CREDITS

Liberal Arts Elective (300/400)	3
All College Elective (300/400)	3
All College Elective (300/400)	3

### GENERAL ELECTIVES (3) COURSES (9) CREDITS

All College Any Level Elective	3
All College Any Level Elective	3
All College Any Level Elective	3

Specific Requirements in Literature	
1. One Shakespeare (EN 303/304)	
2. One course emphasizing poetry	
3. One genre/period course (not poetry)	
4. One British Literature before 1800	
5. Two American Literature courses	
6. One capstone course (EN 495)	

## DIGITAL MEDIA AND COMMUNICATION

The mission of the Digital Media and Communication Department is to provide students with a critical, theoretical, and practical basis for interpreting and evaluating human culture in its, visual, performative, and aesthetic forms. The Department also prepares students to use the technologies that are necessary for success in their chosen fields. We prepare students in all areas of communications: film analysis, production and all convergent technologies; and integrative research skills, instilling a lifelong commitment in using language and image to confer meaning on experience and to promote the common good.

The Digital Media and Communication Department is committed to student learning with a focus on media arts, cultural studies, language, and communication processes within the liberal arts tradition by:

- Promoting intellectual curiosity, creativity, active learning, and independent thought;
- Treating students as participants in the construction of knowledge;
- Engaging students in the creation and critical analysis of texts and modes of discourse in their diverse historical, aesthetic, cultural, social, and theoretical contexts;
- Developing life-long, transferable skills in critical thinking, reading, writing, speaking, listening, and modes of inquiry;
- Fostering respect for intellectual and human diversity;
- Encouraging interdisciplinary approaches to content and style;
- Facilitating pre-professional, career development, and graduate school preparation;
- Serving as a community resource for the arts by hosting artistic events featuring regional, national and international artists working in various media.

### LEARNING OBJECTIVES

The mission is met by the following objectives.

Digital Media and Communication students will be able to work in an information rich society at a proficient level as demonstrated by the following competencies:

- Determine the extent of information needed;
- Identify the necessary information effectively and efficiently;
- Evaluate information and its sources critically;
- Use information effectively to accomplish a specific project;
- Identify and appraise the economic, legal, ethical, and social issues surrounding

the use and access of information.

- Use information ethically

Digital Media and Communication students will demonstrate proficiency in technological literacy in the following ways:

- Use computers to communicate information via print, the Internet, and multimedia technologies;
- Identify the major digital communication theory and able to apply it practically;
- Interpret the uses of technology and their effects on a community
- Choose appropriate technology for a project;
- Employ the processes of acquisition, manipulation, distribution and archiving of technological communication.

Digital Media and Communication students will demonstrate creative literacy proficiently in the following ways:

- Identify, argue and assess major visual theories and be able to apply them;
- Use sound effectively in communication;
- Demonstrate effective written communication skills.

Digital Media and Communication students will demonstrate cultural literacy in the following ways:

- Apply work in their own communities to explore and communicate culture “close to their own doorstep”;
- Interpret the major movement in western culture;
- Interpret, compare and contrast the relationship of western culture to other culture by understanding the politics of communication and understand how modern technology can be used to empower people;
- Demonstrate an understanding of how cultures place meaning in various communication systems.

Students may concentrate their studies in one or more of the following concentrations or career paths:

- Film and Visual Effects
- Graphic Design
- Integrated Marketing Communication
- Multimedia Journalism

Students with a DMAC Degree have entered the following fields and careers:

- Marketing management
- Video and film production
- Media writing
- Public relations
- Advertising Business
- Law

## BACHELOR OF ARTS IN DIGITAL MEDIA AND COMMUNICATION (120 credits)

### REQUIRED COURSES IN MAJOR (13) CREDIT HOURS (39) COURSES

COM 110 Introduction to Mass Media	3
COM 170 Multimedia Production I	3
COM 180 Multimedia Production II	3
COM 210 Media Analysis	3
COM 211 Mass Communication Theory	3
COM 320 Law and Ethics II	3
COM 365	3
COM 375	3
COM 385	3
COM 455	3
COM 491	3
EN 240 The Art of Persuasion	3
MA 200 Topics in Statistics	3

### COURSES IN CONCENTRATION (12) CREDITS

#### FILM AND VISUAL EFFECTS CONCENTRATION

COM 365 Digital Filmmaking
COM 375 Digital Film Editing
COM 385 2D/3D Graphics
COM 455 2D/3D Advanced Graphics

#### GRAPHIC DESIGN CONCENTRATION

COM 305 Visual Communication
COM 370 Digital Photography
COM 373 Graphic Design
COM 381 Web Design

#### INTEGRATED MARKETING CONCENTRATION

COM 261 Concepts of Integrated Marketing
COM 344 Public Relations Writing
COM 348 Advertising Copywriting COM362 Integrated Marketing Research

#### MULTIMEDIA JOURNALISM CONCENTRATION

COM 343 Journalism
COM 360 Press Relations
COM 442 Multimedia Journalism
COM 443 Journalism Practicum

### GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3

EN 102 Writing for the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSES (18) CREDIT HOURS

Natural Science Elective	3
Social Science Elective	3
American History/Western Civilization Elective	3
Civic Engagement Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

### UPPER LEVEL ELECTIVES (6) COURSES (18) CREDITS

Liberal Arts Elective 300/400	3
All College Elective 300/400	3
All College Elective 300/400	3

### GENERAL ELECTIVES (5) COURSES (15) CREDITS

All College Elective	3

## LIBERAL ARTS

### ASSOCIATE DEGREE IN ARTS - LIBERAL ARTS (60 credits)

The mission of the Arts and Sciences Program is to provide students with a critical and practical basis for developing and demonstrating competence in expressing ideas, interpreting texts, and making aesthetic judgments, in English or other languages (humanities); in thinking quantitatively and in using the scientific method (mathematics and science); and in analyzing social and organizational commitments and behaviors (social sciences). These competencies facilitate life-long human inquiry by providing the conceptual tools and skills for conducting that inquiry to live an examined life, supportive of self and community.

#### VISION STATEMENT

The Arts and Sciences Program is committed to student learning with a focus on the humanities, sciences,

and social sciences within the liberal arts tradition by: Developing life-long, transferable skills in critical thinking, reading, writing, listening, and modes of inquiry; Engaging active learning, problem-solving, logical reasoning, and independent thought; Nurturing aesthetic and evaluative judgment; Fostering cultural literacy through interdisciplinary perspectives on different media, peoples, times, and places; Encouraging a life-long commitment to self-reflection and a respect for intellectual and human diversity; Promoting values clarification and community awareness; Facilitating pre-professional and career development preparation.

## ARTS AND SCIENCES CURRICULUM AREAS

The department offers an Associate's degree program for liberal arts majors, requiring courses in English and the humanities; mathematics and the natural/physical sciences; and the social sciences, by collaborating with other departments providing courses in economics, history, philosophy, political science, psychology, religious studies, and sociology.

## NON-DEGREE PROGRAMS WITHIN THE ARTS AND SCIENCES DEPARTMENT

### ART HISTORY

The mission of the Art History Program is to provide students with the knowledge and skills central to the study of the history of the visual arts. Through classroom lectures and discussion, and both small group and individual exercises, students will learn art historical methodologies and use critical thinking to analyze, interpret, and evaluate works of visual art in both oral and writing presentations. To encourage an understanding of the place and function of the visual arts in their own community and in societies in a larger sense, classes will visit local museums, galleries, and architectural sites.

### VISION STATEMENT

The vision of the Art History Program is to develop students who:

- Use critical thinking to analyze, interpret, and evaluate works of visual art;
- Have an informed sensitivity to the aesthetic properties of the visual arts;
- Appreciate the place and function of the visual arts in societies;
- Value the creative diversity of the visual arts across time and from one culture to another;
- Regard opportunities to experience works of art at first-hand as an ongoing aspect of an enriched life.

### LEARNING OBJECTIVES

Students will:

- Learn the key monuments in the history of art
- Learn the language, concepts, and methodologies basic to the study of art history
- Use the appropriate art-historical procedure to arrive at informed interpretations and evaluate judgments of works of art
- Appreciate empiricism and ambiguity in understanding works of visual art
- Understand the ways in which works of visual art express the values of a particular place and time
- Develop skill in researching topics relevant to art history and practice effective communication in both oral and written expression on art-historical topics
- Appreciate the diverse nature of creative expression in the visual arts

Courses Offered:

AHI 103: Creative Moments in Art History AHI

320: The Art of the Renaissance in Italy

AHI 350: Impressionism and the Roots of

Modernism AHI 380: Women in Art

### FOREIGN LANGUAGES

The mission of the Foreign Languages Program (French, Italian, and Spanish) is to provide students with appropriate linguistic skills: listening, reading, and writing in a language other than English. With the properly developed oral, auditory, lexical, and reading abilities, students will have the necessary tools to communicate effectively with speakers of the target language.

In keeping with the goals of the Hilbert Liberal Learning curriculum the department seeks to instill in its students an awareness and appreciation of the cultural differences and similarities between their own culture and that of other diverse populations. The main focus is to view all cultures and languages as valid and to see the value of learning a language as the key to a better understanding of the world at large and how one's own cultural heritage fits into the larger view of the global community.

### VISION STATEMENT

The Foreign Language Program provides opportunities for students to

- Develop listening, speaking, reading, and writing skills in languages other than English
- Acquire an awareness of cultural differences and similarities between a target culture and a student's own cultural perspective

In addition, the Foreign Language Program encourages students to explore other opportunities beyond the confines of the college to refine the basic skills acquired in the

classroom; for example, travel or study abroad. With an eye to promoting global citizenship it is the hope of the Foreign Language Program that the experience of studying a foreign language will motivate students to be aware of and pursue further linguistic and cultural learning opportunities.

## LEARNING OBJECTIVES

Students will:

- Master the four basic skills (listening, speaking, reading, and writing) in languages other than English;
- Acquire an awareness of cultural differences and similarities;
- Demonstrate knowledge of a foreign language in workplace conditions in the context of professional use;
- Fulfill New York State teacher certification requirements;
- Acquire knowledge of the history and culture of the target language country;
- Research historical periods and cultural trends in the target language country.

Courses Offered:

AR 101: Introduction to Arabic I  
AR 102: Introduction to Arabic II  
FR 101: Introduction to French I  
FR 102: Introduction to French II  
FR 103: Introduction to French III  
SP 101: Introduction to Spanish I  
SP 102: Introduction to Spanish II  
SP 103: Intermediate Spanish I  
SP 300: Spanish for Law Enforcement Officials

## MATHEMATICS

The mission of the mathematics faculty is to empower students mathematically. This empowerment includes the ability to analyze, reason logically, communicate about and through mathematics, solve non-routine problems using strategies already known, and introduce new mathematical concepts not previously encountered. To accomplish these aims, the faculty creates a safe classroom environment that encourages active learning via teaching strategies enabling student participation to direct the flow of the lesson. This discourse is encouraged at the individual, small group, and class level. Through this experience, students will value mathematics and the significant role it plays in their lives.

## VISION STATEMENT

As Hilbert College does not offer a mathematics or science degree, the vision of the mathematics program is to

- Identify students lacking math skills and place them in the appropriate remedial course;
- Enable students to progress from their entry level to the highest mathematical level needed in their degree program;
- Offer mathematics courses, which complement and complete Hilbert's degree programs.

## LEARNING OBJECTIVES

Students will:

- Learn the concepts, language, algorithms, and major theories of mathematics;
- Understand the appropriate application of mathematical skills, concepts, and theories to human services, criminal justice, psychology, accounting, business administration, economics, and the sciences;
- Appreciate empiricism ambiguity, and alternative methods of analyzing problems;
- Adhere to appropriate mathematical techniques and methods of inquiry;
- Use and appreciate available technological advances (e.g., calculators and computers);
- Develop research and communication skills, and practice critical thinking.

Courses Offered:

MA 101: Survey of Mathematics  
MA 135: Mathematical Applications  
MA 145: College Mathematics MA 146: Pre-Calculus  
MA 200: Topics in Statistics MA 205: Survey of Calculus MA 235: Discrete Mathematics

Notes: Based on high school mathematics coursework and/or placement exam results, students may be required to take an additional lab component (MA 145 with Lab, MA 200 with Lab) along with their appropriate credit-bearing mathematics course in order to satisfy a remedial component. Students should discuss with their advisors what the most appropriate math class is for them, based on their majors and their performance in previous math classes.

Credit-bearing math courses fulfill general mathematics requirement. MA 200 is required of various four-year degree programs. MA 146 is required of certain Business Administration majors. MA 235 is required of ECI majors.

## MUSIC

The mission of the Music Program is to provide students with the knowledge and skills central to the study of the history of music. Through classroom lectures and discussion, students will develop a basis for understanding music as an art and as an academic discipline by developing and demonstrating listening skills and an ability to respond perceptively to music of the Western tradition in its various modalities, reinforced by basic music vocabulary and consideration of historical and cultural contexts. Students will also attend concerts to encourage an understanding of the place and function of music in their own community and in society at large.

## VISION STATEMENT

The vision of the Music Program is to develop students who:

- Use critical thinking to analyze, interpret, and evaluate works of music;
- Have an informed sensitivity to the aesthetic and aural properties of music;

- Appreciate the place and function of music and musical performance in societies;
- Value the creative diversity of music across time from one culture to another;
- Regard opportunities to experience the performance of music at first hand as an ongoing aspect of an enriched life.

## LEARNING OBJECTIVES

Students will:

- Develop aural sensitivity to promote perceptive listening skills
- Learn the language, concepts, and music theory elements basic to the study of music
- Use appropriate procedures in the study of music to arrive at informed interpretations and evaluative judgments of pieces of music
- Appreciate empiricism and ambiguity in understanding musical texts;
- Understand the ways in which pieces of music and musical performance express the values of a particular time and place;
- Develop skill in researching topics relevant to music, and practice effective communication in both oral and written expression on music topics;
- Appreciate the diverse nature of creative expression in music.

## Courses Offered

MU 103: The Enjoyment of Music  
 MU 250: Afro-Centric Music

## SCIENCE

The mission of the Science Program is to enable students to understand the principles and methodology of science through the knowledge and practice provided within the biological and physical sciences. Through classroom lecture and discussion, demonstrations, laboratory experiments, and individual exercises, students will learn to think critically in the biological sciences about the unifying principles of life, the structures and mechanisms of organisms, including the human body, the interrelatedness and differentiation of biological forms, and the conserving role of environmentalism; and in the physical sciences, about the properties and interaction of matter and energy through the study of chemistry, physics, earth science, and astronomy.

## VISION STATEMENT

The vision of the Science Program is to develop students who

- Can apply scientific principles and procedures
- Understand the developmental patterns, similarities, and relations among different forms of life;
- Value the role of conservation and environmental concerns;
- Know the chemical and physical basis for interactions and reactions;
- Are cognizant of scientific theories of

- cosmic and geological formations;
- Employ scientific issues and themes to stimulate critical thinking and problem-solving.
- Can conduct experiments through computer-based laboratory investigation.

## LEARNING OBJECTIVES

Students will:

- Learn the scientific method and the terms, concepts, and principles intrinsic to scientific studies
- Become knowledgeable about a variety of current scientific issues
- Evaluate the accuracy of claims that report to be “scientific” and identify resources that provide scientifically sound information
- Formulate and express opinions about many pertinent, socially relevant scientific issues
- Develop skills in researching topics relevant to scientific issues and practice effective communication in both oral and written expression on scientific topics
- Demonstrate facility with lab-based experimentation and computerized equipment

## Courses Offered

BI 101: Introduction to the Physical Sciences  
 BI 110: Science in Society: Modern Topics in Biology  
 BI 112: Environmental Science  
 BI 114: The Human Body  
 BI 115: Nutrition  
 BI 140: College Biology I with Lab  
 BI 141: College Biology II with Lab  
 BI 300: Genetics with Lab  
 BI 310: Cell Biology with Lab  
 BI 320: Biochemistry with Lab  
 BI 340: Molecular Biology with Lab  
 CH 110: Science in Society: Modern Topics in Chemistry  
 CH 140: General Chemistry I with Lab  
 CH 141: General Chemistry II with Lab  
 CH 311: Organic Chemistry I with Lab  
 CH 313: Organic Chemistry II with Lab  
 PY 140: College Physics I with Lab  
 PY 141: College Physics II with Lab

## BIOLOGY CONCENTRATION

The Biology concentration is available to students at Hilbert College who are interested in learning more about laboratory-based natural sciences. The concentration is comprised of four biology courses and one chemistry course. Together these five courses will provide more in depth exposure to fundamental principles in the natural sciences. This concentration is available to students in all majors, though it is likely of particular interest to students in the Psychology and Forensic Science/CSI departments who wish to obtain a stronger laboratory-based science foundation than what is required for their major.

Coursework includes:

- Two semesters of general biology with labs
- One semester each of genetics, molecular biology, and general chemistry with labs

SAMPLE COURSE SEQUENCE:

- BI 140 College Biology I with laboratory
- BI 141 College Biology II with laboratory
- CH 140 General Chemistry I with laboratory
- BI 300 Genetics with laboratory
- BI 340 Molecular Biology with laboratory

All courses in the concentration are four credits and include a separate laboratory section in addition to traditional class meetings, where students will have a chance to gain skills working with modern laboratory equipment and instrumentation. Additionally, the courses in the concentration do not require prior exposure to biology as they are designed to be taken sequentially, initially introducing students to foundational concepts and material and progressing to more advanced applications of concepts in later courses.

## GENERAL STUDIES

The aim of the General Studies electives is to develop (1) college reading and study skills; (2) leadership, organizational skills, and healthy lifestyle habits through course work variously focusing on theory and practice in leadership studies; (3) students activities programming; and (4) health and wellness knowledge and initiatives associated with career success. Through classroom lectures and discussion, group work, and individual exercises, students will improve their reading and study skills; will learn different leadership styles in historical perspective, while emphasizing skill development; will understand the ways in which students activities programming enhances classroom learning while supporting academic and student-related concerns; and will consider and apply to their lives health-related topics like nutrition, stress management, and physical fitness.

VISION STATEMENT

The vision of the General Studies electives is to develop students who

- Can apply reading and study skills at the college level;
- Understand theories of leadership, student development, and health and wellness approaches;
- Can identify, evaluate, and practice effective leadership styles, student programming activity initiatives and healthy lifestyles;
- Exhibit communication skills appropriate to leadership, student programming, and health and wellness activities.

LEARNING OBJECTIVES

Students will:

- Understand the historical and theoretical underpinnings of the discipline;
- Use critical thinking to identify, analyze, and evaluate discipline-specific information
- Understand, implement, and evaluate good discipline-specific practices;
- Demonstrate writing, speaking, listening, reading, and study skills;
- Demonstrate cultural fluency;
- Evaluate personal behaviors, skills, and attributes.

Courses Offered:

GS 111: College Reading and Study Skills  
GS 160: Introduction to Leadership  
GS 170/370: Introduction to Student activities Programming: Theory and Application  
GS 180: Health and Physical Fitness GS  
300 Service Learning Abroad  
GS 460: Leadership Applications

Note: GS leadership courses contribute to a Leadership Minor administered by the Professional Studies Division.

## CRIMINAL JUSTICE/FORENSIC SCIENCE DIVISION

Students with the Criminal Justice/Forensic Science division may pursue degrees in Criminal Justice, Forensic Science/Crime Scene Investigation, and Forensic Science - Laboratory Sciences.

Degree programs within Criminal Justice/Forensic Science division:

Criminal Justice: BS, AA  
Forensic Science/Crime Scene Investigation: BS  
Forensic Science - Laboratory Sciences: BS

## CRIMINAL JUSTICE

The mission of the Hilbert College Criminal Justice Department is to provide students with a challenging and relevant curriculum through a balance of liberal arts, career preparation and the integration of multiple disciplines. In addition to discipline specific knowledge, the Criminal Justice Program cultivates student skills in critical thinking, oral and written communication, research, analysis, technology and problem solving. The program develops student commitment in the areas of community service, personal accountability, global responsibility, and cultural diversity. It stresses ethical decision-making, principled behavior and the importance of life-long learning and facilitates

professional and career development in specialized fields. A criminal justice professional has many career paths from which to choose. The public sector includes federal, state and local agencies, which comprise the fields of law enforcement, probation, corrections, investigation, and special services. The private sector offers career opportunities in corporate security and juvenile treatment centers.

## VISION STATEMENT

The Criminal Justice Department is dedicated to the advancement of student education and provides balanced liberal arts curriculum integrated with practical experience by:

- Enhancing oral and written communication skills.
- Developing abilities in critical thinking, logical assessment and analytical problem solving and encouraging intellectual growth.
- Instilling an awareness and appreciation for the social and cultural diversity of society.
- Improving proficiency in multi-media research methods and technological fluency.
- Advocating service to the community.
- Infusing ethical decision-making and principled behavior.

## BACHELOR OF SCIENCE IN CRIMINAL JUSTICE (120 credits)

The Criminal Justice baccalaureate degree offers a program which provides students with a solid basis of knowledge and skills for service in various criminal justice fields. This degree gives students a broad liberal arts knowledge base and an understanding of the conceptual, organizational and practical dimensions of various criminal justice fields and agencies. The Criminal Justice program is designed to prepare students for employment in the field of criminal justice and also serve as preparation for graduate work in criminal justice, law, counseling, public administration or more technical areas concerned with organized and white collar crime. Criminal Justice majors are encouraged to take electives in their major that should assist in their career objectives and preparation. There are eight concentrations available that will assist in this development.

Internships are available in many of the concentrations.

Students pursuing the Bachelor of Science degree in Criminal Justice must fulfill the following requirements. The Criminal Justice requirements include the following distribution of credit hours:

## REQUIRED COURSES (11) COURSES (33) CREDITS

CJ 101 Introduction to Criminal Justice	3
CJ 200 Introduction to Corrections	3
CJ 202 Introduction to Law & Justice	3
CJ 204 Crime and Society	3
CJ 305 Research Methods in Social Sciences	3
CJ 330 Ethics in the Criminal Justice System	3
CJ 335/SO 306 Diversity Issues in Criminal Justice	3
CJ 402 Advanced Criminological Theory	3
CJ 404 Criminal Investigations/Criminalistics	3
CJ 405 Seminar in Criminal Justice	3
FS 320 Interview and Interrogation Techniques	3

## GENERAL REQUIREMENTS IN MAJOR (3) COURSES (9) CREDITS

MA 200 Topics in Statistics	3
SO 101 Introduction to Sociology	3
SO 201 Social Problems	3

## GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDITS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies Elective	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSES (18) CREDIT HOURS

Natural Science Elective	3
American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3

## UPPER LEVEL ELECTIVES (7) COURSES (21) CREDITS

Upper Level Criminal Justice Elective	3
Upper Level Criminal Justice Elective	3
Upper Level Liberal Arts Elective	3
Upper Level Liberal Arts Elective	3
Upper Level Liberal Arts Elective	3
Upper Level Elective	3
Upper Level Elective	3

## GENERAL ELECTIVES (7) COURSES (21) CREDITS

MIS Elective	3
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Any Level Criminal Justice Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

Courses that may be used in the major: ECI 340, ECI 350, ECI 370, FS 101, PSY 410, LW 302, LW/HS 410, HS 101, HS 210, CJ/HS/PSY 317, HS 205, HS 300, HS 302, HS 306

## CONCENTRATIONS IN CRIMINAL JUSTICE

Effective Fall 2018, all criminal justice majors declare a concentration in criminal justice by adhering to the following policy:

- Apply by completing a form provided by the Office of Student Records which will be forwarded to the appropriate departments for evaluation.
- Take eighteen hours of elective course work in the following areas: Take Both CJ 101, Introduction to Criminal Justice and CJ 204, Crime and Society.
- Take one that relates to your area of request.
  - CJ 102 Juvenile Delinquency (D or E)
  - CJ 103 Introduction to Security (I)
  - CJ 200 Introduction to Corrections (B)
  - CJ 202 Introduction to Law and Justice (E, G, or H)
  - RH 205 Microcounseling or HS 203 Introduction to Counseling (D or F)

Select exactly one group from A-I and take any 3 courses listed within the group (9 credit hours).

### A. GENERALIST

Any 3 Upper Level CJ Electives

### B. CORRECTIONS

CJ 300 Probation, Parole, and Community Based Corrections  
 CJ 400 Advanced Issues in Corrections  
 HS 300 Introduction to Chemical Dependency  
 PSY 410 Forensic Psychology

### C. CRIMINOLOGY

CJ 302 Juvenile Justice  
 CJ 304 Organized Crime & Career Criminal  
 CJ 320 Global Crime and Comparative CJ Systems  
 CJ 334 Analysis of Sexual Offenses & The Sex Offender  
 CJ 335 Diversity Issues in CJ OR SO 306 Cultural Diversity  
 CJ 402 Advanced Criminological Theory  
 CJ 417 Violent Phenomena

### D. FAMILY VIOLENCE

CJ/HS/PSY 316 Family Violence  
 CJ/HS/PSY 317 Family Violence Treatment  
 CJ 334 Analysis of Sexual Offenses & The Sex Offender  
 CJ 416 Advanced Issues in Family Violence  
 CJ 417 Violent Phenomena  
 HS 203 Introduction to Counseling OR  
 RH 205 Microcounseling  
 HS 300 Introduction to Chemical Dependency  
 HS 330 Violent Children  
 HS 403 Family Counseling

## E. INVESTIGATIONS

CJ 304 Organized Crime/Career Criminal  
 CJ 315 Laws and Rules of Evidence  
 CJ 404 Criminal Investigation/Criminalistics  
 ECI 340 Intelligence Research Methods OR  
 ECI 350 Law of Economic Crime  
 FS 320 Interview and Interrogation Techniques

## F. JUVENILE JUSTICE

CJ 302 Juvenile Justice System  
 CJ/HS/PSY 316 Family Violence  
 CJ/HS/PSY 317 Family Violence Treatment and Prevention  
 CJ 402 Advanced Criminological Theory  
 CJ/HS/PSY 416 Advanced Issues in Family Violence  
 CJ 417 Violent Phenomena Counseling  
 LW/HS 410 Child/Family Law (Core)  
 34 35

## G. LAW

CJ 315 Laws and Rules of Evidence  
 ECI 350 Law of Economic Crime  
 LW 302 Introduction to Criminal Law and Procedure  
 LW 312 Environmental Law (Core)  
 LW 402 The U.S. Constitution: Legal and Historical Perspectives (Core)  
 LW/HS 410 Child/Family Law (Core)

## H. POLICE MANAGEMENT

CJ 310 Introduction to Policing/Professional Entry  
 CJ 311 Police Management/Organization  
 CJ 312 Police: Human Dimensions  
 CJ 411 Police, Politics, and Professionalism

## I. SECURITY

CJ 303 Retail Security  
 CJ 321 Terrorism and Homeland Security  
 CJ 333 Information Security  
 CJ 403 Security Administration

Forensic Science/CSI majors are not eligible for Investigations as those classes are

required in the FS/CSI program.

## ASSOCIATE IN ARTS DEGREE IN CRIMINAL JUSTICE (60 Credits)

The Criminal Justice program is designed to prepare graduates for employment in the criminal justice areas of police work, courts, probation, parole, youth counseling, retail security, and private security. It also serves to prepare persons for careers in areas allied with the various enforcement fields or continued educational pursuits. The program is designed for in-service personnel as well as for persons wishing to prepare for service in the criminal justice fields.

The criminal justice requirements include the following distribution of credit hours:

### REQUIRED COURSES

(3) COURSES (9) CREDITS

CJ 101 Introduction to Criminal Justice	3
CJ 202 Introduction to Law & Justice	3
CJ 204 Crime and Society	3

### GENERAL REQUIREMENTS IN MAJOR

(2) CLASSES (6) CREDITS

MA 200 Topics in Statistics	3
SO 101 Introduction to Sociology	3

### GENERAL EDUCATION REQUIREMENTS

(4) COURSES (12) CREDITS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3

### SPECIFIC GENERAL EDUCATION CORE MODULES

(8) COURSES (24) CREDIT HOURS

Natural Science Elective	3
American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3
Religious Studies Elective	3

### GENERAL ELECTIVES (9)

CJ Elective	3
CJ Elective	3

MIS Elective

3

### SUGGESTED ELECTIVES

PSY 101, CJ 102, CJ 103, CJ 105, CJ 200, HI/CJ 207  
HS 101, HS/SO 205, HS 210 (May be used as criminal Justice Electives)

### SECURITY MANAGEMENT

A sequence of six courses at the College that would lead to a letter of accomplishment in Security Management. The eighteen-hour sequence is composed of courses in College Writing, Public Speaking, Introduction to Security, Terrorism and Homeland Security, Information Security, Retail Security and Security Administration. The sequence may be taken as part of the Associate in Arts or Bachelor of Science Degree Program in Criminal Justice.

### SECURITY MANAGEMENT CERTIFICATE

EN 101, COM 151, CJ 103, CJ 321, CJ 333, CJ 403

### THE INSTITUTE FOR LAW AND JUSTICE

The mission of the Institute for Law and Justice at Hilbert College is to support criminal justice, social service and related community support agencies by enhancing their ability to deliver services. Working with these agencies, the Institute will develop projects and seek funding from a wide variety of sources to conduct research that will enhance present knowledge related to issues of law and justice. The goals of the Institute for Law and Justice are as follows:

- To assist criminal justice and associated community support agencies to produce positive community change. By facilitating such positive community change, Hilbert College and the Institute for Law and Justice will increase their visibility in the local and Western New York area as an institution that effectively strengthens agencies and promotes community improvement.
- To improve governmental, private and public inter-agency communications in an attempt to increase collaborative efforts that promote positive community change.
- To help educate the criminal justice community relative to innovations and promising ideas in the fields of law and justice.
- To establish within Hilbert College a research based institution that provides faculty and students opportunities to grow intellectually.

## FORENSIC SCIENCE

The mission of the Hilbert College Forensic Science / Crime Scene Investigation Department is to provide students with a venue for the realistic application of contemporary forensic science techniques used in the field of crime scene investigation. The program balances liberal arts, physical and social sciences and practical training to develop students' oral and communication skills, analytical problem solving abilities, aptitude for collaborative work, experiential learning and multimedia research competencies. It promotes service to community, ethical behavior, professionalism, personal accountability, and respect for diversity and fosters commitment to life-long learning and intellectual growth.

### VISION STATEMENT

The Forensic Science/Crime Scene Investigation Department is committed to the enrichment of student learning and affords a realistic venue integrated with a liberal arts curriculum by:

- Developing skills in oral and written communications and technical writing.
- Improving analytical and critical thinking abilities and problem solving strategies.
- Cultivating an understanding, appreciation and respect for the diversity of contemporary society.
- Advocating community service, accountability and global responsibility.
- Encouraging life-long learning and continued intellectual development and promoting professionalism and ethical behavior.
- Increasing competence in multi-media research methods and technology.

### BACHELOR OF SCIENCE IN FORENSIC SCIENCE/ CRIME SCENE INVESTIGATION (120 Credits)

The Hilbert Forensic Science/Crime Scene Investigation degree is a four-year program, which provides students with a solid base of knowledge and skills for service in a growing number of investigative agencies. It also prepares students for the pursuit of advanced degrees in criminal justice or forensic science.

Typical forensic science degrees focus on natural sciences in laboratory settings where evidence is analyzed. However, crime scene investigation, involves the proper identification, collection, and chain of custody of evidence to the forensic lab for analysis. Hilbert will provide a blend of the two areas with a strong emphasis on crime scene investigation and how it relates to the forensic lab. The FS/CSI baccalaureate degree includes coursework in crime scene photography, laws and rules of evidence,

bloodstain pattern analysis and fingerprint evidence. This background will promote a stronger more precise relationship between the crime scene unit and the forensic lab responsible for crime analysis. Such coursework will be embedded within a well-balanced social science bachelor's degree. The FS/CSI program is intended to provide both college students and law enforcement personnel with the most current technological knowledge and practical applications in crime scene investigation. These skills will enable students to obtain entry-level positions in a wide array of positions, including:

- Accident Investigator
- Arson Investigator
- Autopsy Technician
- Crime Scene Photographer
- Crime Scene Reconstructionist
- Crime Scene Specialist
- Criminalist
- Document Examiner
- Evidence Control Technician
- Firearms Examiner
- Lab Assistant
- Latent Fingerprint Technician
- Police Crime Scene Technician
- Trace Evidence Examiner
- Tool Mark Examiner

Additionally, the program will furnish veteran officers with career advancement opportunities available through specialized education in crime scene investigation.

### REQUIRED COURSES IN MAJOR (18) COURSES (54) CREDIT HOURS

CJ 101 Introduction to Criminal Justice	3
CJ 202 Introduction to Law & Justice	3
CJ 204 Crime and Society	3
CJ 305 Research Methods in Social Sciences	3
CJ 315 Laws and Rules of Evidence	3
CJ 330 Ethics in the Criminal Justice System	3
CJ 404 Criminal Investigations/Criminalistics	3
FS 101 Introduction to Forensic Sciences	3
FS 201 Introduction to Photography/Imagery	3
FS 302 Computer Crime Investigation	3
FS 318 Special Topics in Forensic Science I	3
FS 319 Special Topics in Forensic Science II	3
FS 320 Interview and Interrogation Techniques	3
FS 400 Photography/Imagery	3
FS 401 Fingerprint Evidence	3
FS 402 Trace Evidence/Arson-Firearms/Impression Evidence	3
FS 403 Bloodstain Pattern Analysis/Crash Management/Report Writing	3
FS 405 Advanced Seminar in Forensic Science	3

## GENERAL REQUIREMENTS IN MAJOR (4) COURSES (12) CREDITS

BI 114 Human Body	3
MA 200 Topics in Statistics	3
PSY 101 Introduction to Psychology	3
PSY 410 Forensic Biology	3

## GENERAL EDUCATION REQUIREMENTS (5) COURSES (15) CREDITS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3

## SPECIFIC GENERAL EDUCATION CORE MODULES COURSE (6) CREDITS (18)

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

## UPPER LEVEL ELECTIVES (1) COURSES (3) CREDITS

Upper Level Liberal Arts Elective	3
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## GENERAL ELECTIVES (6) COURSES (18) CREDITS

MIS Elective	3
Religious Studies Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

## SUGGESTED ELECTIVES

Classes in Biology, Chemistry or Physics FS  
499 Forensic Science Internship

## BACHELOR OF SCIENCE IN FORENSIC SCIENCE/ LABORATORY SCIENCES (123 Credits)

The Hilbert Forensic Science/Laboratory Science degree is a four-year program, which provides students with a solid base of knowledge and skills for service in a growing number of laboratory agencies. It also prepares students for the pursuit of advanced degrees in forensic science, the natural

sciences and professional programs. Laboratory forensic science degrees focus on natural sciences in laboratory settings where evidence is analyzed involving the proper instrumental analysis, chain of custody and expert testimony. Hilbert will provide in-depth exposure to and undergraduate mastery of fundamental principles in the natural sciences and their application to forensic casework and the judicial system. The FS/Laboratory Sciences baccalaureate degree includes coursework in Introductory courses in forensic science, law and justice, general biology (two semesters with lab), chemistry (two semesters with lab) and physics (two semesters with lab); as well as two semesters of organic chemistry with lab. Upper level course work includes one semester each with labs in genetics, molecular biology, biochemistry, cell biology, Laws and Rules of Evidence (no lab but moot court component), Forensic Biology I & II, and Forensic Biology Capstone. All science courses in the program are four credits and include a separate laboratory section, in addition to traditional class meetings, where students will have a chance to gain skills working with modern laboratory equipment and instrumentation. To fully prepare students, the curriculum includes all-college requirements of Foundations Seminar, two semesters of English, Public Speaking, Junior Symposium, a Religious Studies and Microsoft Information Systems course; mathematics in pre-calculus, calculus and statistics, an upper-level course in Ethics in the Criminal Justice System, and additional courses in the general education program modules of Social Science, American History/Western Civilization, Civic Learning and Engagement, Humanities, Arts, and Foreign Culture/Language.

The FS/Laboratory Sciences baccalaureate degree includes coursework in chemical and biological sciences, laws and rules of evidence, and DNA analysis. This background will promote a stronger more precise relationship between the crime scene, the forensic lab analysis and courtroom proceedings. Such coursework will be embedded within a well-balanced applied science bachelor's degree. The FS/Laboratory Sciences program is intended to provide both college students and laboratory personnel with the most current technological knowledge and practical applications in forensic laboratory analysis. These skills will enable students to obtain entry-level positions in a wide array of positions and graduate school opportunities, including:

- Criminalist
- DNA Analyst
- Forensic Serologist/Biologist Research Technician – Biological/Chemical
- Health Professions: Medicine, Dentistry, Pharmacy (with additional schooling)
- Laboratory Assistant – Forensic/Research
- Latent Fingerprint Technician
- Trace Evidence Examiner
- Graduate education in Forensic/

## Biological Sciences, Toxicology

### REQUIRED COURSES IN MAJOR (21) COURSES (78) CREDIT HOURS

BI 140	College Biology I with lab	4
BI 141	College Biology II with lab	4
BI 300	Genetics with lab	4
BI 310	Cell Biology with lab	4
BI 320	Biochemistry with lab	4
BI 340	Molecular Biology with lab	4
CH 140	College Chemistry I with lab	4
CH 141	College Chemistry II with lab	4
CH 311	Organic Chemistry I with lab	4
CH 313	Organic Chemistry II with lab	4
CJ 202	Introduction to Law & Justice	3
CJ 315	Laws & Rules of Evidence	3
CJ 330	Ethics in the Criminal Justice System	3
FS 101	Introduction to Forensic Science	3
FS 420	Forensic Biology I with lab	4
FS 421	Forensic Biology II with lab	4
FS 430	Forensic Biology Capstone	4
PY 140	College Physics I with Lab	4
PY 141	College Physics II with lab	4
MA 200	Topics in Statistics	3
MA 205	Survey of Calculus	3

### GENERAL REQUIREMENTS IN MAJOR (2) COURSES (6) CREDITS

MA 145	College Mathematics	3
PSY 101	Introduction to Psychology	3

### GENERAL EDUCATION REQUIREMENTS (5) COURSES (15) CREDITS

COM 151	Public Speaking	3
EN 101	College Writing	3
EN 102	Writing in the Humanities	3
GS 101	Foundations Seminar	3
PS 402	Junior Symposium	3

### SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSES (18) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

### GENERAL ELECTIVES (2) COURSES (6) CREDITS

MIS Elective	3
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## Religious Studies Elective

3

## PROFESSIONAL STUDIES DIVISION

Students with the Professional Studies division may pursue degrees in Accounting, Business Management, Sports Industry Management, Cyber Security, Computer Security and Information Assurance, and Legal Studies .

Degree programs within Professional Studies division:

- Accounting: AAS, BS
- Business Management: AAS, BS
- Sports Industry Management: BS
- Cyber Security: BS
- Computer Security and Information Services: BS
- Legal Studies: AAS, BS

## ACCOUNTING

The mission of the Accounting Program at Hilbert College is to provide quality educational opportunities to Accounting graduates, to discover and disseminate knowledge about the field of accounting through research and teaching, and to provide relevant public service to the community. We strive to develop Accounting graduates who can analyze and solve problems, communicate articulately, use technology effectively, work as part of a team, and contribute to society.

To analyze, control, manage, forecast, and plan are all actions that involve the person who chooses accounting as a career. The professional roles that accountants fill vary widely depending upon the work environment. Public accounting, private corporate accounting, and government accounting are three general areas which offer a variety of professional positions to the practicing accountant.

Accounting, labeled the “language of business,” is the tool used to describe business practices and relationships. As a field of study, accounting complements other professional and academic disciplines resulting in a strong foundation upon which a life-long career can be built.

### PROGRAM LEARNING OBJECTIVES

- Accounting graduates should be able to communicate effectively in writing and should be able to comfortably address groups of professionals and non-professionals alike from all disciplines.
- Accounting graduates should be able to demonstrate relevant complex computation skills and techniques to solve accounting or auditing problems.
- Accounting graduates should be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to accounting

problems requiring “professional judgment.”

- Accounting graduates should be able to demonstrate proper business “acumen and decorum” in professional interactions and respond appropriately to business situations whether or not specifically related to the practice of accountancy.
- Accounting graduates should be able to recognize and respond thoughtfully to situations that present ethical dilemmas related to the practice of auditing or accountancy.
- Accounting graduates should be able to utilize and analyze accounting information systems; both computerized and non-computerized.
- Accounting graduates should be able to respond effectively to the impacts of globalization on accounting and auditing standards, methods and principles.
- Accounting graduates should be able to analyze the impact and capitalize on the strengths of diversity in all its forms on business in general and the practice of accountancy in particular.
- Accounting graduates should be able to demonstrate proficiency in the technical skills of accounting and auditing...specifically by applying authoritative guidelines to accounting and auditing problems; preparing and analyzing financial statements and identifying and using relevant information for decision making.
- Accounting graduates should be able to analyze and use the technologies of accounting information systems. Specifically, accounting graduates should be able to identify basic business processes and major components of transaction cycles; evaluate relevant controls within an information system; interpret relevant documentation for an accounting information system and effectively utilize a computerized accounting system.
- Accounting graduates should be able to identify and apply accountants’ legal responsibilities and potential liability in a variety of accounting related situations dealing with tax and audit issues; specifically, an accounting graduate should be able to describe the legal and regulatory environment for accountants and identify the role, duties and responsibilities of accountants in fraud detection and prevention in public, private and governmental accountancy environments.

## BACHELOR OF SCIENCE DEGREE IN ACCOUNTING (120 Credits)

The Bachelor of Science degree in Accounting combines specialized accounting courses, general business courses, and a strong foundation in the liberal arts. The program will provide a broad overview and maintain

student options for various employment opportunities, professional certification, and graduate studies. The accounting curriculum will encourage a commitment to life-long learning and will develop a diverse set of skills in accounting graduates including technical competence, effective communication and interpersonal relations, critical thinking, and ethical awareness.

Specialized accounting courses include financial accounting, cost accounting, individual and corporate taxation, advanced intermediate accounting, advanced accounting, and auditing. A student must earn a C grade or better in each accounting course required for the major.

To accommodate a mix of student goals, which include enhancement of existing job skills and/or CPA certification, the program will offer both theory and application. A noteworthy course which will stress “application” is the accounting internship (ACC 400). This is an elective course taken in the student’s senior year where the student sees firsthand how their education is applied in a very practical sense.

In addition, Hilbert offers three “tracks” within the accounting curriculum consisting of the “Commercial Accounting” track, the “CPA” track and the “Economic Crime Investigation” track. While each track culminates in a Bachelor of Science in accounting degree, the difference between the tracks lies in a specific combination of otherwise elective courses in accounting and other disciplines. These tracks prove a unique opportunity for the student majoring in accounting to specialize and focus their undergraduate education in a way to maximize their ultimate career potential whether they desire a career in public, private or governmental accounting. Students should consult with their academic advisor prior to the beginning the sophomore year as to the “track” they wish to pursue. Refer to the program sheets that follow for specific track course requirements.

Accounting graduates will be prepared to enter the field of public accounting, private accounting, and government accounting and will have met the education requirements to sit for the CPA exam\*. Before becoming licensed, an accounting graduate may also be required to attain an additional 30 credit hours at the graduate level and meet the experience requirements of New York State.\*

\*Applies to those graduates applying for licensure before August 1, 2009. Applicants after that date must satisfy New York State’s 150 credit hour requirement; see the New York State Society of Certified Public Accountants’ website for further information on current licensing requirements at the [NYSSCPA website](#).

Additional information can also be found at the [New York State Office of the Professions’](#)

[website](#) on CPA license requirements.  
COMMERCIAL ACCOUNTING TRACK

REQUIRED COURSES IN MAJOR  
(17) CREDIT HOURS (51)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
ACC 270 Income Tax Theory & Practice	3
ACC 310 Advanced Taxation	3
ACC 320 Intermediate Accounting I	3
ACC 321 Intermediate Accounting II	3
ACC 380 Cost Accounting	3
ACC 410 Advanced Accounting	3
ACC 420 Auditing	3
BUS 200 Introduction to Business Management	3
BUS 217 Business Law I	3
BUS 317 Business Law II	3
BUS 335 Info. Technology & Management	3
BUS 346 Corporate Finance	3
ECO 203 Macroeconomics	3
ECO 204 Microeconomics	3
MGT 490 Strategic Planning	3

GENERAL REQUIREMENTS IN MAJOR  
(8) COURSES (24) CREDITS

EN 340 Professional and Technical Writing	3
MA 145 College Mathematics	3
MA 146 Pre-Calculus	3
MA 200 Topics in Statistics	3
MIS 205 Spreadsheet Software Microsoft Excel	3
BUS/ACC Elective Upper Level	3
BUS/ACC Elective Upper Level	3
Finance Elective Upper Level	3

GENERAL EDUCATION REQUIREMENTS  
(6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

SPECIFIC GENERAL EDUCATION CORE MODULES  
(6) COURSE (18) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3

GENERAL ELECTIVES (3) COURSES (9) CREDIT HOURS

Liberal Arts Elective	3
Liberal Arts Elective	3
Liberal Arts Elective	3

CERTIFIED PUBLIC ACCOUNTING CPA TRACK

REQUIRED COURSES IN MAJOR  
(18) CREDIT HOURS (54)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
ACC 270 Income Tax Theory & Practice	3
ACC 310 Advanced Taxation	3
ACC 320 Intermediate Accounting I	3
ACC 321 Intermediate Accounting II	3
ACC 380 Cost Accounting	3
ACC 410 Advanced Accounting	3
ACC 420 Auditing	3
BUS 200 Introduction to Business Management	3
BUS 217 Business Law I	3
BUS 317 Business Law II	3
BUS 335 Info. Technology & Management	3
BUS 346 Corporate Finance	3
ECO 203 Macroeconomics	3
ECO 204 Microeconomics	3
ECO 320 Money and Banking	3
MGT 490 Strategic Planning	3

GENERAL REQUIREMENTS IN MAJOR  
(10) COURSES (30) CREDITS

EN 340 Professional and Technical Writing	3
FIN 410 Investments	3
MA 145 College Mathematics	3
MA 146 Pre-Calculus	3
MA 200 Topics in Statistics	3
MIS 205 Spreadsheet Software Microsoft Excel	3
SOC 101 Introduction to Sociology	3
BUS/ACC Elective Upper Level	3
BUS/ACC Elective Upper Level	3
Ethics Elective	3

GENERAL EDUCATION REQUIREMENTS  
(6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSE (18) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3

## GENERAL ELECTIVES UPPER LEVEL (1) COURSES (3) CREDIT HOURS

Liberal Arts Elective	3
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## ECONOMIC CRIME INVESTIGATION TRACK

### REQUIRED COURSES IN MAJOR (20) CREDIT HOURS (60)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
ACC 270 Income Tax Theory & Practice	3
ACC 310 Advanced Taxation	3
ACC/ECI 313 Financial Investigations	3
ACC 320 Intermediate Accounting I	3
ACC 321 Intermediate Accounting II	3
ACC 380 Cost Accounting	3
ACC 410 Advanced Accounting	3
ACC 420 Auditing	3
ACC 430 Fraud Examination	3
BUS 200 Introduction to Business Management	3
BUS 217 Business Law I	3
BUS 317 Business Law II	3
BUS 346 Corporate Finance	3
ECI 340 Intelligence Research Methods	3
ECI 350 Law of Economic Crime	3
ECO 203 Macroeconomics	3
ECO 204 Microeconomics	3
MGT 490 Strategic Planning	3

## GENERAL REQUIREMENTS IN MAJOR (10) COURSES (30) CREDITS

CIS 170 Computer Systems: Computer Architecture	3
CIS 230 Database Management Systems	3
CJ 101 Introduction to Criminal Justice	3
CJ 204 Crime and Society	3
CJ 333 Information Security	3
EN 340 Professional and Technical Writing	3
FIN 410 Investments	3
MA 145 College Mathematics	3
MA 146 Pre-Calculus	3
MA 200 Topics in Statistics	3

## GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSE (18) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3

## ASSOCIATE IN APPLIED SCIENCE IN ACCOUNTING (60 Credits)

The Accounting Program offers training in the professional skills necessary to perform the duties of an entry-level accountant. Accounting graduates will be able to seek employment as full charge bookkeepers and accounting clerks or assistants. The program also prepares Accounting graduates to continue their study of accounting at the baccalaureate level.

Accounting graduates will obtain a strong foundation in accounting and a broad background in various areas of business such as management information systems, business law and management.

## ACCOUNTING CONCENTRATION (9) COURSES (27) CREDIT HOURS

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
ACC 270 Income Tax Theory & Practice	3
ACC 320 Intermediate Accounting I	3
ACC 321 Intermediate Accounting II	3
BUS 200 Principles of Management	3
BUS 217 Business Law I	3
BUS 335 Information Technology & Management	3
ECO 203 Principles of Contemporary Macroeconomics	3
ECO 204 Principles of Contemporary Microeconomics	3

## GENERAL REQUIREMENTS IN MAJOR (4) COURSES (12) CREDITS

MA 145 College Mathematics	3
MA 200 Topics in Statistics	3

MIS 205 Spreadsheet Software Microsoft Excel 3

## GENERAL EDUCATION REQUIREMENTS

(4) COURSES (12) CREDIT HOURS

EN 101 College Writing 3  
 EN 102 Writing in the Humanities 3  
 GS 101 Foundations Seminar 3  
 COM 151 Public Speaking 3  
 Religious Studies 3

## SPECIFIC GENERAL EDUCATION CORE MODULES

(3) COURSE (9) CREDITS

American History/Western Civilization Elective 3  
 Humanities Elective 3  
 Natural Science Elective 3

## BUSINESS MANAGEMENT

### LEARNING OUTCOMES

Consistent with Hilbert College's mission, the business unit prepares students for today's global business environment by providing theoretically sound instruction that centers on integrating classroom instruction with professional application in the sub discipline of business. The main curricular focus is to develop important business, personal, and professional skills that are valuable in business and other related professions. Thus, business programs at Hilbert College reflect the institution's commitment to academic and professional development of business students.

The following are broad learning outcomes of the Business Unit:

- Acquire knowledge of contemporary business theory and practice.
- Communicate effectively in functional areas of business.
- Develop professional and ethical competencies in management and leadership.
- Demonstrate problem solving and decision making skills related to course material.

## BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (120 Credits)

The Bachelor of Science (B.S.) degree in Business Management (MGT) prepares students for today's challenging and highly competitive business environment. The curriculum is based on critical knowledge, marketable skills, and specific competencies critical to successfully managing in the global economy. In addition to helping students build core knowledge in business, the B.S. in Business

Management focuses on specific skills and competencies in functional, business, and strategic areas of management.

Additional emphasis on quantitative and statistical analysis, information technology, communication and leadership skills, global business, cross-cultural management, and business ethics result in a comprehensive education and training for management students. Students also receive experiential training through fieldwork/intern assignments and the final capstone strategic management course in order to bridge the gap between practice and theory.

## REQUIRED COURSES IN MAJOR (18) CREDIT HOURS (54)

ACC 205 Financial Accounting 3  
 ACC 206 Managerial Accounting 3  
 BUS 200 Introduction to Business Management 3  
 BUS 203 Business Statistics 3  
 BUS 304 Ethics, Leadership and Management 3  
 BUS 334 Small Business Mgt. & Entrepreneurship 3  
 BUS 355 Information Technology & Management 3  
 BUS 344 Introduction to International Business 3  
 BUS 345 Marketing Management 3  
 BUS 346 Managerial Finance 3  
 ECO 203 Principles of Contemporary Macroeconomics 3  
 ECO 204 Principles of Contemporary Microeconomics 3  
 MGT 331 Legal Environment of Business 3  
 MGT 335 Operations and Supply Chain Management 3  
 MGT 401 Human Resources Management 3  
 MGT 404 Fieldwork/Internship 3  
 MGT 430 Organizational Behavior & Change Management 3  
 MGT 490 Strategic Planning 3

## GENERAL REQUIREMENTS IN MAJOR (5) COURSES (15) CREDITS

MA 145 College Mathematics 3  
 MA 146 Pre-Calculus 3  
 MIS 205 Spreadsheet Software Microsoft Excel 3  
 BUS/ACC Elective Upper Level 3  
 BUS/ACC Elective Upper Level 3

## GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking 3  
 EN 101 College Writing 3  
 EN 102 Writing in the Humanities 3  
 GS 101 Foundations Seminar 3  
 PS 402 Junior Symposium 3  
 Religious Studies 3

## SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSE (18) CREDITS

American History/Western Civilization Elective 3

Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3

**GENERAL ELECTIVES  
(5) COURSES (15) CREDIT HOURS**

Liberal Arts Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

**THE ASSOCIATE OF APPLIED SCIENCE  
DEGREE IN BUSINESS MANAGEMENT  
(60 Credits)**

The AAS degree in Business Management provides the two-year student with introductory business and liberal arts courses in preparation for an entry-level business position or for enrollment in a related baccalaureate degree, an increasingly necessary level of education for job seekers. A student who completes Hilbert's AAS in Business may continue into Hilbert College's BS in Business Management.

**REQUIRED COURSES IN MAJOR  
(11) CREDIT HOURS (33)**

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
BUS 200 Introduction to Business Management	3
BUS 203 Business Statistics	3
BUS 304 Ethics, Leadership & Management	3
BUS 334 Small Business Mgt. & Entrepreneurship	3
BUS 344 Intro to International Business	3
BUS 335 Information Technology & Management	3
ECO 203 Principles of Contemporary Macroeconomics	3
ECO 204 Principles of Contemporary Microeconomics	3
MIS 205 Spreadsheet Software: Microsoft Excel	3

**GENERAL REQUIREMENTS IN MAJOR  
(2) COURSES (6) CREDITS**

MA 145 College Mathematics	3
MA 146 Pre-calculus	3

**GENERAL EDUCATION REQUIREMENTS  
(4) COURSES (12) CREDIT HOURS**

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3

**SPECIFIC GENERAL EDUCATION CORE MODULES  
(2) COURSE (6) CREDITS**

Humanities Elective	3
American History/Western Civilization Elective	3

**GENERAL ELECTIVES (1) COURSES (3) CREDIT HOURS**

All College Elective	3
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**SPORTS INDUSTRY MANAGEMENT**

**BACHELOR OF SCIENCE IN SPORTS  
INDUSTRY MANAGEMENT (120 Credits)**

The Bachelor of Science (B.S.) degree in Sports Industry Management (SIM) at Hilbert is designed to provide students with a practical foundation in business disciplines coupled with the real world experience of internships. In addition to the practical application of business courses, students will complete a core liberal art curriculum that ensures that Hilbert graduates of the sports industry management program are confident writers, strong public speakers and have the ability to organize, plan and lead in a host of sport related industries.

Not everyone will end up working in major league sports, but there are countless opportunities in retail, the fitness industry, college programs, marketing and the recreation and tourism industries. Within this program, students will study marketing and business principles in the context of sports with specific courses such as sports economics, the legal environment in the sports industry, sports events management and marketing strategies for the sports industry.

**REQUIRED COURSES IN MAJOR  
(18) CREDIT HOURS (54)**

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
BUS 200 Introduction to Business Management	3
BUS 203 Business Statistics	3
BUS 304 Ethics, Leadership and Management	3
BUS 334 Small Business Mgt. & Entrepreneurship	3
BUS 335 Information Technology & Management	3
BUS 344 Introduction to International Business	3
BUS 345 Marketing Management	3
BUS 346 Managerial Finance	3
ECO 203 Principles of Contemporary Macroeconomics	3
ECO 204 Principles of Contemporary Microeconomics	3
SIM 331 Legal Environment In Sports	3
SIM 338 Sports Economics	3
SIM 398 Sales & Retail Management	3
SIM 404 Fieldwork/Internship	3

SIM 410 Sports Events Management	3
SIM 490 Strategic Management	3

**GENERAL REQUIREMENTS IN MAJOR**  
(5) COURSES (15) CREDITS

MA 145 College Mathematics	3
MA 146 Pre-Calculus	3
MIS 205 Spreadsheet Software Microsoft Excel	3
SIM Elective Upper Level	3
SIM Elective Upper Level	3

**GENERAL EDUCATION REQUIREMENTS**  
(6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

**SPECIFIC GENERAL EDUCATION CORE MODULES**  
(6) COURSE (18) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3

**GENERAL ELECTIVES**  
(5) COURSES (15) CREDIT HOURS

Liberal Arts Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
All College Elective	3

## COMPUTER SECURITY AND INFORMATION ASSURANCE PROGRAM

### BACHELOR OF SCIENCE IN COMPUTER SECURITY AND INFORMATION ASSURANCE (120 Credits)

The mission of the Computer Security and Information Assurance Department is to prepare students to master the methods, processes, and techniques used in computer crime investigations and computer security issues. Students will also understand the core principles of information security; confidentiality, integrity, and availability. Students will develop the ability to recognize and resolve ethical problems that arise in internships and

in the profession. Students will also possess the knowledge and skills to prepare them for professional careers in the public or private sector, or for graduate studies.

#### VISION STATEMENT

The vision of the Computer Security and Information Assurance Department is support student learning objectives by:

- Providing students with a combination of academic course work and practical hands-on and field experiences.
- Preparing students for employment in government service or in private industry in fields relating to computer crime investigations and computer security.
- Imparting in students the importance of life-long learning and professional development.
- Providing students with a strong foundation in professional ethics

#### STUDENT LEARNING OBJECTIVES

Students in the CSIA program will acquire the skills to achieve the following learning objectives:

- Identify, appraise and interpret the legal concepts relating to computer crime investigations and computer security issues.
- Compare, contrast, understand and appreciate the intelligence process as it relates to computer crime investigations and computer security issues within law enforcement and commercial enterprise.
- Understand their professional and ethical responsibilities to society, and recognize, analyze and resolve ethical problems occurring in the computer field.
- Interpret information security policies related to computer crime and security.
- Appraise and examine how law enforcement agencies use computers to investigate crimes.
- In addition to the technological issues, students will develop advanced skills in critical thinking, oral and written communication, and problem solving techniques.

A Bachelor of Science degree in Computer Security & Information Assurance gives students a background in the fields of computer crime investigation and computer security through a blend of courses from Criminal Justice, Accounting, and Computer Sciences. A dedicated Computer Security and Information Assurance Department lab, with up-to-date technological software and hardware, gives students practical, hands-on experience. The degree is designed to prepare students for entry-level professional employment, enhance skills for working professionals,

or provide a foundation for graduate studies.

Increasingly sophisticated technology has allowed economic and computer crime enterprises to flourish. To deal with these contemporary types of crimes, corporate and government employers need qualified professionals with computer, and investigative skills. College graduates with this type of specialized training are in demand to deal with the sophisticated white-collar and computer crimes made possible by our technological age.

Careers that Computer Security and Information Assurance graduates have chosen include:

- Intelligence Analyst
- Special Investigator – Computer Crimes
- Information Assurance Specialist
- Credit card fraud investigator
- Health insurance investigator – Special Investigations Department
- Anti-Money Laundering Analyst
- Network Administrator
- Bank Security Department – Compliance Officer
- Compliance, Risk Management and Fraud Supervisor
- Forensic Examiner

## REQUIRED COURSES IN MAJOR (18) CREDIT HOURS (54)

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
CIS 170 Computer Systems: Computer Architecture	3
CIS 220 Introduction to Computer Programming	3
CIS 230 Database Management Systems	3
CIS 270 Introduction to Computer Networking	3
CJ 101 Introduction to Criminal Justice	3
CJ 204 Crime and Society	3
ECI 313 Financial Investigations	3
ECI 333 Information Security	3
ECI 340 Intelligence Research Methods	3
ECI 345 Computer and Network Security	3
ECI 350 Law of Economic Crime	3
ECI 355 Computer Crime	3
ECI 360 Computer Forensics	3
ECI 410 Introduction to Cryptography	3
ECI 450 Senior Seminar	3
ECO 204 Microeconomics	3

## GENERAL REQUIREMENTS IN MAJOR (6) COURSES (18) CREDITS

MA 145 College Mathematics	3
MA 200 Topics in Statistics	3
MA 235 Discrete Mathematics	3
EN 340 Professional and Technical Writing	3
ECI/LW/CJ Elective Upper Level	3

ECI/LW/CJ Elective Upper Level	3
SO 101 Introduction to Sociology	3

## GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (6) COURSE (18) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3

## GENERAL ELECTIVES UPPER LEVEL (2) COURSES (6) CREDIT HOURS

Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3

## GENERAL ELECTIVES (1) COURSES (3) CREDIT HOURS

All College Elective	3
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## **CYBER SECURITY**

### BACHELOR OF SCIENCE IN CYBER SECURITY (120 Credits)

This innovative degree is the exciting result of a collaborative effort between Hilbert College and St. Bonaventure University. Specialty courses shared between the two campuses are offered via Life-size conferencing technology, whereby students on one campus will use this distance- learning technology to attend a course as it is being taught on the other campus. There is no need to travel between schools. This pioneering approach to cyber education is the only regional program of its kind.

The degree helps prepare students for careers as information systems security professionals, responsible for information systems and security of those systems. There is a huge need for qualified individuals in this field as demand far exceeds supply. Cybersecurity graduates will have the knowledge and skills to:

- Understand the core foundational technology aspects of computing, including the network, hardware and software components of our cyber infrastructure;
- Evaluate and summarize fundamental cybersecurity concepts, theories, and strategies as they apply to the real world;
- Protect an organization's critical information and assets by ethically integrating cybersecurity risk management best practices throughout an enterprise – including:
  - Assessing risks, vulnerabilities, and threats to cyber systems;
  - Securing a system from various kinds of potential cyber-attacks;
  - Interpreting and applying cyber incident response project plans;
  - Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies; and
  - Gain the knowledge required to pass industry recognized cybersecurity certifications, such as the CompTIA Network+, CompTIA Security+ and Certified Information System Security Professional (CISSP) examinations.

## REQUIRED COURSES IN MAJOR (10) CREDIT HOURS (35)

CS 131 Computer Science I	4
CS 132 Computer Science II	4
CS 231 Computer Organization	4
CS 254 Computer Networks	4
CS 354 Intro To Network Security	4
CSIA 101 Intro To Information Security	3
ECl 333 Information Security	3
ECl 355 Computer Crime	3
ECl 450 Senior Seminar	3
ECl 498 Internship	3

## GENERAL REQUIREMENTS IN MAJOR (8) COURSES (24) CREDITS

Cybersecurity Elective	3
Cybersecurity Elective	3
MA 145 College Mathematics	3
MA 200 Topics in Statistics	3
MA 235 Discrete Mathematics	3
EN 340 Professional and Technical Writing	3
ECl/LW/CJ Elective Upper Level	3
ECl/LW/CJ Elective Upper Level	3

## GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3

EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (8) COURSE (24) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Arts Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3
Social Sciences Elective	3
General Education Elective	3

## GENERAL ELECTIVES (2-3) COURSES (7) CREDIT HOURS

All College Elective	3
All College Elective	4
OR	
All College Elective	1

## GENERAL ELECTIVES UPPER LEVEL (4) COURSES (12) CREDIT HOURS

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3

## LEGAL STUDIES

### BACHELOR OF SCIENCE IN LEGAL STUDIES (120 Credits)

The mission of the Legal Studies Department's paralegal degree programs is to provide students with versatile undergraduate degree programs based in a liberal arts setting with essential writing, communication, research and quantitative skills coupled with legal procedural, substantive and ethical knowledge from selected practice areas to prepare for professional positions in the legal or law-related fields or for graduate studies.

#### LEARNING OBJECTIVES

- Engaging in active learning to prepare for pre-professional and professional positions and/or graduate studies in the legal and law-related fields
- Drafting legal documents commonly used in civil, criminal, administrative and legal specialty practice areas

- Researching and writing using legal research sources to pose solutions for fact-based or theory-based problems found in legal and law-related fields
- Applying learned principles of legal ethics to ethical problems raised in legal specialty courses, internships, capstone seminars and professional settings
- Demonstrating acquired knowledge of selected procedural and substantive practices in legal specialty courses as preparation for internships, professional positions and/or graduate studies
- Learning legal principles and practices through integrative and collaborative methods in legal specialty courses, internships and capstone seminars

The Legal Studies Department's paralegal degree programs are approved by the American Bar Association, which requires periodic and rigorous review of the program's mission, curriculum and outcomes. The degree programs are designed to develop legal skills in a liberal arts setting reflecting the college-wide liberal learning goals. The programs prepare students for pre-professional and professional positions in legal and law-related fields and /or for graduate studies.

Legal assistants and paralegals are not attorneys and may not "practice law" as that is defined by state law. Program graduates work in diverse legal and law-related settings, including private law firms, corporate legal departments, government agencies, courts, financial institutions, human services agencies, not-for profits, and businesses. The programs provide a strong educational foundation for graduate studies in law, government, business, social work, legal administration, information science or other fields.

Students in the BS degree program may transfer in a maximum of 15 credits in legal specialty courses from other paralegal programs. Students in the AAS degree program may transfer in a maximum of 9 credits in legal specialty courses from other paralegal programs. (American Bar Association, Guidelines for Approval of Paralegal Education Programs, G-302.I.6.A)

Students in both the BS and AAS degree programs are required to take at least ten semester credits or the equivalent of legal specialty courses delivered in traditional classroom instruction. ( American Bar Association, Guidelines for Approval of Paralegal Education Programs, G-302.J.1)

The BS degree program provides the student with advanced legal procedural, substantive and ethical knowledge based in an upper level liberal arts setting to prepare for professional positions in legal or law-related fields and/or for continuing in graduate studies.

## REQUIRED COURSES IN MAJOR (3) CREDIT HOURS (9)

LW 101 Law and Legal Ethics	3
LW 103 Legal research	3
LW 207 Civil Litigation: Practical Drafting, Discovery and Research Skills for Paralegals	3

## MAJOR ELECTIVES (9) COURSES (27) CREDITS

Legal Studies Upper Level	3
Legal Studies Any Level	3
Legal Studies Any Level	3

## GENERAL REQUIREMENTS IN MAJOR (5) COURSES (15) CREDITS

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
ACC 270 Income Tax Theory and Practice	3
MA 145 College Mathematics	3
MIS Elective (MIS 120, or MIS 205 or Higher Level)	3

## GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (8) COURSES (24) CREDITS

American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Natural Science Elective	3
Social Sciences Elective	3
General Education Elective	3

**GENERAL ELECTIVES  
(9) COURSES (27) CREDITS**

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3

**ASSOCIATE IN APPLIED SCIENCE DEGREE  
IN PARALEGAL STUDIES (60 Credits)**

The AAS degree program provides the student with core writing, communication, research and quantitative skills based in a liberal arts setting coupled with the legal procedural, substantive and ethical knowledge from selected practice areas to prepare for entry-level pre-professional positions in legal or law-related fields or to continue in the department's BS degree program.

**REQUIRED COURSES IN MAJOR  
(2) CREDIT HOURS (6)**

LW 101 Introduction to Law and Legal Ethics	3
LW 103 Legal Research	3

**MAJOR ELECTIVES  
(4) COURSES (12) CREDITS**

Legal Studies Elective	3

**GENERAL REQUIREMENTS IN MAJOR  
(4) COURSES (12) CREDITS**

ACC 205 Financial Accounting	3
ACC 206 Managerial Accounting	3
ACC 270 Income Tax Theory and Practice	3
MIS Elective	3

**GENERAL EDUCATION REQUIREMENTS  
(5) COURSES (15) CREDIT HOURS**

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
Religious Studies	3

**SPECIFIC GENERAL EDUCATION CORE MODULES  
(2) COURSE (6) CREDITS**

Natural Science Elective	3
Mathematics Elective	3

**GENERAL ELECTIVES (3) COURSES (9) CREDIT HOURS**

Liberal Arts Elective	3
Liberal Arts Elective	3
All College Elective	3

**CONCENTRATIONS**

**CHILD AND FAMILY LAW CONCENTRATION**

In addition to completing the general degree requirements, students would take legal specialty and criminal justice electives, such as:

- LW 206 Domestic Relations Law
- LW 302 Introduction to Criminal Law and Procedure LW/HS 410 Child and Family Law
- CJ 302 The Juvenile Justice System CJ/HS/SO 316 Family Violence

**LITIGATION CONCENTRATION**

In addition to completing the general degree requirements, students would take legal specialty and unrestricted electives, such as:

- LW 302 Criminal Law and Procedure
- LW 303 Advanced Legal Writing
- LW 310 Administrative Law
- LW 407 Trial Preparation and Practice for Paralegals

**RESEARCH AND WRITING CONCENTRATION COURSES**

In addition to the legal research and writing assignments integrated throughout the paralegal curriculum students may further enhance their research and writing skills by taking the following courses:

- LW 303 Advanced Legal Writing
- LW 402 The United States Constitution: Legal and Historical Perspectives
- LW 407 Trial Preparation and Practice for Paralegals
- EN 340 Professional and Technical Writing

The Paralegal Studies Program is approved by the American Bar Association and is affiliated with the following professional associations and honor societies:

- American Association for Paralegal Education
- Bar Association of Erie County (NY)
- Lambda Epsilon Chi
- National Federation of Paralegal Associations

Western New York Paralegal Association, Buffalo

## SOCIAL SCIENCES DIVISION

The Division of Social Sciences is home to an array of courses in History, Human Services, Liberal Studies, Philosophy, Political Science, Psychology, Rehabilitation Services, Religious Studies, and Sociology. These courses form the basis of a solid liberal arts education, support Hilbert College's Liberal Learning Goals, and General Education Curriculum.

The Division of Social Sciences comprises a variety of disciplines, offering an opportunity for students to engage in the study of various aspects of human behavior, the human condition, and the dynamics of social change and interaction. Courses in the Social Sciences enhance student preparedness in the areas of communication, critical thinking, community involvement and leadership, qualitative and quantitative reasoning, and the foundations of ethical practice. Additionally, these courses introduce students to an array of complex and diverse perspectives that prepare students to live in a global society, live reflectively, and pursue lifelong learning.

Students within the Social Sciences Division may pursue degrees in Human Services, Liberal Studies, Political Science, Psychology, and Rehabilitation Services.

Degree programs within Social Sciences:

Human Services: AA, BS  
Liberal Studies: BS  
Political Science: BS  
Psychology: BA

## HUMAN SERVICES

According to the U.S. Department of Labor, employment of social and human service assistants is expected to grow by nearly 16 percent through 2026. Job prospects are expected to be excellent, particularly for those with appropriate postsecondary education. A degree in Human Services affords graduates an array of career and graduate school options, making the baccalaureate degree a versatile choice among the helping professions. Hilbert College offers both the Associate of Arts in Human Services for those seeking entry level positions as well as the Bachelor of Science in Human Services.

The Human Service degree program is designed for someone who seeks to make a difference in the lives of those who may experience a variety of social, physical, emotional, developmental or economic difficulties at any point across

the lifespan. This may include work with young children, teenagers, families, or older adults. The Human Service professional is one who promotes improved service delivery systems by addressing not only the quality of direct services, but by seeking to improve accessibility, accountability, and coordination among professionals and agencies.

Students are made aware of the importance of community environments and how to assist individuals, families, neighborhoods and communities in developing strong, empowered networks. Through their coursework and internships, students grow personally and professionally to become self-aware, clear thinkers and effective problem solvers. Students are encouraged to experience what it is like to help others through agency based internships and various community volunteer activities through the Human Services Association.

### MISSION AND VISION STATEMENT

The Department of Human Services at Hilbert College prepares students to become ethical, competent, and self-reflective practitioners in the field of human services. Central to the curriculum is an appreciation of human beings in all of their diversity. The program emphasizes experiential learning in the classroom and through extensive field experience. The program provides the skills, attitudes, and knowledge for students to make meaningful changes in the lives of individuals and their communities. The Human Services program plays a central role in student learning by:

- Providing a combination of academic course work and field/clinical experiences to develop skills in critical thinking, interpersonal communication, and ethical practices.
- Preparing students for employment in the public and private community-based human services fields.
- Preparing students for lifelong learning, personal growth and self-awareness.

### PROGRAM LEARNING OBJECTIVES

A course of study within the Human Services program will provide students the opportunity to develop skills and knowledge through a core set of program objectives through which students will:

- Understand the historical, legal and theoretical underpinnings of the discipline.
- Learn the skills, knowledge, values, and attitudes required of entry-level professionals.
- Appreciate all aspects of diversity and how they apply to the human condition.
- Instill the importance of moral and ethical behavior in personal and professional practice.

- Explore the continuing process of growth and self-awareness and its impact on professional development.

## BACHELOR OF SCIENCE DEGREE IN HUMAN SERVICES (120 credits)

The Human Services baccalaureate degree offers a high level of training which prepares the graduate to enter the work field as a well-trained, competent professional. The student will be provided with a solid foundation of theoretical knowledge and professional skills which relate to various aspects of the profession such as direct service delivery to clients, social policies and environmental trends as they impact organizations and practice in human services. The program offers a broad liberal arts knowledge base, as well as skills and competency in the student's personal and professional growth, communication and interpersonal skills, techniques in effective interviewing and assessment, problem solving, crisis intervention, counseling, case management and treatment of a broad range of problems likely to affect individuals, families and communities in need of services. As such, human service professionals may become employed in a variety of settings including social service agencies, schools, and businesses.

A unique feature of the program is an opportunity for students to pursue either a generalist or specialized base of knowledge. The Human Service student may select from among the various options available to specialize in: substance abuse/chemical dependency, law and human services, child and family practice, or family violence. A fifth option is also available to students who prefer to pursue a more generalized approach to the profession. A broad range of selected elective courses are featured in an array of disciplines such as psychology, sociology, and criminal justice, as well as human services.

To supplement and enhance the in-class learning experience, internship opportunities are afforded to all students in various areas of interest. The Human Service baccalaureate program can furthermore serve as excellent preparation for graduate work in counseling, school counseling, rehabilitation counseling, psychology, sociology, and social work.

### REQUIRED COURSES IN MAJOR (11) CREDIT HOURS (33) COURSES

HS 101 Introduction to Human Services	3
HS 203 Introduction to Counseling	3
HS/SO 205 Interpersonal Communication & Effectiveness	3
HS 210 Human Service	3
HS 308 Group Work in Human Services	3
HS 310 Human Service Ethics	3
HS 311 Organization, Policy, & Practice in Human	

Services	3
HS 360 Internship I	3
HS 430 Senior Seminar	3
HS 460 Senior Internship I	3
HS 461 Senior Internship II	3

### CONCENTRATION (5) COURSES (15) CREDITS 15

#### GENERALIST

CJ 102, CJ 204, CJ 302, HS 300, HS 302, HS 306, HS 315, HS 320, HS 405 HS/CJ/PSY 316, HS/CJ/PSY 317, HS/PSY 330, HS/CJ/SO 307, HS/LW 410, HS/PSY 215, HS/PSY/SO 332. PSY 214, PSY 304, PSY 307, PSY 311, PSY 312, PSY 322, PSY 351, PSY 410, PSY 424, SO/HS 306

#### SUBSTANCE ABUSE/CHEMICAL DEPENDENCY

HS/PSY/SO 215, CJ 205, HS 300, HS 302, HS 306

#### LAW AND HUMAN SERVICES

CJ 101, CJ 102, CJ 202, CJ 204, CJ 302, HS/LW 410, LW 201, LW 355, PH/PS 340, PS 336, PSY 410

#### CHILD AND FAMILY PRACTICE

HS 302, HS 315, HS 330, HS/PSY/SO 332, HS/LW 410, LW 355, PSY 203

#### FAMILY VIOLENCE

CJ 101, CJ 202, CJ 204, LW 206, HS 315, HS/CJ/PSY 316, HS/CJ/PSY 317, HS/PSY 330, HS/LW 410

### GENERAL REQUIREMENTS IN MAJOR (6) CLASSES (18) CREDITS

MA 200 Topics in Statistics	3
PSY 101 Introduction to Psychology	3
SO 101 Introduction to Sociology	3
Developmental Psychology Elective	3
Writing Centered Course: Upper Level (EN 340, EN 341, EN 333, or EN 463)	3
Research Centered Course (HS/CJ/PSY 305, or LW 300)	3

### GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (7) COURSES (21) CREDIT HOURS

Natural Science Elective	3
American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

## UPPER LEVEL ELECTIVES (2) COURSES (6) CREDITS

Liberal Arts Elective	3
All College Elective	3

## GENERAL ELECTIVES (3) COURSES (9) CREDITS

Liberal Arts Elective	3
Liberal Arts Elective	3
All College Elective	3

Human Services (BS) Student Planner

## THE ASSOCIATE IN ARTS DEGREE IN HUMAN SERVICES (60 credits)

The Human Services program offers a student a wide range of careers in the helping profession. Employment opportunities available to the Human Services graduate after completion of this two-year program include positions such as child care worker, mental health technician, community worker, recreation aide, activities aide and geriatric aide.

Human Services graduates can also easily transfer into Hilbert's baccalaureate program in Human Services, as well as other such degree programs as Psychology, Sociology, Education, Special Education, Recreation, Criminal Justice, and Nursing.  
REQUIRED COURSES IN MAJOR (15)

HS 101 Introduction to Human Services	3
HS 203 Introduction to Counseling	3
HS/SO 205 Interpersonal Communication & Effectiveness	3
HS 210 Human Service	3
HS 360 Internship I	3

## GENERAL EDUCATION REQUIREMENTS (5) COURSES (15) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3

EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
Religious Studies	3

## GENERAL REQUIREMENTS FOR MAJOR (5) COURSES (15) CREDITS

PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3
Developmental Psychology Elective	3
Human Services Elective 3	
Human Services Elective 3	

## SPECIFIC GENERAL EDUCATION CORE MODULES (2) COURSES (6) CREDITS (SELECT TWO)

Natural Science Elective	
American History/Western Civilization Elective	
Civic Learning and Engagement Elective	
Humanities Elective	
Art Elective	3
Foreign Culture and Language Elective	
Mathematics Elective	

## GENERAL ELECTIVES (2) COURSES (6) CREDITS

All College Elective	3
All College Elective	3
All College Elective	3

## LIBERAL STUDIES

The Liberal Studies student is a person who is interested in human nature, human wellbeing, and social issues such as justice, freedom, equality, and human rights. Moreover, Liberal Studies students typically seek to apply what they have learned to the real world and, thereby, positively affect the lives of individuals and whole communities. While choosing from an interdisciplinary curriculum that fuses together courses in Economics, Political Science, Philosophy, History, Geography, and Sociology, students will be able to prepare for careers in Law, Government, and Regional and Urban Planning. Students will receive a unique combination of professional preparation coupled with a broad-based Liberal Arts education. This combination appeals to employers who seek employees with both the specialized skills associated with professional training as well as the critical thinking, problem solving, and communication skills that are acquired through a Liberal Arts education.

## MISSION AND VISION STATEMENT

The mission of the Liberal Studies program is to serve as an interdisciplinary branch of the social sciences. We prepare undergraduate students in the disciplines of history, political

science, ethics and social philosophy, and interdisciplinary studies, instilling a world view of knowledge and values.

## PROGRAM LEARNING OBJECTIVES:

A course of study within the Liberal Studies program will provide students the opportunity to develop skills and knowledge through a core set of program objectives through which students will:

- Develop and refine core skills in critical reading and listening,
- Synthesizing information, and articulating ideas and conclusions orally and in writing
- Value and be able to interpret the impact of race, gender, class, and power historically and in the contemporary world
- Develop the ability to use various modes of inquiry from the represented disciplines to think critically and independently, and solve problems
- Develop and refine skills in researching and synthesizing information and articulating ideas and conclusions in writing
- Instill and encourage an interdisciplinary perspective in the research and analysis of information
- Develop a commitment to pursuing a life governed by respect for rights, integrity, and compassion.

## BACHELOR OF SCIENCE IN LIBERAL STUDIES (120 credits)

The Liberal Studies interdisciplinary curriculum offers students a high degree of flexibility. Each student is encouraged to explore the different fields found both within the Liberal Studies curriculum and the general Hilbert curriculum. A broad-based Liberal Arts education is essential to the development of skills in critical thinking and communication and, in addition, to the student's ability to foster a personal philosophy of life. Students will work closely with their advisors to tailor a unique set of courses to support their needs and interests. As each student identifies and clarifies his/her interests, advisors will also work with students to identify which of the many possible career paths in Law, Government, Regional Planning, and Education would be most rewarding.

To help determine and facilitate the career choices of students, each student is encouraged to take advantage of internship opportunities. Students may arrange semester-long internships locally or outside of the region in places such as Albany and Washington D.C. Internships help students gain real-world experience. In addition, students will be able to make useful contacts with professionals.

The combination of broad based Liberal Arts courses

with internships enables students to make a seamless transition from the classroom to either the marketplace or to graduate school. Moreover, this unique combination of courses and opportunities allows the Liberal Studies student to make that transition with a powerful advantage over his or her competitors.

## REQUIRED COURSES IN MAJOR (5) COURSES (15) CREDITS

COM 240 The Art of Persuasion	3
EN 340 Professional and Technical Writing	3
EN 341 Advanced Writing	3
HI 288 World History and Geography	3
HI 289 World History and Geography II	3

## MAJOR ELECTIVES UPPER LEVEL (5) COURSES (15) CREDITS

Liberal Studies Elective Upper	3

## MAJOR ELECTIVES ANY LEVEL (4) COURSES (12) CREDITS

Liberal Studies Elective	3

## GENERAL EDUCATION REQUIREMENTS (6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

## SPECIFIC GENERAL EDUCATION CORE MODULES (9) COURSES (27) CREDIT HOURS

Social Science Elective	3
Natural Science Elective	3
American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Mathematics Elective	3
General Education Elective	3

## GENERAL ELECTIVES UPPER LEVEL (7) COURSES (21) CREDITS

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3

## GENERAL ELECTIVES LOWER LEVEL (4) COURSES (12) CREDITS

All College Elective	3

A total of five All College and Liberal Studies electives may be used for semester-length internships.

## POLITICAL SCIENCE

Political Science is one of the cornerstone disciplines in the Social Sciences and at Hilbert, one of the major components of the Liberal Studies Program. Although the study of politics is almost as old as civilization itself, the modern study of Political Science is one of the most recently developed social sciences, only being recognized as a pursuit separate from history or law since about the turn of the previous century. Political Scientists are interested in many aspects of governments: their origins and preconditions, their growth and evolution, their problems and decline. Political Scientists are also interested in how governments are structured, how they make decisions and policies, and the consequences of those policies, both domestically and internationally.

Students are sometimes under the impression that Political Science is only concerned with elections or faraway debates in the halls of Washington or Albany. Many people have become cynical and have adopted an attitude that “politics doesn’t affect me.” For better or worse, almost every minute of our day is affected in some way by political decisions. We can choose to be aware of and learn about these forces and decisions that impact us, and perhaps, be an instrument of change. As citizens and educated people, students are encouraged to learn about the political system in which we live.

### MISSION AND VISION STATEMENT

The Political Science baccalaureate degree program prepares undergraduate students to assume leadership roles locally, nationally, and internationally through its emphasis on

the informed analysis of government, political entities, and the political behavior of individuals and groups.

### PROGRAM LEARNING OBJECTIVES

A course of study within the Political Science program will provide students the opportunity to develop skills and knowledge through a core set of program objectives. Students will:

- Understand the structures and process of American government commensurate with citizenship duties and an effective civil society
- Recognize the use and abuse of political power and authority
- Assess various perspectives with respect to their political philosophies
- Value politics from a global perspective

## BACHELOR OF SCIENCE IN POLITICAL SCIENCE (120 credits)

Political science encompasses the study of the institutions of government, the development and assessment of public policy, and the behavior of individuals and groups within those political arenas. In a rapidly changing world, a core understanding of diverse political landscapes, the multitude of factors that impact national and international relations, and the ability to clearly articulate one’s political philosophies is essential for those pursuing political science as a foundation for their career. Furthermore, because political change impacts most aspects of our lives, it is a valuable course of study for those who simply seek to enhance their understanding of the world and its complex workings. The political science major will have an opportunity to explore the structures and processes of government, civil liberties, and human rights, the exercise of legitimate and illegitimate authority, the impact of globalization on the economy, American foreign policy, and events in history that have had a significant impact upon current political thinking. A unique aspect of this program is the opportunity for internship experience which affords students the advantage of hand-on experience in the field.

A degree in political science represents one of the broadest degrees available in within higher education. Students majoring in political science graduate with excellent skills in critical thinking, writing, information research, and the ability to synthesize and articulate diverse perspectives. These skills enable graduates to select from a variety of careers including those in law, education, government, politics, national security, intelligence, journalism, public and non-profit administration, and political consulting to name a few.

**REQUIRED COURSES IN MAJOR**  
**(5) CREDIT HOURS (15) COURSES**

HI/PS 288 World History and Geography I	3
HI/PS 289 World History and Geography II	3
PS 101 Introduction to Political Science	3
PS 102 American Government	3
PS 224 State and Local Government	3

**MAJOR ELECTIVES UPPER LEVEL**  
**(5) COURSES (15) CREDITS**

Political Science Elective Upper	3

**MAJOR ELECTIVES ANY LEVEL**  
**(4) COURSES (12) CREDITS**

Political Science Elective	3

**GENERAL REQUIREMENTS IN MAJOR**  
**(1) CLASSES (3) CREDITS**

EN 341 Advanced Writing	3
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**GENERAL EDUCATION REQUIREMENTS**  
**(6) COURSES (18) CREDIT HOURS**

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3

**SPECIFIC GENERAL EDUCATION CORE MODULES**  
**(8) COURSES (24) CREDIT HOURS**

Natural Science Elective	3
American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
Mathematics Elective	3
General Education Elective	3

**GENERAL ELECTIVES UPPER LEVEL**  
**(8) COURSES (24) CREDITS**

Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
Liberal Arts Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3
All College Upper Level Elective	3

**GENERAL ELECTIVES LOWER LEVEL**  
**(3) COURSES (9) CREDITS**

All College Elective	3
All College Elective	3
All College Elective	3

A total of five All College, Liberal Arts and Political Science electives may be used for semester-length internships.

**FIVE YEAR - COMBINED BS IN POLITICAL SCIENCE AND MPA- MASTER'S IN PUBLIC ADMINISTRATION**

The new and innovative combined BS/MPA program allows you to finish your BS in political science and simultaneously work on a master's in public administration. Students can begin taking graduate courses during their final two years as an undergraduate student. Graduate courses will count toward both the BS and the MPA degrees.

Admissions to the graduate school occurs during your junior year, without the need to take the Graduate Record Examination (GRE). As a result of beginning graduate courses during your undergraduate program, you will complete the master's degree more quickly. The combined program should allow you to finish both degrees in a 4 + 1 format (5 years), saving the student up to two semesters of graduate school.

## PSYCHOLOGY

Psychology is the degree for individuals interested in understanding the complexity and intriguing qualities of human behavior. While strengthening fundamental academic skills, students are encouraged to pursue individual interests through faculty-guided research projects, coursework in specialized areas of Psychology and participation in workshops, conferences and the Psychology Student Club. The goal is to develop the knowledge, skills and breadth of understanding needed for a professional career in fields such as mental health, social science research, teaching, or for admission to a graduate program.

## MISSION AND VISION STATEMENT

The Social Sciences Division provides opportunities for baccalaureate students to obtain the essential skills, ethics and knowledge which are central to the study of psychology and sociology. Specific modes of thought, professional behaviors, and appreciation of the scientific method in the gathering and use of data are demonstrated and practiced through classroom experiences, conference attendance, academic advisement, individual research, extracurricular activities and informal interactions with faculty. For the Minor in Psychology or Sociology, the Social Sciences Division ensures students will acquire knowledge in key elements of the discipline. For students completing required Social Sciences courses as part of their major, an introduction to fundamental theories and issues are provided.

The Vision of the Psychology program is to develop students who:

- Are keen and analytic observers of human behavior
- Value and seek diverse perspectives
- Use empirical and analytic approaches to data within professional and everyday contexts
- Use communication skills which enable them to clearly present their thoughts
- Are intelligent and compassionate persons capable of critically discerning issues that affect their personal, professional, and civic lives
- Are prepared for graduate studies and the world of employment

## PROGRAM LEARNING OBJECTIVES

Via a core set of program objectives, the Psychology program will provide learning opportunities for students in the major, minors and courses. These objectives are consistent with the goals of the American Psychological Association and the American Sociological Association.

### Psychology

- Learn the concepts, language, and major theories of the discipline.
- Understand the appropriate application of psychological practices and theories in professional contexts such as research, teaching, counseling, testing and assessment.

### Minor in Psychology

- Recognize Psychology as an applied science
- Understand the connections between multiple disciplines
- Appreciate the applicability of Psychology to create change
- Emphasize: ethics and values, research and critical thinking

### Minor in Sociology

- Recognize Sociology as an applied science
- Understand the connections between multiple disciplines
- Appreciate the applicability of Sociology to create change
- Emphasize: ethics and values, research and critical thinking

## BACHELOR OF ARTS IN PSYCHOLOGY (120 credits)

Psychology courses are often required within various undergraduate programs as the understanding of human behavior can be quite valuable. For example, management students learn about group processes, decision making, motivation, and individual differences. Criminal Justice students learn about diversity, development of the healthy vs. unhealthy personality, and the basis of abnormal behavior.

For the student who wishes to major in Psychology, the Psychology program at Hilbert College offers an opportunity to explore specialized interests within the classroom, through research, and through formal and informal contact with faculty and other experts. The small faculty student ratio affords the development of skills and knowledge of the field often not available on an undergraduate level.

Students graduate with the ability to think critically and analytically, to communicate their ideas effectively, to consider human behavior on a scientific level, and to appreciate the nature of human similarity and diversity. Such abilities are desired by employers from all areas – human resources, business, research, and mental health, to name a few.

For those interested in graduate school, the Psychology program prepares students for this next level in their academic training. Fundamental knowledge, basic techniques in research and individual interests are developed. Admission to graduate school generally requires a strong back-ground in Psychology and relevant experiences, high grades (B+ & above) and admission test scores, and letters of recommendation from faculty with whom the student has worked closely over an extended period of time. Numerous graduates from our program have furthered their training at the Master's and Doctoral level in specialized areas of Psychology such as Rehabilitation Counseling, Educational Psychology, and Social/ Organizational Psychology.

## REQUIRED COURSES IN MAJOR (13) CREDIT HOURS (39) COURSES

EN 341 Advanced Writing

PSY 101 Introduction to Psychology	3
PSY 102 Topics in Psychology	3
PSY 240 Biopsychology: The Biological Basic of Human Behavior	3
PSY 297 Research Design and Analysis I	3
PSY 298 Research Design and Analysis II	3
PSY 397 Junior Seminar	3
PSY 412 Psychological Tests and Measurement	3
PSY 430 History of Psychology	3
Clinical Psychology Elective (PSY 304, PSY 314, PSY 424)	3
Cognitive Psychology Elective (PSY 312, PSY 322, PSY 342)	3
Developmental Psychology Elective (PSY 201, PSY 202, PSY 203)	3
Social Psychology Elective (PSY 307, PSY 310, PSY 406, PSY 408)	3

**MAJOR ELECTIVES UPPER LEVEL**  
(3) COURSES (9) CREDITS

Psychology Elective Upper	3
Psychology Elective Upper	3
Psychology Elective Upper	3
<b>SENIOR CAPSTONE</b>	
(2) COURSES (6) CREDITS	
PSY 497/PSY 498 Senior Honors Project	6
OR	
PSY 496 Senior Project & Psychology Upper Level Elective	

**GENERAL EDUCATION REQUIREMENTS**  
(6) COURSES (18) CREDIT HOURS

COM 151 Public Speaking	3
EN 101 College Writing	3
EN 102 Writing in the Humanities	3
GS 101 Foundations Seminar	3
PS 402 Junior Symposium	3
Religious Studies	3
<b>SPECIFIC GENERAL EDUCATION CORE MODULES</b>	
(8) COURSES (24) CREDIT HOURS	

Mathematics Elective	3
Natural Science Elective	3
American History/Western Civilization Elective	3
Civic Learning and Engagement Elective	3
Humanities Elective	3
Art Elective	3
Foreign Culture and Language Elective	3
General Education Elective	3

**GENERAL ELECTIVES UPPER LEVEL**  
(3) COURSES (9) CREDITS

All College Upper Level Elective	3
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All College Upper Level Elective	3
All College Upper Level Elective	3
<b>GENERAL ELECTIVES LOWER LEVEL</b>	
(5) COURSES (15) CREDITS	
Liberal Arts Elective	3
Liberal Arts Elective	3
All College Elective	3
All College Elective	3
All College Elective	3
<b>PSYCHOLOGY (BA) Student Planner</b>	

## ACADEMIC MINORS

### MINORS FOR NON-MAJORS

Hilbert students have the option of completing a minor while pursuing their baccalaureate degree. While the degree of specialization offered by a minor cannot match the depth of knowledge provided by a major in the same discipline, a minor can offer students the following benefits:

- It can satisfy the student's personal interest in a particular subject area.
- It can complement the student's major field of study.
- It can be used to enhance the student's marketability in terms of career goals.

- Accounting
- Digital Media & Communication
- Criminal Justice
- Computer Security and Information Assurance
- English
- Family Violence
- Forensic Science/Crime Scene Investigation
- Human Services
- History (American or General)
- Leadership
- Philosophy
- Political Science
- Psychology
- Rehabilitation Services
- Sociology

### ACCEPTANCE CRITERIA

A student who wish to pursue a minor needs to have achieved sophomore status and obtained the written permission of both the student's own department chair and of the chair of the department offering the minor. The student must achieve a grade of "C" or better in all courses to be used as part of the minor.

Although a minor cannot appear on the diploma, it may be included on an academic transcript, thus providing the student with official documentation of this additional study.

## GRADUATE PROGRAMS

Hilbert College offers graduate programs in public health and criminal justice.

Graduate degree programs:

- Public Administration: MPA
- Public Administration: Health Administration: MPA
- Criminal Justice Administration: MS

## MASTER OF PUBLIC ADMINISTRATION

The Hilbert College 36 credit hour Master of Public Administration program will prepare students with the credentials and skills necessary for promotion into managerial and leadership positions in nonprofit, governmental, and law-related organizations. The major program learning outcomes are as follows:

1. Design and evaluate organizational policies, projects and programs;
2. Analyze organizational, human resource and budgetary resources;
3. Evaluate the organizational and political dynamics affecting organizational policy issues.

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 18 month period. Each course lasts 5 weeks meeting on Saturday. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The MPA program is academically rigorous, theoretically sound, yet practically based and focuses on providing future leaders with the skills and credentials necessary to succeed in any type of public agency. The optional Internship Experience, Managing Performance course and one-week study away experience will offer another unique perspective of public administration.

The MPA curriculum includes an integrated research project threaded throughout the program. Unlike most graduate programs that ask for a final semester thesis, the Hilbert program allows for a more thorough application of theory and research since the project starts early in the program. The research act as a foundation upon which to ground and challenge theory to a practical application, culminating in a final capstone major project.

- Required Courses (36 credits)
- MPA Course (3 credits each) 3
- MPA 625 Introduction to Public Administration 3
- MPA 631 Values and Ethics in Public Administration 3

- MPA 640 Research Methods in Public Administration 3
- MPA 627 Human Resource Management 3
- MPA 632 Financial Resource Development 3
- MPA 637 Marketing and Public Relations 3
- MPA 644 Capstone 3
- Core Course (3 credits each)
- CC 500 Organizational Theory and Management 3
- CC 510 Program Planning and Evaluation 3
- CC 515 Finance and Budgeting 3
- CC 520 Political and Policy Analysis 3
- CC 505 Introduction to Graduate Statistics 3

### Optional Programs

- CC 599 Internship Experience\*
- CC 688 Managing Performance: International Comparison
- CC 699 Study Away (Travel in April)\*\*

\*Optional for students who have not achieved full-time employment in their field. CC 599 is an additional course in the MPA program.

\*\*If a student wishes to study away, they would be required to register for CC 688 and CC 699.

## MASTER OF PUBLIC ADMINISTRATION: HEALTH ADMINISTRATION

The Master of Public Administration: Health Administration degree at Hilbert College is designed to prepare students with the skills to succeed in public service and health care management positions in a wide variety of organizations. This program integrates the core curriculum of Hilbert's MPA with a special focus on health administration and services.

Graduates can utilize their MPA: Health Administration degree for a wide range of careers in public or health services administration, policy, evaluation, planning, consulting and related careers. Both experienced professionals and students in the first stages of their careers will benefit from the MPA: Health Administration at Hilbert.

The world of health services organizations, hospitals, public health infrastructure and related agencies require individuals who are knowledgeable about public health and the structure, organization and financing of health care systems. In addition, individuals in this field require sharp analytical skills, budgetary acumen and excellent human relations ability. The courses are designed to prepare students beginning their careers to be competent and effective leaders, and mid-career students to enhance their capacities as managers and leaders. Within this program, students develop a research level necessary to set the foundation for clear data driven decision-making. The program balances research with an additional focus

on the need for values and ethics in public policy. As a result, Hilbert's program is consistent with its mission. It is expected that Hilbert graduates will go on to lead with a level of competency and integrity second to none.

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 18 month period. Each course lasts 5 weeks meeting on Saturday. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The MPA: Health Administration curriculum includes an integrated research project threaded throughout the program. Unlike most graduate programs that ask for a final semester thesis, the Hilbert program allows for a more thorough application of theory and research since the project starts early in the program. The research act as a foundation upon which to ground and challenge theory to a practical application, culminating in a final capstone major project.

**CURRICULUM:**

CC 500	Organizational Theory & Management	3
CC 505	Introduction to Graduate Statistics	3
CC 510	Program Planning and Evaluation	3
CC 515	Finance and Budgeting	3
CC 520	Political and Policy Analysis	3
MPA 627	Human Resource Management	3
MPA 630	Health Care Administration	3
MPA 635	Managerial Epidemiology & Statistics	3
MPA 636	Culture of Health Care	3
MPA 637	Marketing and Public Relations	3
MPA 640	Research Methods for MPA	3
MPA 642	Health Care Law and Ethics	3
MPA 644	Capstone Seminar	3
	Optional Programs	

- CC 599 Internship Experience\*
- CC 688 Managing Performance: International Comparison
- CC 699 Study Away (Travel in April)\*\*

\*Optional for students who have not achieved full-time employment in their field. CC 599 is an additional course in the MPA program.  
 \*\*If a student wishes to study away, they would be required to register for CC 688 and CC 699.

## MASTER OF SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

The Hilbert College 36 credit hour graduate degree program in Criminal Justice Administration will prepare students with the practical, academic and professional skills needed to become effective and successful leaders.

The major program learning outcomes are as follows

1. Demonstrate the ability to communicate effectively;
2. Critically analyze crime and justice issues and/or information utilizing theoretic, methodological, and statistical skill bases;
3. Demonstrate an understanding of core theoretical knowledge bases in criminology and criminal justice;
4. Demonstrate an understanding of social and cultural diversity;
5. Demonstrate the ability to critically evaluate and problem-solve in areas related to effective leadership
6. Including administrative, management, budget & finance, and organizational change.

The curriculum is an accelerated, cohort format that follows an established sequence of courses over an 18 month period. Each course lasts 5 weeks meeting on Saturday. The cohort model encourages the development of lifelong colleagues as students collaborate on group projects and discuss policy and subject matter related to the field of study.

The CJA program is academically rigorous, theoretically sound, yet practically based and focuses on providing future leaders with the skills and credentials necessary to succeed in any type of criminal justice agency. The optional Internship Experience, Managing Performance course and one-week study away experience will offer another unique perspective of criminal justice administration.

The CJA curriculum includes an integrated research project threaded throughout the program. Unlike most graduate programs that ask for a final semester thesis, the Hilbert program allows for a more thorough application of theory and research since the project starts early in the program. The research act as a foundation upon which to ground and challenge theory to a practical application, culminating in a final capstone major project.

- Required Courses (36 credits)
- CJA Course (3 credits each)
- CJA 601 Proseminar in Criminal Justice Administration
- CJA 640 Research Methods in Criminal Justice
- CJA 645 Nature and Causes of Crimes
- CJA 650 Criminal Law and the Courts
- CJA 660 Policing in Contemporary Society
- CJA 670 Penology
- CJA 680 Capstone Seminar

- Core Course (3 credits each)
- CC 500 Organizational Theory and Management
- CC 510 Program Planning and Evaluation
- CC 515 Finance and Budgeting
- CC 520 Political and Policy Analysis
- CC 505 Introduction to Graduate Statistics
- Optional Programs

CC 599 Internship Experience\*  
CC 688 Managing Performance: International Comparison  
CC 699 Study Away (Travel in April)\*\*

\*Optional for students who have not achieved full-time employment in their field. CC 599 is an additional course in the CJA program.

\*\*If a student wishes to study away, they would be required to register for CC 688 and CC 699.

## GRADUATE ADMISSION REQUIREMENTS

To be considered eligible for the entrance into any Hilbert College graduate program applicants must:

- Complete the Hilbert College on-line [graduate application](#).
- Submit an admission statement/essay specifically addressing how the program will be of benefit to you and the community that you serve.
- Provide official transcripts from ALL prior colleges.
- Submit two letters of recommendation from employers, professional supervisors, colleagues, or previous professors.
- Submit a current resume.
- Possess relevant work experience.\*
- Hold a baccalaureate degree from an accredited college or university having earned a 3.0 cumulative a grade point average (GPA), based on a 4.0 scale.\*
- Complete a personal interview with the Program Chair.

Neither the GMAT or GRE exam is required.

\*Applicants not meeting these minimum requirements may be admitted on a conditional basis at the discretion of the graduate program chairperson.

Applicants whose native language is not English must submit a minimum TOEFL score of 550.

State law requires Hilbert College to collect immunization records from students taking six or more credit hours in any semester.

## INTERNATIONAL STUDENT ADMISSIONS REQUIREMENTS

- Proper visas and paperwork for study abroad are required prior to acceptance.
- Students should have a strong command of both written and spoken English.
- Students should be prepared to cover the cost of a Hilbert education without financial assistance prior to the college issuing any immigration documents.
- In order to be considered for admission, results of a recent TOEFL exam should be submitted to Hilbert College; a minimum score of 500

(paper) or 173 (computer) is required.

- All full-time or part-time students born on or after Jan. 1, 1957 are required to submit verification of immunization for mumps, rubella, and measles prior to attending college.

## ARTICULATION WITH SAINT BONAVENTURE UNIVERSITY

### MASTER OF BUSINESS PROGRAM (MBA)

Hilbert students who complete the baccalaureate degree in business management and wish to pursue a master of business administration (MBA) degree at St. Bonaventure University are eligible for special consideration. Specific courses in the undergraduate curriculum may be used to satisfy graduate school requirements, thereby reducing the number of graduate courses necessary to complete the MBA. Students earning a grade of "C" or better in the indicated Hilbert College course(s) will be granted a waiver of the corresponding St. Bonaventure MBA course (up to a maximum of 12 credit hours of MBA course waivers). Students who earn the maximum number of course waivers will be able to earn their MBA from St. Bonaventure University with 30 credits of MBA coursework. Hilbert students who are interested may contact their academic advisor for details, or contact St. Bonaventure directly. This program is offered on the St. Bonaventure University campus.

### PROFESSIONAL ACCOUNTANCY

Hilbert College has an articulation agreement with St. Bonaventure University relative to accounting for those with a desire to sit for the Certified Public Accountant (CPA) exam. Its purpose is to afford students the opportunity to pre-plan their college careers, and to facilitate the process of enrollment in St. Bonaventure University's 150 hour New York State Licensure-Qualifying MBA program in Professional Accountancy (150 Hour program) by students earning their B.S. degree in Accounting from Hilbert College. Hilbert students who are interested may contact their academic advisor for details, or contact St. Bonaventure directly. This program is offered on the St. Bonaventure University campus.



# COURSE DESCRIPTIONS

This section provides information on the nature of courses offered at Hilbert College. Each course has its own number and title that is followed by a brief description of the content of the course. If any course demands a prerequisite, that condition will be noted at the end of the course description.

Each course bears a distinguishing number for identification and indication of its academic level. The numbering system is as follows:

101-199 Courses at this level will typically be introductory and/or general education requirements with no prerequisites. The primary focus will be on learning terminology and basic principles within the general field of study. Students with little or no background in the content area may enroll.

200-299 The 200 level generally denotes introductory courses for a specific field of study or a survey of methodology. These courses may require a 100 level prerequisite. The primary emphasis will be on comprehension and application of course content.

300-399 This level is primarily for majors in the field or may serve as an upper division elective for non- majors who satisfy any specific course prerequisites. At the 300 level, the primary emphasis on analysis and synthesis of course content is generally most appropriate to the junior or senior year student.

400-499 This advanced level of special topic courses, including seminars, independent studies, internships and field practices, is designed for juniors and seniors.

ACC 205 3  
Financial Accounting

A study of accounting theory, principles, procedures, and their application to sole proprietorships. Emphasis is on the entire accounting cycle, basic concepts and terminology, the effects of transactions, and preparation of financial statements. Prerequisite: sophomore status

ACC 206 3  
Managerial Accounting

Continuation of accounting theory as applied to partnerships and corporations, and an introduction to managerial accounting. Consideration is given to statement analysis from the viewpoint of managers, creditors, investors, and others. Prerequisite: ACC 205 and sophomore status

ACC 270 3  
Income Tax Theory and Practice

Exposes the student to the Internal Revenue Code as it relates to individuals. Primary emphasis is placed upon individual tax returns. Prerequisite: ACC 205.

ACC 310 3  
Advanced Taxation

A study of the Internal Revenue Code as it relates to corporate taxation. Corporations to be examined include C Corps, S Corps, and the Limited Liability Corporation. Taxation of partnerships, estates and trusts will also be covered. Prerequisite: ACC 206, ACC 270.

ACC/ECI 313 3  
Financial Investigations

This course is designed to introduce and apply financial investigative techniques to the detection and resolution of criminal activity. It includes an in-depth discussion of financial investigative approaches, law and legal concepts guiding

criminal prosecutions in the United States, concepts of evidence and procedure, the movement of money through financial institutions, tracing money through a business including discussions of business organization and accounting systems, various methods of tracing funds and interviewing techniques used in these investigations. Prerequisite: 45 credit hours, ACC 205

ACC 320 3  
Intermediate Accounting I

Expands and broadens the accounting concepts and principles developed in previous accounting courses. In-depth treatment of the traditional accounting topics as well as recent developments promulgated by various agencies such as the FASB are covered. The major emphasis is on the balance sheet. Prerequisite: ACC 206. (C grade or better)

ACC 321 3  
Intermediate Accounting II

A continuation of the accounting principles and concepts discussed in ACC 320. Major emphasis is on the income statement, pensions and leases, accounting changes and error analysis, accounting for income taxes, and specialized revenue recognition. Pronouncements of the FASB are integrated throughout the course. Prerequisite: ACC 320 (C grade or better).

ACC 380 3  
Cost Accounting

Study of job process and operation costing systems, standard cost systems and flexible budgets. Cost information for decision and control purposes: product profitability decision and management control systems. Prerequisite: ACC 206 (C grade or better)



presentations in relevant cross-disciplinary areas will be made. Prerequisite: Successful completion and junior status.

**BI 101** **3**  
Introduction to the Physical Sciences

This introductory course provides fundamental concepts and skills in the physical sciences necessary to understand contemporary science-oriented topics in this area, to increase scientific literacy, foster an understanding of the scientific process, and to improve critical thinking. At least one area of study involves the use of mathematics. Reserved for students with limited previous exposure to scientific principles. This course fulfills the general education requirement.

**BI 110** **3**  
Science in Society: Modern Topics in Biology

This introductory course presents biology in the context of significant social, political, religious, legal and ethical issues. The goal is to provide students with a basic understanding of fundamental biological concepts in the context of contemporary issues facing society today such as genetic engineering and genetically modified organisms (GMO), cloning and stem cell research, infectious diseases (e.g., AIDS, Zika, Ebola) and cancer, climate change and global warming. Upon successful completion of BI 110, students will be capable of making informed and reasonable decisions about many of the biological issues prevalent in modern society. Prior knowledge of biology is not required. This course fulfills the general education requirement.

**BI 112** **3**  
Environmental Science

This course surveys the scope and extent of environmental issues of local, regional, and national concern. The course stresses ecological principles and relationships and aims to deal

with some of the socioeconomic and scientific aspects of pollution and control methods. The potential impact of environment upon the quality of life is also emphasized. Selected projects and/or seminars concerning topics of current interest are included. A service learning experience is provided as an optional component. This course fulfills the general education requirement.

**BI 114** **3**  
The Human Body

This is an introductory study of the human body, directed at making the students more aware of scientific inquiry about body structures and functions. The systems of the body and their related anatomy and physiology are covered in this course. In addition, relevant pathophysiological issues and current developments in the medical and health fields are also investigated to provide students with immediate and meaningful application of the subject matter and the opportunity to develop and apply critical thinking skills. This course makes applicable links that are relevant to many major programs at the College. This course fulfills the general education requirement and is open to all students.

**BI 115** **3**  
Nutrition

This course introduces students with the basic principles of nutrition, describes functions of essential nutrients, examines the relationship between nutrients and human health, and includes relevant discussion of basic structure and function of the human body. Health foods, additives, weight control, and current issues in nutrition are also explored. Upon successful completion of BI 115, students will develop an understanding on how nutrition relates directly to health and daily lives, be able to assess individual nutritional status, and critically evaluate nutritional claims in the mainstream media. Prior knowledge of biology is not required.

**BI 140** **4**  
College Biology I

This course covers a variety of biological topics as well as their interdisciplinary applications. Topics include the chemistry of life; biological membranes; cellular metabolism; cell structure; cell division; DNA replication/RNA transcription; protein synthesis; genetics and emerging topics in biology including genetic engineering, cloning and stem cell therapy. The required laboratory component allows students the hands-on exploration of concepts covered in lecture. This course is the first in the series of biology concentration courses (BI 240, BI 241, BI 300, BI 340 & CH 240) for FS/CSI students. This course also fulfills a science, liberal arts or all college elective requirements.

**BI 141** **4**  
College Biology II

This course is a continuation of BI 240 and covers a variety of biological topics include principles of evolution; a survey of the prokaryotic and eukaryotic animal kingdoms; a survey of anatomy and physiology of major organs and organ systems of the animal body including: skeletal, muscular, circulatory, respiratory, digestive, reproductive, nervous and immune systems. The required laboratory component allows for the hands-on exploration of concepts covered in lecture. This course also fulfills a science, liberal arts or all college elective requirements and replaces the Forensic Science requirements for BI 114 (The Human Body). Course prerequisite - BI 240.

**BI 300** **4**  
Genetics with Lab

This course is an introduction to classical, molecular, and population genetics and their central importance in biological sciences. The course focuses on the basic principles governing transmission of traits from

generation to generation in humans, structure and functions of DNA, RNA, proteins and chromosomes in eukaryotes, the mode of transmission of genes, how genes are damaged and repaired, use of recombinant DNA technology as a treatment option, and the consequences of mutations and chromosomal abnormalities in producing human disorders. Lectures also include discussions on determinations of gene and allele frequencies in populations and how they affect evolution. The required laboratory provides students a chance for hands-on exploration of topics covered in class. This course also fulfills a science, upper-level liberal arts or all college elective requirements. Course prerequisites - BI 240 & BI 241 or equivalent courses and/or Instructor's permission.

BI 310 4  
Cell Biology with Lab

Cell biology is the study of the structure and function of prokaryotic and eukaryotic cells. This course will emphasize experimental foundations of our understanding of cells and cellular functions and will examine many different areas of cell biology including: cellular architecture, cell division and reproduction, cell motility, cellular energetics and metabolism, and cell signaling. An additional laboratory is required which will provide a chance for hands-on exploration of topics covered in class as well as introduce techniques and procedures commonly utilized in modern cell biology laboratories. Prerequisite: BI 140 and BI 141

BI 320 4  
Biochemistry with Lab

Biochemistry is the branch of science that explores the chemical processes within and related to living organisms. This course will provide an overview of cellular chemistry and covers such topics as the structure and function of biological molecules, including nucleic acids, enzymes

and other proteins, carbohydrates, lipids, and vitamins. Also, the course will cover metabolic pathways and bioenergetics, including glycolysis, fermentation and respiration, oxidation of fatty acids, and photosynthesis. An additional laboratory is required which will provide a chance for hands-on exploration of topics covered in class as well as introduce and reinforce standard biochemical techniques and procedures. Prerequisite: BI 140 and 141, CH 140 and 141, and CH 300.

BI 340 4  
Molecular Biology with Lab

Molecular Biology is the branch of biology that studies the structure and function of biological molecules – such as nucleic acids and proteins – that are essential to life. This course reviews the structure of nucleic acids and proteins and will explore how they function together to carry out the central processes of gene expression, including transcription and translation, RNA processing, and the complex regulatory mechanisms governing these processes. An additional laboratory is required to provide students a hands-on exploration of topics covered in class as well as mastery of common molecular biology techniques and procedures. This course also fulfills a science, upper-level liberal arts or all college elective requirements. Course prerequisites - BI 240, BI 241, BI 300, & CH 240 or equivalent courses and/or Instructor's permission.

BUS 200 3  
Introduction to Business Management

This course will help students become familiarize general business environment, including sub-disciplines of management, marketing, finance, and accounting. Management knowledge, skills and competencies necessary for long-term success in today's business environment are also examined. In addition, this course is designed to

highlight a manager's functions and responsibilities in organizational and business settings. Four main management functions of planning, organizing, leading, and controlling are used as a framework to explore the role of managers. Students will also examine ethical, social, and cross-cultural issues related to managing in contemporary business organizations.

BUS 203 3  
Business Statistics

This course will prepare business students to understand and apply statistical information and analysis to managerial decision making. Emphasis will be both on using descriptive statistics as well as inferential statistics for making decisions in business environment. Business examples and situations are used to illustrate and highlight the relevance of business statistics to strategic and operational decision making. Prerequisite: Sophomore status, MIS 205, and Management major

BUS 217 3  
Business Law I

This course is an introduction of the principles of law that directly and regularly impact the conduct of business activities. The content of the class includes many subjects tested on the Regulation portion of the CPA examination. Topics include an examination of the substantive law of contracts, from formation requirements to remedies for breach of contract. Antitrust law, securities regulations, and employment and labor law illustrate the regulatory role on business and society. Legal aspects of international business are examined in this increasingly important area. Prerequisite: sophomore status  
Cross listed with LW 217

**BUS 304** 3  
Ethics, Leadership, and Management

This course starts by approaching ethics from a general perspective, and subsequently examining the application of ethical principles on management and leadership in today's business environment. Ethical concepts relevant to decision-making in the workplace will be examined as well. In addition to examining ethics at the personal and interpersonal levels, students will explore ways to develop and promote an ethical culture at the departmental and organizational levels (Transformational Leadership). Leadership in today's organizations and relationship between leadership and ethics will also be explored in the context of corporate scandals in recent years. Prerequisite: BUS 200 or Equivalent, completion of 45 credit hours or permission of division.

**BUS 317** 3  
Business Law II

(Formerly Advanced Business Law)  
A continuation of the study of law begun in BUS 217, the content of this class includes many subjects tested on the Regulation portion of the CPA examination. Topics include in depth analysis of the various forms of business organizations including general and limited partnerships, corporations and LLCs; Uniform Commercial Code subjects such as commercial paper, secured transactions and sales; and other areas of law including bankruptcy, debtor/creditor relations, product liability, estate and trust law and real property. Prerequisite: BUS 217, junior status. Cross listed as LW 317

**BUS 381** 3  
Business Continuity

Student will learn the development of business continuity management policies and planning. Management process for a variety of business

environments as well as management systems, tools and techniques needed to establish, monitor and maintain business continuity will be examined. Students will develop skills to create essential continuity plans for various businesses and organizations that identify critical processes, required personnel, and procedures to preserve and secure vital records to continue operating during and after man-made or natural disasters. Prerequisites: Upper division status in CSIA, Business or Accounting majors or permission of department. Prerequisite: 60 credits. Cross listed with ECI 381

**BUS 334** 3  
Small Business Management and Entrepreneurship

The course focuses on small business management and entrepreneurship in today's economy. Given the importance of small businesses to the U.S. economy and their significant contribution to overall employment, studying how small businesses develop and successfully operate in challenging economic environment is critical and relevant. Students will examine challenges and opportunities faced by entrepreneurs in developing, establishing, and operating a small business. Students will also develop a business plan to better understand how to establish a small business, and how to effectively address operational, financial, marketing, and human resources issues related to managing a small business. Prerequisite: BUS 200, completion of 45 credit hours or permission of division.

**BUS 335** 3  
Information Technology and Management

This course explores the important role information and communication technology (ICT) plays in enabling companies to increase market share, become more efficient, and innovate. Students examine various information systems firms use for planning, implementing, and control of their

operations and activities, and the challenges and opportunities emerging from increased convergence of many technologies. Prerequisite: BUS 200, Sophomore status, completion of 45 credit hours or permission of division.

**BUS 344** 3  
Introduction to International Business

In this introductory international business course, general concepts and theories in legal, political, economic, and cultural aspects of international business will be discussed. Students will explore external global business environment, as well as strategies of multinational companies in dealing with international challenges and opportunities. Other important topics in international business, including international trade and investment, international culture and marketing, and international human resources will be explored. Prerequisite: BUS 200, completion of 45 credit hours or permission of division.

**BUS 345** 3  
Marketing Management Marketing

Management presents students with a framework of pertinent strategic and tactical consumer marketing issues faced in today's economy. It goes beyond the basics of marketing and focuses on important marketing functions and tasks coordinated by managers within the overall strategic framework of the organizations. Students explore market research and analysis, market and product development, pricing decisions, promotional strategies, and issues related to ethics, e-commerce, and global and cross-cultural marketing. Prerequisite: BUS 200, completion of 45 credit hours or permission of division.

**BUS 346** 3  
Corporate Financial Management

Building on their knowledge from financial and managerial accounting concepts, students will study the

financial decision making process utilized by management to maximize shareholders' wealth. Short term as well as long term corporate finance and managerial decisions of firms will be examined. The economic model of financial risk and the time-value of money as well as capital structure and budgeting will be explored. Using case studies as framework, this course will attempt to explain corporate finance and financial decision making with a balance between theory and business application. Prerequisite: MA 145, BUS 203, ACC 206, completion of 45 credit hours or permission of division.

**BUS 350** 3  
The Role of Information in Financial Markets

The course is intended to be an applied microeconomics course in that it will use the consumer utility maximization model as well as game theoretic modeling of insurance markets. Topics will include insurance, lotteries, risk management and decision making with asymmetric information. Students will acquire knowledge of how to apply an information advantage and ascertain when an information advantage is being practiced against them. This understanding of information value will allow the student to make decisions in regard to lotteries, insurance levels and coverage, warranties and uncertain situations. Prerequisite: ECO 204, MA 145, and completion of 45 credit hours or permission of division.

**BUS/ECI 381** 3  
Business Continuity: Strategic Contingency Planning for Businesses and Organizations

Student will learn the development of business continuity management policies and planning. Management process for a variety of business environments as well as management systems, tools and techniques needed to establish, monitor and maintain business continuity will be examined.

Students will develop skills to create essential continuity plans for various businesses and organizations that identify critical processes, required personnel, and procedures to preserve and secure vital records to continue operating during and after man-made or natural disasters. Prerequisites: Upper division status in CSIA, Business or Accounting majors or permission of department

**BUS 408** 3  
Employment Benefits & Critical Issues in Today's Workplace

This course will provide students with an overview of the law of employment benefits, with special emphasis given to the administration of qualified retirement plans. Reporting and disclosure requirements, payments, record keeping requirements, claims and payments and fiduciary duties will be covered. Prerequisite: junior status. Cross listed as LW 408

**CH 110** 3  
Science in Society: Modern Topics in Chemistry

This course presents chemistry in the context of significant social, political, economic and ethical issues. This course covers current topics like ozone depletion, global climate change, alternative energy sources, nuclear power and drug design and the underlying chemical principles needed to understand these issues. Upon successful completion of CH 110, students will be capable of making informed decisions about many of the issues prevalent in modern society that are based on fundamental concepts in chemistry. Prior knowledge of chemistry is not required. This course fulfills the general education requirement.

**CH 140** 4  
General Chemistry I with Lab

This course focuses on a variety of chemistry topics including properties

of matter, atoms and elements, periodic properties of the elements, molecules, compounds, chemical bonding, chemical reactions, properties of aqueous solution, acids and bases, and thermochemistry. The required laboratory component allows students the hands-on exploration of concepts covered in lecture and to develop skills of measurement, calculations and problem solving. Prior knowledge of chemistry is not required. However, students should have some basic knowledge of computers. This is a required course for biology concentration for FS/CSI students. This course also fulfills the requirement for general education and can be used as a science or liberal arts elective or as an all college elective.

**CH 141** 4  
General Chemistry II with Lab

College Chemistry II is a continuation of CH 140 and covers a variety of chemistry topics such as solutions, thermodynamics, kinetics, equilibrium in gaseous systems, acid-base equilibrium, solubility equilibrium, redox reactions, electrochemistry, organic chemistry, polymers, and plastics. The required laboratory component allows students the hands-on exploration of concepts covered in lecture. This course fulfills the requirement for general education and can be used as a science or liberal arts elective or as an all college elective. Prerequisite: CH 140 or equivalent courses.

**CH 311** 4  
Organic Chemistry I with Lab

Organic chemistry is the chemistry of carbon compounds. This course will emphasize what makes organic chemistry unique within the branches of chemistry, as well as carbon compounds different from other compounds. This is accomplished through discussion of the concepts of structure and bonding in organic molecules; and the exploration of various types

of organic molecules and their reactions, such as alkanes, alkenes, alkynes, alkyl halides and carbonyl compounds. An additional laboratory is required which will provide a chance for hands-on exploration of topics covered in class as well as introduce techniques and procedures commonly used by chemists to probe the structure of organic molecules, such as nuclear magnetic resonance, mass spectroscopy and infrared spectroscopy.  
Prerequisites: CH 140 and CH 141

CH 313 4  
Organic Chemistry II with Lab

Organic chemistry is the chemistry of carbon compounds. This course will build upon the concepts learned in Organic Chemistry I, through thinking about structures in 3-dimensions and analyzing data with the understanding of the learned basic principles to solve problems. This is accomplished through discussion of the concepts of organic reactions and mechanisms. An additional laboratory is required which will provide a chance for hands-on exploration of topics covered in class as well as introduce techniques and procedures commonly used by chemists to probe the structure of organic molecules, such as condensation and nitration.  
Prerequisites: CH 311

CIS 170 3  
Computer Systems: Computer Architecture and Operating Systems  
The course will provide a working knowledge of computer hardware and the basic operating systems of DOS and Windows. The course will focus on the creation, maintenance, and destruction of data stored in electronic form. The configuration and connection of peripheral equipment and the installation of network hardware and cabling are explored.

CIS 220 3  
Introduction to Computer Programming

This course will provide a comprehensive introduction to procedural and object oriented programming. A variety of general programming concepts will be taught. Prerequisites: CIS 170 or permission of department

CIS 230 3  
Database Management Systems

This introductory course will explore the role of data, file management, and database systems. Topics will also include the practical aspects of client/server computing and how information is encoded, stored and retrieved. This course will provide students with the background to design, implement, and use database systems. Students will become familiar with the SQL database language, Microsoft Access and Oracle. The implementation of database system security will also be stressed.  
Prerequisites: CIS 220

CIS 270 3  
Introduction to Computer Networking

This course will discuss the principles and practices of computer networking. Topics will include: introduction and history of networking, Lan and Wan communications, network communication protocols, connecting through a cabled network, devices for connecting networks, connecting through a wireless network, sharing resources on a network, using a Windows server, basic network design, securing your network and maintaining and troubleshooting.  
Prerequisites: CIS 170

CJ 101 3  
Introduction to Criminal Justice

An introduction to the parts of the Criminal Justice system and the interrelationship of these parts, incorporating the development of the CJ model. The three areas of this

model are studied: law enforcement, judicial/legal, and corrections. The Criminal Justice system is viewed in its historical development as well as in its relationship to contemporary social issues. A required course for Criminal Justice, Economic Crime Investigation and Forensic Science (CSI) majors, Computer Security Information Assurance (CSIA) majors.

CJ 102 3  
Juvenile Delinquency

An in-depth study of the nature and extent of juvenile delinquency in America. Topics covered include an overview and examination of philosophies of juvenile control, the magnitude and trends of juvenile crime in America, the major theoretical perspectives addressing crime causation, and other issues directly related to the course, e.g., gangs.

CJ 103 3  
Introduction to Security

This course begins with an examination of the "private security officer profile," which is designed to provide students with an understanding of what it takes physically and mentally to be an effective security officer in today's workplace, to include authority and conduct. Qualifications and requirements set forth by law, that must be met, in order to legally become a private security officer, will also be discussed. The private "security officer's two core functions" will be highlighted, relative to the role of security officers in carrying out the "security department's six core responsibilities." The types of private security departments will be studied, along with a variety of workplaces that private security officers typically protect in today's "Corporate America." The basic organizational structure of the United States Department of Homeland Security will be introduced to the students.

<p>CJ 200 3 Introduction to Corrections</p> <p>This course will present an overview and critical analysis of contemporary correctional theory and practice. Issues to be explored include prisoner rights, victimization, the death penalty, community corrections, probation and parole concepts and practice, correctional careers, unions, and the future of corrections. A required course for the baccalaureate degree. Prerequisite: one college-level criminal justice course or permission of instructor.</p>	<p>biological, psychological, sociological and cultural. Special consideration is given to contemporary criminological concerns such as white collar, victimless and violent crime. The course is designed to enable students to understand crime as a single issue, prior to agency or institutional involvement. A required course for Criminal Justice, Economic Crime Investigation, Forensic Science/Crime Scene Investigation and Computer Security Information Assurance (CSIA) majors.</p>	<p>juvenile justice system. Students will be familiarized with relevant interactions of various agencies (e.g., the police, courts, department of corrections and other youth agencies and programs) with the youth of our society. Through class lectures and discussion students will be introduced to the problems encountered by the juvenile justice system and an evaluation of those practices which have been implemented to reduce delinquency. Lastly, the basic rights afforded youth with respect to their interactions with the criminal justice system will be examined. Prerequisite: CJ 102.</p>
<p>CJ 202 3 Introduction to Law and Justice</p> <p>This course will chronicle the development of the American system of criminal law. In addition, it will include how today's criminal justice system is impacted through the implementation of these laws. The second half of the semester will consider the general elements of crime. It will analyze conventional defenses to criminal liability and investigate the major offense categories, at an introductory level, as defined by the New York Penal Code. Students will consider various social, cultural and economic consequences that are related to the American system of law. The course will prepare students for upper level law classes, and for future employment within the field of criminal justice. A required course for the baccalaureate degrees in Criminal Justice and Forensic Science/Crime Scene Investigation.</p>	<p>CJ 207 3 Crime and Punishment in America</p> <p>This interdisciplinary course examines crime and punishment within its social and cultural context. Students examine how society has defined crime and what punishments have been exacted during five distinct periods of American history from the colonial to the present. Topics such as social control, crime and news media, and crime in popular culture are interwoven throughout. Prerequisites: EN 102, sophomore status. Cross listed as HI 207</p>	<p>CJ 303 3 Retail Loss Prevention and Asset Protection</p> <p>An advanced study and application of security/loss prevention theory and methods as they relate to the retail business and supply chain. Physical and procedural measures for protecting people, money, merchandise and other assets are explored, along with the role of evolving technology. Particular attention is given to preventing, deterring and detecting both internal and external theft, as well as programs for training, auditing and inventory control. Emphasis is placed on the avoidance of civil liability, compliance with regulatory obligations and the coordination of efforts with corporate partners and criminal justice agencies. A problem-solving research project is required. Prerequisite: CJ 103 or permission of department.</p>
<p>CJ 204 3 Crime and Society</p> <p>The aim of this course is to familiarize students with the field of criminology. Attention will be paid to theory construction and theory testing to arrive at a better understanding of the present state of criminological knowledge. The concept of crime will be studied from a number of theoretical perspectives including</p>	<p>CJ 300 3 Probation, Parole, and Community- Based Corrections</p> <p>This course is designed to provide students with an in-depth understanding of the decision making process as it relates to probation, parole, and community based corrections. It will examine the organization and management of probation and parole agencies. Issues such as constitutional impact, political and legal implications, pre-sentencing, supervision, parole success, types of conditional release, interaction with social and legal agencies will be covered. Prerequisite: CJ 200.</p>	<p>CJ 304 3 Organized Crime and the Career Criminal</p> <p>This course will focus on the analysis of how criminal organizations are structured, how they function, and how they have developed criminogenic market structures for illegal co-ops or services. The connection between legitimate business and organized crime, and political machines and</p>
<p>CJ 302 3 The Juvenile Justice System</p> <p>This course is designed to introduce students to the workings of the</p>	<p>CJ 302 3 The Juvenile Justice System</p> <p>This course is designed to introduce students to the workings of the</p>	<p>CJ 304 3 Organized Crime and the Career Criminal</p> <p>This course will focus on the analysis of how criminal organizations are structured, how they function, and how they have developed criminogenic market structures for illegal co-ops or services. The connection between legitimate business and organized crime, and political machines and</p>

organized crime will be studied in depth. The drug cartels, ethnic gangs, white-collar criminals, and financial organizations will focus on contemporary views. Prerequisite: CJ 204.

CJ 305 3  
Research Methods in Social Sciences

This course is designed to familiarize criminal justice, human service and psychology majors, as well as potential graduate students, with the conceptual and operational skills to design and conduct research, including: the development of research questions and hypotheses; selection of research design and data collection strategies, sampling procedures, and data analysis and interpretation. Students will acquire the skills necessary to conduct social science research and to prepare formal research reports. This course is offered every semester. Prerequisite: MA 200  
Cross listed with HS 305

CJ 310 3  
Introduction to Policing/  
Professional Entry

This course is designed to provide the criminal justice major with basic information about the state, county and municipal level of policing in the United States. Issues such as the police role, police discretion, police culture, personality and stress will be discussed. Other areas of inquiry will be police and the various communities they police, police and the law, and police ethics. Finally, the course will present pragmatic career choice information to the student concerning required entry level law enforcement testing, physical requirements age restrictions, psychological parameters, and other qualifications that the student will be required to meet in order to enter into a law enforcement career. There is a strong emphasis on police entry testing. Prerequisite: CJ 101, Upper division status. This course was previously listed as CJ 211

CJ 311 3  
Police Management and Organization

This course would expose the student to a broad spectrum of law enforcement organizations that occur in our society today. The focus would be on the organization of law enforcement and certain management styles that have been utilized to deal with policing our society. The issues and areas to be covered would include: management theory, organizational environment, leadership, productivity, operations, information management, communications, and the relationship that exists in these and other areas which affect our law enforcement agencies today. A required course for the baccalaureate degree in Criminal Justice. Prerequisite: Upper division status or permission of the department.

CJ 312 3  
Police: Human Dimension

This course will review the historical foundations of policing and relate those original influences to present-day practices and policies. The course will include a review of private police/ security, police unions, political influences on police work, and police deviance. An in-depth look at police problems and issues such as ethics, decision making, police discretion, use of deadly force, police cynicism, stress in police employment, coping mechanisms, and the future of policing will be included. Prerequisite: Upper division status or permission of the department.

CJ 315 3  
Laws and Rules of Evidence

This upper division criminal justice course is designed to combine the principles of competency-based learning of case law and the skills necessary to effectively understand the practices and procedures of our court and judicial system. The course will focus on the nature and development of evidence law,

admissibility of evidence, relevancy of evidence, character evidence, witness examination and credibility, impeachment, expert testimony, scientific evidence as well as hearsay and privilege testimony. Prerequisites: Upper division status and CJ 202 Introduction to Law & Justice or other law related class

CJ 316 3  
Family Violence

This course is intended to provide students with a stronger understanding of the scope and seriousness of all forms of family violence and abuse, and the difficulties faced by criminal justice and human service agencies. Historical, social, political, psychological, and legal aspects of family violence will be considered, and much time will be devoted to examining underlying causes. This course will also evaluate some of the nonviolent harm done by families to their members, including the contributions made by family structure and functioning to problems such as delinquency or adult criminality, depression, and suicide. Prerequisite: Upper division status or permission of the department. Cross listed as HS 316 and PSY 316

CJ 317 3  
Family Violence Treatment  
and Prevention

This course offers an introduction to the dynamics of family violence with an emphasis on treatment and intervention strategies. Students will examine types of family violence across the life span, identification and reporting procedures, controversial issues of relevance to the field of family violence, the impact of substance abuse/misuse on family functioning and violent patterns of behavior, and current and innovative approaches to treatment and prevention. Prerequisite: Upper division status or permission of the department.

**CJ 320** **3**  
**Transnational Crime and Comparative Criminal Justice Systems**

This course will provide an interdisciplinary perspective of worldwide crime and justice. The course will explore topics such as global crime, crime rates, crime trends, and crime theories. The Criminal Justice Systems of England, France, Sweden, Japan, and Russia will be compared with the United States Criminal Justice System. Prerequisite: Upper Division status or permission of the department.

**CJ 321** **3**  
**Terrorism and Homeland Security**

This upper division course was designed to provide students with an understanding and appreciation for the whole new concept that was formulated primarily to combat the threat of terrorism. Initially, Homeland Security was a term utilized by President George W. Bush to describe the creation of the newly formed Department of Homeland Security. This comprehensive reorganization of the federal government was undertaken with the specific intent of improving the security and safety of our nation against terrorist attacks such as the ones that occurred on 9/11. The concept of homeland security has now evolved into a much broader context that affects the everyday lives of all Americans. It affects our basic civil liberties (the Patriot Act), how we travel (airport and airline security), how we gather and disseminate intelligence information, how first responders are trained to respond to suspected acts of terrorism and how we conduct business with countries that harbor or foster terrorists. These and other related topics concerning Homeland Security will be discussed during this course. Prerequisite: Upper Division Status.

**CJ 330** **3**  
**Ethics in the Criminal Justice System**

All professionals in the Criminal Justice system must be sensitive to ethical issues. This course will expose students to a broad range of moral argument and so give them an opportunity to construct moral frameworks of their own. Students will explore a variety of ethical issues in criminal justice such as (1) Social inequalities; unequal access to justice; (2) Corruption, bribery, and influence peddling; (3) The integrity of evidence; truthful testimony; (4) Plea bargaining; (5) Use of force, weapons, and coercion. A required course for the baccalaureate degree in Criminal Justice and Forensic Science/Crime Scene Investigation. Prerequisite: Upper division status or permission of department.

**CJ 333** **3**  
**Information Security**

With the expansion of global networks, organizations have an increasing need to understand how to protect critical information assets from a myriad of threats. This course provides a broad overview of the field of information security, with a focus on security management practices. It covers terminology, history and the process of managing an information security program. The course includes a discussion of several of the ten domains which comprise the common body of knowledge for information security. This course sets the foundation for further study in computer and network security. Prerequisite: Upper division status or permission of the department. Cross listed as ECI 333

**CJ 334** **3**  
**Analysis of Sexual Offenses & the Sex Offender**

This course is designed to provide the student with information concerning sexual offenses & sex offenders. The course content will cover legal

issues, as well as victim and offender treatment issues; examining issues within an ecological framework. Current controversies concerning the management of sex offenders in the community will be discussed in detail. Prerequisite: Upper division status or permission of the department.

**CJ 335** **3**  
**Diversity Issues in Criminal Justice**

The criminal justice system faces serious questions about its handling of diversity, and this is likely to worsen in the future. This course will examine the racial/ethnic and diversity issues that are directly relevant to the justice system, in order to provide students with the background they need to understand crime in a racial context, accusations of differential justice, cries of racism over police shootings, hate crimes, concerns about political correctness and affirmative action, and a variety of other topics. Some attention will also be devoted other groups, including religious minorities, gays and the disabled. Prerequisite: Upper division status or permission of department.

**CJ/SO 336** **3**  
**Sociology of Management**

This course is designed to present to the student the basic ideology of Max Weber's "Rationality" as typified by modern management techniques used today that is in direct conflict with "Traditionalism" still in existence in developing and underdeveloped nations. The course focuses on the development of the rational approach of western management that emerged with the economic system of capitalism and the industrial revolution to the post-industrialized nations of today. The course takes the student through this 200 year journey using George Ritzer's text that examines the management techniques developed and emulated now worldwide by the McDonald Corporation and the Walt Disney Corporation. Prerequisites: SOC 101 and

upper division status

CJ 350 3  
Law of Economic Crime

Economic Crime Investigation focuses on those complex crimes designed to bring financial rewards to the offender. The course will examine substantive and procedural law affecting financial institutions, commercial businesses and their agents and employees in relation to economic and business-related crimes. This course will identify criminal statutes and case law applicable to economic crimes, and through a study of these will give students a thorough knowledge of the elements required to successfully identify, investigate and prosecute economic crimes  
Prerequisite: Upper division status or permission of department.  
Cross listed as ECI 350

CJ 400 3  
Advanced Seminar in Corrections

This course presents a critical and in-depth analysis of current correctional issues that face our country today. The focus of the semester will be in areas of problem analysis, problem solving, and recommendation presentations. The issues examined will include areas such as death penalty, riot, overcrowding, A.I.D.S. in the correctional setting, recruitment, alternative sentencing, recidivism, community based corrections, classification, comparative or international corrections, regional disparity and other issues that would be relevant. This is a seminar based offering.  
Prerequisites: CJ 200.

CJ 402 3  
Advanced Criminological Theory

This three credit (upper-division) course is intended to expose students to a full semester examining the importance of theory in the development of modern day knowledge, the history and expansion

of theoretical perspectives in the field of criminal justice (as well as related fields of study), and how theories have been used to guide social policy. Students will also critically examine programs and other efforts aimed at reducing crime and delinquency that have followed the ideals of various theoretical perspectives studied. The class will build on lower-level courses aimed at examining crime & delinquency (e.g., CJ 102 Juvenile Delinquency, CJ 204 Crime and Society, CJ 302 The Juvenile Justice System). Students completing this sequence will have a strong concentration in Juvenile delinquency. This course will also benefit students wishing to pursue graduate studies in the field of criminal justice or related fields of sociology, psychology and social work.  
Prerequisite: CJ 204 and upper division status.

CJ 403 3  
Security Administration

This course focuses on the security administrator's role in developing the security department's mission statement and a corporate-wide security strategic plan, for protecting a major corporation's assets and holdings. Various facility survey methods will be examined, along with the reasoning process necessary to determine appropriate remedial applications, pertinent to such areas as security and life safety. The processes for determining if any existing departmental policies and procedures need to be deleted or revised, and when developing new policies and procedures if necessary, will be explained. Staff organization is discussed concerning instances where a totally new security department has to be staffed, or when personnel structure changes within an existing department are necessary, as dictated by the new strategic plan.

Budgeting for the implementation of the new security strategic plan will also be discussed. A written

project pertinent to the survey process and remedial applications is required, in addition to an oral presentation of the surveys "findings" to a "mock board of directors," comprised of fellow students.  
Prerequisite: CJ 103 or permission of the department.

CJ 404 3  
Criminal Investigation/ Criminalistics

This course will develop the investigative process (both criminal and non-criminal) from the scene through trial. The course is designed for the student to understand the investigative process as a part of the criminal justice network and also as a part of civil litigation, starting from historical perspective up to current importance of criminalistics as part of that process. The goal of this course is to have the student develop an analytical understanding of the investigative process and to understand the interrelationship of the investigative process and criminalistics. A required course for the baccalaureate degree in Criminal Justice and Forensic Science/ Crime Scene Investigation.  
Prerequisite: CJ 204 and upper level status.

CJ 405 3  
Advanced Seminar in Criminal Justice

The focus of this capstone experience is to identify the unresolved issues and influences that affect our criminal justice system in the areas of law enforcement, courts, private security and corrections. The student participant should be able to research, evaluate and propose potential solutions or recommendations in these particular issue areas. Issues such as use of deadly force, police crackdowns, community policing, private policing, educational mandates, equal opportunity, research, sting operations, media influence, constitutional influences, victims of crime, plea bargaining, life without parole vs. death penalty, court case overload, and other

relevant issues will be focused on. The main goal of this course is to bring together a student's college academic experiences in areas of writing, oral communications, research, statistics, and the criminal justice major in a way that will help one develop one's investigative, communications, and problem-solving skills. A required course for the baccalaureate degree. Prerequisites: CJ 305, senior status.

CJ 411 3  
Police, Politics and Professionalism

This course is designed for the criminal justice major intending to pursue a career in public law enforcement management. In the United States criminal justice system all public law enforcement agencies are constitutionally under the control of elected civilian officials. These elected officials often have little or no professional expertise in law enforcement matters. These officials, however, have the power to control law enforcement agencies in many ways such as appointing the agency executive officer, controlling the agency budget, and in many cases setting agency policy. Students pursuing a career in public law enforcement supervision and administration should be familiar with the electoral process of their jurisdiction(s), how to effectively deal with elected officials and understand the political realities that often underlie the political actions of these officials. Prerequisite: Upper division status and CJ 311 or BUS 210 or permission of the department.

CJ 416 3  
Advanced Issues in Family Violence

While family violence is a very old problem, as an academic discipline it is continually changing. This course is designed to give students the opportunity to examine the process of change as they relate to the theoretical, political, and practical issues associated with family violence. Students should possess

basic knowledge about the history, types and patterns of abuse before taking this course, as well as an understanding of the criminal justice system. Attention will be paid to new theoretical developments in the field, and changes in the relationship between theory and practice. The relationship between family violence and other forms of violent crime will be considered, and current debates in the field will be examined. Prerequisites: CJ 316 or CJ 317. Cross listed as HS 416 and PSY 416

CJ 417 3  
Violent Phenomena

While violence holds a special fascination to many, it is rarely understood. This course will examine a wide variety of violent phenomena from a multi disciplinary perspective. The history and theoretical cause of violence will be discussed, and empirical evidence will be weighed. Among the topics to be considered are categories of murder, stalking, arson, rape and other forms of violent sexuality, school violence, workplace violence, kidnapping, and other violent crimes. Attention will also be paid to injurious behaviors such as suicide and self-mutilation. Each form of violence will be examined from four different angles: causes, societal reaction, criminal justice system response and possibility of prevention. Prerequisite: CJ 204, Upper level status.

CJ 499 3  
Criminal Justice Practicum/Internship

This course would make available an experiential situation in a criminal justice setting and provide an opportunity for the intern to learn from a field placement in a police, correctional, court-related, or private organization. A variety of experiences will be available and guided by agency and school personnel. Reserved for students in the Criminal Justice program. All prospective students are required to have a conference

with the Criminal Justice Chair during the pre-registration period to make arrangements for appropriate placement in a criminal justice agency. Prerequisites: Senior status and approval of Instructor.

COM 110 3  
Introduction to Mass Media

Introduction to Mass Media will present student with a fundamental understanding of mass communication theory. The course will examine various forms of mass media in terms of their evolution, contemporary status, and future potentials. The course will also study the effects of mass media on both a personal and global level. The lecture portion of the class will be supplemented by video screenings, field trips, in-class research, and group work.

COM 151 3  
Public Speaking

The goal of this course is to develop the student's ability to communicate effectively in a formal speech situation. Classroom instruction focuses on the planning, organization, and delivery of speeches to inform and persuade.

COM 170 3  
Multimedia Explorations

The course allows students to be exposed to a wide sampling of digital media formats in a short time, including photography, video, audio and basic web design. It also allows students to use the latest in digital media tools and learn basic techniques and applications for these tools. A required course for all Digital Media and Communication (DMAC) students, COM 170 is also recommended for any student who wants to increase their professional viability in the new digital marketplace. This course fulfills the Gen Ed requirement.

**COM 180** 3  
Advanced Multimedia Explorations

Intended as a complement to COM 170, the course builds on previously acquired knowledge while furthering students' understanding of effective media integration (e.g. web, film/ video, audio and photography). The course looks to teach advanced skills while showing students how to synthesize various media platforms into convergent media projects. A required course for all Digital Media and Communication (DMAC) students, COM 180 is also recommended for any student who wants to further their professional viability in the new digital marketplace. Prerequisite: COM 170 or instructor permission

**COM 210** 3  
Media Analysis

Students learn three distinct methods of criticizing the media, 1) the use of scientific instruments to track media usage in the form of ratings, 2) the use of social science to form a critical understanding of the effects of media and 3) the use of artistic theory to understand the intended message of media. Students will explore these three disparate methods of understanding media effects, and will use their own media viewing and buying habits to better understand how the media effects culture.

**COM 211** 3  
Mass Communication Theory

This is a broad theory course that covers the scientific method, application of theory to general social issues and to research on those issues, the logical positivist outlook, and issues such as Paradigm Shift and the Rashomon Effect as they apply to human interaction. On a narrower focus, the class covers many of the most important theories of communications, and attempts to cover basic theories from other fields such as structuralism,

functionalism, feminism, and neo-Marxism / critical theory.

**COM 240** 3  
The Art of Persuasion: Introduction to Rhetorical Strategies

This course builds on the elements of argument introduced in EN 101. The art of persuasive communication based on the study and application of rhetorical theory is introduced. The history of rhetoric from ancient Greece to tomorrow will be explored with a strong look at rhetoric in mass media and contemporary culture. The course provides a strong foundation for COM 243 Journalism I, COM 344 Public Relations Writing, COM 348 Advertising Copywriting, COM 360 Press Relations, and COM 460 Persuasive Campaigns. This course is designed to enhance the student's ability to apply rhetorical principles to various forms of writing and speaking. This course is designed to help students improve their writing skills and would be beneficial to students in all majors. Prerequisite: EN 102  
Cross listed as EN 204

**COM 242** 3  
Script Writing

Script writing covers the writing and pre-production stage of television and film production. Students will learn how to make basic storyboards, how to write script treatments, and how to develop full-length scripts from basic ideas. Prerequisites: EN 102

**COM 261** 3  
Concepts of Integrated Marketing

Introductory public relations, advertising, and integrated marketing course that covers the history and practice of persuasive media.

**COM 365** 3  
Digital Filmmaking

Digital filmmaking is an intermediate level course dealing with theory,

techniques, and aesthetics of cinematography and lighting, via demonstrations, exams, practicums, and shooting exercises utilizing a variety of industry-oriented digital equipment and accessories. Students in this class also learn basic pre- production, script writing and research methods while producing the material for a short length narrative or documentary digital film. Prerequisites: COM 180 or instructor permission

**COM 305** 3  
Visual Communication

The goals of this course are to develop habits of analysis of production and consumption of visual information; explore of the role of images in the communication process; look at their application to journalism, the moving image, public relations, advertising and digital media. This course is a prerequisite to the graphic design and photography courses offered by the department, and are helpful to anyone interested in a career in the visual arts or communication.

**COM 320** 3  
Communications Law and Ethics

A course is the legal and ethical aspects of human communications in western society. Includes an in depth look at the history of communications laws, current case law, constitutional law, and a discussion of international law covering communications, speech, and the press.

**COM 323** 3  
Gender and Communications

A critical analysis of the relationship between gender and how people communication, both in terms of style, and in terms of message.

**COM 330** 3  
Organizational Communication

An introduction to the study of the nature of communication within

organizations. This course provides a practical introduction to principles of organizational communication, including the basic theories, methods, and applications of organizational communication. This course will increase your awareness and understanding of communication-related phenomena in the context of formal organizations.

COM 332 3  
Labor Relations

Labor Relations covers the history of labor organizations, how corporations and employees communicate with each other, and helps develop an understanding of the relationship between labor and communications. Prerequisites: COM 110 Introduction to Mass Media, upper division status

COM 333 3  
Corporate Communications

This course looks at the systems which facilitate communication within a corporate structure, and how professional communicators fit into the basic corporate structure. The course covers both internal and external communications roles using all forms of media. Prerequisites: COM 110

COM 343 3  
Journalism

In this class students will develop their writing skills through various journalistic assignments. Students will begin by learning the basic elements and style of news stories, editorials, interviews, and columns. In addition, students will learn the importance of objectivity, accuracy, and awareness of audience. In addition, students will be exposed to advanced interview techniques, different formats of journalistic reporting, and will look further into the ethics of journalism. Prerequisites: EN 102 or instructor permission

COM 344 3  
Public Relations Writing

In this course, students will develop their writing skills through various assignments dealing with public relations and advertising. Students will complete a variety of assignments, beginning with press releases, newsletters, and advertising copy and continuing to more complex assignments that will involve multiple tasks, such as special events planning and an advertising campaign. Graphic design and desktop publishing (using Quark Xpress) will also be discussed and utilized in the class. Prerequisites: EN 102 and upper division status

COM 345 3  
Sports Reporting

This course covers the methods of reporting on and writing for sports coverage. Prerequisites: COM 343 or instructor permission

COM 348 3  
Advertising Copywriting

This course will provide students with the opportunity to learn about advertising through a study of advertising strategies and practices. Students will begin by examining various advertising strategies, including consumer-oriented and product-oriented strategies. Prerequisites: EN 102 and upper division status

COM 351 3  
Speaking for the Professions

The course will be structured in such a way as to focus on the speaking situations in which most professionals must perform. Appropriate topics, by academic major will be developed within simulated situations. Key strategies will be introduced and then integrated into student presentations given during the semester. Prerequisites: COM 151

COM 360 3  
Press Relations

Students alternately take on the roll of a member of the media, and a person whose job is to deal with the media, and plays these roles in relations to their own major (ECI students deal with ECI situations, business students deal with businesses, and so forth). Prerequisites: EN 102 and upper class status

COM 362 3  
Integrated Marketing Research

A basic human studies course designed to teach how to apply modern scientific instruments to the prediction of market patterns and forces. Students will develop and deploy research instruments and test interventions in research groups to learn both theory driven research, and non-theoretical market research. Prerequisites: upper class status

COM 370 3  
Digital Photography

A general digital photography course which deals with the photographic history and theory, basic and intermediate photographic techniques and digital manipulation of images. Students will view and criticize the works of notable photographers for visual style and underlying message. This course will attempt to help the student develop an artistic style and a firm grounding of visual theory. Prerequisites: COM 305 or permission of the instructor

COM 371 3  
Contemporary Cinema

The course is a study of current trends in international and independent filmmaking. The screenings will exemplify a range of genres and styles revealing the diversity of recent releases. The course will also deal with elements of cinematic comprehension through discussion of narrative structure, technique,

theme and form. The course is split between screening and lectures. The lectures will be devoted to a number of concepts that will be explicated further via the screenings. Prerequisite: EN 102

COM 373 3  
Graphic Design

Graphic Design deals with the interaction of text and image, the fundamental components of graphic communication. The course will be project-focused and cover principles of digital design, desktop publishing, composition, computerized layout, typography and imaging applied to advertising, public relations, and publication design for print and web. Visual literacy will be increased through exposure to contemporary design issues. Students are introduced to visual theory in COM 305, Visual Communication, but will apply these theories to their own work in COM 373, Graphic Design. Prerequisite: COM 305 or instructor permission

COM 374 3  
Lighting for Film and Video

This course covers the basics of safe handling of performance light, including the technology of lighting, and the artistic dimensions of lighting. Light subjects will include advanced three point lighting, theatrical lighting for video, theatrical lighting for stage, electrical theory, light and color theory, safety, and grip work. Prerequisites: COM 170 Explorations in Media and upper class status

COM 375 3  
Digital Film Editing

Digital film editing is an intermediate-level course covering theory, techniques and aesthetics of film/digital video non-linear editing. A variety of industry oriented digital applications, with emphasis on Final Cut Pro, will be utilized in the editing exercises. Students are encouraged

to take COM 275 in the previous semester which will provide them with the necessary instructional materials to complete class assignments. Prerequisites: COM 365 or instructor permission

COM 378 3  
Radio Production

A course in advanced audio methods. This course covers the use of sound in advanced video productions and in audio productions including the collection and use of foley, sound effects, audio track editing, and other topics. Prerequisites: COM 170 Explorations in Media upper division status

COM 380 3  
Communications Technology

Communication technology is an engineering course that covers how information is transmitted and stored. Topics include digital and analog information systems, information transmission and storage schema, digital compression techniques, encoding and decoding theory, and discussions of noise, redundancy, error recovery, and the technologies that support modern communications. Prerequisites: Upper division status

COM 381 3  
Web Design

An general web design class in which students learn techniques for web design including interface design, scripting, multimedia integration, and database integration. Prerequisites: COM 305 or instructor permission

COM 385 3  
2D-3D Graphics

This class will be a hands-on, project-focused course showing how to make a project from design to final render. Students will be using 2d and 3d modeling/graphic applications, and will explore fundamental principles of

three-dimensional computer animation including: pre-visualization, modeling techniques, movement, motion principles, lighting styles in screen space, and concept development. The storytelling process and the development of observational skills will be emphasized. This course will cover all related techniques needed to created 3D scenes including lighting, texturing and rendering. Prerequisites: COM 373 Graphic Design OR Instructor permission

COM 460 3  
Persuasive Campaigns

Students will integrate their understandings of communications theory, communications research, public relations and advertising methodology, and media analysis into a single campaign, allowing students to "tie-in" all of their various knowledge and skills into one whole. Prerequisites: Upper division status

COM 475 3  
Studio Production

Studio production is an advanced course in which the elements of video studio production are covered. Training is given in the function and operation of all studio facilities. The direction and production of basic types of programs are taught and practiced. Students learn to handle all of the basic staff positions on the video studio production team. Prerequisites: COM 375 or instructor permission

COM 478 3  
Documentary Filmmaking

Students in this course take a basic understanding of video production and marry it to the research techniques of ethnography or documentary studies. This assumes that a student will be able to produce basic, quality video images and sound using modern equipment, but stresses academically and ethically valid methods of research instead of

mastery of the “art” of video.  
Prerequisites: COM 275 Video Production or permission of instructor, upper class status

COM 490 3  
Senior Thesis

This course is designed for the Communication major with senior status and a grade point average of at least 3.5 who intends to continue on to a graduate program in Communication, Integrated Marketing, Human Resources, or Business, etc. The completion of a senior thesis is intended to show a student’s ability to carry on independent and sustained scholarship within the discipline and will also result in a superior writing sample for a graduate application. In this age of competitive applications to graduate school, a proven ability in independent and sophisticated scholarship before admittance gives an applicant a great advantage. The thesis is to be undertaken only with the approval of both a faculty advisor who will oversee the project, and the chair of the department. The specifics of the project will be designed by the student under the guidance of the faculty advisor. Though the project must be centered in one concentration of Communication, the scope may include other areas as well. In projects that cross disciplines, the student may need to ask additional faculty to help advise in those areas. In such cases, the student will be advised by a committee of faculty members with a Communication Studies Department faculty member serving as Chair. Prerequisite: permission of department chair

COM 491/492 3  
Internship

As one capstone option a student may choose to take the Communication internship. This course provides the Communication major with an experiential situation in a professional setting related to the student’s area of concentration: Integrated Marketing,

Interpersonal and Organizational Communication, Media Arts, and Media Writing. A variety of experiences is available and will be guided by the professional agency in consort with the internship director. All students interested in an internship must obtain the approval of the Department Chair during the semester prior to the internship. Students must complete a paper on their experience and hold their work position for no fewer than 40 hours per credit awarded. This course may be taken twice for 1-3 credits each time, each time it is taken should be with a different organization. Prerequisite: Permission of COM advisor and upper division status

COM 493/494 3  
Professional Seminar

This course is designed for senior –level students. It is designed to prepare students to succeed in the highly competitive worlds of Media Arts, Public Relations, and Marketing by giving them real-world hands-on experience in the field. It is no longer possible to expect to work in an area in isolation—all aspects of the industry are now enmeshed. The new key to success is one’s ability to manage and work within the convergence of multi-media. Reporters must work in web based media and video as well as writing copy; camera people must write, film, produce, and edit work; PR is now in charge of press releases, web presence, marketing, and media production. Simply put, the more you can move between media elements, the more you understand, the more employable you will be and the more promotable you will be. In this seminar students will work in real-life settings to create multi-media projects for clients. The Professional Seminar is designed to enable students of to prepare a professional portfolio showing broad skills.

COM 495/496 3  
Independent Study: Portfolio Design

In this course, students will work on developing a portfolio consisting of a variety of writing assignments in the areas of public relations and advertising. This course is intended as a capstone course, building on the other courses offered in the Professional Communications concentration. The various assignments included in the portfolio will provide students with quality samples of their writing that they can show to prospective employers. Included in the portfolio will be press releases, newsletters, brochures, and print and television ads. This course may be taken twice for 1-3 credits each time. Prerequisites: Senior status in the Communications Program, and Permission of Department Chair

COM 499 3  
Senior Film Project

Seniors may work, as a group, on a capstone experience producing a substantial video production. Prerequisite: Permission of the Department Chair

CS 131 4  
Computer Science I

This is the first course in the computer science major sequence. The course introduces the object-oriented approach to software design using the programming language Java. Topics covered are software design, implementation and testing, basic computer organization and source code translation. No previous programming experience is presupposed. The course consists of three lecture hours and one two-hour laboratory per week.

CS 132 4  
Computer Science II

This is the second course in the computer science major sequence.

The course utilizes the object-oriented design approach to building applications, which emphasizes the creation and utilization of reusable software tools. Students are introduced to data structures that are commonly encountered in building software applications and to the analysis of the efficiency of algorithms used to solve problems. The programming language Java is used to implement software designs. The course consists of three lecture hours and one two-hour laboratory per week. Prerequisite: CS 131 or equivalent.

CS 231 4  
Computer Organization

A study of the organization of computer systems. Topics include the representation of information, conventional machine and assembly language, circuit design, and organization of the major components of a computer, e.g. the CPU, memory, I/O devices, etc. Students will become familiar with assembly language programming and will use simulators to learn about hardware components. The course includes three lecture hours and one two-hour laboratory period per week. Prerequisite: CS 132.

CS 254 4  
Computer Networks

A study of computer networks based on the OSI model of a layered network architecture. The TCP/IP protocol suite is used to illustrate network protocols. The course includes an overview of local area networks, routing algorithms and network applications. The course consists of three lecture hours and one two-hour laboratory per week. The laboratory component provides experience in network programming using sockets. Prerequisite: CS 132.

CS 354 4  
Introduction to Network Security

Introduction to network security auditing. Student will learn how to perform the different phases of

an audit, including discovery and penetration, as well as how to prevent hackers from controlling your network. This course introduces various tools to help students in the auditing process. Students will be exposed to international standards, along with time-tested methods for auditing a network efficiently, and they will be able to use specific, practical tools for counteracting network attacks. Finally, they will be able to analyze all findings and make informed recommendations for establishing the best security possible in a given scenario. Prerequisite: CS 254.

CSIA 101 3  
Introduction to Computer Security

This course is an elective to introduce students in any major to the Computer Security field. Students will be introduced to Main domains of Information Security and Information Assurance as represented in the COMPTIA Certification exam Security Plus.

ECI/ACC 313 3  
Financial Investigations

This course is designed to introduce and apply financial investigative techniques to the detection and resolution of criminal activity. It includes an in-depth discussion of financial investigative approaches, law and legal concepts guiding criminal prosecutions in the United States, concepts of evidence and procedure, the movement of money through financial institutions, tracing money through a business including discussions of business organization and accounting systems, various methods of tracing funds and interviewing techniques used in these investigations. Prerequisite: 45 credit hours completed, ACC 205.

ECI 333 3  
Information Security

This course is designed to introduce students to the development of information security policies and planning. Information systems, and the tools and techniques needed to establish, monitor and maintain information security will be examined. Prerequisite: Upper division status or permission Cross listed as CJ 333

ECI 340 3  
Intelligence Research Methods

This course is designed to introduce students to the intelligence process and its role in research and criminal investigations. Using analytic and database software, students will apply the intelligence process to basic research on topics in economic crime investigation, criminal justice and business. The course will culminate with students presenting their research on an assigned topic in both written and oral formats. Prerequisites: upper division status or permission of department.

ECI 345 3  
Computer and Network Security

This course will focus on the protection of the Confidentiality, Integrity, and Availability of information. Physical security and other security management topics will be discussed as they pertain to computer and network security. The identification and authentication of users and types of authentication will be covered. Lectures will include the discussion of formal security models and associated access controls. An emphasis will be placed on network security technologies including: firewalls/ packet filtering and intrusion detection systems, business continuity planning/ disaster recovery and the importance of logs and audits will also be covered. Prerequisites: CIS 170, CIS 270.

ECI 350 3

## Law of Economic Crime

Economic Crime Investigation focuses on those complex crimes designed to bring financial rewards to the offender. The course will examine substantive and procedural law affecting financial institutions, commercial businesses and their agents and employees in relation to economic and business-related crimes. This course will identify criminal statutes and case law applicable to economic crimes, and through a study of these will give students a thorough knowledge of the elements required to successfully identify, investigate and prosecute economic crimes. Prerequisite: Upper division status or permission of the department.

ECI 355 3  
Computer Crime

The media reports terrorist attacks on computer centers, electronic fraud on international funds transfer networks, viruses and worms in software and e-mail, corporate espionage on business networks, and crackers breaking into systems on the Internet. Computer criminals are becoming ever more technically sophisticated, and it's an increasing challenge to keep up with their methods. This course will focus on computer crimes: what they are, how to prevent them, and how to detect, investigate and prosecute them if they do occur. Computer crime laws will also be covered. Other topics will include evidence collection during a computer crime investigation as well as the preparation and execution of a search warrant. Prerequisite: ECI 345

ECI 360 3  
Computer Forensics

A police officer makes a gruesome discovery, a body is found. Located near the corpse is a cellular telephone, a digital camera and a computer. The officer is unsure on how to proceed. On the other side of town, a search warrant of a business is being conducted. A server and the

computers networked to it are believed to contain the evidence of a crime. The detectives are trying to decide on what to seize and how to take it. More and more crimes involve digital evidence that requires seizing, imaging and analysis. The evidence needs to be reviewed for possible investigative leads and for possible presentation in court. This course will focus on how to properly seize, image and examine digital evidence. It will include creating and verifying the duplicate image of digital evidence, analyzing the data to locate evidence, and recovering evidence. Prerequisite: ECI 355.

ECI 365 3  
Investigative Software Tools

Intelligence led policing and intelligence based investigative strategies are coming to the forefront of law enforcement. Private industry is also becoming increasingly aware of the strategic intelligence model as it applies to corporate planning, competitive practices and maintaining corporate integrity. This course is designed to introduce students to several key software tools that are widely used and considered essential for intelligence research and criminal investigations. These software tools will include, but not be limited to, Analyst Notebook, iBase, and Idea. Students will be given a thorough understanding of how to apply these tools in the course of the intelligence process and /or during the course of a criminal investigation. The course will culminate with students preparing a project using all the software tools introduced during the course. Prerequisite: Upper division status

ECI 381 3  
Business Continuity: Strategic

Contingency Planning for Businesses and Organizations Student will learn the development of business continuity management policies and planning. Management process for a variety of business environments as well as management systems,

tools and techniques needed to establish, monitor and maintain business continuity will be examined. Students will develop skills to create essential continuity plans for various businesses and organizations that identify critical processes, required personnel, and procedures to preserve and secure vital records to continue operating during and after man-made or natural disasters. Prerequisites: Upper division status in CSIA, Business or Accounting majors or permission of department Cross listed with BUS 381

ECI 410 3  
Introduction to Cryptography

In this course, the key terms, concepts and principles of cryptography are defined and explained. Application of cryptographic techniques to ensure confidentiality, integrity, authentication, access control, and non-repudiation issues will also be covered. Other topics will include the history of classical cryptographic and cryptanalytic techniques, modern symmetric and asymmetric algorithms, Federal Information Processing Standard (FIPS) algorithms, random and pseudo-random number generators and cryptographic hash functions. Issues involving cryptographic application at various OSI layers in networking communications will also be discussed. Prerequisites: Upper division status, MA 235 (Discrete Math) & ECI 345 (Computer & Network Security)

ECI 450 3  
Senior Seminar

This is the capstone course for ECI students. The primary goal of this course is to integrate previous learning experiences in a manner that will help students further develop their investigative, communication and problem solving skills. The course uses a problem-based methodology which allows to students experience the key aspects of investigating and

<p>prosecuting an economic crime. Students also research, evaluate and discuss noteworthy current and historical fraud cases through written and oral presentations. Prerequisite: Accounting-Economic Crime Investigation track major, senior status, or Computer Security and Information Assurance major, senior status.</p>	<p>ECO 204 Microeconomics</p>	<p>3 hours or permission of division. Cross listed with SO 309</p>
<p>ECI 498 Internship</p> <p>This course will place a student in an experiential situation with an agency or corporation. There are two major components: the student must work a minimum of 120 hours at the intern site and participate in weekly seminars. Prerequisite: CSIA or Cybersecurity major, senior status, approval of the internship coordinator, and a minimum GPA of 3.0</p>	<p>Microeconomics is the study of resource allocation in a market economy. Resource allocation, decisions by firms, households, and government will be examined. Market answers to the questions of what to produce, how to produce and for whom to produce will be investigated. Conditions under which market systems promote and fail to promote. Allocation and operating efficiency will also be covered.</p> <p>ECO 300 Modern International Economics</p> <p>This course will be a study in the modern methods of International Trade economic theory. Topics will include comparative advantage, monetary theory, and economic integration and trade alliance. The course will study the new world of economic trade from a current perspective and will look at the "big picture" of global commerce, rather than the individual firm. International trade policy between two governments and the market outcomes of trade agreements will be carefully explored. No prior economics courses are required; this is not a mathematics-based course. Prerequisite: Completion of 45 credit hours or permission of division.</p>	<p>ECO 320 Money and Banking</p> <p>3</p> <p>The role of money, financial institutions, monetary policy, and bank regulations will be studied, as will allocating and operating efficiency of financial markets. Microeconomic theory will be used to investigate the role and efficiency of financial markets. Macroeconomic theory presented in introductory economics will be extended to further study federal reserve policy to promote stable interest rates, a stable price level, favorable growth, and favorable trade balances. Emphasis will be placed on the interaction between monetary theory and the study of banking. Prerequisites: ACC 206, MA 146, BUS 203, completion of 45 credit hours or permission of division. Cross listed with FIN 320</p>
<p>ECI 499 Internship</p> <p>This course will place a student in an experiential situation with an agency or corporation. There are two major components: the student must work a minimum of 240 hours at the intern site and participate in weekly seminars. Prerequisite: CSIA or Cybersecurity major, senior status, approval of the internship coordinator, and a minimum GPA of 3.0</p>	<p>6</p> <p>ECO 309 Human Economics</p> <p>3</p> <p>This course will focus on broad, interdisciplinary applications of economics rather than the more business-oriented functions associated with traditional business offerings. It is designed as an elective for students in all programs of study. Topics will include interpersonal relationships (marriage, divorce and family); crime (crime and victims, victimless crimes, economics of crime, cheating and lying); government; college and university education; health and health care. Prerequisite: Completion of 45 credit</p>	<p>ECO 340 Managerial Economics</p> <p>3</p> <p>This economics course for managers will cover applied microeconomic theory as it relates to the firm and its managerial decisions. Topics will include optimization techniques, general demand theory, forecasting, production theory, risk, firm strategy, capital budgeting, shareholder wealth maximization, and governmental regulations. Students will benefit from the quantitative management case study as a preparation for business environment. Recommended for any student considering graduate or professional studies. Prerequisites: BUS 200, ECO 203, ECO 204, and completion of 45 credit hours or permission of division. Cross listed with MGT 340</p>
<p>ECO 203 Macroeconomics</p> <p>A model of the aggregate economy will be developed and studied. The efficacy of government policies to minimize unemployment, stable price levels, favorable growth, and favorable international trade balances will be studied using the model of an economy developed in this course. Topic areas include economic welfare, the trade balance, national debt, money, and the financial system.</p>	<p>3</p>	<p>ECO 350 Comparative Economic Systems and Government</p> <p>3</p> <p>The course is intended for a diverse audience of students who desire a real</p>

world understanding of the economic systems of the world, and the role of these systems in the past and future of each country. The economic background and progress of several countries will be the subject of case study. These countries will include the United States, Japan, Germany, Austria, Poland, and Czech Republic  
Prerequisite: Completion of 45 credit hours or permission of division.

ECO 360 3  
Environmental Economics

Economics and environmental concerns have traditionally been opposing forces in competitive markets. Pure profit maximization has no concern for the environmental damage it causes, unless the damage has an adverse effect on profit. Environmental standards, and business firm compliance, have been a continual debate. Can a capitalist society have environmental controls that are acceptable to business firms and environmentalists? This course will discuss options and show how agricultural and environmental economics have provided a new world economic order, such that economic compliance of pollution taxes and environmental regulation can be profit maximizing, self motivating behavior. Prerequisite: Management major, completion of 45 credit hours or permission of division.

EN 101 3  
College Writing

This course emphasizes the writing of formal expository and argumentative essays and provides an introduction to basic research techniques. The study of rhetorical principles and analysis of sample essays are among the methods used to assist students to write clear, unified, coherent papers about interesting topics for specific audiences. In class workshops are utilized to help students acquire a greater control of methods of development, apt vocabulary, mature sentence structure, and standard English usage.

EN 101 3  
College Writing with Lab  
This course has the same goals as EN 101 but includes an additional lab component to provide students with additional instructional time to further develop their writing skills.

EN 102 3  
Writing in the Humanities  
A course designed to foster an informed appreciation of various types of literature: drama, poetry, and prose fiction. Various critical approaches to literature are introduced with the aim of developing the student's analytical and interpretive skills. Another aim is to develop further the student's writing abilities, with special emphasis on the formal critical essay. Prerequisite: EN 101.

EN 104 3  
Advanced College Writing  
This course emphasizes advanced academic writing and original arguments. Students will work with complex readings that will challenge their reasoning abilities and encourage debate. As they develop projects on a topic of their choice, students will engage in academic conversations and make connections, choose the most effective ways to reach audiences, and support their claims with both literary and research-based sources.

EN 205 3  
Survey of World Literature I

This course is an introduction to the varied forms and traditions of world literature. The course will explore recurrent literary themes, motifs, and patterns, looking for those with cultural specificity as well as those that travel across cultures and undergo transformation as they move from century to century. Survey of World Literature I will study some of the fundamental texts of the world literature, including drama, poetry, fiction, and philosophy in the following periods: Ancient and Classical Age, the

Medieval period, and the Renaissance. Examples of African, Islamic, Chinese, Indian, and Japanese literature-as well as oral forms-will be important parts of the class discussion as well. This course fulfills one of the 200 level survey requirements in English. This course fulfills the general education requirement for an interdisciplinary course or a literature and arts course. Prerequisite: EN 102

EN 206 3  
Survey of World Literature II

This course is an introduction to the varied forms and traditions of world literature. The course will explore recurrent literary themes, motifs, and patterns, looking for those with cultural specificity as well as those that travel across cultures and undergo transformation as they move from century to century. Survey of World Literature II will study some of the fundamental texts of world literature, including drama, poetry, fiction, and philosophy from the 1700's to the present. Examples of African, Islamic, Chinese, Indian, and Japanese Literature will be important parts of the class discussion as well. This course fulfills one of the 200 level survey requirements in English. This course fulfills the general education requirement for an interdisciplinary course or a literature and arts course. Prerequisite: EN 102

EN 210 3  
Introduction to Children's Literature

This course will survey a wide variety of children and young adult literature. Students will explore the various genres of children's literature including the characteristics of each. Students will develop an understanding of the ways in which children's literature is used to develop literacy. Students will recognize notable authors and illustrators, and will develop the ability to critically analyze children's literature from diverse perspectives. Prerequisite: EN 102

<p>EN 216 3 Literature and History: The American Experience</p>	<p>The course will consider such authors as H. G. Wells, Michael Crichton, Isaac Asimov, Arthur C. Clarke, and such filmmakers as Fritz Lang and Ridley Scott. This course fulfills the general education requirement. Prerequisite: EN 102.</p>	<p>EN 222 3 Survey of American Literature I</p>
<p>This interdisciplinary course will examine the major social and political forces that characterized the United States and shaped its literature and ideologies from the Puritan Commonwealth of the 1640's to the sociopolitical crisis of the Civil War. We will study literary texts both as embodiments of as well as critiques of the cultural values of their time. The readings will be counterbalanced by historiographical texts analyzing the same period. This course fulfills the general education requirement. Prerequisite: EN 102.</p>	<p>EN 220 3 Survey of British Literature I</p>	<p>In order to understand the complexity and diversity of American Literature, it is necessary to become familiar with the context within which the literature has been produced. This survey course is designed to give the student the necessary literary history to serve as a foundation for success in later more advanced courses in English. To this end, the course will cover the major figures of American Letters from at least two genres. Survey of American Literature I will cover the 1500's to 1865. This course fulfills one of the 200 level survey requirements in English. This course fulfills the general education requirement for an interdisciplinary course or a literature and arts course. Prerequisites: EN 102</p>
<p>EN 217 3 The Bible as Literature</p>	<p>In order to understand the complexity and diversity of British Literature, it is necessary to become familiar with the context within which the literature has been produced. This survey course is designed to give the student the necessary literary history to serve as a foundation for success in later more advanced courses in English. To this end, the course will cover the major figures of British Letters from at least two genres. Survey of British Literature I will cover the Middle Ages to the Restoration Period. This course fulfills one of the 200 level survey requirements in English. This course fulfills the general education requirement for an interdisciplinary course or a literature and arts. Prerequisites: EN 102</p>	<p>EN 223 3 Survey of American Literature II</p>
<p>An introduction to the major themes, structures, and theologies of the Hebrew and Apostolic Scriptures. This course analyzes the major stories found in the Bible — indicating the influences and contributions of modern social sciences upon our understanding and appreciation of these religious works. Respecting religious sensibilities, this study stresses the literary significance of the Bible as the revelation of the Word of God. Significant samplings of the scriptures are considered to illustrate the various literary forms, styles, and religious motifs of this great religious writing. This course fulfills the general education requirement. Prerequisite: EN 102.</p>	<p>EN 221 3 Survey of British Literature II</p>	<p>In order to understand the complexity and diversity of American Literature, it is necessary to become familiar with the context within which the literature has been produced. This survey course is designed to give the student the necessary literary history to serve as a foundation for success in later more advanced courses in English. To this end, the course will cover the major figures of American Letters from at least two genres. Survey of American Literature II will cover 1865-to the present. This course fulfills one of the 200 level survey requirements in English. This course fulfills the general education requirement for an interdisciplinary course or a literature and arts course. Prerequisites: EN 102</p>
<p>EN 218 3 Science Fiction Literature</p>	<p>In order to understand the complexity and diversity of British Literature, it is necessary to become familiar with the context within which the literature has been produced. This survey course is designed to give the student the necessary literary history to serve as a foundation for success in later more advanced courses in English. To this end, the course will cover the major figures of British Letters from at least two genres. Survey of British Literature II will cover Romanticism to the present. This course fulfills one of the 200 level survey requirements in English. This course fulfills the general education requirement for an interdisciplinary course or a literature and arts course. Prerequisites: EN 102</p>	<p>EN 240 3 The Art of Persuasion: Introduction to Rhetorical Strategies</p>
<p>Studying both literature and film, this interdisciplinary course will trace some of the significant formulative and sociological currents in science fiction. Emphasis will be placed on an understanding of science fiction as a historical phenomenon which responds to another historical phenomenon, the rise of technology.</p>		<p>This course is an introduction to the art of persuasive communication based on the study and application of rhetorical theory and on mass media</p>

techniques. This course will examine rhetoric from an historical perspective and explore the uses of rhetoric in mass media and contemporary culture. This course is designed to enhance the student's ability to apply rhetorical principles to various forms of writing and speaking. This course fulfills the general education requirement for an interdisciplinary course.  
Prerequisite: EN 102  
Cross Listed as COM 240

EN 250 3  
Creative Writing I

The major purpose of this course is to help you improve your creative writing skills. A secondary objective will be to provide you with greater technical control over your work and also help you develop your critical reading skills. By the end of the semester, I hope that you will have developed a keen, critical eye. Furthermore, I hope that you will begin to gain a sense of your own personal "voice" and a greater awareness of the subjects and styles that interest you the most. Finally, I hope you have fun and develop a supportive circle of creative writers with whom you feel comfortable sharing your work.  
Prerequisite: EN 102.

EN 257 3  
Art, Literature, and the Examined Life

This course is designed to introduce students to a wide variety of literary and artistic genres and engaging introspective practices in order to help students develop richer inner lives and become more thoughtful lifelong learners and productive citizens. Throughout the course, students will receive a balanced exposure to works of art—literature, painting, and film, among others—as well as a variety of critical approaches to the interpretation of art which they can then utilize to develop their personal growth and self-definition. Among other requirements, this writing and reading intensive course will include a series of self-reflective journaling

assignments and a major service learning project through which students will demonstrate their ability to integrate art, literature, modes of critical interpretation and inquiry, and lifelong learning. This course fulfills the general education requirement.  
Prerequisites: GS 101 and EN 102  
EN 270 3  
Irish Literature, Culture, and Language

This interdisciplinary course will introduce the student to the remarkably rich culture of Ireland through a fourfold examination of its history, its language, its music, and its literature. The historical examination will extend from archeological evidence of Celtic culture to such contemporary issues as the republican-unionist conflict and Ireland's economic surge as the "Celtic Tiger." Students will learn the fundamentals of the Irish language, learning to speak some of its basic words and phrases. Students will learn what is meant by "traditional" Irish music and its impact on contemporary world music. The examination of Ireland's rich literary tradition will extend from pre-English Irish poetry through the works of Yeats, Joyce, and Beckett to modern Irish writers such as Patrick McCabe.  
Prerequisite: EN 102

EN 275 3  
Representations of the Holocaust

This course will examine various representations of the Holocaust and the artistic, ethical, and historical issues raised by those representations: How does one write about an event that has been described as being beyond language? What role does/should aesthetics play in looking at these representations? Who has the "right" to speak for the victims? How are issues of truth and creativity reconciled? Literature, art, and film will be used to explore the event from a variety of points of view, including that of victims, survivors, perpetrators, second generation artists, and those with no direct connection to the Holocaust. In addition, the

"commercialization" of the Holocaust and the ethical implications of that commercialization will also be examined. This course fulfills the general education requirement.  
Prerequisite: EN 102

EN 302 3  
Renaissance Literature

This course critically examines English Renaissance literary texts (poetry, prose, drama), including Continental selections. Writers such as Shakespeare, Sidney, Spenser, Marlowe, Donne, Jonson, and Milton will be considered. Textual discussion is set against the sociohistoric background of the period: the invention of the printing press; the rise of humanistic learning; the religion and politics of the dominant culture; courtly patronage and literary self-fashioning; the movement from a Ptolemaic to a Copernican world view; and the impact of the New World's discovery.  
Prerequisite: EN 102, upper division status.

EN 303 3  
Shakespeare I: The Historical Plays and Comedies

The course is designed to introduce the student to the psychological insight, wit, and linguistic richness of Shakespeare's history plays and comedies. The student will examine the history plays in relation to the Tudor conception of history, to the Elizabethan conception of monarchical rights and obligations, and to Shakespeare's subordination of factuality to thematic clarity. The student will also study the comedies, examining Shakespeare's adaptations of Greco-Roman comedies and seasonal myths, and exploring the ways that the comedies mark out a path to happiness and joyously reaffirm life.  
Prerequisite: EN 102.

EN 304 3  
Shakespeare II: Tragedies

## and Romances

This course focuses on Shakespeare's tragedies (mainly from 1600 onward) and romances. The plays will be studied in the context of their classical and native inheritance; the rise of theaters; stage conditions and theatrical companies; the London life of Elizabethan and Jacobean theater-poets; and the social, political, and religious constraints encountered by 16th- and 17th century English dramatists. The dramas will be examined as literary and enacted texts, with consideration of provenance, publication, and performance; generic categories of tragedy and romance; dramatic design and thematic patterns; character role analysis; and Shakespeare's power of development in the plays of his mature years. Prerequisite: EN 102.

## EN 305 3 Restoration and 18th-Century Literature

This course studies English literature (poetry, prose, drama) from the Restoration (1660-1700) to the later eighteenth century, including such writers as Dryden, Swift, Pope, Johnson, Addison, and Steele. Critical topics include the return to monarchy; the resurgence of the theater tradition; the Battle of the Books; the rise of journalism and the satiric temper; the literary patronage of London and Grub Street; the development of political parties (Tories, Whigs) in relation to class interests; the country-house and garden as rural retreat; the ascendancy of natural theology and its Deistic expression; the refinement of prose style and poetic meter/diction; the influence of classical and foreign literary genres and traditions; and the developing interest in Gothic entertainments and the aesthetic of the primitive and picturesque as incipient Romanticism. Prerequisite: Upper division status.

## EN 309 3 Self and Society in Literature

This course is designed to analyze major literary works within the context of their cultural parameters. The course will establish the cultural values operant in each work and then examine the dialogue each work carries on with its culture's social institutions, conventions, and major cultural symbols. The intent of the course is a rigorous examination of how literature often provides a meaningful bridge between the imagination and the world of factuality and is often an outgrowth of and response to the historical and social context in which the work was created. Prerequisites: EN 102, 45 credits

## EN 311 3 The American Novel After World War II

The course is designed to familiarize students with the recurrent themes and stylistic strategies of American novelists from WWII to the present. The course also provides the student with an overview of the structural possibilities and epistemological parameters of the novel as a literary genre. Novels selected for the course are representative of significant developments in the American novel's evolution or novels which through their innovations have broadened the range of novelistic techniques available to American writers. Prerequisite: EN 102.

## EN 313 3 The Novel

The novel is one of the most important genres in literature today. Its rise linked to the growth of the middle class and the shift from agrarian to industrial societies, and therefore, the development of the novel parallels major theoretical, atheistic and social changes in Europe and the United States. Understanding the novel and its place in literary history is extremely important for students of literature. This course will trace the

development of the novel from the 18th to the 20th century. In order to gain a synoptic view of the growth of the novel as an art form, students will read a selection of novels from the following list of authors: Defoe, Richardson, Austen, Hardy, Stendhal, Dickens, Balzac, Wharton, Bronte, Melville, Hawthorne, James, Twain, Hemingway, Joyce, Woolf, Faulkner, etc.. In addition, students will read critical work on literary history and theory. Prerequisites: at least one two- hundred level literature course.

## EN 315 3 Mythology

This course will survey the broad category of World Mythology, covering the basic thematic categories (creation, fertility, other world, hero, etc.) in order to examine the ways myths of the world reveal cultural similarities and differences. We will also examine how myths reveal certain ontological and epistemological problems and solutions. Finally, we will trace the ways in which these ancient stories are transcribed and retold within current literature, philosophy, and psychology. Readings will be selected from the following cultures: Roman, Greek, Sumerian, Norse, Anglo-Saxon, Celtic, Middle Eastern, Indian, Egyptian, and other African sources. Prerequisite: EN 102.

## EN 325 3 Autobiography

This course is a study of the literary form of autobiography. Autobiography is both a very personal form of expression and a very public one, done with an audience in mind. Questions of identity, subjectivity, and history intersect with issues of style and format. In addition, the genre of autobiography is subject to interpretation as well—does it include simply written texts, or are there a variety of ways in which people tell us about themselves? How does technology influence how people tell

the story of their lives? How does the blurring of the lines between fiction and nonfiction influence our understanding of autobiography? Is there such a thing as a “true” story? These are some of the issues that will be explored in the class.  
Prerequisite: EN 102

EN 327 3  
Multi-Ethnic Literature of the Americas

In the past fifty years or so, there has been an explosion of literature written by members of ethnic groups in the United States. In this literature there is quite often an emphasis on storytelling. From spirituals sung by slaves to cuentos told by Hispanic-Americans to ceremonies performed by Native Americans, the tradition of storytelling and the desire to find an authentic means of representation have played an important role in ethnic literature and continue to do so to this day, even though the form has changed from the oral to the written. For many of the writers we’ll be studying, questions of identity, society, and culture are matters of great importance because some see themselves as existing in two separate spheres: the “American” world and their “ethnic” world. How to bridge that gap between the spheres—and whether to bridge that gap—is one of the key issues addressed in the class. Questions like the following will be addressed: how do ethnic writers maintain their ethnic identity while at the same time asserting their “Americanness”? What role does writing by minorities play in the larger category of American literature? What differences and/or similarities are there among the writing of ethnic writers? Do ethnic writers make use of different literary techniques and approaches that differentiate their literature from more traditional Western literature? The ultimate goal of the course is to help students gain an understanding of the great diversity of American literature and the social and political forces that have

helped create that diversity.  
Prerequisite: EN 102, and successful completion of 45 credit hours.

EN 328 3  
Defining America through Literature and Art

Since the Pilgrims landed at Plymouth Rock, America has been both an ideal to strive for as well as an actuality replete with virtues and flaws. Each generation has had to negotiate between these two extremes of idealism and pragmatism in its effort to redefine America in terms meaningful to that generation. The focus of the course will be on a spectrum of major literary and pictorial artists representing four generations of Americans. Through lectures on the philosophic and social background of each work, the student will develop a more sophisticated understanding of the dialogue between artists and society. These collective studies will explore the convergence and divergence of various American artists’ visions of America.  
Prerequisite: EN 102

EN 329 3  
Muckrakers and Money-makers: American Literature in the Gilded Age

This course will focus on American Realism and Naturalism in literature and art, as well as examine the interaction between artistic production and social/ cultural influences. The late nineteenth and early twentieth century was a time of great upheaval in America: the effects of the Civil War, the Industrial Revolution, increasing immigration, and continued westward expansion forced Americans to reconsider what exactly was meant by “America.” Whereas earlier Americans were influenced by the optimism and prosperity of Revolutionary War America, the Civil War and its aftermath forced Americans to reconsider their position in the world and question the amount of control an individual had over his/her destiny. This reconsideration was

reflected in the art and literature of the time, which was characterized by a rejection of romanticism, an interest in scientific method, and increasing attention paid to race, class, and gender in works by authors such as Mark Twain, Mary Wilkins Freeman, Charles Chestnutt, and Theodore Dreiser, among others. In addition, the photography of Matthew Brady and paintings of Thomas Eakins and the Ashcan School were also representative of the shift from romanticism to realism. The course will also discuss the differences between realism and naturalism, which, while related, offer differing views of the individual and society and make use of different literary techniques.  
Prerequisite: EN 102

EN 330 3  
The Lyric: From the Performance of Self to the Performance Itself

This course will trace the development of the lyric from its early emergence with epic and drama to its transformation in the twentieth century. The course will survey the major developments of the genre, focusing on the changing relationship between self, expression, and lyric form in different literary-historical periods, including the ancient world, the world of the Provencal Troubadours, the Middle Ages, the Renaissance, the Romantic, Victorian, Modern, and Contemporary periods. In addition, we will pay attention to innovations and debates in poetic theory that accompany and elaborate the changes in poetic production. Lastly, tracing the evolution of the lyric impulse, we will also examine the changing nature of the impulse as it relates to the specific musical traditions of each historical period.  
Prerequisite: Upper division status.

EN 332 3  
Detective Fiction

Edgar Allan Poe’s story “The Murders in the Rue Morgue” marked the genesis of formal detective fiction.

What influenced Poe? How did the field move from Poe's consulting detective to CSI: Miami? The course focuses on the evolution of the detective fiction genre from its pre-cursors through the current fascination with police procedurals. Topics include: the British tradition versus the American tradition; the amateur detective, the private investigator, and the police detective/force; the hardboiled detective story versus the cozy detective story; the courtroom drama, the locked room mystery, the inverted mystery; and the vocabulary and conventions of the genre. The texts sampled in the course will be looked at in their historical, social, and cultural contexts. A small selection of films and television episodes are likely to complement the readings. Prerequisite: EN 102

EN 333 3  
The Literature of Horror

This course will explore the themes of horror and the grotesque inherent in the horror genre by examining some of the seminal texts of horror fiction (Mary Shelley's *Frankenstein*, Bram Stoker's *Dracula*, and short stories and criticism by such writers as Poe and Dinesen). The course will trace both the history of the field and the ways in which symbolic and thematic elements have been re-inscribed in later works of fiction and film. The course will explore the manner in which these texts reveal cultural themes, values and ideologies. Prerequisite: EN 102.

EN 334 3  
Images and Icons of the American West

Images and Icons of the American West From Billy the Kid to Wyatt Earp, "cowboys" to "Indians," John Wayne to Clint Eastwood, virtually everyone is familiar with some of the almost mythological images associated with the West and the "American" story of the pioneer, the cowboy, the lawman, and the wild, wild, west. Many of these stories, as presented in literature and

film, however, reduce a very complex set of circumstances and characters to a simple allegory of good versus bad. This course will attempt to restore some of that complexity by examining not only the iconic and mythic stories of the west, but also those stories that have frequently been left out: the stories of women, Native Americans, Chinese immigrants, African Americans, and environmentalists. We will begin by looking at the genre of the Western and discussing what makes this a uniquely American genre and then move on to examining other texts and films that complicate, support, or re-define the images of the West presented in the Western. Prerequisite: EN 102

EN 335 3  
Modern American Poetry: Four Movements

Modern American Poetry: Four Movements will focus on a wide spectrum of major American poets of the 20th century and their corresponding philosophical and aesthetic movements that are uniquely American. We shall examine four major poetic movements and devote approximately three weeks of in-class time to each movement. These movements will include-but may not be limited to: poets of the Confessional period, the Harlem Renaissance, the Beat period, and the New York School. Prerequisites: EN 102 and successful completion of 45 credit hours

EN 340 3  
Professional and Technical Writing

English 340 offers instruction in the uses and techniques of writing as a career tool in business and administration, thus emphasizing the skillful writing of expository and persuasive job-related communications within a variety of professional contexts. The course enables students to attain mastery of writing skills responsive to a broad range of professional and technical demands in the workplace, from

researched technical reports to written business communications. The course provides report-related research skills and greater mastery of the rhetorical principles and mechanics needed to develop an organized, concise, lucid writing style. Prerequisite: upper division status. EN 341 3  
Advanced Writing

Advanced writing will instruct students in advanced compositional elements. The course is designed to prepare the student for the expectations of the professional world with regard to writing styles, language, tone and voice. Not specifically application driven, course content will focus on the following areas: basic and more advanced rules of grammar and punctuation, advanced argumentative and persuasive structures. The course seeks to be holistic in scope, by focusing on transferable skills and material, rather than on a series of formal outlines for reports. Students will complete assignments that focus upon building competence in the production of writing within a professional standard. Some assignments will cover the following areas: writing effective personal statements, writing effective proposals, essay polishing, dictions, tone and voice as persuasive tools. Prerequisites: EN 101 and EN 102

EN 345 3  
The City in Literature

Cities have existed as sites of human culture for the thousands of years they have been in existence. They mark fundamental changes in human life (nomadic to static, agrarian to industrial, etc.). As a result, they have become symbolic of both decadence and decline and modernity and education. Seen as centers of commerce, politics and products of all types, they have been described, transcribed, and inscribed into many artistic, philosophic, and literary works. This course will examine the image of the city in the literature of the

nineteenth and twentieth centuries. Though primarily concerned with literature, the course will also look at the city in film, philosophy, and criticism.  
Prerequisites: EN 102, 45 credit hours.

EN 360 3  
Film and Literature

A study of the relationship between literature and film, the course carefully studies the progress of film adaptation and the attendant concerns of metaphor, symbol, and characterization as they apply to prose fiction and film. The student is encouraged to critically assess film adaptations of the fictional works of such authors as Joseph Conrad, John Updike, James M. Cain, Vladimir Nabokov, Judith Guest, Franz Kafka and others. The course also deals with the status of the director and screenwriter as the film medium's expositors and interpreters of the literary canon.  
Prerequisite: EN 102.

EN 375 3  
From London to Dublin: The Importance of Place in British and Irish Literature

In many works by authors from Great Britain and Ireland, place plays an extremely important role, becoming almost another character in the texts. Whether it is Dickens' London, Hardy's "Wessex," Joyce's Dublin, or Wordsworth's Lake District, the evocation of setting plays a pivotal role in helping to define and determine the characters and circumstances in the literature. This course will focus on the significance of place in works by several British and Irish authors, examining both rural and urban settings as well as social factors that contribute to the "sense of place" created in the texts. This class will consist of two components. The first will be a typical classroom environment, in which the students will read selected literature and engage in discussion

about it. Because the emphasis of the course is place, the readings will be arranged in a geographical rather than chronological order, beginning with literature from Great Britain and then moving to literature from Ireland. The second component of the class will be a trip to Great Britain and Ireland. During the trip, students will be working on assignments that allow them to make connections between the literature read in class and the places they are visiting. The trip is a required component of the course. Students who cannot participate in the trip should not register for the course. Students are responsible for the expense of the trip. Please note that although the class will be taught in the summer, it will be listed as a fall course. This is to allow students to register for this class in addition to their regular fall class load. As long as they do not exceed 18 credit hours, they will not incur additional tuition costs for this class. In this way, full-time students will pay for the trip but not additional tuition for the class. Prerequisite: permission of department.  
Prerequisites: EN 102 and permission of instructor

EN 388 3  
Women and Literature

This course is designed to introduce students to literature written by women. The course will focus on the generic forms of the novel and the short story during the periods of the nineteenth and twentieth centuries. The syllabus will include texts written within the English and American traditions but will also incorporate texts written by African-American, Latin American, and Native American women writers. The course will also serve as an introduction to some of the major thrusts within Feminist literary criticism and theory.  
Prerequisite: EN 102, and successful completion of 45 credit hours.

EN 400 3  
Chaucer and Medieval Literature

Beginning with several examples of Old English literature, this course examines medieval English literature (e.g., lyric, allegory, drama) from the 12th to 15th centuries, with a primary emphasis on Chaucer's texts, reinforced by several Continental selections by writers like Petrarch and Dante. Critical viewpoints include the transition from the heroic age to the period of the emerging nation-state; the image of the monolithic Church vs. the carnivalesque in the holidays and trappings of everyday life; the contested patterns in literature and life of chivalry and courtly love conventions; the rise of towns in the economic movement from feudalism to early capitalism; the development of European universities from a tradition of monastic learning; the nature of sign, symbol, and book in medieval scriptoria; and the emergence of vernacular literatures.  
Prerequisite: EN 102, upper division status.

EN 418 3  
Romanticism

This interdisciplinary course will focus on the Romantic period. Between 1770 and 1848, Europe and the United States of America witnessed major upheavals in politics, literature, philosophy, and the arts. Since all of these changes were interconnected, in order to understand the scope and meaning of these changes in literature, it is necessary to look at the other disciplines as well. In addition, the thrust of the Romantic period— a return to the self, to nature, and to the imagination—is most clearly framed in relation to the Enlightenment against which it rebelled. With these two perspectives in mind, then, this course though first and foremost a literature course will have an interdisciplinary flavor. It is designed in three parts: Philosophy and Politics, Literature, and Art and Music.  
Prerequisites: EN 102, 45 credit hours.

<p>EN 419 3 Victorian Literature</p>	<p>Upper division status.</p>	<p>Levi-Strauss, Marx, Foucault, Lacan, Derrida, Barthes, Irigaray, Kristeva, and others. The trajectory of this course will be to present this material with particular attention to the dialogues that have occurred over the course of the last fifty years related to the issues of meaning, value and subjectivity. This course is intensive in nature and is designed for a student in the last stages of the undergraduate career. Prerequisite: Senior status in English Department.</p>
<p>This course explores the literature of the Victorian Period with special emphasis of the relationship of literature to the social, political, intellectual, and cultural background of the age. The course examines the period as one of great transformation in which the inheritance of the Romantic period collides with a nascent modernity, releasing both progressive and reactionary forces. Our emphasis will be on how this collision reconfigures the Victorian imagination and finds expression in its literary and artistic productions. We will read widely in the period touching on its major movements and trends as well as its major figures. Recent semesters have focused on postcolonial “hauntings” throughout the texts and “the criminal mind” in literature. While ideal for English majors, course texts and themes also complement coursework in Criminal Justice, Psychology, and Political Science. Prerequisites: EN 102 and upper division status.</p>	<p>EN 440 3 Major Literary Figure</p> <p>Rather than focusing upon a synoptic view of a period, genre, or theme, this course is designed to introduce the student to the oeuvre of one major literary figure. A comprehensive study that examines a majority of the major works of one author allows for a deeper understanding of that author within complex developmental, aesthetic, and artistic perspectives. Fundamental to these perspectives will be the introduction of extensive relevant historical, biographical, and/ or critical material. In order to present a diversity of genres, periods, and national literatures, the subject of this course will be rotated. Prerequisite: EN 102, upper division status.</p>	<p>EN 463 3 Literature, Art and Revolution</p> <p>The 20th Century may have come to a close but the art, politics, economics, and philosophy of this period continue to provoke questions and debates. Many profound changes occurred in the world during these years, and these changes provoked questions: Questions about the role of art in society; Questions about literature, language, and identity; Questions about the role of art and politics; even questions about the lines of distinction between the areas of politics, art, literature and philosophy came to be tested and questioned. This course will look at some of the major movements of 20th Century in art, literature, politics and philosophy in order to trace the way in which they emerged, their impacts, and their legacies. Prerequisites: Junior Status</p>
<p>EN 435 3 Twentieth Century Poetry</p> <p>While this course will include historical analysis of representative texts, its primary concern will be to examine the interrelationship between the artistic influence that poets exert upon one another and the poetic revolutions that mark the twentieth century. We will begin by studying three key poets from the late nineteenth century and track the profound influence they had on modern poetic thought and technique. As we do this, we will consider many of the major movements of modern poetry including: Symbolist, Imagist, Confessional, Beat, New York, and Language poetry. Along with examining these movements, we will consider a variety of critical approaches as well as the philosophical and perceptual issues that characterize modern poetry. This course will cover European and American poetry. Prerequisites: EN 102,</p>	<p>EN 445 3 Senior Seminar: Special Topics in Literature</p> <p>This course is a highly interactive, advanced seminar on a special topic—which will vary from semester to semester—in the discipline, in which the focus will be on advanced writing and research skills. The course will be structured to maximize student participation: students will be required to present their own work and to lead seminar discussions. It is designed to mirror a graduate level seminar. Prerequisite: Senior status in the English Department</p>	<p>EN 489 3 Internship</p> <p>This course provides the English major with an experiential situation in a professional setting related to the student’s area of specialization. A variety of experiences are available and will be guided by the professional agency in concert with the internship director. All students interested in an internship must obtain the approval of the Department Chair during the semester prior to the internship. Prerequisites: Upper division status, approval by Chair.</p>
<p>EN 450 3 Introduction to Critical Theory</p> <p>This course is designed for the upper level English major who intends to continue on to graduate school in English, Creative Writing or Humanities. In order to prepare students for the types of discussions pertinent within the discipline of English, this course will introduce them to some of the seminal figures within literary theory: Freud Saussure,</p>		

<p>EN 490 3 Honors Senior Thesis</p>	<p>lesson planning, and classroom management, while also becoming familiar with pedagogical issues and approaches. The student will serve as a teaching assistant for an English department faculty member who is teaching a lower level English class. Prerequisites: senior status; permission of division chair and instructor</p>	<p>FM 101 3 Introduction to Film Studies</p>
<p>The Honors Thesis is designed for English majors with no less than a 3.7 grade point average in their English courses only who are planning to attend graduate school. Further, this project will allow a student to show a prospective advanced degree program a capacity to plan and implement sustained independent scholarship. Given the purpose of this program and the Honors title, the deadline and guidelines will be strictly enforced. Three ranges of grades will be available: Honors, High Honors and Highest Honors; these terms will correspond to the grades of B+, A-, and A respectively. Failure to meet deadlines, or poor quality of work (lower than a B+), will result in a default of honors status to a simple Independent Study. In this way there will be no credit loss to the student who completes the project. Prerequisites: Senior status in English Department, permission of Thesis Director.</p>	<p>FIN 320 3 Money and Banking</p> <p>The role of money, financial institutions, monetary policy, and bank regulations will be studied, as will allocating and operating efficiency of financial markets. Microeconomic theory will be used to investigate the role and efficiency of financial markets. Macroeconomic theory presented in introductory economics will be extended to further study Federal Reserve policy to promote stable interest rates, a stable price level, favorable growth, and favorable trade balances. Emphasis will be placed on the interaction between monetary theory and the study of banking. Prerequisites: ACC 206, MA 146, BUS 203, completion of 45 credit hours or permission of division. Cross listed with ECO 320</p>	<p>This course is designed to introduce students to the basics of film analysis and appreciation. We will begin by studying a variety of major film concepts such as mise en scene, montage, and cinematography. During the middle section of the course, we will discuss and practice more advanced approaches to film appreciation such as auteur and genre analysis. The final section of the course will focus on a variety of theoretical approaches to film analysis that will include but not be limited to Semiotic and Psychoanalytic criticism. Lastly, throughout the course, we will examine the key political, social, and technological developments that affected the evolution modern film. This course fulfills the general education requirement. Prerequisite: EN 101</p>
<p>EN 495 3 English Capstone</p> <p>This course is designed to provide students with a culminating capstone experience that will require them to display their understanding of literature, their writing skills, and their awareness of their own scholarly growth while at Hilbert College. Students will be asked to show that they have mastered the departmental objectives and possess the skills needed to graduate as an English major from Hilbert College. Prerequisites: English major; senior status</p>	<p>FIN 410 3 Investments</p> <p>A study of methods of purchasing assets in order to gain wealth in the form of reasonably predictable dividends, interest, rentals, and/or capital gains over the long term. Time value of money and risk concepts developed in FIN 310 will be extended and refined. The portfolio theories of Markowitz, Sharpe, Tobin, and others will be discussed. Theory will be analyzed with reference to real market data. Students will develop investment goals, strategies, and performance measurements in applied exercises. Prerequisite: BUS 346.</p>	<p>FM 357 3 A History of the American Cinema</p> <p>This course will trace the development of the American cinema from the turn of the century to the 1990's. We will study four major periods: the silent film, the transition to sound, the studio system, and the contemporary film. We will examine representative films and directors from each of these periods, and we will also discuss the key political, economic, technological developments that influenced the evolution of American cinema. Prerequisite: EN 102</p>
<p>EN 496 3 Teaching Assistantship</p> <p>This course is designed to give those students considering a career in teaching at the high school or college level an opportunity to gain practical experience in teaching,</p>		<p>FM 365 3 Great Directors of Modern American Cinema</p> <p>This course will examine six major film directors who have each had a profound impact on the development of modern American cinema. The course will examine each director via close visual analysis and discussion of representative films. The course will focus on several key themes: the directors' distinctive vision of</p>

modern life; in what sense each of these directors can be considered a true auteur; the major technical and creative contributions each has made to modern filmmaking; and how each redefines many traditional forms such as war, suspense, detective, gangster, and comedy genres.  
Prerequisite: EN 102.

FS 101 3  
Introduction to Forensic Science

This course is designed to familiarize students with the basic concepts of forensic science, the specific career fields which are available and the requirements for each specialty. It will present topics relevant to various types of evidence, which will include the proper procedures, methods and techniques for the collection and preservation of crime scene evidence as well as the subsequent value to the forensic scientist. The course will provide a realistic overview of the processes involved in an investigation, from its inception to the final adjudication in court. Critical thinking, analysis and problem solving are major considerations for the successful completion of the class. Finally, the legal considerations regarding forensic evidence will be discussed, including standards for the chain of custody and the evidentiary rules of Frey and Daubert.

FS 201 3  
Introduction to Forensic Photography/ Imagery

This course is designed to provide students with the current information and technical competency to successfully perform the basic requirements of crime scene photography. Topics will include the correct methods of photography dealing with focus, framing, exposure, shutter speed, film speed, and depth of field in relation to both indoor and outdoor scenes. Students will also learn the techniques of flash photography and light painting. Additionally, the class will prepare

the students for more advanced skills in the FS 400 Crime Scene Photography course.  
Prerequisites: FS 101 and 30 credit hours completed

FS 302 3  
Computer Crime Investigations

This course is an in-depth study of the theory and practice of digital forensics from the physical crime scene to the courtroom. Digital forensics encompasses not just computers, but the increasingly pervasive topics of smart digital devices, wearable digital devices, voice and gesture controlled digital devices, embedded/ implantable digital devices, vehicles as digital devices, the internet of things, smart home systems, connected digital devices controlled remotely, BYOD (Bring Your Own Device), and smart connected networks. There is a growing need for forensic science crime scene investigators to have the skills necessary to investigate digital evidence at all crime scenes. The course will cover the processes, techniques, technologies and tools used in the collection, preservation, and analysis of digital evidence of any type in local, networked, and cloud environments. It will introduce forensic science students to the application of forensic science principles and best practices to the identification, collection, acquisition, authentication, preservation, examination, analysis, and presentation of digital evidence, both physical and virtual, for prosecution purposes. It will provide students with the latest techniques, procedures, and technical competencies to successfully perform the basic requirements used in dealing with suspected criminal activity in the areas of: identifying types of digital devices (formerly referred to as computers), digital hardware evidence collection techniques, virtual digital evidence collection techniques, handheld device seizure & data recovery, preservation of the evidentiary chain, tracing internet related crimes to the

perpetrator, and the legal aspects of the search and seizure of digital devices (computers), and of any and all related digital equipment. The course utilizes lecture, laboratory, and written projects to illustrate these topics, and includes significant hands- on-exercises, case studies, and guest speakers. The course work culminates in mock trial exercises in which each student presents testimony as an expert witness.  
Prerequisites: FS 101 and 30 credit hours completed

FS 318 3  
Special Topics in Forensic Science I

This upper division criminal justice course is designed to provide students with forensic science education in areas such as pathology, traumatic death, toxicology, odontology, anthropology, taphonomy, while incorporating these disciplines with investigative technique and collection of crime scene evidence. Prerequisites: FS 101, BI 114 and upper level status.

FS 319 3  
Special Topics in Forensic Science II

This upper division criminal justice course is designed as a continuation of special topics in Forensic Science (CJ 318). The course curriculum will focus in the areas of analysis of blood serology, identification of biological fluids and stains, techniques of DNA analysis, forensic footwear evidence, questioned documents, basic fire and explosion investigations, forensic psychology, forensic psychiatry, serial offenders: linking cases by modus operandi and signature, criminal personality profiling and legal issues of forensic DNA.  
Prerequisites: FS 101 and upper level status

FS 320 3  
Interview and Interrogation Techniques

The course will teach the basic techniques and develop the skills

required for interviewing victims and witnesses in a non-accusatory, structured manner in which behavior provoking questions are asked with the purpose of eliciting factual information concerning the case or incident in question. The importance of demeanor, rapport, appearance, mirroring and supporting tactics will be discussed. Students will learn to identify, interpret and evaluate neurolinguistics which includes both the verbal and physical behavioral responses of individuals during questioning and will have the opportunity to practice their skills in teams and small groups. The course will also develop the leadership skills necessary for success in the investigative field. Leadership is a relational, collaborative, ethical, and value-based process in which people effect positive change on behalf of others and society. Finally, the course will instruct students in the proper methods and specific forms required for documenting and recording information obtained during questioning as well as court presentation and testimony. Prerequisite: COM 151 and upper level status.

FS 400 3  
Photography/Imagery

Forensic photography is an essential aspect of crime scene investigation. Photographs are used in many ways to help solve crimes. The student must know proper crime photographic techniques in order to document the circumstances surrounding the case. This is a technical course designed to provide a comprehensive program which illustrates all of the important facets of photography. Since witness statements, evidence identification and crime scene reconstruction may hinge upon proper photographic images, it is imperative to be knowledgeable of every aspect of crime scene photography. This course will guide the student through the evolution of photography from its roots to the sophisticated computer

imaging techniques used in law enforcement today. A thorough and comprehensive look at the field of photography/imaging and its relevance to the criminal justice system will be presented. The student will be exposed to class work, group discussions, and "hands on" practical experience with procedures used in the field today. Prerequisites: FS 101, FS 201 and 3 hours of Forensic Science Courses and Upper level status.

FS 401 3  
Fingerprint Evidence

This course is designed to familiarize students with the visualization, detection, development and recording of fingerprint impressions. It will concentrate on the use of fingerprints for personal identification, as well as their use in criminal investigations, within our contemporary society. The course will provide students with the opportunity to gain hands-on experience with a variety of accepted methods and techniques for processing latent fingerprints, including dusting, chemical development and the use of alternate light sources. Additionally, the course will supply students with the necessary fundamentals to pursue advanced courses in forensic sciences. Prerequisites: FS 101 and 6 hours of Forensic Science courses and upper level status.

FS 402 3  
Trace Evidence/Arson-Firearms/  
Impression Evidence

This course is composed of 3 individual forensic science segments. (A) Trace Evidence will consider fibers, glass, human hair, soil and paint and their proper collection and preservation for analysis. (B) Arson-Firearms will deal with types of fire, their chemistry, causes and relationship to point of origin. The firearms section will address modern firearms, ammunition and laboratory examination of ballistic evidence. (C) Impression Evidence will focus on

footprints, tire tracks and tool marks and a variety of casting methods and materials. Evidentiary rules and respective legal issues discussed in each segment. Prerequisites: FS 101 and 6 hours of Forensic Science courses and upper level status.

FS 403 3  
Bloodstain Pattern Analysis/Crash  
Management/ Report Writing

This course is composed of 3 individual forensic science segments. (A) Bloodstain Pattern Analysis will focus on three primary areas of physics, namely, Ballistics, trigonometry and fluid dynamics to provide an understanding of the behavior of blood at a crime scene. (B) Crash Management will consist of an in-depth examination of the accepted measurement, calculation and documentation procedures for motor vehicle accidents. (C) Report Writing will present the proper techniques for correctly recording forensic evidence at a crime scene and in a police report for use with a court brief. Prerequisites: FS 101 and 6 hours of Forensic Science courses and upper level status.

FS 404 3  
Advanced Mobile Device Forensics

This course is designed to provide the students with a concentrated and focused understanding of mobile device forensics utilizing the latest in digital forensic tools such as the Cellebrite UFED system, Physical Analyzer Software, Magnet Forensics Artifacts tools, and the core essentials associated with mobile device examinations. Students will be well versed in a variety of mobile operating systems including, but not limited to, the iOS, Android, and BlackBerry operating systems and how they read, write, store and delete data. This course is designed as an advanced course in computer forensics focusing on digital mobile devices and other devices not classifiable as desktops or servers.

The course assumes that students have either satisfied the prerequisite of FS 302 Computer Crime Investigation, ECI 360 Computer Forensics, or instructor approval.

FS 405 3  
Advanced Seminar in Forensic Science

This capstone experience is designed specifically to enhance the student's knowledge and ability to locate, identify, document, and properly preserve and collect forensic evidence. Using an individual "hands on" methodology, the course will provide students with the opportunity to search mock crime scenes and process various types of potential evidence, including latent fingerprints, hair, fibers, footprints and artificial bloodstains. Proper documentation will be stressed and will incorporate note taking, sketching and crime scene photography. The course will provide a realistic overview of the processes involved in an investigation, from its inception to the final adjudication in court. Additionally, the legal considerations regarding forensic evidence will be discussed, including standards for the chain of custody and the legal ramifications of search warrants and the 4th Amendment. Ultimately, the course goal is to merge the student's academic knowledge with their practical experiences in a manner that will develop their problem solving abilities and their analytical and critical thinking skills. Prerequisites: FS 400, FS 401, FS 402, & FS 403

FS 420 4  
Forensic Biology with Lab

Forensic Biology I will cover methods of forensic DNA analysis. This course will provide a comprehensive overview of DNA collection and storage, extraction, quantitation, amplification, separation and detection methods used for forensic DNA analysis. It will also introduce students to legal aspects of DNA testing to prepare them for expert witness testimony.

An additional laboratory is required which will provide a chance for hands-on exploration of topics covered in class as well as provide students an opportunity to master and apply techniques commonly utilized in modern Forensic Biology laboratories. Prerequisites: BI 300 and BI 340

FS 421 4  
Forensic Biology II with Lab

Forensic Biology II will cover statistical analysis and interpretation of the complex data obtained from forensic DNA profiles. This course will also emphasize the importance of communicating results and conclusions of DNA analysis, and will begin to prepare students for expert witness testimony. An additional laboratory is required which will provide a chance for hands-on exploration of topics covered in classes as well as providing students a chance to interpret actual DNA profiles. Prerequisites: FS 420 and MA 200.

FS 430 4  
Forensic Biology Capstone with Lab

Forensic Biology Capstone will provide students a chance to review and apply what they have learned to perform two complete forensic DNA analyses case studies. The required lab will provide students an opportunity to perform the analysis from start to finish, including: DNA collection, extraction, quantitation, amplification, separation and detection. Each case study will conclude with the student writing a professional forensic laboratory report, and a mock court room presentation of the student's interpretations and conclusions about the DNA profile they obtain. Class time will be spent preparing students for expert witness testimony, discussing the practical aspects of forensic lab work, the role of forensic scientists in the courtroom, scientific integrity, ethical behavior, ethics standards and misconduct in the forensic science community. Additionally, students will prepare a resume and cover letter and learn

important interview skills to prepare them to enter the workforce. Prerequisites: FS 420 and COM 151

FS 499 3  
Forensic Science Internship

This course will help forensic students get a flavor for the inner workings of a career in forensic science investigations. The exposure afforded the student through an internship will prove invaluable in assisting them in making plans for the next step in their careers. The overall internship experience will also assist the student in their quest to network with future colleagues who can assist them in job acquisition. Prerequisites: Senior Status, 18 hours upper level forensic science courses and approval from instructor

GS 101 3  
Foundations Seminar

A discussion-intensive seminar format introduces students to the depth of thinking required in a college environment. The course will incorporate academic reading and writing to encourage students to learn critical thinking skills as well as to explore issues that are important to their goals and objectives: academic success, educational and career planning, and the value of an education. Oral, written, and small group assignments boost students' self-confidence and help them become college-level communicators of their ideas. The course is designed to convey the excitement and possibilities of the learning experience at Hilbert College. Personalized interaction with faculty, staff, and peers will help students understand the responsibilities and rewards that are part of a university education.

GS 101 Lab 1  
Foundations Lab for Assisi Scholars

This course will teach skills and provide support to Assisi scholars in their journey through Hilbert

College. As a supplement to GS 101 and other First Year Experience programs, this lab will create a sense of community among the Assisi Scholars while exploring, in depth, life and academic skills necessary for a successful college experience.

GS 160 3  
Introduction to Leadership

The course will examine why contemporary society needs leaders and what the term “leadership” means. Historical perceptions of leadership will be reviewed as well as an analysis of different styles of leadership. The course will examine what makes people leaders with an emphasis on skill development. Contemporary issues will be discussed as part of leadership analysis. Interactive sessions will allow students to become acquainted with their peers’ leadership skills while developing their own skills. In addition, this course will examine literature surrounding the study of leadership and apply the principles to current events and situations, in order to understand the origins, challenges, and pitfalls of leadership. Historical references will help to illuminate current leadership trends and practices. Some consideration will be devoted to political systems, group process, and organizational behavior. GS 160 serves as an unrestricted elective. This course fulfills the Gen Ed requirement.

GS 170/370 3  
Introduction to Student Activities

Programming: Theory and Application  
This course focuses on student activities programming, emphasizing the importance of extracurricular participation and how such programming enhances classroom learning. Course study will support academic interests, while modeling student life goals. Students will be introduced to the multiple functions of student activities and college union offices in higher education, and given an overview of the student affairs

field. Student development theories are examined to identify and validate a range of academically supported and student-related goals; e.g., multiculturalism, community building, wellness life-styles, contemporary issues, social interaction, and spirituality. Through these theories students will be able to show how targeted student programming initiatives, through particular campus activities and events, can be generated to reach these student affairs goals. The course will enable students to implement and evaluate actual programs through membership in student clubs and organizations. The College will be used as a model for peer program development with a focus on learning. The course provides an overview of program assessment, planning, implementation, and outcomes evaluation, and a review of related programs on other campuses. Students enrolled in GS 370 will go beyond programming through organizations to actually creating their own programs individually. They will also be introduced to theories in advising undergraduate student organizations.  
Prerequisite: EN 101

GS 180 3  
Health and Physical Fitness

A specialized fitness course for students that will emphasize aspects of a healthy lifestyle and its direct application to career success. Specific instruction will cover health-related topics, such as nutrition, stress management, various health related chronic disease, and physical fitness. The course will allow students to self-evaluate their lifestyle and develop an individualized exercise program. This course is evenly divided into in-class work and a physical activity portion with fitness activities, instruction and fitness testing. Homework assignments will also require active physical fitness. The dual lecture and active instruction is important as many students in particular lines of work are required to pass medical and physical

fitness tests. This course is especially useful for students whose field of employment demands high levels of fitness and health. The course also serves students generally as its main focus is on health issues in a broad-based approach. Fitness workout gear, specified equipment and active participation are required. This course counts as an all-college elective only (not a Liberal Arts elective).  
Prerequisites: None

GS 260 3  
Lessons of Leadership in Movies

This course will examine both Leadership theory and practice. Part of the course will be devoted to an “outline” of leadership practices and a review of the empirical data that supports the outline. The multidisciplinary nature of this course will lead students to potentially address topics in Psychology (group dynamics), Organizational Management, Organizational Communication, History, Culture and Political Change and/or Social Issues in America. Various films can be viewed and analyzed in the context of Leadership theory. Different films may be used depending on the semester’s schedule and current issues.  
No Prerequisites

GS 300 3  
Service Learning Abroad

This course combines in-class instruction with an experiential service learning component. The location of the service learning component will vary according to instructor interest but could include Africa, Central America, or the Caribbean. The in-class portion of the course will focus on the following: the history, literature, geography, culture, and economics of the place to which the students will travel; an introduction to the ideas of service learning/leadership; discussion of service learning as it relates to the mission of the college and its liberal learning goals. Service work could include construction projects,

teaching business skills, educational projects, or other work that will assist the community in which the students are serving. This course fulfills the general education requirement.  
Prerequisites: Permission of instructor

GS 460 3  
Leadership Applications

This course combines theory and practical application to focus on the development, implementation, and assessment of effective leadership strategies and on ways to recognize and overcome barriers to organizational change. Given GS 160's overview of leadership theory, GS 460 requires students to develop an in-depth understanding of theories and to draw upon an existing understanding of history, political systems, and interpersonal communication to affect change in modern political and business environments. The course will be conducted in seminar format for in-depth discussion supported by leadership theory research, in addition to presentations, case studies, and experiential applications.  
Prerequisites: GS 160 and upper-division status

HI 103 3  
Nineteenth Century America

This course traces the development of the United States from a fledgling nation striving for its own identity to a sophisticated, mature member of the community of nations. From the early years of the 19th century to the turning of the 20th, the course explores the political, economic, social and physical growth of the nation.

HI 104 3  
Twentieth Century America

This course is designed to give students a basic understanding of the political, economic, social, and diplomatic history of the United States in the century that defined America as a major world power. Emphasis is on those areas marked by changes that

have and still do influence our lives today, i.e., social and cultural norms, the role of the presidency, partisan politics, America's world position, race and gender relations, and the American reform impulse.

HI 207 3  
Crime and Punishment in America

This course examines the history of crime and punishment in the United States. We operate under the premise that penal codes do not evolve in a vacuum. Rather they represent significant social and political decisions. Society determines and then lawmakers codify what behavior is unacceptable and will constitute a crime. Consequently, what was a crime at one time may be an accepted practice in another.  
Prerequisite: Sophomore status  
Cross listed with CJ 207

HI 208 3  
American Foreign Policy

The history of foreign policy is the study of fundamental ideas and principles, decision making, implementation, and consequences of policies affecting international relations. This course is designed to provide the student with a basic understanding of how the United States arrived at its present position as the major world power. In seeking this understanding, the course examines the intellectual foundations of our foreign policy, the various diplomatic policies and practices pursued by the United States and the consequences of those policies.  
Cross listed with PS 208

HI 212 3  
Photographing American History

This course uses 19th and 20th century photography to illustrate and interpret American history, raising questions about the use of images in constructing and promoting national and individual identities. Collections used range from the studio portraits of Matthew Brady to the Civil War

battlefields captured by Alexander Gardner; from the compelling social documentaries of Jacob Riis, Lewis Hine, Dorothea Lange and Walker Evans to the artistry of Alfred Stieglitz and Ansell Adams; from the natural landscapes of the Hudson Valley to the Yosemite. With a comprehensive background derived from lectures, readings, and images, students will look for the narrative that the photographs speak across time.  
Prerequisite: Sophomore status

HI 213 3  
African American History, Part I

This course traces the African American experience from the colonial period to the turn of the 20th century. Included are discussions of slavery, the abolitionist movement, the Civil War, Reconstruction, and post-Reconstruction adjustment. Also included are discussions of the various strategies for survival employed by African Americans both slave and free and the often conflicting assessments of those strategies by contemporaries and historians.  
Prerequisite: Sophomore status

HI 214 3  
African American History, Part II

Part I of African American History (HI 311) traces the experience of black America from slavery to the end of the 1800s. This course continues that journey through the 20th century. It begins with the economic, political, and social conditions faced by African Americans at the turn-of-the-century and then assesses the various, and often competing strategies employed by African Americans to survive and flourish in a racist America.  
Prerequisite: Sophomore status

HI 215 3  
World Culture and Civilization

In every age of human existence people have sought to express themselves using dance, drama, art, architecture, philosophy, music and

literature. This course is aimed at giving students the opportunity to develop an understanding of how humankind has used those areas of self-expression sometimes referred to as the fine arts. The course is in no way intended to make the student an expert in any one area but rather is to serve as a sampler to the expressions, allowing the student to become more aware, more open-minded, and more sensitive in the areas mentioned. This course is also intended to allow students to begin to develop an aesthetic awareness and some skills in artistic discrimination. The end result of this course would be an individual who has a better understanding of society and of oneself.

HI 288 3  
World History and Geography I

This is a survey course of global geography and human history. Emphasis is placed on: a) gaining a basic knowledge of the critical events in world history; b) gaining a basic knowledge of political and physical geography and the ways in which they are both cause and effect of history; and c) understanding the events at a global level, that is, being able to identify events as taking place in the same periods even though they happened in different regions. This course is half of a two-semester series. Although ideally students will take both courses, each may stand alone and can be taken in any order. Cross listed with PS 288

HI 289 3  
World History and Geography II

This is a survey course of global geography and human history. Emphasis is placed on: a) gaining a basic knowledge of the critical events in world history; b) gaining a basic knowledge of political and physical geography and the ways in which they are both cause and effect of history; and c) understanding the events at a global level, that is, being able to identify events as taking place in

the same periods even though they happened in different regions. This course is half of a two-semester series. Although ideally students will take both courses, each may stand alone and can be taken in any order. Cross listed with PS 289

HI 308 3  
Women's History

This course is about the exclusion of American women from their national history and the efforts of women's historians to compensate for that omission. Historians have not only chronicled the history of women and examined the social, political, and economic restrictions placed on them by socially-determined gender definitions, but, in a discipline previously dominated by political history, they have elevated concerns important to women—love and marriage, child birth and child rearing, domesticity, housework, and reproductive rights—to legitimate issues of historical inquiry. More recently, women's historians have challenged the traditional framework of American history, a history written by and for men, to deconstruct and re-conceptualize a national history in which women are not merely peripheral but are crucial to the development of the country. Utilizing the accumulated information, perspectives, and theories generated by this scholarship, this course examines the history of American women chronologically and thematically through the twentieth century. Prerequisite: Sophomore status

HI 309 3  
Women's History, Part II:  
The "Other" Experience

This course looks at American Women's history from the perspectives of race, ethnicity and class. While the initial work done by historians in women's history defined and analyzed the gender expectations of women from the dominant white middle-class,

more recent scholarship measures those expectations of gender against the experiences of women from disadvantaged populations. From the first encounters with Natives, through the enslavement of Africans, and the marginalization of Southern and Eastern European and Asians, to the lingering impact of stereotyping throughout the 20th century, this course examines the particular experience of women from each of these non-dominant cultures.

HI 310 3  
Making Sense of the Sixties

This course provides an in-depth examination of a pivotal decade in American history—the 1960s. During this short period of time, radical changes occurred in the way Americans thought about themselves, their world role, relations between the genders, races and classes, government responsibility and jurisdiction, and social and cultural norms. Confrontations, endemic in times of vast social and political change, threatened the survival of the nation. Through documentary video, readings in the contemporary literature and historical interpretation, and classroom discussions, students will explore the details of the decade, commentary upon it and its long-term legacies. Prerequisite: Sophomore status

HI 401 3  
History and the Movies

This is an advanced history seminar that examines a selection of feature films that purport to be— in plot, setting, or perspective— serious reflections on historical issues, events or personalities. This "Hollywood history" is then tested against the historical record for accuracy, intent, and impact. Prerequisite: EN 102, upper division status.

HI 402 3  
The United States Constitution:  
Legal and Historical Perspectives

This interdisciplinary course offers the student an examination of the United States Constitution both as it was written and as it has been subsequently applied. In each instance, students will see what contemporary circumstances, ideals, and fears went into the writing of our fundamental law, as well as, how the courts have interpreted and thereby adjusted the law to fit contemporary need. Finally, the student will see the relevance of the Constitution in his or her own life and times by a discussion of current issues involving Constitutional law and guarantees. Upper Division status. This course cannot be used as a law elective for Legal Studies majors. Cross listed with LW 402

HON 105/305 3  
Honors Colloquium

Unlike many other college classes, where the primary focus is a specific content area (history, criminal justice, etc.), the Honors Colloquium focuses on critical reading, critical thinking and critical writing in a wide range of subject areas, with students questioning what they read, what they think, and how they can communicate effectively and logically. This course is designed to challenge the student academically and to foster the value of "learning for learning's sake" that is the benchmark of the Honors Program at Hilbert College as well as one of its liberal learning goals (value the need for lifelong learning). As a way of developing those skills, students will look at a variety of different interdisciplinary issues. Each component of the course is designed to begin to engage the student in the process of self-reflection so important to the development of critical thinking and critical writing skills. These are also the skills that students will be using in completing their honors projects in other courses. This course

fulfills the Gen Ed requirement.

HON 330 3  
Reading and Writing

Buffalo Author Wendell Berry once said that if you don't know where you are, you don't know who you are. Using this idea as the impetus, this class will focus on exploring the city of Buffalo through various methods. Although students may live, work, or spend time in Buffalo, many may not "see" it in its various manifestations. Just as a written text or a film can be read, so, too, can environment or place. What, for example, is the significance of the fact that Buffalo is a city in which professional sports play a large role? How does Buffalo, a so-called rust-belt, blue collar city, reconcile that identity with the fact that it has a world famous art gallery and numerous architectural treasures, including the Darwin Martin House? How and why is Buffalo divided into different areas, sometimes based on ethnicity, sometimes on economic standing, and sometimes based on other invisible factors? How is Buffalo different today from the way it was in the past, when it was considered a major U.S. city? This course will attempt to answer some of these questions through a physical exploration of the city. Following the "City as Text" model created by the National Collegiate Honors Council, this class will be an examination of the city of Buffalo from a cultural studies perspective. Students will be asked to think critically and carefully about Buffalo as a place, about its history, demographics, future, and identity. They will be asked to "read" the city and various elements of it. Much of the class will be made up of actual explorations of the city, including visiting art galleries, taking walking tours, attending sporting events and immersing ourselves in the city in other ways. Prerequisites: membership in the Honors Program; permission of the instructor.

HS 101 3  
Introduction to Human Services

Human services are designed to address the challenges of meeting human needs that arise from the problems of everyday living and the difficulties encountered in our modern world. This course presents both an introduction to and an overview of the Human Services field by examining conceptual underpinnings, historical antecedents and contemporary directions. The role of the helper, the belief system within the Human Service profession and common problems/issues faced by the helper are explored. This course will assist the student in assessing his or her own desire to pursue a career in Human Services and will provide a sound theoretical foundation for subsequent courses in the major.

HS 203 3  
Introduction to Counseling

This course concentrates on the various theoretical approaches to counseling and how they may be applied to the process of helping. It is intended to provide students with a sound base which can be used to build a personalized style of counseling that incorporates the cognitive, emotional and behavioral dimensions of human experience. Various personal and professional issues that emerge in the counseling relationship will be explored. Students will have the opportunity to learn from one another through collaborative group work, case studies, and various clinical videos.

HS 204 3  
Basic Interviewing Skills

The primary purpose of this course is to provide students with a concrete framework for interpersonal communication in their work in rehabilitation. The course will focus on the knowledge, skills and attitudes necessary for the application of Micro-counseling and other communication skills, including exploration, mutual

understanding and taking action in addressing human problem situations. Special emphasis is placed on developing the skills of attending, listening and responding in ways that allow the student to engage in a productive helping relationship. Emphasis is also placed on applying effective communication skills in collaboration with other professionals and coworkers. As part of their development of micro-counseling skills, students will gain increased understanding of themselves and their reasons for pursuing a career in rehabilitation services, human services or other professional fields. Students will identify personal strengths and limitations they have in relation to working with other people.

HS 205 3  
Interpersonal Communication and Effectiveness

Through this course students will explore the nature of interpersonal relationships in various contexts and develop a critical understanding of communication processes. The course will integrate theory with experience to develop student insight as to how communication skills impact both society and their own lives. A great deal of emphasis will be placed on enhancing self-awareness, self-control, and the ability to maximize interpersonal effectiveness in personal and professional relationships. Students will be provided opportunities to develop and practice specific interpersonal skills through the effective use of communication techniques such as listening, observing, paraphrasing and perception checking.  
Cross listed with PSY 205

HS 206 3  
American Sign Language

American Sign Language students will learn basic American Sign Language (ASL) communication through this course including sign vocabulary, finger spelling, numbers,

and expressive and receptive signing activities. Students will also develop an understanding the history of ASL as well as aspects of Deaf culture which are integral to meaningful communication. ASL I is designed to provide students a preliminary basis for signed communication. The ASL I curriculum will parallel that of a traditional language development and second language learning course. It will focus on introducing language in context and will engage students in various interactive activities to reinforce learning. A conversational curriculum requires the student to be an active learner.  
Prerequisite: Sophomore Status

HS 210 3  
Human Services Methods

This course familiarizes students with the various concepts, skills, roles, tasks, and activities comprising human services practice. Students will develop a critical understanding of the nature of the professional client/worker relationship, as well as the complexities of the various stages of helping from intake through termination. Applicable techniques within a variety of systems will be addressed, including interviewing, assessment, case management and recording.  
Prerequisite: HS 101.

HS 215 3  
Social Issues in Addictions

This course introduces students to the range of addictions which are said to predominate in our society. Students are encouraged to critically examine the concept of addiction, particularly as it may be defined as a social phenomenon. Specific addictions to be studied include various alcohol and chemical dependencies, eating disorders, sex and love addictions, compulsive gambling and spending, and addictions to work and exercise.  
Cross listed with PSY 315

HS 300 3  
Introduction to Chemical Dependency

This course is an introduction to alcohol and other drug use, abuse and addiction. Students will examine models of addiction, pharmacology, use, abuse, methods of administration and effects physically and psychologically. The primary emphasis of this course is on the specific categories of drugs and how they are utilized. The course is a prerequisite for the other three courses offered in the chemical dependency specialization.  
Prerequisite: Completion of 45 credit hours or permission of department

HS 302 3  
Intervention and Treatment with Chemically Dependent Clients and their Families

This course will address the therapeutic issues related to effective interventions and treatment modalities for the alcohol and other drug-abusing client and others affected by substance abuse. Students will explore theoretical and clinical aspects of addiction, codependency, and family dysfunction. Through both didactic and experiential learning, students will investigate various ways that persons and families recover from these problems. This course will also provide an overview of the assessment process, treatment planning, treatment techniques and counseling practice. Ethical considerations when dealing with chemically dependent clients and their families will be explored. This course will utilize the foundation work presented in HS 300, Introduction to Chemical Dependency. Students entering the course are expected to have a basic understanding of alcohol and other drugs, models of addiction, bio-psycho-social considerations, and general treatment approaches.  
Prerequisite: HS 300, equivalent, or permission of department

**HS 305** **3**  
**Research Methods in Social Sciences**

This course is designed to familiarize criminal justice, human service and psychology majors, as well as potential graduate students, with the conceptual and operational skills to design and conduct research, including: the development of research questions and hypotheses; selection of research design and data collection strategies, sampling procedures, and data analysis and interpretation. Students will acquire the skills necessary to conduct social science research and to prepare formal research reports. This course is offered every semester. Prerequisite: MA 200  
 Cross listed with CJ 305

**HS 306** **3**  
**Advanced Topics in Chemical Dependency**

Building on the concepts developed in HS 300: Introduction to Chemical Dependency, this course will explore in an in-depth manner, some current topics in the field of chemical dependency. Students will investigate issues related to the provision of human services to special populations: namely, the dually diagnosed client, and the criminal justice system client. The implications of Kendra's Law and Assisted Out-patient Treatment (AOT) related to chemical dependency clients will also be explored. The importance of providing medically necessary and time limited treatment in order for services to be reimbursable will be discussed throughout the semester. Students entering the course are expected to have a basic understanding of chemical dependency, models of addiction, bio-psycho-social considerations and general treatment approaches. Prerequisite: HS 300, equivalent, or permission of department

**HS 308** **3**  
**Group Work in Human Services**

Focusing on both practice and process, students will acquire knowledge and skills necessary for effective leadership in working with groups. The complexities of group practice as it relates to a variety of populations will be considered. Also explored will be some practical considerations in working with groups, the nature of the interactive process, and many of the various issues which are unique to human services group interventions including advocacy. Students will have an opportunity to integrate theoretical concepts while participating in class activities designed to make learning fun and meaningful. Prerequisites: HS 101, sophomore status.

**HS 310** **3**  
**Human Service Ethics**

This course will focus on the professional principles and conduct of helping professionals. A variety of legal and ethical dilemmas, ranging from informed consent and client self-determination to working with people of diverse backgrounds and abilities will be addressed. Complex topics will require an in-depth examination of personal values, decision-making models, and the role of supervision in professional practice.

**HS 311** **3**  
**Organization, Policy and Practice in the Human Services**

The purpose of this course is to introduce students to significant social welfare policies in the United States and the effect of those policies on the practice of Human Services. Students will examine the concepts, history and development of various social welfare policies so as to be able to "tune-in" on a macro-level to the struggles that the poor and underserved endure. Philosophical and programmatic trends will be traced from early colonial times through the modern social welfare

system with an emphasis on the structure and functioning of the social welfare system in the United States. Prerequisites: HS 101, sophomore status.

**HS 312** **3**  
**American Sign Language II**

This course is intended to serve as a continuation of the American Sign Language (ASL) I course (HS 206). Classes will be conducted in ASL from the start of the course. Students will continue to develop their vocabulary with progression to facilitating communication and interaction with persons from the Deaf community in the hearing world. Interactive and experiential activities will reinforce learning to develop student skills in handling idioms of both languages in preparation for the service learning component that will be an integral part of this course. Students will assist at the adult Deaf services agency; assist senior citizen Deaf citizens; and spread awareness of Deaf culture with student and/or Scout groups. Prerequisites: HS 206 & Sophomore status

**HS 314** **3**  
**Understanding Mental Illness Through Film**

Interdisciplinary in its approach, this course will rely upon a combination of film, online learning modules, and empirical research to explore mental illness and human behavior from the perspective of "normal". The depiction of mental illness in film will be used to examine issues of social (in)justice as students challenge preconceived notions and critically analyze plot and character development as it influences misconceptions about people with mental illness. The course will be offered in a hybrid format with students attending class one day per week. The online portion of the course will entail viewing one film per week (Netflix subscription required) and completion of a weekly Learning Module created by the

instructor to supplement the in-class lecture and explore the mental health issue(s) depicted in the film in greater depth. In class, students will spend the first part of the class session discussing the viewed film, its depiction of mental illness, and the broader sociological impact of the film's characterizations. The second part of the class session will be devoted to learning the DSM criteria for, characteristics of, and etiology of the mental health issue(s) depicted in the upcoming film assignment.  
Prerequisites: EN 101, PSY 101

HS 315 3  
Child Abuse and Neglect

This course has been re-titled and updated to more accurately reflect its content with greater emphasis on the abuse and neglect of children. You should not take this course if you have previously taken HS 315 Child Welfare Services.

While open to all students, this course may have particular relevance to those in the helping professions and criminal justice. This course will explore the abuse and neglect of children including physical abuse, sexual abuse, psychological abuse, and neglect. Among the topics included will be the historical treatment of abused/neglected children, types of abuse and neglect, reporting and investigation, the role and responsibility of child protection and law enforcement, treatment of victims, the legal rights of children, and the treatment of juvenile offenders.  
Prerequisite: 30 Credit Hours  
Cross listed with CJ and PSY 315

HS 316 3  
Family Violence

This course is intended to provide students with a stronger understanding of the scope and seriousness of all forms of family violence and abuse, and the difficulties faced by criminal justice and human service agencies. Historical, social,

political, psychological, and legal aspects of family violence will be considered, and much time will be devoted to examining underlying causes. This course will also evaluate some of the nonviolent harm done by families to their members, including the contributions made by family structure and functioning to problems such as delinquency or adult criminality, depression, and suicide.  
Prerequisite: Upper division status or permission of department.  
Cross listed with CJ and PSY 316

HS 317 3  
Family Violence Treatment and Prevention

From a human services perspective, this course offers an introduction to the dynamics of family violence with an emphasis on treatment and intervention strategies. Students will examine types of family violence across the life span, identification and reporting procedures, controversial issues of relevance to the field of family violence, child abuse & neglect, the impact of substance abuse/misuse on family functioning and violent patterns of behavior, sexual offenses and offenders, and current and innovative approaches to treatment and prevention.  
Prerequisite: Upper division status or permission of department.  
Cross listed with CJ and PSY 317

HS 320 3  
Loss, Grief and Dying

This multi-disciplinary course is developed to sensitize students to the issues of loss, grief, and dying that are part of every individual's life experience. Students will explore their own relationship with death and various loss-related experiences and explore the ways in which societal attitudes influence how and when we die and how we live as we deal with the knowledge of death and loss. Subject matter will encompass a blend of psychological, socio-cultural and historical perspectives on death.

Topics will include issues of loss related to relationships, social role change, and life-span development, as well as detailed discussions of topics surrounding death, dying, and loss experiences. Both the roles of the interpersonal self and the professional self in working with those encountering death and grief/loss will be explored.  
Prerequisite: 30 credit hours.  
Cross listed with CJ and PSY 320

HS 330 3  
Violent Children: Prevention/Treatment

This course offers an in depth analysis of the dynamics of violence perpetrated by young children & adolescents with an emphasis on treatment and intervention strategies. Students will examine various forms of violence within the context of the family, school, and community including intra-familial violence, sexual violence by children, aggressive behavior, violence in school settings, and violence perpetrated within the community. This course will offer students the opportunity to explore individual, family and community dynamics that contribute to the manifestation of violent behaviors with an emphasis on current and innovative approaches to treatment and prevention. Students will further explore the relationship between diagnosis and the selection of appropriate treatment interventions.  
Prerequisite: upper level status, permission of department  
Cross listed with PSY 330

HS 332 3  
Marriage and the Family

This course examines current and historical trends and dynamics related to marriage, family, relationships, and alternative lifestyles. A major theme of the course is the interaction between individuals and the societal environment in which they make their decisions. Increasing flexibility forces individuals to make many difficult choices with regard to family values

and personal autonomy; students will explore how these decisions are often being made in the context of contradictory cultural values. Another focus of the course is the shift from viewing marriage as an institution to viewing it as a relationship in which the partners expect to find companionship and intimacy. Prerequisite: 30 credit hours. Cross listed with PSY and SO 332

HS 360 3  
Internship I

A supervised short-term internship experience in a human service/ rehabilitation agency allows students to apply classroom learning to practical situations. This one semester internship consists of a 120 hour placement in an agency or school setting. In addition, a weekly seminar provides students with the opportunity to discuss and share questions and problems related to the field work. Students will begin to create a professional portfolio, research graduate school programs and professions within the field of human services. The practicum is reserved for students in their third year of the Human Services or Rehabilitation Services programs. All prospective students are required to have a meeting with the HS/RH Internship Coordinator to arrange an appropriate placement. Prerequisite: 45 credit hours and Human Services or Rehabilitation Services major.

HS 410 3  
Child and Family Law

This interdisciplinary course will provide an overview of the various laws and legal concerns which currently affect family life. Among issues to be examined will be laws and social concerns that are relevant to marital relationships, parent-child relationships, child custody and support, family violence, and the rights of minors. The course is intended to assist students, particularly those in

the helping professions, to become more knowledgeable of the various legal issues surrounding families today. The course is very useful for students in paralegal studies, criminal justice, and human service programs. Prerequisite: Upper Division status Cross listed with LW 4100

HS 416 3  
Advanced Issues in Family Violence

While family violence is a very old problem, as an academic discipline it is continually changing. This course is designed to give students the opportunity to examine the process of change as they relate to the theoretical, political, and practical issues associated with family violence. Students should possess basic knowledge about the history, types and patterns of abuse before taking this course, as well as an understanding of the criminal justice system. Attention will be paid to new theoretical developments in the field, and changes in the relationship between theory and practice. The relationship between family violence and other forms of violent crime will be considered, and current debates in the field will be examined. Prerequisites: CJ/HS/PSY 316 or CJ 317 Cross listed with CJ and PSY 416

HS 420 3  
American Sign Language III

3 American Sign Language I and II established the vocabulary base and the syntax featured in American Sign Language. However, the language is a concept based language. That means that signs are chosen by the meaning of the word; not the sound of the word. Hence the word "right" has four signs: correct, right (direction), legal rights, and to write with a pen. ASL III will begin to address the dilemma of what sign to use in a given sentence. As with all languages, the use of idioms, in the source language or the target language is always a challenge. English and American

Sign Language both have idioms. This class will introduce and help students grow more comfortable with conveying the meanings of the idioms into the target language.

HS 430 3  
Senior Seminar

Senior Seminar, the departmental capstone course, has three primary purposes that are related to the preparation of students to pursue either a human services career or further education upon graduation. First, the seminar will offer students the opportunity to achieve maximum integration of the range of knowledge, skills and values experienced in previous human service coursework and internships. This will be done with a flexible seminar structure where the broad issues of diversity and social justice will be used as a foundation for the exploration of issues impacting professional practice. Secondly, students will have the opportunity to analyze their own counseling and interactional style in order to increase their self-awareness and enhance their professional skills. The third purpose of the seminar is to facilitate the transition from the Hilbert environment to either the world of work or graduate education. Students will have the opportunity to clarify career goals and learning goals for the future and develop objectives to meet those goals. Students will also participate in exploring their understanding global citizenship and how this impacts them professionally and personally. Prerequisites: Senior status – Human Services or Rehabilitation Services major.

HS 460 3  
Senior Internship I

This course offers students field instruction in social agencies under faculty direction and agency supervision. Students are to complete HS/RH 460 and 461 in two successive semesters (F-S, S-Sum, Sum-F) in order to experience the benefit of a

long-term internship. (Students are encouraged to plan their schedules carefully as tuition assistance may not be available for summer courses.) A variety of settings are available to the student. There is an attempt to match the choice of agency within the students' area of interest. A supervised experience in a community service agency allows students to apply classroom learning to practical situations. In addition, a weekly seminar provides students with the opportunity to discuss and share questions and problems related to the field work. All prospective students are required to schedule a conference with the Internship Coordinator during the preregistration period to make arrangements for appropriate placement in a Human Service agency. The internship is reserved for senior students in the Human Service and Rehabilitation Services programs. Prerequisite: HS/RH 360, 60 credit hours (or permission of department) and Human Services or Rehabilitation Services major

HS 461 3  
Senior Internship II

This is the second half of a two-semester supervised experience in a community service agency which allows students to apply classroom learning to practical situations. In addition, a weekly seminar provides students with the opportunity to discuss and share questions and problems related to the field work. Prerequisites: HS 360, HS 460, 60 credit hours (or permission of department,) and Human Services or Rehabilitation Services major.

LIB 101 3  
Research & Ethics in the Information Age

This course is designed to provide students with the information literacy skills required to successfully complete their undergraduate degrees at Hilbert College, prepare for possible graduate-level research

work, and compete in the increasingly demanding information literate world of the 21st century. LIB 101 will provide students with a variety of research methodologies that will enable them to define, locate and, evaluate information, and to use information effectively and cogently in a professional and ethical manner. Students are expected to use these skills in all other courses at Hilbert College.

LW 101 3  
Introduction to Law & Legal Ethics

Legal Specialty Course  
Provides the student with an orientation and a working knowledge of the court system and legal structure of the United States and New York State. Specific written, verbal, analytical and conceptual skills associated with legal reasoning are developed.. The role of the paralegal will be developed and defined from case readings, administrative regulations, statutes and bar association guidelines. The relationship of the paralegal with attorneys, clients, and the community is explored and defined as well as the legal and ethical constraints which apply to the profession.

LW 103 3  
Legal Research

Legal Specialty Course  
Includes the development of basic skills in U.S. and New York State legal research for a working knowledge of the law library and online legal research sources as a primary objective. The student will study legal analysis, research and writing skills and strategies, and complete a legal research project. Prerequisite/Co-requisite: LW 101.

LW 206 3  
Domestic Relations Law

Legal Specialty Course  
Students will become familiar with the basic concepts of New York State family law, including divorce, custody

and support. The course focuses on domestic relations proceedings in the New York State judicial system with special emphasis on the role of the family law paralegal. Prerequisites: LW 101, LW 103 or permission of department.

LW 207 3  
Civil Litigation: Practical Drafting, discovery and Research Skills for Paralegals

Legal Specialty Course  
Students will learn the basics of New York civil litigation, torts and jurisdiction. Students will develop the practical and professional paralegal skills to assist attorneys in New York civil suits. New York State statutes and court rules apply to the case used throughout the semester as students are introduced to the court system and trial process. . Students will practice drafting , discovery and research skills in hands-on assignments including interviewing skills and fact gathering based on a case fact pattern developed as a teaching tool for this course. The practical skills developed in this course prepare students for internships or paralegal/legal assistant/case assistant positions . Prerequisite : LW 101 , LW 103 or permission of department

LW 210 3  
Real Property Law Office Practice

Legal Specialty Course  
This course will familiarize the student with real estate terms and concepts. The goal is to enable the student to prepare and interpret standard real estate documents such as title searches, surveys, deeds, mortgages, closing statements and related residential mortgage lending forms. The students will receive a working knowledge of each of the components involved in the closing of real estate transactions, representing a seller, buyer or lending institution. Prerequisites: ACC 205, LW 101, LW 103.

<p>LW 217 3 Business Law I</p> <p>This course is an introduction of the principles of law that directly and regularly impact the conduct of business activities. The content of the class includes many subjects tested on the Regulation portion of the CPA examination. Topics include an examination of the substantive law of contracts, from formation requirements to remedies for breach of contract. Antitrust law, securities regulations, and employment and labor law illustrate the regulatory role on business and society. Legal aspects of international business are examined in this increasingly important area. Prerequisite: sophomore status Cross listed with BUS 217</p>	<p>to analyzing authorities, briefing cases, synthesizing sources, interpreting primary sources, applying legal reasoning, organizing and drafting legal memoranda and correspondence. Prerequisite: LW 103 or permission of department.</p>	<p>administrative law including the expanding role and authority of the paralegal in the administrative agency adjudication process. Students will study both formal and informal advocacy techniques, including representation of clients before administrative bodies. The regulatory review process will be explored. Students will engage in a hands-on collaborative project involving the adjudication of a Social Security disability case culminating in a mock hearing in class. Prerequisite: 12 credit hours in legal specialty courses or upper division status or permission of department.</p>
<p>LW 302 3 Introduction to Criminal Law and Procedure</p> <p>Legal Specialty Course The course provides students with an overview of the New York State Penal Law and how cases are handled in the criminal courts. The distinctions between criminal and civil law are studied. Special emphasis is given to the roles of law enforcement agencies, the courts, lawyers and paralegals. Course topics include crimes against persons and property, criminal responsibility, defenses, rights of the accused, pre-trial hearings, trials, sentencing and appeals. Students will engage in a hands-on collaborative project involving the rights of the criminally accused culminating in a mock hearing in class. Prerequisite: LW 101, LW 103 or CJ 202.</p>	<p>LW 308 3 Estate Administration</p> <p>Legal Specialty Course This course surveys the procedures utilized and the law of estate administration with special emphasis given to the role of paralegals. The course examines what comprises the decedent's estate, probate and non-probate assets, wills and intestacy, the Surrogate's Courts Procedure Act, including probate proceedings, the legal concept of acting in a fiduciary capacity, estate taxation and administration, and estate planning. Prerequisites: ACC 205, 12 credit hours in legal specialty courses or upper division status.</p>	<p>LW 312 3 Environmental Law</p> <p>Legal Specialty Course The course gives an overview of the history and development of U.S. and N.Y. State environmental law. The course will focus on the desired knowledge base and administrative tasks performed by paralegals in agency proceedings and litigation. Prerequisite: Successful completion of 12 credit hours of legal specialty courses or upper division status or permission of department.</p>
<p>LW 303 3 Advanced Legal Writing</p> <p>Legal Specialty Course Students will develop advanced legal analysis and writing skills to complement the basic legal writing and research skills introduced in Legal Research. Special emphasis is given</p>	<p>LW 309 3 Business Organizations Law</p> <p>Legal Specialty Course This course is comprised of a study of various business organizations including the sole proprietorship, general and limited partnership, limited liability companies, not for profit, and the business corporation. The course will highlight the distinctions between these types of business organizations and emphasize the substantive and procedural operations of the business corporation. Practical applications include statutory analysis, preparation of corporate documents and relevant legal research. Prerequisites, 12 credit hours in legal specialty courses or permission of department.</p>	<p>LW 315 3 Labor Law</p> <p>Legal Specialty Course Students will learn the fundamentals of the US Federal and New York State labor laws with special emphasis on the principles of employment and labor law applicable to private and public employers in New York State. Prerequisites: Upper division status or permission of department. Cross listed with BUS 315</p>
<p>LW 310 3 Administrative Law</p> <p>Legal Specialty Course Students will learn the basic concepts of</p>	<p>LW 317 3 Business Law II</p> <p>A continuation of the study of law begun in BUS 217, the content of this class includes many subjects tested on the Regulation portion of the CPA examination. Topics include</p>	<p>LW 310 3 Administrative Law</p> <p>Legal Specialty Course Students will learn the basic concepts of</p>

in depth analysis of the various forms of business organizations including general and limited partnerships, corporations and LLCs; Uniform Commercial Code subjects such as commercial paper, secured transactions and sales; and other areas of law including bankruptcy, debtor/creditor relations, product liability, estate and trust law and real property. Prerequisite: BUS/LW 217, junior status.  
Cross listed with BUS 317

LW 320 3  
Intellectual Property Law

Legal Specialty Course  
Students will be provided with an overview of the various intellectual property disciplines, including copyright, trade secret, trademark and patent laws. Students will learn basic searching techniques for trademarks, patents and copyrights. Practical exercises will include searching internet sites for patent and trademark information to introduce students to the role of the intellectual property paralegal. Prerequisites: Upper division status or permission of department.

LW 330 3  
Immigration Law

Legal Specialty Course  
The continued expansion of international enterprises and increased mobility of people, goods, and services between international lines has made immigration law essential to citizens and businesses in the global community. This course will examine the laws, agencies, and procedures used in processing temporary and permanent residency visas for families and employment. Special emphasis will be on the paralegal's role. Students will learn how to prepare various applications, petitions, and related documents, as well as learn substantive immigration law. Prerequisite: Upper division status or permission of department.

LW 355 3  
Elder Law

Legal Specialty Course  
Students will learn to understand the complex issues facing the elderly and possible solutions. Course topics include ethical considerations, elder law planning options and related documents, guardianships, Medicare, Medicaid, and Medigap programs, hospital discharge and nursing home issues, long term care insurance, asset protection strategies, housing alternatives for the elderly, elder abuse, neglect and financial exploitation. The roles of the paralegal, human services and law enforcement personnel are emphasized in an interdisciplinary approach to understanding and meeting the legal needs and care objectives of elderly clients. The course serves Legal Studies, Human Services and Criminal Justice majors. Prerequisite: Upper division status or permission of department.

LW 360 3  
Legal Ethics: Perspectives from Law, Literature and Film

Students will explore legal ethics as illustrated by laws, ethical rules and opinions, literature and films in an interdisciplinary approach to the ethical dilemmas encountered by legal professionals. Course topics include the ethical issues involved in advocating for other, confidentiality, conflicts of interest, competence and diligence, candor, fees and financial matters, integrity, unlawful practice of law and the roles of non-attorneys. Course readings include cases, ethics rules and opinions, short stories and novels, with ethical dilemmas illustrated by contemporary films. Liberal arts or all-college elective. Prerequisite: Upper division status in any major.

LW 370 3  
Rights, Liberties and Justice: US Constitution

Students will focus on civil rights and Constitutional law, with an emphasis on the 14th Amendment protections of due process and equal protection. Students will examine the role of the judicial branch in the American Constitutional framework using case law and historical events and will study how the legal system has functioned in its role as the final arbiter and protector of individual freedoms. The course topics will emphasize the rights of the criminally accused in the criminal justice system, voting rights and representation, privacy and equality under the Constitution and understanding the Supreme Court decision making process. Liberal arts or all-college elective. Prerequisite: Upper division status

LW 391 3  
Consumer Law: Regulating Business and Protecting the Public

Consumer related issues, fueled by unemployment, foreclosures, credit card interest rate increases and predatory lending practices, are emerging areas of law. Students will learn the important concepts in consumer law and protection and its regulatory instruments through lectures, readings, assignments and projects. The course is a legal specialty course for Legal Studies majors, and an upper level elective for other majors. Prerequisite: Upper division status  
Cross listed with MGT 391

LW 401 3  
Paralegal Studies Internship

Legal Specialty Course  
The internship will offer students real life experiences performing paralegal duties in a variety of settings, including law offices, law libraries, corporations, public and private agencies, and courts. Students will apply learned principles of law under the

supervision of attorneys, paralegals, law librarians, court clerks or other legal professionals. The “hands-on” experience allows students to identify, develop, and design solutions to work-related problems, and obtain valuable experience and confidence under the mentorship of on-site mentors and the internship coordinator.  
Prerequisite: Successful completion of 24 or more credits in the Legal Studies Paralegal Baccalaureate Program and/or upper level status and a 2.2 GPA overall with a 2.5 GPA in legal specialty courses and permission of the internship instructor.

LW 402 3  
The United States Constitution: Legal and Historical Perspectives

Students will examine the United States Constitution both as it was written and as it has been subsequently applied. In each instance, students will see what contemporary circumstances, ideals, and fears went into the writing of our fundamental law, as well as how the courts have interpreted and thereby adjusted the law to fit contemporary need. Finally, students will see the relevance of the Constitution in his or her own life and times by a discussion of current issues involving Constitutional law and guarantees. May be used as a Liberal arts or all- college elective. Prerequisite: Upper division status  
Cross listed with HI 402

LW 403 3  
Legal Studies Capstone Seminar

Legal Specialty Course  
The senior seminar is a capstone course for Legal Studies majors. Students will actively participate in a seminar to apply substantive, procedural and ethical knowledge acquired in the program to issues and problems found in the legal and law-related professions and graduate programs. Students will acquire skills in designing and executing a professional job or graduate studies

program search strategy, investigating certification and civil service exams and continuing education options, researching and applying relevant ethics rules, and investigating ways to contribute to one’s profession and community. Students will prepare professional portfolios which include resumes, references, cover letters and writing samples.  
Prerequisite: Successful completion of 24 credits in legal specialty courses in the Legal Studies major and/or senior status in the Legal Studies major and/or permission of the department.

LW 404 3  
Law Office Management

Legal Specialty Course  
Students will learn the principles of management practices applicable in a law office setting. They will gain a working knowledge of management theories and practices relating to personnel administration, law office systems and financial controls and management. The roles of paralegals working as managers or supervisors will be emphasized.  
Prerequisite: ACC 205, Computer/technology skills course or permission of the department.

LW 406 3  
Bankruptcy Law

Legal Specialty Course  
The student will be able to distinguish between the various types of bankruptcy cases provided for under the U.S. Bankruptcy Code, and also to understand the related roles of judge, U.S. Trustee, lawyer, paralegal, and others involved In the U.S. Bankruptcy Court system. Exercises will include analysis and application of legal research in various areas, including analysis of the U.S. Bankruptcy Code, writing assignments, and preparing standard documents such as petitions, schedules, and proofs of claim. The student will understand how our bankruptcy system functions and how a paralegal performs within that system.

Prerequisites: Upper level status or permission of the department

LW 407 3  
Trial Preparation and Practice for Paralegals

Legal Specialty Course  
Students will build on the practical skills developed in Civil Litigation (LW 207) to develop advanced skills as litigation team members preparing and mock-trying a personal injury case based on a case file from the National Institute for Trial Advocacy. Students will develop skills in summarizing, organizing, analyzing and preparing evidence for trial. Students will draft subpoenas, witness and exhibit lists, medical and deposition summaries and expert disclosures. Student will practice direct and cross examination of fact and expert witnesses. The course culminates in a mock trial at a local court with students performing the witness and attorney roles. Students will be introduced to federal and New York State e-filing and case tracking using PACER, and NYSCEF. The skills in this course prepare students for internships or paralegal /legal assistant/case assistant positions or advanced law studies. Prerequisite: LW 207 or permission of department

LW 408 3  
Employment Benefits & Critical Issues in Today’s Workplace

Legal Specialty Course  
Students will gain an overview of the law of employment benefits, with special emphasis given on the administration of qualified retirement plans. Reporting and disclosure requirements, payments, record keeping requirements, claims and payments and fiduciary duties will be covered.  
Prerequisite: Upper division status.  
Cross listed with BUS 408

<p>LW 410 3 Child and Family Law Legal Specialty Course</p>	<p>four main topics to be covered will include Graph Theory (with a focus on networks, circuits, and scheduling), Voting Theory, Cryptography and the Digital Age, and Financial and Economic Problems. Optional topics could include Fairness and Game Theory, and Symmetry and Patterns. This course fulfills the Gen Ed requirement. Prerequisite: Students should discuss with their advisors what the most appropriate math class is for them.</p>	<p>inverses, analyzing and graphing these functions, using the law of sines and cosines, proving trigonometric identities, solving trigonometric/inverse trigonometric equations, solving logarithmic/ exponential equations, graphically/algebraically finding limits, and finding derivatives using the definition. This course fulfills the Gen Ed requirement. Prerequisite: MA 145 or equivalent</p>
<p>Students will become familiar with the various laws and legal concepts which currently affect family life in the interdisciplinary course. Law and social concerns relevant to marital relationships, parent-child relationships, child custody, family violence and the rights of minors will be examined. Students, particularly those in the helping professions, will become more knowledgeable about the many legal issues surrounding families today. The course is well suited for paralegal, criminal justice and human services students. May be used as a Liberal arts or all-college elective. Prerequisite: Upper division status. Cross listed with HS 410</p>	<p>MA 145 3 College Mathematics</p> <p>This course provides students with the study of fundamental algebraic and pre-calculus concepts and techniques applicable to many fields of study, as well as further courses in mathematics. An understanding of, as well as the ability to work with, the equations and graphs of various functions (linear, quadratic, rational, exponential, logarithmic, and inverses) will also be emphasized. Students will utilize and enhance their problem solving and critical thinking skills throughout this course. Prerequisite: Students should discuss with their advisors what the most appropriate math class is for them.</p>	<p>MA 200 3 Topics in Statistics</p> <p>This course is designed to provide students with a working knowledge of descriptive and inferential statistics, along with practical computer applications. It is intended to make students aware of the power of statistics and its uses. It seeks to improve the ability to deal with statistical concepts in many fields, such as business, biology, engineering, industry, and the social sciences. Topics include descriptive statistics, probability and probability distributions, binomial and normal distributions, sampling distributions, the Central Limit Theorem, estimation and hypothesis-testing, linear correlation and regression analysis, chi squares for independence and analysis of the variance (single factor ANOVA). The statistical package EXCEL is used. This course fulfills the Gen Ed requirement.</p>
<p>MA 101 3 Survey of Mathematics</p> <p>This course is designed to increase an understanding of basic mathematical principles and to develop quantitative literacy for application in the modern world. Course topics will include elements of critical thinking, problem solving, number theory, algebra, functions, and statistics. It will build foundational skills in order to better prepare a student to take further college courses in any of these areas, or it can be used as a stand-alone general education mathematics course. Mathematical study skills, along with the use of technology such as calculators, computers, and spreadsheet software will also be emphasized, in order to maximize student success.</p>	<p>MA 145 3 College Mathematics with Lab</p> <p>This course has the same goals as MA 145 but includes an additional lab component to provide students with additional instruction time to further develop their skills. Prerequisite: Students should discuss with their advisors what the most appropriate math class is for them.</p>	<p>MA 200 3 Statistics with Lab</p> <p>This course has the same goals as MA 200 but includes an additional lab component to provide students with additional instruction time to further develop their skills. Prerequisite: Students should discuss with their advisors what the most appropriate math class is for them.</p>
<p>MA 135 3 Mathematical Applications</p> <p>This course will expose students to mathematical applications that are happening in everyday life. They will get to see how math applies in modern real world situations, and be able to use these skills in related fields. The</p>	<p>MA 146 3 Pre-Calculus</p> <p>The course will utilize and amplify concepts encountered in MA 145. It involves ideas traditionally encountered in a pre-calculus. Topics include the development of the six trigonometric functions and their</p>	<p>MA 205 4 Survey of Calculus</p> <p>This one-semester course addresses the core topics and techniques of</p>

differential and integral calculus. Topics will be presented and applied in the areas of business, economics, management, and the social and life sciences. Discussion will focus on the following topics: functions, limits, derivatives, techniques of differentiation, maximum/minimum problems, exponential/logarithmic functions, integration, and integration by parts.  
Prerequisite: MA 146 or equivalent

MA 235 3  
Discrete Mathematics

This course will provide students with a working knowledge of algebraic algorithms and their use for problem-solving in areas such as computer analysis, communication systems, information theory, and control systems in order to facilitate the analysis and synthesis of information. Topics include propositional logic, modular arithmetic, pseudo codes of sorts and searches, Boolean algebra, set theory, binary systems, Euclid's Algorithm, graph theory, mathematical trees, and modeling computations.  
Prerequisite: MA 145 or equivalent

MGT 331 3  
Corporate Legal Environment

This course introduces the overall legal system with a particular emphasis on business law. Students will explore constitutional and administrative laws, contract and tort laws, product liability, environmental law, intellectual property and copyright laws, and cyber and e-commerce laws. Case studies will be used to examine these issues in the context of corporate strategies and managerial decision making.  
Prerequisite: Sophomore status and Management Major.

MGT 340 3  
Managerial Economics

This is an economics course for managers which will cover applied microeconomic theory as it relates to the firm and its managerial decisions.

Topics will include optimization techniques, general demand theory, forecasting, production theory, risk, firm strategy, capital budgeting, shareholder wealth maximization, and governmental regulations. Students will benefit from the quantitative management case study as a preparation for the business environment. Recommended for any student considering graduate or professional studies.  
Prerequisites: BUS 200, ECO 203, ECO 204, completion of 45 credit hours or permission of division.  
Cross listed with ECO 340

MGT 355 3  
Operations and Supply Chain Management

This course examines the importance of managing value chain throughout the production and/or operations process of a manufacturing and service business in today's global environment. The course is designed to teach students how to analyze processes, ensure quality, create value, and manage the flow of information and products, while creating value along the supply chain. Students will have a foundational understanding of both qualitative and quantitative operations management processes related to service or manufacturing sectors.  
Prerequisites: BUS 200, completion of 45 credit hours or permission of division.

MGT 401 3  
Human Resources Management

Case materials and contemporary theory are used to help define the role of the Human Resources Manager and to develop the skills and perspectives necessary to successfully function in this capacity. Topics will include employee training and development, selection, job evaluation, disciplinary cases, compensation programs, wage and salary administration, labor relations, federal regulations in the workplace, motivation, and

safety and security. Prerequisites: BUS 200, completion of 75 credit hours or permission of division.

MGT 404 3  
Management Field Work/Internship

The internship will provide the upper-level student with opportunities for practical application of classroom knowledge, concepts, and learning in business management. This placement is designed to provide the student with an exposure to business professionals and practices as well as expectations in the contemporary workplace. The student is required to work a minimum of 120 hours during the semester at the assigned business. Students may not use current or self-employment for internship credit. Prerequisite: Management major and senior status

MGT 430 3  
Organizational Behavior and Change Management

This course examines organizational behavior and the basic elements of organizational dynamics at individual, groups/teams, and organizational levels. Individual applications will focus on emotional intelligence, personal values and focus, and motivation, while inter-group processes such as group dynamics, role clarification, decision-making processes, work design, horizontal structures, communication patterns, and channels and motivation within the group will also be explored. A third focus of the course will be organizational culture. Models of highly effective organizations will be considered. Organizational elements including strategy and structure, organizations as systems, open systems, systems thinking, organizational design, ethics and social responsibility and power and politics will be studied. Prerequisite: BUS 200, completion of 75 credit hours or permission of division.

MGT 490 3  
Strategic Management  
and Business Policy

This capstone course for B.S. degree in business management examines the strategic process in today's business and corporate environment. Main component of strategic management including environmental assessment, strategy formulation, strategy implementation, and control through a strategic-audit framework are examined. Case studies are utilized as learning tools to further examine strategic management process in contemporary businesses, and critical relationship strategic management process has with business and functional areas of an organization. Prerequisite: management major, Senior status

MIS 120 3  
Microcomputer Concepts  
& Applications

This course focuses on the use of the microcomputer as a tool for managing information. The emphasis will be on concepts, terminology, and applications relevant to personal computers. Software products used in the course are Windows, Word, Excel, and PowerPoint. This course fulfills the computer skills course requirement for the Paralegal Studies Program. (Students who have taken LW 104, MIS 205, or MIS 206 cannot take MIS 120 for credit.)

MIS 205 3  
Spreadsheet Software: Microsoft Excel

This course is designed for students in business, accounting, or related fields, but students in any discipline can benefit from the course content. It will provide a strong introduction to beginning through advanced Excel topics. Students will receive detailed instruction on formulas and functions, formatting, and customized printing of worksheets. Additional topics include what-if analysis, charts and graphics, lists, macros, and importing data.

Prerequisite: Previous coursework using Windows applications or knowledge of Windows.

MKT 410 3  
International Marketing

This course focuses on the growing importance of the international marketing operations of multinational firms. The student's perception of marketing management's domain is expanded from the domestic environment to the global market place—examining the opportunities, problems, and challenges. Considerable emphasis is placed on creating sensitivity to social, cultural, and political factors in designing marketing strategies abroad. Other topics include techniques of researching and entering overseas markets, product planning, pricing, international distribution, international promotion, financing, and communication. Prerequisite: BUS 345, completion of 75 credit hours or permission of division.

MU 101 3  
History of Western Music from  
its Origins to Romanticism

This course is an introduction to music in Western civilization. The course will discuss the materials of music, such as melody, harmony, rhythm, tempo, dynamics, musical structure, design and style. Major composers of each musical epoch will be discussed with musical examples listened to in class to reinforce the discussion. This course covers the time period from early music through 19th Century Romanticism. This course fulfills the Gen Ed requirement.

MU 102 3  
History of Western Music  
From Romanticism to the Present

A continuation of the ideas examined in MU 101, this course is an introduction to music in Western civilization. The course will discuss

the materials of music, such as melody, harmony, rhythm, tempo, dynamics, musical structure, design and style. Major composers of each musical epoch will be discussed with musical examples listened to in class to reinforce the discussion. This course covers the time period from 19th Century Romanticism to the present. This course fulfills the Gen Ed requirement.

MU 103 3  
The Enjoyment of Music

This course is an overview of the sources, media, and functions of music during the historical periods traditionally associated with music history. The roles of the composer, arranger, artist performer, critic, and listener are explored and defined. Emphasis is on the development of listening awareness within the broad outline of music history. This course fulfills the Gen Ed requirement.

MU 205 3  
World Musics

The primary purpose of this survey course in World Musics is to acquaint students with representative musics from all the major geographic areas of the world including Europe, Asia, Africa, North and South America and Australia in order to enable students to appreciate world musics and to place Western tonal music in a world perspective through critical listening to and interaction with various musics from around the world. It is structured as an introductory course for undergraduates. No prior musical experience is required.

MU 250 3  
Afro-Centric Music

Since colonial times, the music and musical practices of Western Africa have spread their influence throughout the world. This course will provide an overview of the effect of African music on the music, historically, of the four major European slave-holding colonial powers (England, Spain, Portugal

and France) and of further influences throughout current pop culture as well. The music – including salsa, samba, bossa nova, calypso, reggae, blues, jazz – will always be seen in its social context and history. This course fulfills the Gen Ed requirement.  
Prerequisite: EN 102

PE 102 1  
Introduction to Self Defense

This course is an introductory five-week course in self defense techniques and safety precautions that can be taken in daily life. Through development of physical strength and conditioning, the heightening of awareness regarding the assessment of potentially dangerous situations, as well as the knowledge of self-defense maneuvers, this course is designed to help promote health and safety for the student. Although self-defense techniques will be taught, this course principally promotes safety and health, and stresses that the confidence that comes from successful completion of this course should reinforce rather than diminish prudent behavior.

PE 125 3  
Personal Fitness and Wellness

The primary purpose of this course is to assist students in meeting their personal fitness goals and preparing students for the physical assessments required by many of the agencies Criminal Justice and Forensics majors would be seeking employment with upon graduation. This course would assist students in developing healthy habits and learn how to train in a safe way to improve cardiovascular endurance, muscle strength, muscle endurance, flexibility and agility. The physical participation component of this course would allow students an opportunity to train using free weights, weight-machines and their own body-weight. This course will include practice fitness tests to prepare students for the tests required by employment opportunities with Border Patrol, State Police,

FBI and Immigration Offices. The objective of this class is to provide individual attention to each student's strengths and weaknesses and provide tailored recommendations for ways to make changes to improve in specific components of the testing. Establishing individual goals and fitness programs for each student will allow for attention to their specific areas of weakness. The fitness level of the student will be considered when making their program, with emphasis on improvement, not entirely on fitness test results during the last physical test. Regardless of fitness level at the beginning of the semester, all students will be evaluated based on attendance, participation and improvement irrespective to whether they meet all standards on the Final Fitness Test.

PE 202 3  
Introduction to Isshin Ryu Karate

This course is designed to introduce the student to the world of martial arts, specifically focusing on the Okinawan tradition of Isshin Ryu Karate. The student will be introduced to the philosophical foundation of karate in particular and the martial arts in general. The student will begin classes with limbering and stretching exercises, followed by instruction and practice in self-defense techniques and katas. A student who successfully completes this course will not receive a belt in recognition of the achievement, but may use the knowledge and skills gained in the course to begin instruction at a martial arts school with a solid base of skills and information.

PE 203 3  
Intermediate Isshin Ryu Karate

This course is designed to further the student's knowledge to the world of martial arts, specifically focusing on the Okinawa tradition of Isshin Ryu Karate. The student will continue to employ the philosophical foundations of karate in particular and the martial arts in general. The student will begin classes with

limbering and stretching exercises, followed by instruction and practice in self-defense techniques and katas.  
Prerequisite: PE 202 or permission of instructor

PE 205 3  
Hung Gar Kung Fu

This course will serve as a comprehensive introduction to Hung Gar Kung Fu, an ancient traditional method that derives its theory from the five major animals of Chinese martial arts i.e. the dragon, snake, leopard, crane, and tiger. Kung Fu is considered a path of self-discovery in which the student will find hopefully a rich philosophical understanding as well as a way to improve one's health and self-image through discipline and practice. The students will be introduced to the basic training practices that make up the initial part of each class known as the "drills" which not only develops strength but imparts the theory that makes the system work. Through diligent practice and reflection the student will discover a sense of balance and harmony while developing a healthy mind, body, and spirit. Successful completion of the course will result in a solid basis of understanding of what it is like to practice Hung Gar Kung Fu with the ability to carry this experience into an active Kung Fu school.  
Prerequisite: Doctor's note stating that student is in good health.

PE 250 3  
Introduction to Boxing

This course will focus primarily on the physical mechanics of boxing, but will also integrate compatible concepts from martial arts into the class setting. Students will use boxing equipment (supplied by KC's Fitness) but there will be no physical contact between participants. They will learn jump roping, shadow boxing, various forms of calisthenics and the proper method of delivering blows against leather hand held pads. Students will come away from this experience with more

than just exercise and knowledge of boxing movements.

Participants will receive a fair degree of exercise, self-defense, and an enhanced understanding of how their bodies move through time and space. In addition, the spiritual and philosophical dimensions inherent in this activity will be explored.

Prerequisite: No formal training in the martial arts is necessary. Students must be in generally good health.

Students can participate to the level of strenuousness safe for their current health status. Doctor's note

PE 260 3  
Philosophy of Yoga

Philosophy of Yoga is intended to introduce students to the ancient science of yoga from philosophy to its application in daily life. The basic components of practice will be explored in detail, showing student show to improve their health and sense of inner well-being step by step. Yoga encourages students to develop self-discipline to face the challenge of self-discover. Through diligent practice and careful study, students will encounter the experience of discovering the inner self. In the course, students will learn techniques for developing a healthy body, a clear mind and a joyful spirit. The techniques of hatha yoga develop strength, flexibility and balance in body and mind creating inner peace and harmony. Students will be introduced systematically to the practice of hatha yoga. Instruction will be given on classical postures (asanas) and breathing practices (pranayama)  
Prerequisite: Doctor's note stating that student is in good health.

PH 141 3  
Western Religious Thought

The religious movements of Western civilization (Judaism, Islam and Christianity) have through the centuries experienced a variety of creative and conflictive moments. Although maintaining unchanging core beliefs,

Western religion has been subjected to a number of political, economic, cultural and social influences which have altered outlooks, caused further growth and development, and sometimes radically redirected the original religion. This interdisciplinary course will consider significant moments, events, and trends in the story of Judaism, Islam and Christianity which seriously affected the impact and influence of religion in the West as we know it today.

PH 200 3  
Environmental Ethics

At no time in history has humankind had such an impact on the Earth's environment. The growing population coupled with the globalization of the marketplace has placed enormous strains on the Earth's natural resources and threatened the wellbeing and existence of numerous plants and, most notably, human and non-human animals. The purpose of this course is to expose the students to the most urgent environmental concerns and then to evaluate these issues from an ethical perspective. Students will come away from the course not only with a knowledge of the key environmental issues but with a better understanding of the moral relevance of the debate to their lives, the lives of people world-wide, the lives of people in the future, and even the lives of non-human animals and plants.

PH 202 3  
Why Be Moral?

Philosophic Ethics addresses not just the study of right actions but also theories of the human good life, what motives us, and how we can construct a meaning filled life. Such theories include the following. What is human nature? What is happiness? Is there any such thing as morality, and if so is it the same for all persons? Should we care about the plight of persons in other countries? What about people in the future? Do we have an obligation to leave the planet in at least a minimally

acceptable state? Finally, even if we know everything there is to know about morality, why should we act morally?  
PH 205 3  
Business Ethics

This interdisciplinary course is oriented towards the clarification of exactly when business value conflicts with moral value, the possible resolutions of these conflicts, and a determination of just when business persons bear obligations that supersede any consideration of profit. Therefore, the course is designed to help the student see the potential for dialogue between the business and philosophic communities. The course will begin by introducing the student to several of the most influential ethical systems and theories of justice: egoism, utilitarianism, deontology, egalitarianism, and libertarianism. The intent is to give the student a working knowledge of the relative merits and weaknesses of each of these theories and then to evaluate apparent cases of moral misconduct by business persons and corporations with respect to each 98 of these systems. Prerequisites: EN 102, sophomore status.

PH 207 3  
Bioethics

Are we morally justified in "cloning" humans? When, if ever, are we justified in terminating a human life? Should the composition of your DNA be publicly available, and if so, to whom? What is common to these questions is the fact that technology often moves faster than moral insight. Yet, such questions need to be answered as soon as possible, for failure to understand the moral implications of new technologies can lead to human suffering. This course utilizes the disciplines of philosophy, history, and science to discuss ethical theory and its application to a number of controversial topics in the field of Bioethics. Students will be exposed to a wide variety of views on important issues in sciences, in historical and contemporary contexts,

and be encouraged to develop their own philosophic positions on these issues, based on a rational and critical analysis of all of the relevant details of these issues.

Prerequisite: EN 102

PH 218 3  
Moral Issues in Contemporary Society

This interdisciplinary course will focus on several fields of moral investigation which are particularly relevant to men and women in contemporary society. Beginning with an examination of various approaches to the resolution of moral issues, students will be encouraged to develop a critical method of issue analysis. Having established a theoretical base for analysis, attention will then be directed to the examination of specific moral issues which confront contemporary society. Issues will include topics in the fields of sexuality, bio-medical technology, death and dying, health care, global justice, business and economics. Both traditional views of these moral issues as well as contemporary developments will be examined.

Prerequisite: EN 102, sophomore status

PH 240 3  
Early and Asian Religious Thought

This interdisciplinary course seeks to introduce the student to an understanding of some of the major religions of the world which lie outside of the Western religious tradition. This course is designed to inquire into the nature of religion and belief in general and then specifically examine Buddhism, Hinduism, and other religions of China, Japan and India. Offered every other academic year.

PH 301 3  
The Making of the Modern Mind I

This course comprises a history of ideas from ancient Greece to the Renaissance. Specifically, it employs philosophic analysis to show the

historical impact of philosophical thought upon politics, science, art, and humankind in general as well as the impact of culture on philosophy. An additional goal of this course is that of helping students recognize that many of the ideas with which they are most comfortable did not arise in a vacuum. Moreover, the ideas that they take to be the most obviously true may, in fact, require rational justification — a requirement which cannot be fulfilled without an adequate understanding of the historical context within which these ideas were first formulated.

PH 302 3  
The Making of the Modern Mind II

This interdisciplinary course comprises a history of ideas beginning with the 16th century and continuing to the present day. It employs a philosophic analysis to show the historical impact of philosophical thought upon politics, science, art and humankind in general as well as the impact of culture on philosophy. An additional goal of this course is that of helping students recognize that many of the ideas with which they are most comfortable did not arise in a vacuum and that many of the ideas which are taken to be obviously true require rational justification. Particular attention will be paid to the varying conceptions of truth, justice and the good life found in different epochs. Specifically, the impact of these philosophic notions upon early modern culture will be observed in the works of writers such as Marlowe, Mann and Camus, musicians such as Wagner, and philosophers such as Descartes, Hume, Kant and Nietzsche.

PH 303 3  
Introduction to Critical Thinking

This course is now raised to PH 303 and can serve as an upper division elective in the liberal arts. An important feature of this course is its concern not only for developing the student's ability to assess the operative logic of language that

purports to instruct or attempts to persuade, but also with cultivating in the student the subtler skill of discerning the underlying assumptions and motives of a given text. These skills could have direct application to performance on standardized tests such as the GMAT or LSAT and other similar examinations which are required of students applying to graduate schools. Prerequisite: Upper division status.

PH 340 3  
Philosophy of Law

Law has enormous influence on the well-being of citizens, on whether a society is just, and on the potential for prosperity within society. Yet, it is not always clear what exactly the nature of law is. How, for instance, is law different from morality? Moreover, laws are useless unless they influence behavior. To do this, laws must be backed by some sort of coercive force, e.g., the authority of those in power. What constitutes a legitimate use of coercive force? The questions above comprise just some of the issues that will be addressed in a course on the Philosophy of Law. Students will be introduced to the relevant thinkers from the past, with an eye towards a better understanding of current discussions of the subject matter. Moreover, students will learn, analyze, and assess the justification for the answers to these questions. Hence, students will be able to move from a descriptive understanding of law to an historically-grounded understanding of the normative issues intrinsic to any system of law. Prerequisite: Upper division status or permission of instructor.

PH 405 3  
Philosophy and the Arts

This course will introduce students to the age-old dialogue that has occurred between philosophy and the arts. Some of the classic questions that have emerged from this dialogue include the following. What exactly is a

work of art? While most people would consider the Mona Lisa to be a work of art, what about a piece of driftwood? What if the wood were mounted on a wall? Is the evaluation of a work of art purely subjective? What exactly is the meaning of a work of art? What is unique about artistic experience? Students will read, analyze, discuss, and write about the most influential attempts of philosophers, artists, and critics to answer these questions.

PS 101 3  
Introduction to Political Science

This course introduces students to the central concepts of Political Science, such as power, domination, liberty, and legitimate and illegitimate authority. In addition, students will be introduced to the basic methods employed by political scientists. The relevance of the course material to American politics, both past and present, will be highlighted.

PS 102 3  
American Government

The purpose of this course is to introduce students to the structure and function of the American political system. Typical issues to be addressed include the presidency, the Congress, the Constitution, federalism, interest groups, the judicial system, and domestic and foreign policy.

PS 126 3  
Comparative Politics

Comparative Politics is one of the major sub-fields of Political Science. A course on comparative politics surveys political systems outside the United States. The process of social decision-making, which is politics, takes place in many different ways within different contexts. The causes and effects of these differences, as well as the many similarities will be discussed. A range of nations will be studied, including both industrialized and developing countries; democracies and non-democratic states. The

course, therefore will serve as a tool for broadening perspectives and introducing students to important issues beyond the borders of the U.S.

PS 128 3  
International Relations

This course will introduce students to international relations and politics. This involves three inter-related tasks: learning how to think about and understand international relations systematically, rather than simply as a series of events; gaining a basic knowledge of the historical background of the international system; and investigating the current issues facing nations and other actors in the international environment. We will deal with the traditional issues of the international politics such as war, peace, and economic relations, as well as more recent problems such as the environment, population, and multi-national corporations.

PS 205 3  
Confronting the Holocaust

This interdisciplinary course will endeavor to achieve an integrated conception of the Holocaust by studying various aspects of it. The general purpose of this course will be to sensitize students to the events and influences of the Holocaust by: examining historical aspects through the use of primary and secondary sources; considering the role of bystanders, Jewish and non-Jewish, organizations and individuals, political and religious leaders; and studying the reactions of victims, survivors, and oppressors as reflected in literature.

PS 208 3  
American Foreign Policy

The history of foreign policy is the study of fundamental ideas and principles, decision making, implementation, and consequences of policies affecting international relations. This course is designed to provide the student with a basic understanding of how the

United States arrived at its present position as the major world power. In seeking this understanding, we will look at the intellectual foundations of our foreign policy, we will explore the various diplomatic policies and practices pursued by the United States and examine and evaluate the consequences of those policies. The course also examines the often conflicting assessments of American policy offered both by contemporaries and historians. Cross listed with HI 208

PS 212 3  
Civil Liberties

We take our rights for granted, e.g., free speech, assembly, and religion. It is important to know how these rights are defined, how they are acquired, and how they can be lost. In this course, students will be introduced to civil liberties as they exist in the United States and around the globe. In order to understand civil liberties in the United States, attention will be paid to Supreme Court rulings on civil liberties, which includes a discussion of the facts, legal issues, and constitutional questions. Using a comparative approach, rights in other countries will also be explored, including abuses of civil liberties.

PS 216 3  
Corporate and Government Policy Making

Policies are decisions that affect everyone. For example, public policies determine where to locate sports teams, hospitals, and schools; what our welfare programs should be; what rules of safety should be enforced in the workplace; and to what extent companies are liable for injuries to their customers. Policy making, therefore, is fundamental to the kind of society in which we live. This course examines how corporations and governments make policy, and how these policies affect the future of the society in which we live. Specifically, the course looks at who

makes policy, what problems policy is supposed to address, and where and when policy is carried out.  
 PS 220 3  
 Police States

The study of how governments function over time includes how the structure of government has been transformed. A study of the formation of police states means an examination of how governments are changed from democratic to authoritarian in response to events. Police states exist in many parts of the globe in which governments use political repression to dominate society. They are police states because of either the suspension of the rule of law or the use of law to monitor and eliminate diverse viewpoints and organizations. This course will use case studies to explore how and why governments are made into police states, how police states limit freedom as well as the ultimate goals of police states.

PS 224 3  
 State and Local Government

This course will examine state and local governments. These governments are very important and are the main building blocks and chief organizing governments for the whole-government system. To this end, students will be introduced to the relationships between federal, state, and local units of government. The course also will focus on state and local politics in New York State. Students will learn about the relevance of government of their own state. In particular, topics that pertain specifically to Western New York will be discussed, such as the urban-suburban problem, Love Canal, mass transit and poverty. These are important in that they inform us as to how ideas and organizations that support certain ideas are what we know as the LEFT and the RIGHT of the political spectrum.

PS 288 3  
 World History and Geography I

This is a survey course of global geography and human history. Emphasis is placed on: a) gaining a basic knowledge of the critical events in world history; b) gaining a basic knowledge of political and physical geography and the ways in which they are both cause and effect of history; and c) understanding the events at a global level, that is, being able to identify events as taking place in the same periods even though they happened in different regions. This course is half of a two-semester series. Although ideally students will take both courses, each may stand alone and can be taken in any order. Cross listed with HI 288

PS 289 3  
 World History and Geography II

This is a survey course of global geography and human history. Emphasis is placed on: a) gaining a basic knowledge of the critical events in world history; b) gaining a basic knowledge of political and physical geography and the ways in which they are both cause and effect of history; and c) understanding the events at a global level, that is, being able to identify events as taking place in the same periods even though they happened in different regions. This course is half of a two-semester series. Although ideally students will take both courses, each may stand alone and can be taken in any order. Cross listed with HI 289

PS 300 3  
 The Politics of Technology

Mobile devices, including cell phones, iPhones and tablets, Google Glass, WiFi, smart classrooms, self-driving cars: these are all examples of technologies currently in use. This course would function to introduce political science majors and non-majors to the primary role that technology has assumed in

shaping human interactions. Given technology's prevalence and student association with it, this course should enlighten students to the uses of technology beyond mere description. Through the assigned readings, lectures, discussions and in-class presentations, students will begin to understand the following: technology's historical roots; the necessity of technology and how technology has changed and developed over time. In addition, students will, by the end of the semester, be able to assess technology in political terms, balancing its positive and negative effects. Prerequisite: Sophomore Status

PS 330 3  
 Conflict and Cooperation

This interdisciplinary course seeks to respond to the question "Can't we all get along?" Sources of investigation for this course will be drawn from the disciplines of ethics, sociology and political science and will cover a wide range of times, ages and cultures. This course will focus specifically upon the concept of obligation and try to identify the types of obligations which exist between individuals, between groups and individuals, and between a government and its citizens. The course will examine the unique interest of individuals, groups and governments which lead them to ignore their obligations and engage in conflict. Finally, a clearer understanding of the conditions of conflict will help students garner insight into both the resolution of conflict and fostering of cooperation. Cross listed with PH 330

PS 333 3  
 Terrorism

The Oklahoma City bombing and the World Trade Center bombing are two recent examples of terrorism. The word evokes fear for good reason, because it involves extremely violent, visible actions by individuals, groups, or governmental authorities. The purpose of this course is to introduce students to a systematic study of terrorism

and its domestic and global impacts. Class discussions will define terrorism in relation to its historical roots. Distinctions will be made between left-wing and right-wing terrorism, and a sociology of terrorism organizations of both types will be presented. In addition, the broad range of efforts that have been used to combat terrorism will also be addressed. The overall intention is for students to acquire an understanding of the role of violence for political and non-political ends. Prerequisite: Upper division status or permission of instructor.

PS 335 3  
Genocide

Murder, Mass murder. One recent citation includes this horrible statistic, that almost 170 million unarmed, helpless men, women and children have been shot, beaten, tortured, knifed, burned, starved, crushed, worked to death, buried alive or drowned by governments. Mass murder is global, taking over in many countries in different years: in Turkey, from 1909-1918, over one million Armenians were killed; in Cambodia from 1975 to 1979 two million Cambodians were killed; from 1933 to 1945, the German government exterminated a total of more than 20 million people. Genocide is an old practice with a new name. The purpose of this course is to introduce students to a systematic study of genocide, from ancient to contemporary case studies. Emphasis will be placed on how and why genocides occur. Class discussion will also focus on the roles of perpetrators, bystanders and victims. The overall intention is for students to acquire an understanding of the role genocide has played in the pursuit of political ends. Prerequisite: EN 102, sophomore status.

PS 337 3  
Gender Politics

The personal is political. Gender politics are about the structure of sex roles. It is also about the struggle between the sexes in which the central issues are freedom and domination. This course will begin by introducing students to the women's movement, past, present, and future, with an eye towards identifying how the debate still profoundly influences the lives of individuals, often in unseen ways. Then, the movement will be highlighted in terms of its unity of thought and action. To understand the thought that continues to shape this movement, students will analyze and evaluate the arguments of the major thinkers, such as Mary Wollstonecraft and Simone de Beauvoir. Prerequisite: EN 102.

PS 345 3  
Weapons and War

This course will survey the history of war, focusing particularly on the link between technology and the conduct of war. We will also place the topic in the broader context of war as one of the transformational forces of civilization. We will conclude by asking whether, with the development of weapons of mass destruction, war remains a "normal" phenomenon—"the continuation of diplomacy by other means" In Clauswitz's famous phrase— or, as has been suggested more recently, war, especially between great powers, is becoming obsolete. Prerequisite: EN 102.

PS 352 3  
American Democracy: Its defenders and critics

This course will examine the philosophical underpinnings of our unique American democracy. We will examine the thoughts of the Founders and where they may have originated, whether from European sources or Native American ones. We will also examine how uniquely American

thoughts about government and politics have evolved over time. The last part of the course will attempt to apply some of this philosophy to contemporary American political problems, including: term limits, direct democracy, the Electoral College, gridlock, and others. Prerequisite: EN 102

PS 360 3  
Global Communities in the 21st Century

The way we as humans gather into communities goes a long way to determining the shape and functioning of our societies. Human settlements have always changed and reacted to both man-made and natural forces surrounding them. In this class we will examine the ways cities and societies are responding to the challenges of the modern world, focusing on areas other than the United States. Some cities are leading the way into a high-tech, prosperous future, while others seem to be relegated to the role of dumping grounds for the world's problems. What can planners and policy makers do to try and assure a safe, healthy, and economically successful place for their people to live? Prerequisite: EN 102.

PS 365 3  
Politics and Movies

Movies both reflect society and also shape how we think about the world around us. This course will look at how movies can be used for specifically political purposes, such as propaganda films, as well as how politics and political issues, including war and the role of the media, have been portrayed in "mainstream" Hollywood films. We will be examining not just the surface depiction of events, but also how movies can subtly shape our political beliefs. The course will be structured around the in-class viewing of the films and discussion and analysis by the whole class. Prerequisite: EN 102.

**PS 367** 3  
Political Trials

O.J. Simpson, the Chicago 7, and the case of Oliver North all share in common that they are political trials. Courtrooms are battlegrounds for the merger of law and politics. High-profile court cases serve as arenas to express and settle issues of racism, cold war politics, labor unrest and civil liberties contests. Political trials are the means by which governments confront political crimes. They have a long history, which serves to illustrate as the cases are discussed, why they exist and what are the lessons to be learned from a discussion of these trials.  
Prerequisite: EN 102.

**PS 370** 3  
Globalization and International Economic Relations

This course will survey the origins, development, and current functioning of the global world economy. Economic conflict and cooperation have joined war as the central ways that nations interact. The debates about globalization have extended even into riots in the streets of Seattle and Washington, DC. Furthermore, the globalization of the international economy means that individual citizens are affected by the world economic system in unprecedented ways. Thus, this course responds to numerous current issues.

**PS 389** 3  
Introduction to Middle Eastern Culture

This course is an introduction to the Middle East, not as a political region. Instead, it investigates Middle Eastern Civilization from a social and historical perspective. Recently, and especially after 9/11, the Middle East has become synonymous in many Westerner's minds with Islam and fanaticism. The Middle East actually has a rich heritage and is one of the oldest civilizations in the world. Students will examine how some Pre-Islamic customs reshaped both the

modern Eastern and Western cultures and see how the influence resulted in the struggles between secular governments and fundamentalists.  
Prerequisite: EN 102

**PS 400** 3  
Special Topics: Election Year Politics

This course will examine the upcoming elections, focusing particularly on the Presidential, Senatorial, and House races. Specifically, the course will address relevant current events, the mechanics of campaigning, nominations, elections, as well as study the various issues and the candidate's positions. Students will also spend substantial time watching and critiquing media coverage of the election process. In sum, students will be well apprised of the issues driving the fall elections and will be well prepared to cast an informed vote.  
Prerequisite: Upper division status or permission of instructor.

**PS 402** 3  
Junior Symposium

Has your education changed who you are? Has it changed, perhaps even radically, your perceptions and values? The purpose of this course is to witness this transformation in action. Specifically, three professors from three different disciplines will guide and facilitate discussion on current events of importance and of concern to students. As representatives of three different disciplines, the professors will discuss and debate issues utilizing their own disciplinary training as well as their own life experiences. Students will frequently hear the professors disagree, and moreover recognize that each professor's understanding and evaluation of a current event has been shaped by the professor's own education. Moreover, when students enter the discussion they will also be utilizing their own educational training, which has fostered their own unique set of perceptions. Put simply, the Current Event Symposium is a forum for students to apply what they have

learned to aspects of their life that do not necessarily have anything to do with their career. Consequently, students who complete the Symposium will be more reflective and better informed citizens ready to impact the world around them. This course should be taken in the junior year.  
Prerequisite: upper level status

**PS 401** 3  
Internship

The purpose of the Law & Government internship is to provide a workplace experience that will further develop skills that have been learned in the classroom. Students will also learn new skills relevant to their career paths, begin to establish a network, and develop a sense of the professional norms of behavior that govern the workplace. Internship work, however, cannot coincide with a student's current employment. Students will be required to attend regular seminars and independent study meetings (in person or by phone) wherein they will discuss and analyze what they have learned and challenges they have encountered.  
Prerequisite: 90 credit hours, Political Science major, approval of Division of Social Sciences Chair.

**PSY 101** 3  
Introduction to Psychology

Psychology is the systematic study of behavior and mental processes. This introductory course provides a survey of topics and approaches within psychology that reflects the breadth and diversity of the discipline. It is intended to increase the student's appreciation of the relevance of psychological concepts in everyday living and will provide a basic foundation for subsequent coursework in psychology. This course is offered every semester.

<p>PSY 102 3 Topics in Psychology</p> <p>This course reinforces current and develops new technical and critical thinking skills that help students better understand the subject matter and methods of psychology. It focuses upon the nature and appropriateness of various print and web-based resources for investigating psychological topics; science vs. pseudoscience; professional ethics; data collection and analysis; and current issues and controversies in psychology. Information about graduate study and careers in psychology are also explored. Psychology 102 is required for and open only to psychology majors and minors. It is typically offered in the spring semester. Prerequisite: PSY 101, psychology major.</p>	<p>the adolescent and family, and peer relationships. Prerequisite: PSY 101.</p>	<p>PSY 240 3 Biopsychology: The Biological Basis of Human Behavior</p>
<p>PSY 201 3 Psychology of Child Development</p> <p>The social, emotional, intellectual and physical growth factors that influence the development of the individual during infancy, childhood, and early adolescence are considered in this course. Prerequisite: PSY 101.</p>	<p>PSY 205 3 Interpersonal Communication and Effectiveness</p> <p>This course integrates theory with experience in order to enhance self-awareness, self-control and the ability to maximize interpersonal effectiveness. A primary emphasis of the course is on developing specific interpersonal skills through the effective use of communication techniques such as listening, observing, paraphrasing and perception checking.</p>	<p>This course investigates human behavior from a perspective emphasizing biological mechanisms, which underlie the conscious choices we make. Various daily biological and physiological needs necessitate will study human nature as a singular mind/body unit, with the hypothesis that consciousness can be molded by physiological function. Conversely, it also holds true that the body is influenced by our consciousness. Hence, there is the continual dynamic dance between the tangible and intangible components of our self-awareness. Emotional health and physical health are integrally related as one depends upon the other. Various components of behavior will be reviewed, such as the nervous system and brain, the biochemistry of behavior, motivated behavior, learning and communication, and physiological/neurological disorders. Prerequisite: PSY 101 is strongly recommended, as is one Science course such as BI 114 or 141. Sophomore status required.</p>
<p>PSY 202 3 Psychology of Adult Development and Aging</p> <p>Adult development and aging deals with the description and explanation of changes that occur during the adult life course. This course examines age-related changes in physiological functions, cognition and memory, personality and social development. Prerequisite: PSY 101.</p>	<p>PSY 206 3 Psychology of Gender</p> <p>This course will provide a review of the empirical research and conceptual discussions surrounding gender and examine the implications of gender for relationships, work, parenting, and health. The focus of this course goes beyond sex alone to explore the roles that society has assigned to women and men and the other variables that co-occur with sex, such as status and gender-related traits. The implications of social roles, status, and gender-related traits for relationship, work, parenting, and health are examined.</p>	<p>PSY 297 and 298 6 Research Design and Analysis I and II</p>
<p>PSY 203 3 Adolescence</p> <p>This course addresses the issues of human development during the adolescent stage of life. Major topics included are influences on development, issues of concern for</p>	<p>PSY 215 3 Social Issues in Addictions</p> <p>This course introduces students to the range of addictions which are said to predominate in our society. Students are encouraged to critically examine the concept of addiction, particularly as it may be defined as a social phenomenon. Specific addictions to be studied include various alcohol and chemical dependencies, eating disorders, sex and love addictions, compulsive gambling and spending, and addictions to work and exercise. Cross listed with HS 215</p>	<p>This two semester series of courses will introduce Psychology majors to research design, methodology and statistical analysis of data and communication of research findings in an integrated fashion. It takes the place of MA 200 (Statistics) and PSY 305 (Research Methods). The first semester will introduce the student to scientific thinking, research ethics, critique of scientific ideas, variables, sampling and probabilities, summarizing data, and hypothesis testing. In the second semester, quasi, single-case, between and within experimental designs, t-tests, chi-square tests, ANOVA, and correlational research will be explored. In addition, survey design and research, naturalistic and qualitative designs,</p>

data analysis and interpretation, and the communication of research findings will be considered.

Prerequisite: PSY 101, and also PSY 102 or permission of instructor.

A study of the specific psychological disorders and their characteristics, etiology, prognosis and treatment from the perspectives of major theoretical formulations and recent research.

Topics typically covered include: classification of abnormal behavior, stress-related disorders, anxiety disorders, dissociative and somatoform disorders, mood disorders and suicide, personality disorders, sexual disorders, schizophrenia, organic brain disorders, and disorders of childhood. This course is offered in rotation with PSY 314 & PSY 424  
Prerequisites: PSY 101, PSY 297 if taking PSY 298.

PSY 307 3  
Psychology of Group Dynamics

This course is an introduction to group processes utilizing current theory, research, and applications. It will focus on the effects of this specific type of social interaction on the affective, behavioral, and cognitive responses of the individual. Processes within the group (e.g., norms, roles) and pressures from external sources (e.g., politics, economic climates) will be considered with the goal of applying this knowledge in social, work, family and organizational group activities.

Prerequisites: PSY 101, junior status, or permission of instructor. The goal of the course is to introduce students to the major theories and current areas of research in Social Psychology. The course includes topics which examine human behavior in social relationships such as helping, attraction and love, aggression, prejudice and discrimination. Students will gain insight into their own and others' behavior in day-to-day interactions. Topics are particularly applicable to business, human service, and criminal justice majors.  
Prerequisites: PSY 101, 30 credit hours.

PSY 312 3  
Cognitive Psychology

This course provides an introduction to the cognitive processes involved in attention, recognition, memory, knowledge, language, reasoning and problem solving. These concepts are approached in terms of an information processing model, considering the input (stimulus), processing (mental activity), and output (behavior). The neural basis of cognitive functions will also be considered in regard to the anatomy and physiology of the nervous system. This course is offered in rotation with PSY 322 and PSY 342  
Prerequisite: PSY 101

PSY 313 3  
Sports Psychology

Sports Psychology is the study of psychological and mental processes that influence and are influenced by participation in sports and exercise and varying performance levels in sports and exercise. This subfield also studies the psychological aspects of health, sports, lifestyles and exercise. This course is designated as upper level as students will be expected to have the skills to conduct research using primary sources, analyze the research and discuss applications of the research findings.  
Prerequisite: PSY 101 and junior status

PSY 314 3  
Personality Psychology

Personality psychology is concerned with the differences among and patterns that distinguish each of us as individuals, unique from everyone else, and of the common human nature we all share. This course examines six domains or perspectives in personality psychology: dispositional, biological, intrapsychic, cognitive/experiential, social and cultural, and adjustment. Each perspective is examined for the particular focus it provides in explaining individual differences in behavior by examining key theories and representative research.

This course is offered in rotation with PSY 304 and PSY 424  
Prerequisite: PSY 101.

PSY 316 3  
Family Violence

This course is intended to provide students with a stronger understanding of the scope and seriousness of all forms of family violence and abuse, and the difficulties faced by criminal justice and human service agencies. Historical, social, political, psychological, and legal aspects of family violence will be considered, and much time will be devoted to examining underlying causes. This course will also evaluate some of the nonviolent harm done by families to their members, including the contributions made by family structure and functioning to problems such as delinquency or adult criminality, depression, and suicide.  
Prerequisite: Upper division status or permission of instructor.  
Cross listed with CJ and HS 316

PSY 317 3  
Family Violence Treatment & Prevention

From a human services perspective, this course offers an introduction to the dynamics of family violence with an emphasis on treatment and intervention strategies. Students will examine types of family violence across the life span, identification and reporting procedures, controversial issues of relevance to the field of family violence, child abuse & neglect, the impact of substance abuse/misuse on family functioning and violent patterns of behavior, sexual offenses and offenders, and current and innovative approaches to treatment and prevention.  
Prerequisite: Upper division status or permission of department  
Cross listed with CJ and HS 317

**PSY/SO/HS 320** 3  
Loss, Grief and Dying

This multi-disciplinary course is developed to sensitize students to the issues of loss, grief, and dying that are part of every individual's life experience. Students will explore their own relationship with death and various loss-related experiences and explore the ways in which societal attitudes influence how and when we die and how we live as we deal with the knowledge of death and loss. Subject matter will encompass a blend of psychological, socio-cultural and historical perspectives on death. Topics will include issues of loss related to relationships, social role change, and life-span development, as well as detailed discussions of topics surrounding death, dying, and loss experiences. Both the roles of the interpersonal self and the professional self in working with those encountering death and grief/loss will be explored. Prerequisite: Sophomore status or permission of department.

**PSY 322** 3  
Learning Psychology

Learning has been identified as a key issue in the endeavor to understand human behavior. This course will explore Behaviorist models, such as operant and classical conditioning, along with Cognitive models, focusing on memory. The themes of this course will be the adaptive nature, and neural basis of learning and memory. Applications are made to animal learning, artificial intelligence, development, behavior modification and training. This course is offered in rotation with PSY 312 and PSY 342. Prerequisite: PSY 101 and junior status.

**PSY 330** 3  
Violent Children: Prevention/  
Treatment

This course offers an in depth analysis of the dynamics of violence perpetrated by young children &

adolescents with an emphasis on treatment and intervention strategies. Students will examine various forms of violence within the context of the family, school, and community including intra-familial violence, sexual violence by children, aggressive behavior, violence in school settings, and violence perpetrated within the community. This course will offer students the opportunity to explore individual, family and community dynamics that contribute to the manifestation of violent behaviors with an emphasis on current and innovative approaches to treatment and prevention. Students will further explore the relationship between diagnosis and the selection of appropriate treatment interventions. Prerequisite: upper level status, permission of department  
Cross listed with HS 330

**PSY 332** 3  
Marriage and the Family

This course examines current and historical trends and dynamics related to marriage, family, relationships, and alternative lifestyles. A major theme of the course is the interaction between individuals and the societal environment in which they make their decisions. Increasing flexibility forces individuals to make many difficult choices with regard to family values and personal autonomy; students will explore how these decisions are often being made in the context of contradictory cultural values. Another focus of the course is the shift from viewing marriage as an institution to viewing it as a relationship in which the partners expect to find companionship and intimacy. Prerequisite: Sophomore status or permission of department.  
Cross listed with HS and SO 332

**PSY 333** 3  
Psychology of Religion

This course will provide an introduction to the major issues, theories and empirical approaches to the

psychology of religion. It will examine the role religion plays as a powerful meaning system that can affect the lives of individuals in terms of their beliefs, motivations, emotions and behaviors, and can influence their interactions on both interpersonal and intergroup levels. Psychological theory will be utilized to understand the role that religion, faith and spirituality play in different areas of human activity such as health and the recovery from physical illness, psychotherapy, sexuality, interpersonal relationships, violence, racial prejudice, personality development, adolescent behavior, aging and mental health. The course content will expose the student to the empirical study of religion and religious experiences. It should also be understood what this course is not. It is not a course about specific religious traditions or doctrines. Prerequisite: PSY 101

**PSY 342** 3  
Sensation and Perception

The study of Sensation and Perception revolves around three main themes: 1) The nature of the physical stimulation, 2) The anatomy of the organs which register and react to this external energy, and 3) The interpretation of the neural coding which arises from these stimulations. Each of the five senses (sight, hearing, taste, smell, and touch) will be considered in terms of these three themes. Current theories and philosophical views of sensation and perception will be considered in regard to their explanatory power in accounting for the empirical and phenomenological data. Special emphasis will be placed on the demonstration of and interaction with phenomena covered in this course. This course is offered in rotation with PSY 312 and PSY 322. Prerequisite: PSY 101, junior status.

**PSY 351** 3  
Positive Psychology

Positive Psychology is a study of the basic human drive towards

happiness. As a psychological construct, happiness includes numerous perspectives and attitudes – contentment, peacefulness, attainment of goals, health, wealth, spirituality, as well as cultural variations of its definition. This course will focus on the research associated with elements of positivism such as subjective well-being, personality traits associated with positivism, measurements of happiness, hardiness and mindfulness, cognitive styles of attribution and locus of control and, the physiology of emotion. Ultimately, students will learn about this field of Psychology, its complexities and its applications in both professional and personal contexts. Prerequisites: PSY 101, 30 credit hours.

PSY 381 3  
Evolutionary Psychology

Evolutionary psychology is the scientific study of human nature, based on understanding the psychological adaptations we have evolved to cope with survival and reproductive challenges in prehistory. Topics covered include: human sexuality, aggression and warfare, status and prestige, social dominance, conflict between the sexes, parenting, family life, group cooperation, emotions, and psychopathology. As an emerging perspective in psychology, the evolutionary approach is already becoming a controversial and thought provoking source of new hypotheses, explanations, and research throughout many areas of psychology. Prerequisite: PSY 101

PSY 397 3  
Junior Seminar

The Junior Seminar provides students with a forum for exploring individual interests in psychology culminating with an in-depth, comprehensive literature review. In the process students will learn to engage in a thorough analysis and critique of theory, methodology, and results of

psychological research. The seminar also provides structured exercises designed to help students explore options for graduate study and to be prepared to make applications to graduate programs. This course is intended for departmental majors and is a prerequisite for PSY 497-498. This course is typically offered in the fall semester. Prerequisite: PSY 101 and permission of advisor.

PSY 398 3  
Independent Study

Permission of Department Chair/ faculty

PSY 406 3  
Cross-cultural Study of Psychology

Given the increasing rate of intercultural contact through the media, technological advances in communication, and of face-to-face contact, an appreciation of human behavior as it develops and is understood within diverse cultures is essential. This course will include such topics as development, interpersonal relationships, perception, communication, education, emotion and gender within a multicultural context. Prerequisite: PSY 101.

PSY 407 3  
Childhood Psychopathology: Assessment and Treatment

This course is intended to be an advanced level course focusing on the etiology, classification, assessment, and treatment of a select group of child and adolescent psychological disorders that are most frequently encountered by professionals in mental health and educational settings. Prerequisites: PSY 101 AND PSY 201 or PSY 203

PSY 408 3  
Organizational Psychology

This course focuses on some of the

major issues faced by members of organizations. These issues include the meaning of work and quality of work life; group dynamics and interpersonal relationships within organizations; common communication patterns and the effects upon organizational members; the impact of conflict, competition, and cooperation; and the interface between leaders and followers. This course combines theory with in-class experiential exercises. Prerequisites: PSY 101, junior status.

PSY 410 3  
Forensic Psychology

This course will introduce students to the fascinating world of psychology as it is applied to the American legal system. Students will learn about the wide range of topics investigated by forensic psychologists and how said researchers' work is currently being applied in real world settings by law enforcement agencies, those in the judicial system and those in the prison system. Topics will include psychological assessment, competency to stand trial, rights of criminal defendants, individual rights, jury decision making, jury consulting, eyewitness testimony, mental health law, juvenile justice, the family court system, and risk assessment. This course serves as a Criminal Justice elective. Prerequisite: PSY 101 and 60 credit hours.

PSY 412 3  
Psychological Tests and Measurement

This course will introduce students to the theory, methods, and applications of psychological testing. A major objective of the course is to improve the knowledge, understanding and practices of those who construct tests, those who take tests, and those who must interpret the meaning and value of tests. This course is typically offered in the fall semester. Prerequisite: PSY 101 is required. MA 200 (Statistics) is required as preparation for discussion of

validity and reliability concepts.

PSY 415 3  
Psychology of Extraordinary Events

This course will explore the aspects of life and world events that move beyond the important and significant to what will be called “extra-ordinary”. The field of Psychology has defined many of the components of biological, behavioral and cognitive functioning in the realm of the normal and the abnormal. However, much less attention has been paid to the few but notable instances where events do not have a handy frame of reference, that is, when an event is “extra-ordinary”. In fact these events seem to defy definition, with most observers simply “knowing” or “having a gut feeling” when one has occurred. One of the first tasks in this course will be to define what is meant by an “extra-ordinary” event. Once defined, this course will explore the roles of biological and psychological functioning as they relate to such events. Functions such as arousal, stress, emotion, motivation, memory, social processes, adjustment and psychopathology will be explored by the use of book chapters, journal articles, movies, and movie clips. Through these explorations, this definition will be modified and a class produced concept map will be created as a record of the group’s thoughts on the subject. This course is intended to operate similarly to a graduate level symposium on a current topic in the field of Psychology, albeit appropriately focused for an undergraduate audience.

PSY 416 3  
Advanced Issues in Family Violence

While family violence is a very old problem, as an academic discipline it is continually changing. This course is designed to give students the opportunity to examine the process of change as they relate to the theoretical, political, and practical

issues associated with family violence. Students should possess basic knowledge about the history, types and patterns of abuse before taking this course, as well as an understanding of the criminal justice system. Attention will be paid to new theoretical developments in the field, and changes in the relationship between theory and practice. The relationship between family violence and other forms of violent crime will be considered, and current debates in the field will be examined  
Prerequisites: CJ/HS/PSY 316 or CJ 317  
Cross listed with CJ and HS 317

PSY 424 3  
Clinical Psychology:  
Theory and Practice

The field of clinical psychology integrates science, theory, and practice to understand, predict, and alleviate maladjustment, disability, and discomfort as well as to promote human adaptation, adjustment, and personal development. This course develops an understanding of the theoretical and professional issues relate to the delivery of psychological services to diverse clinical populations. The course introduces students to the field of clinical psychology and broad range of associated skills including practice, research and assessment. It emphasizes that clinical applications should be supported by empirical evidence. This course is offered in rotation with PSY 304 and PSY 314 Prerequisite: 6 credit hours in psychology, including PSY 101, upper division status.

PSY 430 3  
History of Psychology

This course provides students with an overview of psychology as it has developed and transformed over time. With such a perspective, a goal is to appreciate the evolution of psychological ideas and practices by studying the major theoretical approaches and the impact on today’s

thinking. This course is typically offered in the spring semester.  
Prerequisite: PSY 101 is required, junior status.

PSY 496 3  
Senior Project

This one semester Psychology Capstone course requires students to synthesize skills and knowledge that has been gained throughout their study of Psychology. The student will be required to choose an area for study and research from a list of approved topics. A research proposal will be presented to a panel of faculty to simulate an ethics committee review. Data will be collected, and then statistically analyzed using SPSS. An APA style manuscript will be prepared, along with a poster or oral presentation of the project  
Prerequisite: PSY 397

PSY 497-8 3  
Senior Honors Project

This two-semester course is for department majors only with a specific area of interest and/or for those planning to pursue a graduate degree in Psychology or related area. The goal in the first semester is the development and proposal of an independent research project under the approval and direction of department faculty. The second semester is devoted to the completion of the project and submission of a publishable (APA style) product. This course is offered every semester.  
Prerequisite: PSY 101, PSY 397 and permission of advisor.

RM 330 3  
Principles of Risk and Insurance Management

This introductory course in risk and insurance management exposes students to basic concepts in risk management, legal aspects of risk and insurance, and operations of the insurance industry. The course also introduces students to life and health,

risk and liability, and commercial property and liability insurance to help build the knowledge base for more advanced courses in the RIM program. Prerequisite: BUS 200 and 60 credits

**RM 331** 3  
Legal Environment in Insurance Industry

The purpose of this course is to help students become familiar with legal and regulatory environment that shapes today's risk management and insurance industry. Public policies that impact insurance industry regulatory landscape are also examined. In addition, legal issues related to catastrophic events, secondary markets, and global business are reviewed. Prerequisite: RM 330 or permission of department

**RM 335** 3  
P & C Industry Environment & Operations

This course provides a comprehensive picture of the composition, structure, and operations of property and casualty insurance industry in the U.S. In addition, topics such as underwriting, claims management, catastrophe and risk minimization, and global insurance are examined to provide students with a complete picture of risk and insurance environment and operations. Prerequisite: RM 330 or permission of department.

**RM 400** 3  
Commercial & Corporate Risk Mgt

This course examines operational, business, and financial risks faced by domestic and global firms, as well as various strategies and tactics employed to minimize and address these risks. These strategies include loss prevention, risk assessment and retention, self-insurance, and risk financing techniques available in the capital markets. Prerequisite: RM 330 or permission of

department

**RM 401** 3  
Legal Environment in Insurance Industry

The purpose of this course is to help students become familiar with legal and regulatory environment that shapes today's risk management and insurance industry. Public policies that impact insurance industry regulatory landscape are also examined. In addition, legal issues related to catastrophic events, secondary markets, and global business are reviewed. Prerequisite: RM 330 or permission of department

**RM 404** 3  
Risk Management Internship

The internship in the RM program will provide upper-level student with opportunities for practical application of classroom knowledge and concepts in risk and insurance management industry. The internship placements are designed to provide prospective graduates with tangible exposure to business professionals and practices, as well as expectations in the contemporary workplace. Each three-credit hour internship requires that students work a minimum of 120 hours during the semester at the assigned business. Prerequisite: Senior status and RM 331

**RM 410** 3  
Life & Disability Insurance

This course examines risk transfer tools that serve to protect against economic losses caused by death, disability, or longevity. The financial planning process will be introduced as a structure within which individual insurance planning takes place. The perspective of insurer operations (e.g., ratemaking, underwriting) is also addressed in this course. Prerequisite: RM 330 or permission of department

**RM 411** 3  
Health Insurance Management

The primary objective of this course is to become familiarized with various healthcare products, and understand how to use these products protect personal and business assets against financial losses caused by premature death, illness, and disability. Special emphasis is placed on risk management for personal financial planning. This course also examines life and health insurance markets from the perspective of the buyer and seller. Prerequisite: RM 331 or permission of department

**RM 421** 3  
Risk and Business Continuity

In a highly competitive and ever-evolving business environment, it is critical for small businesses to look for ways to increase their market share for long-term survival and sustainability. As domestic market saturates or competitive pressures prevent small companies from expanding their customer base, it is only natural expand horizontally and seek additional customers in foreign markets. In this course, students will examine global planning and research as well as global operations for small businesses entering the international arena. Topics in the areas of small business international entry mode, export operations, market promotion, and global logistics will be covered. Prerequisite: RM 331

**RM 490** 3  
Strategic Planning

This capstone course for in the risk management major examines industrial and corporate environment in insurance and risk management industries and strategies used by organizations in these and related industries like finance, banking, and healthcare in minimizing exposure to risk. Main components of strategic management are examined, including

environmental assessment, strategy formulation, strategy implementation, and control through a strategic-audit framework. Case studies and discussions are utilized as learning tools to further understand risk, and strategies to minimize short term and long term risk. The course also examines critical relationship between strategic management, and business and functional strategies in the context of risk management.

Prerequisite: Senior status.

RS 101 3  
Introduction to Religion

Why am I here? What is my purpose in life? Why do bad things happen to good people? Is there life after death? Questions regarding human origins and the meaning of human experiences have captivated minds for centuries. Often, the answers to these questions have taken religious shape and spurred the creation of a variety of religions around the world. This course will explore both historic and contemporary expressions of religious concern. Students will be introduced to major concepts in the study of world religion. Additionally, notions of God, faith, religious experience, and theological reflection across religions will be among the topics examined.

RS 200 3  
Jesus in the New Testament

This course is designed to introduce the student to the study of the New Testament, its formation, content and concepts with a special emphasis on inquiry into the person of Jesus Christ and His role in God's plan of salvation. The course seeks to examine the formation of the Jesus tradition within the New Testament with a special emphasis through an examination of the distinct pictures left by Mark, Matthew, Luke, John and Paul.

RS 202 3  
Religion and Social Justice

This course explores a variety of religious responses to social justice issues. Within Introduction to Religion students were introduced to the major religious traditions and ways of believing. This course seeks to build on that knowledge by exploring the 'praxis' of religion. In particular the usage of faith in responding to an array of existential concerns is here taken up. Inequity, poverty, racism and several other social ills have presented major challenges to religious adherents. Discussions regarding major faiths principles on justice and peace are central. Close readings of the works of social justice leaders such as Bishop Romero, Martin King, Ann Suu Kyi, and Gandhi are meant to engage students on more functional approaches to social justice issues among the religious.

As well, students are involved in developing their own praxis for social justice. Through a Service Learning Project several religious agencies students will shadow workers for justice participating in their daily work schedules. This experience, coupled with in class discussions of others' social justice responses, is meant to challenge possible perceptions of religion as irresponsible and to encourage students' engagement in social justice through service to their community and the world around them. Prerequisite: Sophomore status.

RS 206 3  
Franciscanism

This course is intended to serve as a religious studies elective. It will provide those students who have chosen and are going to a Franciscan college, a deeper understanding of St. Francis, St. Clare and the eight Franciscan traditions that are the core of the college identity: respect, service, hope, vision, joy, integrity, compassion, and peace.

RS 299 3  
Special Topics in Religion

This course covers the role of religion in a specific discipline. The instructor is allowed to craft the readings and topics in light of their respective field. I envision the possibility for discipline specific topics such as Religion and Criminal Justice, Religion and Sports or Religion and Media. Also a team taught course across departments is conceivable. The first two weeks will offer students some background on Religion and the specific discipline. The greater focus then moves to the critical development of religion and religious topics in the instructor's field of study. Students are introduced to the work of religion scholars within the given field.

RS 300 3  
American Religious History

American Religious History traces the religious development of America from the mid-eighteenth century to the present. The course links political, economic, and social changes with simultaneous events in the nation's religious life. Pivotal historic moments such as the Civil War, the Great Migrations, and the Post War Economic Boom are culled for their religious significance. Through an investigation of these events this course seeks to wrestle with the ever shifting notion of religion itself. Students are introduced to the work of religious thinkers as diverse as Friedrich Nietzsche, Emile Durkheim, George Whitfield, Paul Tillach, and Catherine Albanese. By the course's end students should have a firm grasp on the major developments in American religion and the plurality of religious experiences within the nation. Prerequisites: EN 102, RS 101 (recommended), Sophomore status.

RS 304 3  
Christianity: The First 1000 Years

This course charts the development of Christianity from the life of Christ to the east-west schism of 1054.

We will examine key moments in the developing religion, its seminal texts, controversies and responses to them, doctrines and dogmas, and liturgies. Constantly we return to the question, "How did early Christianity develop from a marginal movement to a guarded state religion?" We will consider the multiplicity of Christian identities with an eye toward understanding its modern day parallels.

SIM 331 3  
Legal Environment in Sports Industry

This course focuses on legal aspects of sports and leisure industry, including tort and contract law, civil litigation, product and personal liability laws, athletic licensing and intellectual property laws, and contractual law framework use by sports and leisure organizations. Using legal case studies as a framework, students will further explore sports law and sports ethics, and the complex and interdependent relationship the two areas have when dealing with issues in sports and leisure management. Prerequisite: BUS 200, Sophomore Status

SIM 338 3  
Sports Economics

This course applies basic macro and micro economic theories to the analysis of economic issues in sports, leisure, and recreation industries. Topics covered include the history of the development of sports markets, the role of economics in the analysis of these markets, and the demand for activities, facilities, equipment, travel, and other related operations. Issues and functions related to sports and leisure management such as pricing of products/services, financial management, long-term capital investment, and capital and operational budget management are addressed in detail. Prerequisite: ECO 204, Completion of 45 credit hours or permission of division.

SIM 398 3  
Sales and Retail Management

This course prepares management students in sports and other industries to become effective sales and retail managers in today's hyper-competitive, unpredictable, and culturally diverse economic environment by integrating current technology, research, and strategic thinking. Topics like sales and retail planning, customers and market analyses, retail inventory management, and sales force development are explored in detail. Prerequisite: BUS 200, completion of 45 credit hours or permission of division.

SIM 401 3  
Sports Media

This class is designed to introduce the elements of an effective sports media relations office. Students will be introduced to the communication techniques in a modern sports media relations office, including writing publications, crisis management and social media. Topics include day-to-day office management and responsibilities, game management, writing skills, game-day publications, laws and ethics that pertain to crisis communications and social media and how the ever-changing world of technology is changing the media relations industry. Prerequisites: BUS 200, completion of 75 credit hours or permission of division.

SIM 402 3  
Sports Psychology

Students will be introduced to the basic aspects within sports psychology today such as player performance and athletic competition. Students will learn about other topics such as the impact of psychological factors affecting team building, team communication, injury rehabilitation and goal setting. Prerequisites: BUS 200, completion of 75 credit hours or permission of division.

SIM 403 3  
Technology in Sports

This course examines the multiple dimensions of technology in the sport industry today. Students will be introduced to the field of sports technology, while utilizing the aspects within the field to gain a better perspective and appreciation in today's industry. Additionally, students will learn new and innovative strategies of sports technology, such as social media, equipment apparel, etc. and the impact they have on today's competitive industry. Prerequisites: BUS 200, completion of 75 credit hours or permission of division.

SIM 410 3  
Sports Event Management

This course focuses on skills and competencies required in the designing, planning, implementing, and evaluating of sport events. Students focus on acquiring business, operational, and logistical skills and techniques in managing sports events. The central focus is on the experience of the sports event consumer, which ultimately determines the level of success sports and recreation events achieve. Prerequisite: BUS 200, completion of 75 credit hours or permission of division.

SIM 490 3  
Strategic Management in Sports Industry

This capstone course for the B.S. degree in Sports Industry Management examines how organizations in sports, leisure, and related industries develop strategies for new products and markets, while simultaneously balancing sustainability and efficiency of their current operations. Main component of strategic management including environmental assessment, strategy formulation, strategy implementation, and strategic control will be used as a framework to examine short-term and long-term strategies of sports businesses.

Strategic issues and concerns specific to sports industry will also be investigated through a case- study based strategic audit of sports businesses. Prerequisite: Senior status, SIM major

SO 101 3  
Introduction to Sociology

The purpose of this introductory course is to explore society and how it operates. Its goal is to illuminate for students the powerful social forces and patterns that influence their lives and careers. This course will encourage students to actively think about, question, and challenge the issues shaping contemporary society so that they may pursue informed choices and actions throughout their lives. The student will master an understanding of facts, concepts, and theories; communicate ideas clearly and persuasively; understand the connections between materials under consideration and other bodies of knowledge; be creative and produce individual insights; and identify the values inherent in the materials studied. The classroom structure will encourage student participation. This course is offered every semester.

SO 102 3  
Social Inquiry & Activism

Society is a contact sport. Through our beliefs about the world and the actions (or lack of actions) those beliefs inspire, we literally create social reality as we go along. This course helps prepares students to be responsible citizens in a participatory democracy by (1) challenging them to think critically about the reality claims in contemporary public discourse and (2) providing an in-depth introduction to social activism.

SO 201 3  
Social Problems

The purpose of this course is to introduce students to some of the contemporary social problems and

issues facing American society. Throughout the course, we will analyze the nature, causes, and consequences of these problems with an eye toward developing a critical understanding and exploring potential solutions. Prerequisite: SO 101, EN 101.

SO 230 3  
Hip-Hop in America and Beyond

Hip-Hop in America and Beyond examines the socio-cultural, economic and political aspects of hip-hop as a social movement from the early 1970s to present. There are three primary focuses in this course. First, it examines the history of hip-hop and its elements (i.e., break-dancing, djing, mc'ing, graffiti, etc.), as it relates to its emergence in the South Bronx, New York. Second, it explores the continually evolving connections of hip-hop lyrics and its impact on youth and society and vice versa. Third, because of hip-hop's wide-spread popularity, it is important to consider how it has spread to other countries such as: Ghana, France, Britain, and China as means of resistance and display of voice.

SO 301 3  
Cultural Anthropology

Cultural anthropology is a unique field of study which examines humanity by exploring the social arrangements and customs of humans around the world and through history. We are able to better understand ourselves and our own social systems after looking at others, and this course will foster an understanding of cultural relativity which permits students to reexamine their own beliefs and assumptions about what is natural and unnatural. Prerequisite: SO 101

SO 306 3  
Cultural Diversity: Ethnic and Racial Relations

This course familiarizes the student with the backgrounds and lifestyles

of ethnic and racial minority groups within the United States. The emphasis is on the diversity within and the contributions made to our society by these groups. A variety of socio-cultural concepts (such as culture, race, ethnicity, cultural pluralism) and theories are covered to increase the student's knowledge, awareness of, and understanding of the American cultural mosaic. Prerequisite: SO 101, and sophomore status.

SO 309 3  
Human Economics

This course will focus on broad, interdisciplinary applications of economics rather than the more business-oriented functions associated with traditional business offerings. It is designed as an elective for students in all programs of study. Topics will include interpersonal relationships (marriage, divorce and family); crime (crime and victims, victimless crimes, economics of crime, cheating and lying); government; college and university education; health and health care. Prerequisite: Completion of 45 credit hours. Cross listed with ECO 309

SO 320 3  
Loss, Grief and Dying

This multi-disciplinary course is developed to sensitize students to the issues of loss, grief, and dying that are part of every individual's life experience. Students will explore their own relationship with death and various loss-related experiences and explore the ways in which societal attitudes influence how and when we die and how we live as we deal with the knowledge of death and loss. Subject matter will encompass a blend of psychological, socio-cultural and historical perspectives on death. Topics will include issues of loss related to relationships, social role change, and life-span development, as well as detailed discussions of

topics surrounding death, dying, and loss experiences. Both the roles of the interpersonal self and the professional self in working with those encountering death and grief/loss will be explored. Prerequisite: Sophomore status or permission of department. Cross listed with HS and PSY 320

SO 332 3  
Marriage and the Family

This course examines current and historical trends and dynamics related to marriage, family, relationships, and alternative lifestyles. A major theme of the course is the interaction between individuals and the societal environment in which they make their decisions. Increasing flexibility forces individuals to make many difficult choices with regard to family values and personal autonomy; students will explore how these decisions are often being made in the context of contradictory cultural values. Another focus of the course is the shift from viewing marriage as an institution to viewing it as a relationship in which the partners expect to find companionship and intimacy. Prerequisite: Sophomore status or permission of department. Cross listed with HS and PSY 332

SO 336 3  
Sociology of Management

This course is designed to present to the student the basic ideology of Max Weber's "Rationality" as typified by modern management techniques used today that is in direct conflict with "Traditionalism" still in existence in developing and underdeveloped nations. The course focuses on the development of the rational approach of western management that emerged with the economic system of capitalism and the industrial revolution to the post-industrialized nations of today. The course takes the student through this 200 year journey using George Ritzer's text that examines the management techniques developed and emulated now worldwide by

the McDonald Corporation and the Walt Disney Corporation. Prerequisites: SOC 101 and upper division status Cross listed with CJ 336

SP 101 3  
Introduction to Spanish I

This course is intended for students with little or no exposure to the study of the Spanish language. Comprehension of basic principles of grammar is stressed, along with aural comprehension and development of oral communication skills. Writing of simple Spanish sentences is done from the beginning of the course so that a certain facility with the written language might be obtained within the course of the semester. There are no prerequisites. This course is not for students who have taken the Spanish Regents' examination in high school. This course fulfills the Gen Ed requirement.

SP 102 3  
Introduction to Spanish II

This course is a continuation of SP 101 which stresses basic principles of grammar, aural comprehension and development of oral communication skills. Writing of simple Spanish sentences is continued as part of the course. This course is not intended for students who have completed three or more years of high school Spanish. This course fulfills the Gen Ed requirement. Prerequisite: SP 101 or two years of high school Spanish.

SP 103 3  
Intermediate Spanish I

This course is a continuation of the material begun in SP 102. Emphasis is placed upon principles of grammar, aural comprehension and the further development of oral and written communication skills. This course fulfills the Gen Ed requirement. Prerequisite: SP 102 or comparable high school background.

SP 300 3  
Spanish for Law Enforcement Officials

This course is intended for the upper-division student in the criminal justice or economic crime investigation programs, and may be of benefit to human services majors as well. It is a communication-focused course enabling students to function within a bi-lingual setting in the particular situation of law enforcement. Part of the course will entail an intensive review of grammar needed for this level of conversation. The rest of the course will focus on the oral and written communication skills allowing the professional to respond to those whose primary language is Spanish. This portion of the course will focus on conversational skills, documents, and forms used in the field and the development of the necessary vocabulary to respond in a variety of scenarios. This course is intended for students who have a working knowledge of the basic rules of Spanish grammar. This course fulfills the Gen Ed requirement. Prerequisites: Spanish 102 or three years of high school Spanish completed within the last five years. (For students unsure of abilities, appropriate score on placement test may be required.)

TH 101 3  
Introduction to Theater

As with any introductory course in any discipline, Introduction to Theatre seeks to present students with the overview of the principles and practices of the Western theatrical tradition. By the end of the semester, you will have a greater understanding of the history, structure and practice of theatre and see how the performing arts create and are created by our society. On a practical level, you will develop your own knowledge and skills in the various ways that theatre is created in our culture. You will expand your exposure to plays and performances, contribute creatively to the production process (your own and/

or the Colleges), and learn the many facets of the collaborative theatrical craft through hands-on experience. Perhaps most importantly, by the end of the term you will hopefully begin to view theatre as a launching point for looking at your world and its representations in a different and more critical way.

TH 201 3  
Acting I

This class will focus on allowing the beginning performer to gain vital knowledge and experience in the art of acting. The physical and psychological construction of a realistic character and its application in performance will be the cornerstone of the semester. Lectures on acting theory will be accompanied by plenty of hands-on acting exercises and performances. Emphasis will be placed on Stanislavski, his "Method" and the way that his work has influenced American and European acting. From that foundation, students will explore the way that powerful, "realistic" performances can be created on the stage or screen through monologue, scene-work and full performance.

TH 318 3  
The History of Theater

The purpose of this course is to provide students with an in-depth understanding of the art, the evolution, and the craft of the theater. The course will cover such aesthetic issues as theater as art as well as theories of acting and directing. The course will trace the evolution of theater from that of ancient Greece and Rome to contemporary play productions. Throughout the course detailed attention will be given to stagecraft such as set design, lighting, costuming, and make-up. This course fulfills the Gen Ed requirement. Prerequisite: EN 102.

TH 320 3  
Theory and Method of Play Production

Too often plays are viewed by students as written literature that is recited aloud. Such a reductive approach to theater does a terrible injustice to the symbolic richness and interdisciplinary complexity of drama. EN 320, therefore, is designed to enable the student to attain a more sophisticated appreciation of the theater, its possibilities, limitations, and its evolution. The course is divided into three parts: first, an historical overview of theater's evolution; second, a study of the craft of production, with workshops in acting, pantomime, make-up, and set design; third, the actual production and performance of a one-act play. Prerequisite: EN 102.

TH 321 3  
Theory and Method of Play Production II

This class expands on the content and skills taught in TH 320 (Theory and Methods I). The class assumes a general knowledge of theater along with competence in basic theater skills in the areas of acting, set design, costume, and productions. By the end of the semester, the student will have a greater understanding of the history, structure and practice of theater and see how the performing arts create and are created by our society. On a practical level, the student will develop advanced skills in the many ways that theatre is created within our culture, having the opportunity to expand his/her experience in specific theatrical fields of interest through readings, in-class work and participation in a full theatrical production. Most important, by the end of this term the student will gain the skill by which he/she can use the discipline of theater as a lens through one can interpret the world and its representations critically. Prerequisites: TH 320

TH 367 3  
Contemporary Theater

From the glamour of Broadway and West End productions of *The Producers* and *Rent*, to gritty protest Dramas and the avant-garde contemporary theatre is a vibrant and amazingly diverse art form. This class will examine an overview of the dramatic literature of the last 30 years, with an emphasis on the 21st Century. In so doing, students will be discussing a wide range of related issues, including the varying production styles and techniques involved with each script and the broader cultural and social framework that makes these works possible. As with any class that deals with the dramatic arts, our discussions of these plays will be framed by the viewing and analysis of many performances, both live and on video.

TH 499 3  
Independent Study

## GRADUATE COURSES

CC 500 3  
Organization Theory and Management

This course examines the nature and major trends of public administration, specifically in the nonprofit, criminal justice, and governmental sectors, as these sectors are understood within the context of a broad shift in governance, both in the US and internationally. The course aims to deepen student understanding of the nature of public administration and its organizations, using both theoretical and practical lenses to do so. Understanding the legitimacy and authority of these sectors to address collective problems requires inviting both management and policy practitioners to see the intersection between managerial practices and policy decisions and to connect the macro and micro dynamics of governance. The course focuses heavily on the broad trends shaping the sector, predominantly in the United

States, but making connections to international trends. The goal is for students- whether they are interested in policy, finance or management- to develop their own “cognitive map” of their respective sector, so that they can identify and interpret key issues and challenges of sustainability experienced by stakeholders in their field, and consider their implication for practice. Classes will involve a mix of brief lectures; discussion based on readings and written assignments; and guest speakers.

CC 505 3  
Introduction to Graduate Statistics

Correlation and regression analysis, probability and sampling theory, estimating population parameters, testing hypotheses. Familiarity with descriptive statistics assumed.

CC 510 3  
Program Planning and Evaluation

Program and policy evaluation is an important means for policy makers, managers, and other stakeholders to learn about program and policy effectiveness and make judgments and decisions regarding those programs and policies. While evaluation evolved from the social sciences and uses many of the same research methodologies to inform users, the different purposes of evaluation mean that the planning and implementation of evaluations require perspectives and techniques different from those used in traditional research.

CC 515 3  
Finance and Budgeting:

At a broad level, the budget is the tool governments, not-for-profits, and public sectors use to transform policies and goals into outcomes, and it determines the extent to which these goals are achieved. At a more basic level, the budget specifies the allocation of resources among competing services time employment in their field. Unlike internships available at the

undergraduate level, this course will require students to engage in critical evaluation of the workplace setting and to refine and enhance their own professional development skills. In the Criminal Justice Administration program, students may choose to complete this course in lieu of one of the specialized area courses- CJ 650, CJ 660, or CJ 670.

CC 520 3  
Policy and Political Analysis

The goal of this course is to provide a greater understanding of (1) the process by which public policies are formulated, decided on, implemented, and evaluated, (2) techniques of analysis appropriate for various policy issues, and (3) substantive policy issues facing us today.

Public policies will be examined, developed, and analyzed from three perspectives: the critic, the client, the consultant. Students will learn how to act as critics who identify strengths, weaknesses and logical inconsistencies in policy ideas and analyses. As clients, students will learn to manage policy studies that yield high quality and politically relevant information related to policy issues. As consultants, students will learn concrete tools to efficiently conduct and explain policy studies.

CC 599 3  
Internship Experience

The course is available to students in the MPA and CJA program as an experiential learning opportunity combined with a research project in an appropriate agency setting. It is intended only for the students who have not yet achieved full are then considered, along with the structure and functioning of the criminal court system and the roles of particular elements such as prosecution and defense. Particular attention will be paid to the decision making processes of those involved in the system, and to the jury system.

CJA 601 3  
Proseminar

The purpose of this course is to introduce students entering the Masters program in Criminal Justice Administration to what is happening in both the professional field and in the academic discipline associated with this area of study, and to provide background which is essential for advanced study in this area. Topics will include the history, structure and functioning of the criminal justice system in the United States and selected other countries, and the ways in which mass media and political fluctuations influence the system. Attention will also be paid to the evolving managerial approach most often used by administrators in this field, and to the ethical dilemmas posed by social control efforts and research methodologies.

CJA 640 3  
Research Methods in Criminal Justice

This seminar will provide an intermediate level of study to the scientific method and to research designs as applied to problems of crime and criminal justice, and will provide an overview of tools available to those working and studying the field. It will survey such topics as problem conceptualization and formulation, sampling, measurement, experimental and quasi-experimental designs, survey research, interviewing, participant observation, unobtrusive measures, methods of data management and analysis, ethical concerns of research in criminal justice, and research planning. Consideration will also be paid to the research techniques emerging from the field of forensic psychology. Particular attention will be paid to the problems of interpreting research findings in a practical manner.

**CJA 645** **3**  
**Nature and Causes of Crime**

This course will examine patterns and trends in crime and victimization within the United States, as well as diverse theoretical perspectives and individual theories that attempt to explain crime and delinquency. A multidisciplinary approach will be used that examines the underlying causes and consequences of crime. Biological, psychological, sociological, cultural, and political/radical theories will be critically examined, and recent developments in criminological approaches will be considered. Victimology will also be explored, as a field in its own right and as a significant and contributing source of deviant behavior. The extent to which both science and ideology help to shape the fields of criminology and victimology will be evaluated.

A basic knowledge of criminological theories is expected, along with a rudimentary understanding of statistics and the scientific nature of research methodology. Students lacking this background should prepare themselves by reading one of the many excellent undergraduate textbooks available.

**CJA 650** **3**  
**Criminal Law and Courts**

Many are of the opinion that the criminal courts fail to properly punish and deter offenders. This view has been a popular topic among politicians, the electorate and critics of the American Justice System. This course will provide students with an understanding of what goes wrong and what is accomplished well. The course begins with an examination of the nature of criminal law, tracing its development within the U.S. legal system and exploring strengths and weaknesses. Legal procedures and operations. Politically and financially the budget also manifests governance more than any other activity organizations engage in.

The purpose of this course is to introduce students to the intricacies of budgeting and related areas of fiscal administration, including performance budgeting, budget development, budget implementation, internal controls, and cost analysis. The course will give students a basic understanding of the concepts and skills needed to perform these tasks and to evaluate both budget processes and documents. Budgeting is, in large part, a technical task that requires determining factors such as the cost of items, proper charges for services, and programmatic net effects.

**CJA 660** **3**  
**Policing in Contemporary Society**

This course will provide a close examination of the status and role of police and police institutions in contemporary American society, with the intent of critiquing the strengths and weaknesses of our present system and preparing students for the future. The historical evolution of these police organizations will be considered, along with the social forces and events which have been influential in shaping interaction between police and diverse communities. The legal status of police officers will be considered, along with the problems most frequently suffered by this group. Strategies of policing and police management will also be examined.

**CJA 670** **3**  
**Penology**

The purpose of this course is to examine the history and practice of social control, and the theories which are associated with various approaches. The changes and development of correctional philosophy will be examined, including incarceration, diversion, and community based corrections. Public attitudes toward the treatment of offenders will be considered, along with the problems associated with reentry of this group into the

community. Some attention will be paid to the problems associated with special populations, and the larger social, economic and political environment which shape policy decisions. While this is essentially a course in corrections, it must be highlighted that theory and research methodology will be emphasized.

**CJA 680** **3**  
**Capstone Seminar**

The primary objective of this seminar is to integrate the concepts and knowledge presented throughout the curriculum of the CJA program. Students will have the opportunity to sharpen and test their analytic and critical thinking skills, and strengthen their research abilities by completing a major project. The course will also serve as a forum for debate on some of the most critical issues facing criminal justice administrators today, and as a means of preparing students to become better leaders within their professions and in their communities.

**Graduate Research Project:**  
 In addition to fulfilling all core and major course requirements for the Master of Criminal Justice Administration, students are required to complete a graduate research project as a condition for graduation. The graduate research project is designed to help students apply classroom concepts and theories to practical issues and problems by framing the issue within the context of scientific research, and by developing information literacy lifetime learning skills. The graduate research project steps and requirements are incorporated within graduate courses throughout the 18 month curriculum. The research project is embedded seamlessly within the curriculum (and not in one specific course). Each student is assigned a Faculty research mentor.

**MPA 625 3**  
Introduction to Public Administration

The purpose of this course is to introduce students, entering the Masters of Public Administration Program (MPA), to the discipline and profession of public service and administration. Graduate study in public service seeks to combine the insights from classics in the field with the best of contemporary experience, literature and research. It challenges each of us to examine and make a lasting commitment to the public service, to the solution of complex, exciting, and at times very perplexing problems that face our society today. It also challenges us to continue to learn, to participate on a continuing basis with colleagues in professional societies, and in doing so, to share our knowledge and experience with others. This course begins, or for some students, builds on, these ideas; it provides an overview of the development, structure and sub-areas of specialization in public affairs. Major theories will be considered in areas such as budgeting, human resources management, public and non-profit management, policy analysis and ethics.

We will discuss current issues and the political environment in which public servants function.

**MPA 627 3**  
Human Resources Management

Designed for public and non-profit managers rather than human resource professionals, this course gives a broad overview of HR dynamics and responsibilities. We'll begin by considering different approaches to HR and placing them within the overall context of the public sector and non-profit organizations. Then we'll cover basic personnel functions including recruitment, career development, performance appraisal, providing feedback and job design. Finally, we will explore current issues within personnel management, including diversity and identity at work and the

role of unions. The course focuses on-developing human resources rather than the traditional notion of managing personnel. Its central theme is how HR policies and practices can enhance the learning and growth of individual employees, work teams and the whole organization, thereby ensuring high-level performance. We will emphasize practical application through case discussions and reflection on students' experiences at work and in school. While the course will focus on values-based organizations, it will draw on ideas and materials from the public, non-profit sectors.

**MPA 630 3**  
Health Care Administration

This course brings together students with a wide range of backgrounds and experiences as consumers, providers within healthcare organizations and policy makers to critically examine the organizational and management concepts that influence planning and decision-making. The emphasis is on studying the various forms of health organizations as well as administrative behaviors used in adaptation and policy development.

**MPA 631 3**  
Values and Ethics in Public Policy

The course is designed and delivered as an introduction to the concepts of values and ethics for professionals working in public service within the public sector. It introduces the basic ethical values of virtue, truth and justice and explores how these values translate into public/not-for-profit corporate values, ethical principles and ethical behaviors in the areas of public policy, politics and administration. The ethical responsibilities of leadership within the public sector are also emphasized.

**MPA 632 3**  
Financial Resource Development

Students will have an opportunity to deepen their knowledge regarding the

trends and outside forces which impact the not-for-profit world, especially in these difficult economic times. The course will focus on the "nuts & bolts" of grant writing, technology choices, and the ethical issues which may be encountered. Included in this course will be a class on how to start a non-profit organization.

**MPA 634 3**  
Capstone Seminar

Students begin preparing for this capstone course starting with their first course in the program. Beginning with that course and continuing through all their ensuing courses, students lay the foundation through reading, skills development and research for two culminating capstone projects related to their job or professional field-one individual and the other collaborative.

The primary objective of the capstone course is to apply and integrate classroom learning achieved thus far to actual and/or otherwise relevant work situations.

**MPA 635 3**  
Managerial Epidemiology and Statistics

The course will provide students with an overview of epidemiologic principles and how these principles can be applied to healthcare administration/management functions. As public administration becomes evidence- and population-based, it becomes critical to understand the impact of disease on populations of people in a service area.

**MPA 636 3**  
Culture of Health Care

This course explores the impact of culture on health, and in development of culturally appropriate interventions for communities. It will build on epidemiological concepts and apply anthropological methodologies to understanding the impact of culture on health status, service utilization, and cultural conflicts

between health care providers and members of ethnic communities.

MPA 637 3  
Marketing and Public Relations

This course is designed to provide a broad based understanding of the principles and practices of strategic marketing and public relations as well as their applicability to public and nonprofit organizations. It emphasizes the need for strategic planning in the marketing, not only of products, but also of programs and services. It is intended to enable public and nonprofit managers to manage their marketing efforts strategically. The course is designed to provide practical “hands on” experience as well as a base in marketing and public relations theory. Class participants will be required to develop and submit a strategic marketing/public relations plan for a particular service program.

MPA 640 3  
Research Methods in  
Public Administration

This course focuses on techniques most prevalent in the public and not-for-profit sectors and/or the public administration literature. Qualitative, quantitative and mixed methodology approaches are highlighted. Topics include how to write a research question, how to review existing literature, how to conceptualize variables and operationalize research, how to gather and analyze data, and how to report interpret and make recommendations from findings. This course requires active participation and interaction with public and/or not-for-profit organizations.

MPA 642 3  
Health Care Law and Ethics

This course addresses legal and ethical issues frequently encountered by health care managers. Topics include the constitutional basis for government support of health care services and constraints that the law

and regulatory structures impose on the health care industry. Bioethical theory, policy formulation, and decision making in the professional setting are also included. Specific issues discussed are the right to health care, allocation of scarce resources, choices regarding death, liability of health care providers, and governing board and medical and health care staff responsibilities.

MPA 644 3  
Capstone Seminar

Students begin preparing for this capstone course starting with their first course in the program. Beginning with that course and continuing through all their ensuing courses, students lay the foundation through reading, skills development and research for two culminating capstone projects related to their job or professional field-one individual and the other collaborative. The primary objective of the capstone course is to apply and integrate classroom learning achieved thus far to actual and/or otherwise relevant work situations.

Graduate Research Project:  
In addition to fulfilling all core and major course requirements for the Master of Public Administration program, students are required to complete a graduate research project as a condition for graduation. The graduate research project is designed to help students apply classroom concepts and theories to practical issues and problems by framing the issue within the context of scientific research, and by developing information literacy lifetime learning skills. The graduate research projects steps and requirements are incorporated within the graduate courses throughout the curriculum. The research project is embedded seamlessly within the curriculum (and not in one specific course) and each student is assigned a Faculty research mentor.

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 University Women  
 American College Personnel  
 Association  
 American Correctional Association  
 American Library Association American  
 Probation and Parole Association  
 American Society of Criminology  
 American Sociological Association  
 Association for Student Judicial  
 Affairs Association of American  
 Colleges and Universities  
 Association of Catholic  
 Colleges and Universities  
 Association of College  
 Administration Professionals  
 Association of College  
 Unions International  
 Association of Franciscan  
 Colleges and Universities  
 Association on Higher  
 Education and Disability  
 Buffalo Chamber of Commerce  
 Catholic Campus Ministry Association  
 Catholic Library Association  
 College Student Personnel Association  
 Commission on Independent  
 Colleges and Universities  
 Council for Advancement and  
 Support of Education  
 Criminal Justice Educators  
 Association of New York State  
 Council of Independent Colleges  
 Eastern Association of College  
 and University Business Officers  
 Eastern College Athletic Conference  
 Financial Management Association  
 Hamburg Chamber of Commerce  
 International Leadership Association

Middle States Association of  
 Colleges and Schools  
 National Association for  
 Campus Activities  
 National Association of College  
 Admissions Counselors  
 National Association of  
 College Auxiliary Services  
 National Association of School  
 Financial Aid Administrators  
 National Association of College  
 and University Business Officers  
 National Association of Social  
 Workers National Association of  
 Student Personnel Administrators  
 National Business  
 Educators' Association  
 National Collegiate Athletic  
 Association National Collegiate  
 Honors Council National Council  
 for Resource Development  
 National Criminal Justice  
 Association National Federation  
 of Paralegal Association  
 National Rehabilitation  
 Association New York Leadership  
 Educators Consortium  
 New York Library Association  
 New York State Association of  
 College Admissions Counselors  
 New York State Economics  
 Association New York State Financial  
 Aid Administrators Association  
 New York State Human Services  
 Educators Association  
 New York State Rehabilitation  
 Association  
 New York State Society of Bursars  
 and Business Administrators  
 New York State Transfer and  
 Articulation Association  
 Niagara Frontier College  
 Placement Association  
 Niagara Frontier Residence  
 Hall Association  
 Northeastern Association of  
 Criminal Justice Sciences  
 Orchard Park Chamber of Commerce  
 Professional and Organizational  
 Development Network  
 Rotary Club Hamburg/Sunrise

Hilbert College is accredited by  
 the Middle States Commission on  
 Higher Education, 3624 Market  
 Street, Philadelphia, PA 19104,

267-284-5000. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

All college degree programs are registered by the New York State Education Department.

New York State Education Department Office of Higher Education and the Professions Cultural Education Center Room 5B28 Albany, New York 12230 (518) 474-5851

The Paralegal Studies Degree Programs are approved by the American Bar Association.

## CONTACT INFORMATION

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HAMBURG, NEW YORK 14075-1597

[www.hilbert.edu](http://www.hilbert.edu)

1-800-649-8003

1-716-649-7900

Office of Admissions: ext: 211 Office of Student Finance: ext: 314

### HILBERT COLLEGE

All rules, regulations, policies, procedures, programs, courses, and staff are subject to change without notice. Catalogs and Brochures do not constitute a legal contract between students and the College. For further information on any material contained in this catalog, contact the Director of Admissions or the Vice President for Academic Affairs.

CEEB College Code Number: 2334

ACT College Code Number: 2759

Inquiries may also be directed to the United States Department of Education - Office for Civil Rights.

### LOCATION

Hilbert College is situated on a 40 acre suburban campus in the Town of Hamburg, New York, approximately ten miles south of Buffalo.

Metropolitan bus service provides access to campus. The Buffalo Airport and Amtrak Station are a 20 minute drive to campus. In addition, Hilbert College is two miles from Lake Erie or New Era Field, home to the Buffalo Bills. HSBC arena, home of the Buffalo Sabres, is a 20 minute drive.

Students attending the College benefit from the offerings of a suburban setting, the resort and country areas, and the cosmopolitan fare of a major Touring artists, major concerts, a philharmonic orchestra, a professional city theatre, a nationally renowned art gallery are all within a short traveling distance from campus. Choice ski resorts are also located within a reasonable traveling radius.

### FACILITIES

The campus complex consists of twelve buildings situated in a park-like setting. Designed to accommodate an enrollment of more than 1000 students, the complex includes Franciscan Hall, Bogel Hall, Paczesny Hall, William E. Swan Auditorium, McGrath Library, the Campus Center, the Residence Halls and Apartments, the Hafner Recreation Center, and the Maintenance Facility. The campus has wireless internet access.

Franciscan Hall, completed July of 1997, houses the career development office, a student services office including student records and student finance, admissions, administration offices, conference rooms, and a large space for receptions to be held on campus.

Bogel Hall includes faculty offices, classrooms, one large lecture

hall, computer laboratories, an academic support center, the chapel, campus ministry, the multicultural affairs office and a café.

Paczesny Hall is a two-story building housing classrooms with smartboard technology, the Hafner Veterans Center, the Communication Media Lab, the Honors Lounge, and faculty offices.

William E. Swan Auditorium, is a 430 seat facility with the ability to host theatrical performances, academic presentations and films.

McGrath Library is a vital resource unit supporting Hilbert College's academic programs. Librarians staff the spacious two-story facility. Its book collection is in excess of forty-two thousand print volumes with nearly four thousand electronic books. The Library subscribes to 350 scholarly journals, professional and popular magazines, and newspapers. Adding great strength and breadth to these print holdings are over twelve thousand full-text periodicals, which are available

electronically through subscription databases. Other non-print materials include an extensive video collection as well as audio, CD-ROM, and microform items.

Through membership in the Western New York Library Resources Council, McGrath Library participates in a variety of cooperative initiatives including interlibrary loan, the area's virtual union catalog, purchasing, and continuing professional education.

The Campus Center, located directly behind Franciscan Hall, is the hub of the social activities on the Hilbert Campus. The lower level of the Center houses the Campus Bookstore, the offices of Student Government Association and Director of Student Activities. The lower level also has a student lounge/recreation area where students can go to relax, play pool or table tennis, or watch TV. On the upper level of the Campus Center,

the main Dining Hall can be found.

St. Joseph Hall is a co-educational residential facility. It is a two-story structure with a maximum capacity of 112 residents. Each of the four wings has its own laundry facility. A private bathroom adjoins every two-rooms. Each room is equipped with basic cable, internet access, two phone jacks (for easy phone installation), beds, desks and closets. Recreational lounges are located on each of the floors. The lounges provide various recreational equipment, a microwave, and on the first floor lounge there are six computers with Internet capability and a printer. St. Joseph is also home to the Cappuccino Family Wellness Center which provides on-campus clinic support, including physicals, first aid and wellness programming. The center is being staffed and managed by a nurse practitioner and medical assistant from Catholic Health in Buffalo. The Counseling Office can also be found in St. Joseph Hall.

The Hilbert College Apartments (Ruffino House, Sister Katherine

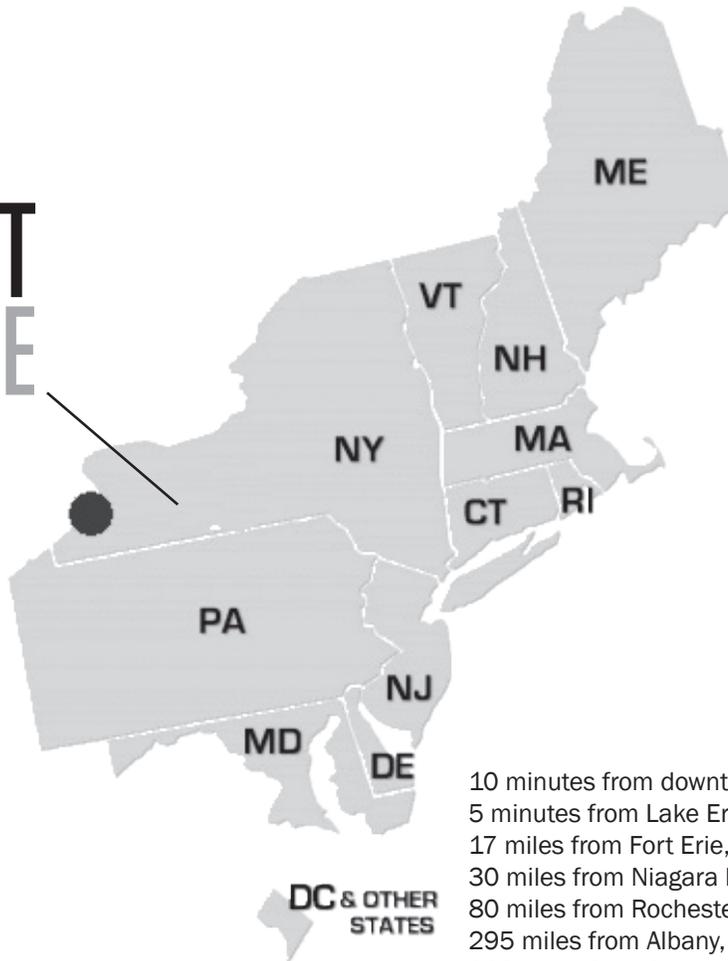
House, St. Agnes House, Leo House) are state-of-the-art apartment buildings with a capacity of seventeen students per building. Each building contains four single-sex apartments which can house four or five students in single bedrooms. Each apartment also contains two bathrooms, a living room, kitchen, air conditioning, ample storage space, and is fully furnished. Rooms are equipped with basic cable, phone jacks, and internet access. Each building also contains laundry facilities.

Trinity Hall. The 51,000-square-foot Trinity Hall is Hilbert's first new residence hall in nearly 40 years. Designed to foster a strong sense of campus community life, the building houses fully furnished six-person suites with common living areas and double rooms adjoined by private bathrooms, as well as a 5,100-square-foot recreation area,

lounges, a computer lab and study rooms. Living area features include wired and wireless Internet access, air-conditioning, cable television, telephone lines, and access to free laundry facilities in the building. The building is heated and cooled using geothermal energy based on a green technology system. Trinity Hall also houses the Office of Residential Life and Judicial Affairs.

Hafner Recreation Center, completed in 1979 and expanded in 2005, corresponds with the architecture of the other campus buildings. The 24,000 square foot structure consists principally of a recreation-convocation area which is the size of two regulation basketball courts. Locker rooms, fitness and training areas, showers, storage areas, a snack bar, and the athletic offices complete the interior. All services are on one floor. In addition to basketball, the gymnasium area accommodates volleyball, physical fitness oriented activities. Located behind the recreation center are two soccer fields.

**HILBERT  
COLLEGE**



- 10 minutes from downtown Buffalo, NY
- 5 minutes from Lake Erie
- 17 miles from Fort Erie, Canada
- 30 miles from Niagara Falls, NY
- 80 miles from Rochester, NY
- 295 miles from Albany, NY
- 280 miles from Saratoga, NY
- 370 miles from New York City
- 85 miles from Erie, PA
- 110 miles from Toronto, Canada
- 205 miles from Pittsburgh, PA
- 180 miles from Cleveland, OH
- 360 miles from Rutland, VT
- 460 miles from Boston, MA
- 405 miles from Hartford, CT
- 440 miles from Concord, NH