

# Catalog 2018-2019

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It should be understood that information concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The information in this University of Illinois at Springfield Undergraduate and Graduate Catalog is not to be considered final, nor does it constitute a contract between the student and UIS.

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*University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement.*

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# General Information

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**Location:** Springfield, Illinois; state capital; site of Abraham Lincoln's Home National Historic Site; centrally located on Interstates 55 and 72

**Enrollment:** 4,956 (fall 2017)

**Campus size:** 746 acres

**Academic programs:** 52 University of Illinois degree-granting programs; 31 bachelor's degree programs; 20 master's degree programs; 1 doctoral program

**Housing:** Two residence halls designed for 415 freshmen and sophomore students; town homes, apartments, and family housing for 710 primarily upper division and graduate students (total capacity of 1125)

**Financial assistance:** Nearly 76% of all UIS students receive some form of financial assistance

## Student profile:

- 59.2% undergraduate and 40.8% graduate
- Full-time: 51.6%
- Residents in campus housing: 951 of 1123 (occupancy of 84.7%)
- Student origins: 72.2% Illinois, 14.7% out-of-state, 13.1% international

## Top five enrolled undergraduate majors:

1. Computer Science
2. Business Administration
3. Psychology
4. Accountancy
5. Biology

## Top five enrolled graduate majors:

1. Computer Science
2. Management Information Systems
3. Public Administration
4. Human Development Counseling
5. Accountancy

**Athletics:** NCAA Division II – 17 sports competing in the Great Lakes Valley Conference include: men's and women's soccer, men's and women's basketball, men's and women's tennis, men's and women's golf, men's and women's cross country, men's baseball, women's volleyball, women's softball, men's and women's indoor and outdoor track and field

**Clubs and organizations:** 80

**Entertainment:** Concerts, lectures, musical and theatrical productions in the 2,000-seat Sangamon Auditorium and in the Studio Theatre. Sports and performance space, as well as fitness and wellness activities in the TRAC (The Recreation and Athletic Center).

***UIS has approximately 38,258 alumni and certificate holders located throughout the world, with the greatest concentration (25,850) in Illinois.***

# About UIS

## The Campus: Its History and Philosophy

UIS is a campus that attracts students who want to earn a U of I degree in a supportive environment where classes are small and faculty members truly know their students, serving as advisors, mentors, and friends as well as teachers. The UIS curriculum cuts across disciplines and emphasizes civic engagement. As a result, course work in every major is relevant to today's world. Students learn new skills and develop an understanding of their responsibility to lead and improve their communities. They test these new abilities in the real world, through a myriad of hands-on internships, fellowships, and research opportunities open to students at both the undergraduate and graduate levels.

UIS is home to students beginning their first year of college as well as to those finishing their doctorate. Our students include traditional-aged residential students, older commuter students with full-time jobs and families, and more than 1,600 students who earn degrees entirely online. They number approximately 5,000, and they come from all parts of the globe. Not surprisingly, our more than 100 student organizations reflect a variety of tastes and interests.

Just as varied is our range of academic and professional programs – 31 bachelor's degrees, 20 master's degrees, and one doctoral program (in public administration). Students can choose a traditional discipline such as history, psychology, or biology; a more career-oriented path such as business administration and management information systems; or an inter-disciplinary program such as environmental studies or communication.

UIS is located in Springfield, the capital city of Illinois and the hometown and final resting place of Abraham Lincoln, whose legacy is still strong in the community. UIS' spacious, wooded campus is just minutes from downtown, near the shoreline of Lake Springfield. UIS joined the University of Illinois System in 1995, and the campus marked its 45th anniversary in 2015.

## The Learning Environment

UIS' learning environment includes the community, as the academic programs and public affairs activities are structured to make good use of the resources a capital city has to offer, especially government agencies that can provide internship, experiential, and research opportunities – and not just for graduate students. Many undergraduate programs require students to complete an internship or off-campus work experience. UIS is also a national leader in online education, with several bachelor's completion programs, several master's programs, and several certificate programs offered fully online.

At UIS, a great deal of learning takes place outside the classroom. Students of politics can see it all, from the day-to-day functioning of the legislature to special interest groups demonstrating on the Statehouse lawn. Majors in health professions can capitalize on the facilities of the area's largest medical center, with ties to the Southern Illinois University School of Medicine. History and archaeology students alike can take part in the investigations at New Philadelphia, the first American town founded by an African-American man. Students interested in the legal system can work in the Illinois Innocence Project to exonerate people wrongly convicted of crimes. Aspiring journalists can spend a six-month internship reporting for the major

media bureaus of the Capitol Press Corps. Whatever their majors, students leave UIS with solid, real-world experience, skilled as well as educated.

## Public Affairs

At UIS, we have a long history of emphasizing public affairs instruction, research, and service. Many campus outreach efforts are coordinated and administered through units housed within the College of Public Affairs and Administration. The Center for State Policy and Leadership, a major research and service center, sponsors applied research and educational programs on a variety of public policy issues and topics.

On an individual level, students are encouraged to widen their perspective on public affairs and service through course work in the Engaged Citizenship Common Experience.

In short, UIS students are shaped by their time here in many ways and acquire a different perspective on their world. At UIS, our focus is on preparing students for lives of meaningful work, and lives of meaning.

## Mission Statement

The University of Illinois at Springfield provides an intellectually rich, collaborative, and intimate learning environment for students, faculty, and staff while serving local, regional, state, national, and international communities.

UIS serves its students by building a faculty whose members have a passion for teaching and by creating an environment that nurtures learning. Our faculty members engage students in small classes and experiential learning settings. At UIS, the undergraduate and the graduate curricula and the professional programs emphasize liberal arts, interdisciplinary approaches, lifelong learning, and engaged citizenship.

UIS provides its students with the knowledge, skills, and experience that lead to productive careers in the private and public sectors.

UIS serves the pursuit of knowledge by encouraging and valuing excellence in scholarship. Scholarship at UIS is broadly defined. Faculty members are engaged in the scholarship of discovery, integration, application, and teaching. Excellence in teaching and meaningful service depend on a foundation of excellence in scholarship.

One vital area in which UIS extends its scholarship, teaching, learning, and expertise beyond the campus is in the broad area of public affairs. From its location in the state capital, UIS shapes and informs public policy, trains tomorrow's leaders, and enriches its learning environment through a wide range of public affairs activities, programs, and organizations.

UIS empowers its students, faculty, and staff by being a leader in online education and classroom technology. UIS uses technology to enhance its distinctive learning environment and extend that environment beyond the boundaries of the campus.

## Governance and Accreditation

The three University of Illinois campuses – Springfield, Urbana-Champaign, and Chicago – are governed by the U of I Board of Trustees and are among 12 public university campuses in the state, all coordinated by the Illinois Board of Higher Education. Internally, UIS

is governed by the chancellor with advice from administrators and the Campus Senate.

UIS is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. Contact the Commission in writing at:

230 South LaSalle Street  
Suite 7-500  
Chicago, IL 60604-1411  
phone (312) 263-0456 or (800) 621-7440  
fax (312) 263-7462  
email at [info@hlcommission.org](mailto:info@hlcommission.org); or go to the HLC website.

## Campus Policies

UIS has implemented a number of policies, including those relating to affirmative action, religious observances, sexual harassment, use of drugs and alcohol, human rights, and possession of weapons. An overview of these policies, as well as the Campus Safety Policy and campus crime statistics, is available on the UIS Human Resources website. Students may also wish to review the list of various university and campus policies available on the Office of Records and Registration's website.

## Academic Calendar

### Fall Semester 2018

August 27, Monday	Classes Begin
September 3, Monday	Labor Day, Campus Closed
October 19, Friday	Fall Break
October 20, Saturday	Mid-Point
November 22-23, Thursday-Friday	Thanksgiving Recess
December 8, Saturday	Classes End
December 10-15, Monday-Saturday	Finals Week
December 15, Saturday	Semester Ends

### Spring Semester 2019

January 14, Monday	Classes Begin
January 21, Monday	Martin Luther King, Jr. Day, Campus Closed
March 9, Saturday	Mid-Point
March 11-15, Monday-Friday	Spring Recess
May 4, Saturday	Classes End
May 6-11, Monday-Saturday	Finals Week
May 11, Saturday	Semester Ends/Commencement

### Summer Semester 2019

June 3, Monday	Classes Begin
June 29, Saturday	Mid-Point
July 4, Thursday	Independence Day, Campus Closed
July 27, Saturday	Semester Ends

# Campus Connections

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## Directory

Visit the UIS online directory to search by faculty/staff name, department, or phone number. You can also call 217-206-6600 to speak with the campus operator during regular business hours.

In the event of an emergency call the Campus Police 217-206-7777. Non-emergency calls should be directed to 217-206-6690. The Campus Police department is located in PDB 1.

## Campus Map

Visit the UIS website for a map of the UIS campus.

## Key

A key to the academic building abbreviations is as follows:

BRK	Brookens Library
BSB	Business Services Building
FRH	Founders Residence Hall
HRB	Human Resources Building
HSB	Health & Sciences Building
PAC	Public Affairs Center
PDB	Police Department Building
REC	Recreation & Athletics Center (also TRAC)
SAB	Student Affairs Building
SLB	Student Life Building
UHB	University Hall Building
UNION	Student Union

# From the Chancellor

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Welcome to the Springfield campus of the University of Illinois!

We hope you find this catalog helpful in exploring academic programs and careers. We invite you to visit our website as well – [www.uis.edu](http://www.uis.edu) – where you will find course descriptions and more detailed information about our university and our faculty.

Please take time to become familiar with what UIS has to offer: 52 degree programs at the undergraduate and graduate levels, online courses, and degree completion programs offered entirely online. We also have some outstanding certificate programs that you can pursue independently or while earning a degree.

At UIS, a University of Illinois education is delivered on a campus where teaching is the focus and leadership is woven into the curriculum and into the rich abundance of opportunities offered both in and outside the classroom. Our location in the state capitol of Illinois provides students with opportunities and advantages that they cannot get anywhere else, regardless of the field of study.

I encourage you to contact the Office of Admissions to determine which program or courses might be right for you.

Sincerely,

Susan J. Koch, Chancellor



# Admissions and Academic Information for All Students

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- Admissions Information (p. 9)
- Assessment Information and Academic Standards (p. 10)
- Advising, Degree Audits, and Graduation Information (p. 12)
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- Immunization Information (p. 16)
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## Admissions Information

### Admission

#### Degree Seeking Students

**First-year undergraduate students** with a strong record of academic achievement who have completed less than 12 hours of college credit after graduation from high school may apply for admission as a freshman. Students must submit high school transcripts, ACT/SAT scores, and a personal statement. Applications are accepted starting September 1 of the year prior to entry into the program, and new students may begin classes in any semester. In addition to general freshman applicants, UIS has an Honors Program that is a selective program and enrolls about 120 students each year. Eligible students will be contacted by the Honors Program.

**Undergraduate transfer students** with 12 or more semester hours may apply for admission. Students who have earned less than 30 semester hours must submit the same credentials as students seeking admission as freshmen (including official college transcripts). Students who have completed 30 or more transferable hours must submit official transcripts from all colleges and universities attended. Remedial and developmental courses are not applicable to admission requirements. Applications are accepted on a rolling basis, and new on campus transfer students may begin classes in any semester.

**Graduate students** must apply to UIS and have official transcripts and any required test scores submitted to the Office of Admissions. In addition, some graduate programs may request supplemental admissions documents. Admission to graduate studies may be granted to students who have earned a baccalaureate degree and who have met all specific program requirements and prerequisite courses.

#### Non-Degree Seeking Students

Students must complete an application and submit it to the Office of Admissions. The undergraduate non-degree student will be asked for clarification of his/her status before exceeding 16 hours; the graduate non-degree student before exceeding 12 hours.

Contact the Office of Admissions for additional information regarding any of the admission items mentioned above.

## University of Illinois Residency Status for Admission and Assessment of Tuition

### General Information

The University of Illinois' definition of the term "resident" may be different from the definitions developed by other, non-university agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The university's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

Principal elements that determine residency are domicile in Illinois and actions that evidence the intent to make Illinois the person's permanent residence for a period of 12 months prior to the first day of class. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without the existence of action and intent to make the place a permanent residence and principal home. In order to establish bona fide residency under this policy, a person must be independent and demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is on the student. The regulations, factors, and procedures enumerated in this policy will be considered by the university in determining the residency status of students.

### Procedures

The Director of Admissions, or a designee, shall determine the initial residence classification of each student at the time the student enters or reenters the university.

A student who is not satisfied with the determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the Office of Admissions within 20 calendar days from the date of notification of residency status. For the purposes of assessment of tuition, the written request must be received by the Office of Admissions within 20 days of the date of assessment of tuition or the first scheduled day of classes for the term for which the tuition is payable, whichever is later.

The request should include the Petition for Determination of Residency Status and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the student is advised to maintain a copy for his/her records.

If the student is still not satisfied with the determination after it has been reconsidered, he or she may appeal the decision to the director, University-wide Student Programs. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the Director of Admissions within 20 days of the notice of the ruling. It will then be referred to the director, University-wide Student Programs. A student who fails to file an appeal within 20 days of the notice of the ruling waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals not filed in a timely manner will not be reviewed. The decision of the director, University-wide Student Programs, shall be final in all cases.

For detailed information on regulations and statutes used to determine residency, contact the Office of Admissions.

## English Language Proficiency

Students whose native language is not English and who have not earned at least an associate's degree from an accredited U.S. college or university must submit an official score report documenting their performance on the Test of English as a Foreign Language (TOEFL) or another equivalent exam approved by the university.

In certain situations, students whose native language is not English may submit a petition to waive the English test requirement. These situations include:

- Applicants who have successfully completed with a “B” or higher Composition 1 and 2 and a Speaking course at an accredited college or university in the U.S., U.K., Australia, Canada (English-medium school), Ireland, New Zealand, or South Africa.
- Applicants who transfer with 60 credits and a GPA of 2.0 or better on a 4.0 scale from an accredited college or university in the U.S., U.K., Australia, Canada (English-medium schools), Ireland, New Zealand, or South Africa.
- Applicants who have a minimum of two years of professional employment experience in the U.S. This demonstration is subject to employer verification.

Students who believe they qualify for a waiver of the English Language test should submit the petition to the UIS Office of Admissions. The form can be found on the Office of Admissions website.

## Undergraduate Students

Applicants whose native language is not English must submit official TOEFL scores (or the approved equivalent exam). A TOEFL score of not less than 500 (paper-based) or 61 (Internet-based) fulfills the English proficiency requirement for undergraduate admission. Those who earned an associate degree in the United States with a GPA of 2.0 or better on a 4.0 scale, or those who graduated from and attended a U.S. high school for three or more years, are not required to submit TOEFL scores.

## Master’s Students

Applicants whose native language is not English must submit official TOEFL scores (or the approved equivalent exam). A TOEFL score of not less than 550 (paper based) or 79 (Internet based) fulfills the English proficiency requirement for admission to master’s-level study at UIS. Applicants who hold a U.S. bachelor’s degree with a GPA of 2.50 or higher (on a 4.0 scale) are not required to submit TOEFL scores. (**NOTE:** Some programs require a GPA of 3.0 to waive TOEFL. See individual program statements for any additional proficiency requirements.)

## Doctoral Students

Applicants whose native language is not English must submit official TOEFL scores (or the approved equivalent exam). A score of at least 575 (paper based) or 88 (Internet based) fulfills the English proficiency requirement for admission to doctoral study at UIS.

# Assessment Information and Academic Standards

## Assessment

As an institution in which excellence in teaching is an overriding goal, UIS takes seriously its obligation to look carefully and systematically at what students learn — in other words, to assess student learning outcomes. Information about UIS’ assessment activities can be found on the UIS Assessment website.

## Evaluation of Faculty Oral English Proficiency

As required by state law and UIS policy, students are asked to evaluate their instructors on oral English proficiency in the classroom. Procedures call for this evaluation to occur twice during the semester.

## Academic Integrity

The UIS community of faculty, staff, students, and alumni are committed to academic excellence, which thrives on honesty, trust, and mutual respect. Academic integrity is at the heart of this commitment. Students are responsible for being aware of the UIS Academic Integrity Policy and for demonstrating behavior that is honest and ethical in their academic work.

Academic violations include plagiarism, cheating, misrepresentation, academic interference, unauthorized access, and facilitation. Violations of the Academic Integrity Policy may result in sanctions including failing the assignment, failing the course, transcript notation, and/or referral for Academic Hearing. The policy and other academic integrity information can be found on the UIS Academic Integrity website.

## Academic Load/Enrollment Time Status

One of the requirements to qualify for financial assistance is to be enrolled for at least six credit hours each semester. For additional information regarding what qualifies as full-time status for financial aid purposes at UIS, please contact the UIS Office of Financial Assistance.

Students are classified into various time-status categories based upon the number of hours in which they are enrolled for a particular semester. In the fall and spring semesters, a student is considered to be full-time if enrolled in 12 credit hours (undergraduate) or nine (graduate). During the summer, both undergraduate and graduate students are considered to be full-time if enrolled in six credit hours. Enrolled students not classified as full-time are considered to be part-time. Part-time students are further classified based upon the specific hours in which they are enrolled. In fall and spring semesters, a student is considered to be 3/4-time if enrolled in 9-11.99 credit hours (undergraduate) or 7-8.99 (graduate), half-time if enrolled in 6-8.99 credit hours (undergraduate) or 5-6.99 (graduate), and less than half-time if enrolled in .01-5.99 credit hours (undergraduate) or .01-4.99 (graduate). For summer, both undergraduate and graduate students are considered to be 3/4-time if enrolled in 5-5.99 credit hours, half-time if enrolled in 3-4.99 credit hours, and less than half-time if enrolled in .01-2.99 credit hours. Students with questions regarding academic load/enrollment time status (including enrollment verifications) should contact the UIS Office of Records and Registration.

To enroll for more than 18 semester hours during the fall or spring semesters, or more than eight semester hours during the summer term, a Student Petition form requesting an overload must be approved by the appropriate individuals. Additional information regarding the required signatures can be found on the Office of Records and Registration's website.

A graduate assistant's normal course load is eight to 12 hours per semester (16 to 24 hours per academic year). Graduate assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the advisor, a department chair, and the appropriate dean. The graduate assistantship tuition waiver covers a maximum of 30 hours per academic year (fall, spring, and summer). Graduate Assistants are not required to register for the summer term.

A graduate public service intern's normal course load is 16-18 hours for the academic year, not to exceed nine hours in the fall or spring semesters. Interns who wish to register for more than nine hours for any given term must have the approval of the GPSI Director. Graduate Public Service interns are not required to register for the summer term.

## Academic Probation and Suspension

Students who have a UIS cumulative grade point average of less than 2.0 (undergraduates) or 3.0 (master's and doctoral students) will be placed on academic probation. Courses taken for credit/no credit do not count in calculating this average.

Degree-seeking students on academic probation may enroll for up to 12 credit hours in the subsequent fall or spring (six hours in the summer) with approval of their academic advisor. Non-degree-seeking students on academic probation must meet with the appropriate associate vice chancellor for undergraduate or graduate education and may also be required to meet with a representative of the academic program in which they are taking classes.

Students placed on academic probation for two successive terms will be academically suspended and must wait two semesters before petitioning for re-admission (summer is considered a semester). Students who are receiving financial assistance should refer to the satisfactory academic progress section of the Financial Assistance Information (p. 14) chapter in this catalog.

Appeal of Academic Suspension forms are available on the Office of Records and Registration's website. Students in exceptional circumstances may appeal immediately.

Complete details on UIS' academic probation and suspension policy are available from the Office of Records and Registration.

## Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution,

including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours.

## Deans' List

UIS recognizes superior academic achievement of undergraduate students at the end of each fall and spring semester. Students placed on the deans' list must have:

1. a semester grade point average of 3.75 or higher;
2. completed at least eight graded semester hours (this does not include hours graded as credit/no credit); and
3. no incomplete grades awarded for the semester.

## Grade Point Average

The grade point average is determined by multiplying grade point equivalents by the number of semester hours earned in a course, then dividing the total number of grade points earned in all courses completed at UIS by the total number of hours represented by those courses (excluding courses with grades of ACR, AU, CR, DFR, I, NC, NR, R, or W).

*UIS grade point equivalents are defined as follows:*

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

## Grades/Grading

Grades are assigned according to the following scale:

A	Excellent
B	Good
C	Fair
D	Marginal, but passing
F	Unsatisfactory or unofficial withdrawal. Courses in which F grades are earned count in determining grade-point average, but cannot be used to meet degree requirements.
ACR	Academic Preparation Credit, represents credit earned in academic preparation courses that cannot be used to meet degree requirements.

AU	Audit, no grade or credit earned. The deadlines for changing enrollment from credit to audit are posted each term. Students who enroll as full-time must include any course they wish to audit as part of the maximum permitted load. For auditing students who do not attend class regularly, the course may not appear on the transcript. Credit for an audited course cannot be established under any circumstances. If enrollment in a course is limited, for-credit students are admitted before audits are allowed. Full tuition and fees are assessed for audited courses and are the responsibility of the student. No financial aid resources, either federal, state, or institutional, can cover audited courses.
CR	Credit, represents a grade of C or better for undergraduates (grades of C- will not count for credit), or B or better for graduate students (grades of B- will not count for credit).
DFR	Deferred, used only for courses of a continuing nature, such as graduate research. Continues to appear until the course work has been completed and a grade assigned. Reregistration is not necessary, except for graduate closure courses. Courses for which a DFR grade may be awarded will be designated in advance.
I	Incomplete, after a period not to exceed one year, the provisional grade becomes permanent unless a grade change was submitted. Reregistration is not necessary, unless required by the course instructor.
NC	No Credit, assigned to undergraduate students who earn grades below C (this includes grades of C- or lower), or graduate students who earn grades below B (this includes grades of B- or lower) under the credit/no credit option.
NR	Indicates a grade was not reported to the Office of Records and Registration by the course instructor.

R	Indicates the course has been repeated. The original grade does not count in determining the grade-point average.
W	Authorized Withdrawal, appears on the transcript for the course(s) from which the student officially withdraws.

## Incomplete Work

Students with extraordinary circumstances that prevent them from completing all requirements for a course on time may request a designation of "I" (Incomplete) from their instructor. The assignment of an incomplete is solely at the instructor's discretion, and requires that the student complete all course requirements within 12 months of the end of the term for which the Incomplete was assigned. When an Incomplete is assigned, the instructor also submits a "provisional grade" reflecting the grade that the student will receive if the course is not completed at the end of 12 months. Please note that reregistration in the course is not necessary, unless required by the instructor.

## Undergraduate Honors

Academic honors are bestowed as a means of recognizing and encouraging superior academic achievement among baccalaureate candidates. Only grades obtained at UIS will be considered. The cumulative grade point average will be calculated on all graded, undergraduate credit received at UIS. At least 30 hours of graded credit must be accumulated at UIS to be considered for honors.

- Final grade-point average of 3.50-3.74 will receive a cum laude designation.
- Final grade-point average of 3.75-3.89 will receive a magna cum laude designation.
- Final grade-point average of 3.90-4.00 will receive a summa cum laude designation.

Honor recipients will be recognized at commencement based on work completed at the end of the semester immediately preceding commencement. Honor statements will appear on each student's diploma and transcript based on the final UIS grade-point average earned.

# Advising, Degree Audits, and Graduation Information

## Advising

UIS is committed to advising students at all phases of their education. The Office of Advising Services, Information and Support (OASIS) serves all freshmen, some sophomores, undeclared majors at any stage of degree completion, and students in transition between majors or other academic programs. OASIS advisors assist students in meeting requirements of the UIS General Education Curriculum and the Engaged Citizenship Common Experience (ECCE). The OASIS website contains useful information for undergraduates at all stages of the baccalaureate degree. Freshmen students enrolled in the Honors

Program may contact the Capital Scholars Honors Program Office for advising assistance.

College advisors are professional staff who work with individual undergraduate students in the college where the student is seeking a major. They assist students with course scheduling, curriculum planning, and navigating academic policy and procedure. Faculty advisors work with individual students to see that satisfactory progress is made toward the degree as well as toward personal and career goals. Students can change advisors at any time by contacting their program office. It is recommended that students arrange appointments with their advisors before registering for any given semester. Freshmen must see an advisor prior to registering for classes.

Freshmen are assigned an academic advisor prior to summer orientation. Undergraduate transfer students (with 30 or more hours of semester credit) will be formally assigned a college and/or faculty advisor during their first semester at UIS. Master's degree students will be formally assigned a faculty advisor during their first semester at UIS. Doctoral students are assigned an advisor when they are admitted to the doctoral program.

## Degree Audits

UIS students can view their degree audit report through the Degree Audit System. This report is an unofficial audit of degree progress and includes all completed courses, as well as those currently in progress.

The self-generated web audit does NOT take the place of regular academic advising sessions. It should NOT be used to make decisions about future course selections, but should instead be used as a tool for degree planning.

It is the student's responsibility to confirm official degree progress by consulting with an academic advisor in his/her designated degree program. In addition, please note the following:

- Degree audits will list day-old data. Since they are not live reports, changes made to a student's record (e.g., dropping a course) are not immediately reflected.
- Transfer course articulations may be incomplete if a student runs an audit for a degree program that is not his/her currently designated program in our system.

## Graduation

### Catalog Requirements

Students may choose to meet the academic program requirements outlined in the catalog that is in force at the time of their first semester of entry (enrollment) at UIS as a degree candidate or of any catalog in force during a subsequent period, not to exceed seven years for bachelor's candidates, six years for master's candidates, and eight years for doctoral candidates. A catalog year includes the fall, spring, and summer of each academic year. Students who are unable to complete graduation requirements within the specified time may, at the discretion of the academic program, be held responsible for requirements of the catalog in force during their graduation year, or may be required to re-take the courses. In the event a student elects to graduate under requirements specified in a catalog subsequent to the one under which he or she entered UIS, the student must submit a Student Petition form and have it approved by the student's advisor and the department chair.

## Campus Graduation Grade Policy

Undergraduate students must earn a UIS institutional grade point average of at least 2.0 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 2.0 to receive a bachelor's degree.

Master's students must earn a UIS institutional grade point average of at least 3.0 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 3.0 to receive a master's degree.

Doctoral students must earn a UIS institutional grade point average of at least 3.0 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 3.0 to receive a doctoral degree.

## Completion of Degree Requirements

All requirements must be completed in order for a student to receive a degree or a certificate. Students should refer to the online catalog for a complete listing of degree/certificate requirements. Degrees/certificates are awarded three times per year, at the end of the spring, summer, and fall semesters. All requirements must be completed by the end of the semester in which the student plans to graduate. Students who do not complete all requirements by the end of the semester for which they initially apply to graduate must wait to receive their degree/certificate until the end of a subsequent semester once all requirements are met.

## Graduation Application

All students who plan to earn a degree or a certificate must indicate their intent to graduate by submitting an online graduation application (whether they plan to participate in commencement or not). It is important to complete this process by the posted deadline. A mandatory, non-refundable graduation application fee will be charged to each student upon submission of the graduation application. Instructions pertaining to the graduation application can be found on the Office of Records and Registration website. Students with questions regarding the graduation application should contact the Office of Records and Registration.

## Obtaining a Second Degree

### Bachelor's Degrees

Students who have already earned a baccalaureate degree and seek a second one from UIS must complete all hours toward the major that are required by the academic program. A minimum of 30 semester hours toward the second degree must be completed at UIS. Students who earned the first degree at UIS must complete only those general education hours required by the academic program as prerequisite or foundation courses for the second baccalaureate degree. If the first degree was earned at another institution, the student must meet requirements in the Engaged Citizenship Common Experience (ECCE). Credit from a previous degree may not be used for the degree in progress.

### Master's Degrees

All program and campus requirements for the master's degree are in effect even for those students who have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process.

## Doctoral Degree

All program and campus requirements for the doctoral degree are in effect even for students who have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process.

## Commencement

Commencement will be held each May for graduating students. The following groups of individuals may be eligible to participate in commencement if they meet all of the listed guidelines. There will be **no exceptions** to the criteria listed below. Please note that students can only participate in the commencement ceremony in which they are first eligible. Students cannot participate in more than one ceremony for the same degree program.

**Summer** and **fall** graduates are automatically eligible to participate. **Spring** candidates are eligible to participate if their graduation application has been submitted by the posted deadline and if they will complete all degree requirements by the end of the spring semester (unless otherwise instructed by their academic programs). **Summer** candidates are eligible if they have submitted a graduation application and have a Student Petition form (approved by their program) on file in the Office of Records and Registration asking to participate in the ceremony by the posted deadline. **PLEASE NOTE** that generally students cannot have any incomplete courses or more than eight hours (undergraduate) or four hours (graduate) still to be taken during the summer term.

All students participating in commencement must purchase a cap and gown through the UIS Bookstore. Information pertaining to graduation and commencement eligibility will be sent to students from the Office of Records and Registration in early spring. Students with questions regarding graduation or commencement eligibility should contact the Office of Records and Registration.

## Financial Assistance Information

[www.uis.edu/financialaid](http://www.uis.edu/financialaid)  
**Office Phone: (217) 206-6724**  
**Office Location: UHB 1015**

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs.

Undergraduate students, except those entering UIS as first-time freshmen, must transfer at least 12 credit hours to UIS to be eligible for financial assistance. Students pursuing a master's degree or graduate certificate must have earned a bachelor's degree - doctoral students must have earned a master's degree - and proof of that degree must be on file with the Office of Admissions.

Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veteran benefits. Students are encouraged to apply as early as possible for all forms of assistance and it is recommended that the federal application (FAFSA) for the award year that begins each August be completed as soon as possible after January 1 each year.

Financial Assistance will only pay for classes required to complete degree requirements in your specified program of study as indicated in

the UIS Catalog. Deadlines apply. Financial assistance funds cannot pay for audited classes.

## Veterans

The Office of Financial Assistance must certify military veterans for benefits each semester (GI Bill®, Illinois National Guard, Illinois Veterans Grant, MIA/POW, Veterans Vocational Rehabilitation). A Request for Veterans Program Benefits Form must be filed with the UIS certifying official each year the student wants benefits to be processed. Additional paperwork may be required depending on the type of benefit. Contact the Office of Financial Assistance to find out about the documentation required for a specific benefit.

Veterans must notify the office of any changes affecting the amount or disposition of benefits, including changes in address, academic status (withdrawals, added classes, etc.), and number of dependents (through marriage, divorce, births, deaths, etc.). Students cannot audit courses. The following require special approval: tutorials, variable-hour courses with no specified meeting time, weekend courses, online courses, telecourses, and internships. These courses must be approved by an outside agency. There will be a four- to six-week delay in benefits. It is in the student's best interest to apply and complete the application early.

For information concerning the UIS policy on military course credit, please refer to the "Academic Information for Undergraduate Students" section of this catalog.

## Illinois Veterans Grant

Students seeking this benefit must have been in active military service for at least one year unless discharged for medical reasons. All discharges must be honorable. Students must have resided in Illinois within six months of entering the service and must return to Illinois within six months of leaving the service.

To apply, complete an application through the Illinois Student Assistance Commission (ISAC). Application forms can be obtained from the Office of Financial Assistance or downloaded at <http://www.isac.org>. Once ISAC has processed the application, students will be mailed a letter of eligibility. This letter of eligibility must be submitted to the UIS Office of Financial Assistance prior to the end of the semester of enrollment. A Request for Veterans Program Benefits Form must also be filed with the UIS certifying official each year after July 1st the student wants benefits to be processed. This must be done prior to the end of the semester of enrollment for which benefits are being requested.

## Illinois National Guard Grant

To apply for a National Guard Grant, the student must be on active-duty status and must have served in the Illinois National Guard for at least one year. Applications for this grant may be completed online at <http://www.isac.org>. Applications are renewable each year and must be processed by the Illinois Student Assistance Commission (ISAC). ISAC must receive all applications by the following deadlines: fall semester - October 1; spring semester - March 1; summer term - June 15.

## Federal and State Financial Assistance Programs

*(Federal Pell, Federal SEOG, Federal Work-Study, Federal Direct Stafford Loans, Federal Direct PLUS Loans, TEACH Grant, and Monetary Award Program Grant)*

To receive assistance from most federal and state programs, students must meet all eligibility requirements set forth in the Higher Education Act as amended. These requirements include approved citizenship status, enrollment level, status as a regularly admitted student pursuing a degree (graduate students should also refer to the section concerning Conditional/Provisional Admission for Graduate Programs (p. 16)), enrollment in course work required for that degree, and satisfactory academic progress. All financial aid programs have maximum time frames. In addition all degree programs have a maximum number of attempted hours to receive financial assistance (refer to the Satisfactory Academic Progress Policy for additional information on time frame). The student must complete the Free Application for Federal Student Aid (FAFSA) every year that he or she wishes to receive financial assistance.

## Institutional Programs

Institutional Tuition Waivers, Grants, and Student Employment

Each year the campus provides a limited number of tuition waivers made on the basis of demonstrated financial need. The Student-to-Student Grant program is funded with voluntary student contributions and matching state aid. Awards are given to undergraduates with financial need.

Part-time employment opportunities exist for students continuously enrolled in six or more credit hours. Employment opportunities are posted on CareerConnect. All current UIS students are automatically registered for UIS CareerConnect. Student must access their profiles and upload a valid resume to begin their job search. Students may visit CareerConnect.

## UIS Student Emergency Loan Fund

This fund provides short-term loans to students who meet the Standards of Satisfactory Academic Progress requirements and who are also enrolled at least half time (a minimum of six credit hours). Except in cases of extreme emergency, loans are limited to students working on campus and/or those with expected financial aid.

## Institutional Scholarships

There are more than 150 privately supported institutional scholarships and awards available to qualified UIS students. The annual application is available beginning December 1 each year and must be submitted by no later than **February 15** each year. Visit the UIS Office of Financial Assistance website to review a current list of available scholarships or to complete the online application.

## Application Procedures for Financial Assistance

To be awarded state, federal, and institutional need-based financial assistance, the student must complete the Free Application for Federal Student Aid (FAFSA) indicating UIS (school code 009333) as a school choice.

The FAFSA can be accessed and submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To electronically sign the FAFSA you must obtain a FSAid for both yourself and one parent if you are a dependent student. FSAids can be created and retrieved at <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>. The FAFSA includes instructions for submitting the information electronically to the federal processor, who will send the results directly to UIS and, for Illinois residents, to the Illinois Student Assistance Commission, initiating a state application. Additionally, students must meet the following requirements:

1. Be fully admitted to UIS as a degree-seeking student.
2. Enroll in at least six credit hours toward the completion of your degree.
3. Maintain satisfactory academic progress measured by completion rate, GPA, and maximum time frame. Refer to the Satisfactory Academic Progress Policy for additional information. The standards of this policy are established by the U.S. Department of Education and may differ from the academic policies of the University. For more information on the University's academic policy, please visit the Office of Records and Registration website.
4. Satisfy all outstanding requirements with the Office of Financial Assistance as noted in the requirements section for financial assistance on the Student Self Service website. As a result of applying for federal assistance, the student may be selected by the federal processor or state agency to provide additional documentation.

## Critical Dates Affecting Financial Assistance

Students applying for need-based assistance should be aware of the following dates:

**February 15** – Deadline to apply for institutional scholarships for the upcoming year.

**March 1** – FAFSA applications should be complete to ensure consideration for all forms of state assistance for the upcoming academic year.

**April 15** – Last day to submit paperwork to be considered for spring financial assistance.

**June 15** – Last day to submit paperwork to be considered for summer financial assistance.

**November 15** – Last day to submit paperwork to be considered for fall financial assistance.

**December 1** – Scholarship application available at the Office of Financial Assistance website.

## Consequences of Complete Withdrawal for Aid Recipients

Recipients of Title IV (federal) financial assistance are considered to earn their aid award by attending and/or completing course work. For students who officially withdraw (i.e., drop all courses) from UIS during the semester for which federal financial assistance is received the

semester is 60 percent complete (as determined by the Department of Education calculation process):

- The percentage and amount of federal aid earned will be calculated.
- The amount of federal aid to be disbursed or returned will be determined.
- Unpaid institutional charges will be billed.
- The student may owe a repayment if the federal aid disbursed exceeds the percentage the student earned.
- In addition, any student who receives financial assistance and subsequently completely withdraws during the term will automatically be placed on financial aid cancellation (refer to the Satisfactory Academic Progress Policy for additional information).

## Consequences of Unofficial Withdrawal for Aid Recipients

A financial aid recipient who does not officially withdraw and does not receive a passing grade in at least one course will be considered to have unofficially withdrawn from the University. For such unofficial withdrawals without notification, the withdrawal date is the midpoint of the semester or the period of enrollment (last date of attendance). The student may owe a repayment if the federal aid disbursed exceeds the percentage earned by the student. Such students will automatically be placed on financial aid cancellation.

## Repeating Classes

The Department of Education recently published new regulations which affect students who repeat courses. These regulations may impact your financial aid eligibility and awards, including Pell Grant, SEOG Grant, Direct Loans, and Federal Work-Study. Beginning with the spring 2012 semester, regulations prevent the UIS Office of Financial Assistance from paying for a course that has been passed and repeated more than one time. In order for a repeated course to be counted towards your enrollment status for financial aid purposes you may only repeat a previously passed course once (a total of two attempts). If you enroll in a previously repeated and passed course for a third time, this course will not count toward your enrollment for financial aid purposes. Please refer to the following website for complete details: <http://www.uis.edu/financialaid/guide/RepeatedClasses.html>.

The Office of Financial Assistance at UIS will not pay for repeat classes for which a grade of incomplete (I) was previously assigned.

All enrollments in a class will count toward the total number of attempted credit hours when a student's pace (completion rate) ratios and maximum time frames are calculated to determine satisfactory academic progress (refer to the Satisfactory Academic Progress Policy for additional information).

## Conditional/Provisional Admission for Graduate Programs

A student must be fully admitted into an eligible degree program and enrolled as a regular student in order to receive financial aid. A "regular student" is defined as one who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate offered

by the University of Illinois at Springfield. UIS makes exceptions to this standard for students who have been conditionally admitted.

Graduate students are occasionally admitted to UIS conditionally to allow them to complete specified prerequisite courses before they are fully admitted to their program. These students may receive financial aid as long as they meet all other financial aid requirements (e.g., satisfactory academic progress), but they must successfully complete their prerequisite course work within one calendar year (12 months). After that time, they must be fully admitted into the program to continue receiving financial assistance.

Provisionally admitted students are not eligible to receive financial assistance.

## Satisfactory Academic Progress for Undergraduate and Graduate Students

In accordance with the Higher Education Act of 1965, as amended by Congress, the University of Illinois at Springfield has established a minimum Standards of Academic Progress (SAP) policy. ALL federal, state, and institutional financial aid programs administered by UIS are covered by this policy. Please refer to the following web site to view the current SAP policy.

If you have questions about the new SAP policy, please contact the UIS Office of Financial Assistance.

## Immunization Information

All students, including those on the Peoria campus, born January 1, 1957, or after, are required by Illinois law and the University of Illinois Springfield to provide proof of immunity to measles, mumps, rubella (MMR) and tetanus/diphtheria/pertussis. The meningococcal vaccine is also required for all new students under the age of 22, and one dose must have been given on or after their 16th birthday. This documentation must be submitted by sending us a copy of a signed and dated school immunization record (from your high school, previous university, military record or child health immunization record) OR by having your family physician/health care provider complete the UIS Required Immunization Form to UIS Health Services before the student's first registration at UIS. All students are also required to complete the top grey box only (name, address, sign and date) of the Required Immunization form. The purpose of these requirements is to prevent the induction and spread of vaccine-preventable diseases among students and the surrounding community.

Students who were not born in the U.S.: All students who were not born in the U.S. must have 2 MMR's, 30 days apart, the first one being on or after the first birthday, and 3 Td's (one of the doses must be Tdap given within the last 10 years). In addition, students not born in the U.S. must have a Tuberculosis screening prior to the deadline. If upon review of the TB screening it is determined you are at risk of TB, the student is required to complete the TB blood test. Those who have not completed this requirement within the deadline will be administratively withdrawn from all classes. Students who have been treated for tuberculosis or who have been treated because of a positive tuberculin skin/blood test in the past must bring those medical records to Health Services. All medical records must be accompanied by a certified English translation.

Students are exempt from this requirement if they were born before 1957 or if they are taking only online classes. Students may request



an exemption based on religious grounds by providing a personal religious statement and a letter from the leader of their place of worship. General philosophical or moral objection to immunization is NOT sufficient for an exemption on religious grounds. The Required Immunization Information form and additional information can be found on the Health Services website.

Immunization requirements must be completed and on file in Health Services in BSB 20 before 5:00 p.m. on the 5th day of summer session and the 10th day of fall and spring semesters to avoid a non-refundable fee. Students not in compliance will not be allowed to register for a second semester at UIS. Questions about this policy should be directed to Health Services at (217) 206-6676. The Health Services website contains information regarding immunization policies.

## Registration Information

### Registration Procedures for All Students

Students should register through Student Self-Service (available via the Office of Records and Registration's website). Though all students are encouraged to use Student Self-Service, assistance with the registration process is available by contacting the Office of Records and Registration. The dates and times of registration are posted each semester on the Office of Records and Registration's website (note: students cannot add courses themselves during the late registration period; it is the student's responsibility to contact the Office of Records and Registration to add courses during late registration, realizing that instructor approval is required for all courses and late fees apply). This site also contains information regarding current courses and up-to-date information about registration procedures, tuition and fees, and relevant deadlines.

### Absence of Registered Student Due to Religious Beliefs

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that s/he may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance, and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

### Emergency Information for Registered Students

In the event of an unavoidable emergency, students should go to the Emergencies page on the UIS website to view important emergency information for the campus.

## Grading Option Changes

Students may change the grading option for those courses offered with more than one grading option. Changes include standard letter to credit/no credit and vice-versa, as well as changes to audit (note: changes to audit can only be made by contacting the Office of Records and Registration). Specific deadlines can be found on the Office of Records and Registration's website.

### Audit

Students who audit courses are required to pay full tuition and fees and are responsible for covering the charges incurred for the audited course(s). **PLEASE NOTE** that audited courses cannot be covered by any financial aid resources including federal, state, or institutional funds. Courses audited successfully appear on the transcript with the grade of AU. Credit for audited courses may not be established under any circumstances. The deadline for changing to audit grading is consistent with the last day to withdraw from a course. It is the student's responsibility to contact the Office of Records and Registration to change one or more courses to audit grading. Full-time students must include audit courses as part of the maximum load requirement. The instructor may determine that the audited course should not be placed on a student's transcript if he or she does not attend class regularly. When enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

### Credit/No Credit

Students wishing to select the credit/no credit grading option (when available for a particular course) must officially register their intent by selecting that option via the online registration system before the course is three-fourths completed. No changes are accepted after the designated date. Limits on the number of hours earned under the credit/no credit option may be established by individual programs. Credit is awarded under this option to undergraduate work that represents a grade of C or better (grades of C- will not be accepted) or to graduate work that represents a grade of B or better (grades of B- will not be accepted). For lesser work, a grade of NC is recorded on the transcript. Courses taken for credit/no credit are **not** included in calculating the cumulative grade point average.

## International Student Enrollment/Registration

Recently admitted students may register for classes before actually coming to UIS, provided they first submit all necessary documentation. Additional information regarding international student registration can be found on the International Student Services website. Please note that students are academically and financially responsible for any courses for which they register, even if their plans change and they do not attend UIS. All registration changes, including withdrawals, must be officially made using Student Self-Service (available via the Office of Records and Registration's website). Due to federal reporting regulations, international students **must** be enrolled full-time by the fifth day of the summer semester and by the tenth day for fall and spring semesters.

## Prerequisites

Prerequisites, if any, are included in each course description. Students are responsible for completing all prerequisites prior to enrolling in a course. For some courses, the student registration system will prevent students from registering if prerequisites have

not been completed. Regardless of whether or not the registration system prevents a student from enrolling in a course, the University will not be responsible for a student's failure to adhere to those prerequisites. Students who have not completed all prerequisites may be administratively withdrawn.

## Registration Course Information

### Special Approval Courses

Some courses may have the notation "Instructor Approval Required" or "Departmental Approval Required" beneath the course title. In order to register for these courses, the student must contact the program office or the course instructor to obtain the appropriate permission. The approval must be entered electronically before the student will be allowed to register. Students **MUST OFFICIALLY REGISTER** for these types of courses. Students are **NOT** automatically registered for a course when the electronic permission is entered.

### Wait-listed Courses

Selected courses may have a computerized wait list. When enrollment for a wait-listed course reaches the maximum capacity, students may add their names to the wait list using Student Self-Service. Students will be notified by the department of the specific deadline to register if space becomes available and electronic approval has been granted. Decisions for approval are generally made before the beginning of the course. Students should use Student Self-Service to remove their names from wait-listed courses in which they no longer wish to enroll.

## Registration Holds/Enrollment Restrictions

Students who have holds are responsible for clearing them prior to registration. Examples of holds include parking, library, financial, short-term loan, health, admissions, and program restrictions. In addition, students must abide by the various enrollment restrictions listed below:

### Overloads

Students registering for more than eight semester hours for summer or 18 semester hours for fall or spring must have approval of their academic programs.

### Probation/Suspension

Students on academic probation must meet with their academic advisor each semester they are on probation. Students on probation are restricted to no more than six semester hours for summer and 12 semester hours for fall or spring. Students who have been academically suspended from UIS must complete an Appeal of Academic Suspension form to be reinstated. It is the responsibility of the student to file the appeal, which must be approved by the student's advisor, program chair, and academic dean. If approved, the conditions of probation apply.

## Registration Priority

Registration priority is generally limited to currently enrolled students. Registration will be determined according to the schedule listed on the calendar associated with the upcoming semester (summer, fall, or spring). Hours are based on courses completed **PRIOR** to the current semester. Students who do not register on their designated dates may register **AFTER** designated dates. New students and continuing

students not enrolled for the current semester will be allowed to register following the priority registration period.

## Repeating Courses

At the end of each semester, the Office of Records and Registration reviews academic history information and marks repeated courses according to the guidelines listed below for undergraduate, master's, and doctoral students. In order for one course to serve as a repeat of another, both courses must have been completed at UIS with the same course prefix, number, credit hours, and title. If any of these items differ, but the content of the two courses is the same, a Student Petition form must be approved by the student's academic advisor and the department chair of the program in which the course was offered. Please note that when there is a credit variance of more than one hour between the original course and the course being repeated, the second course cannot serve as a repeat of the first under any circumstances. If a student feels that a particular repeat has not been appropriately marked or has questions about repeating courses, the student should contact the Office of Records and Registration.

Undergraduate students may have restrictions on the number of times a particular course may be repeated depending on a student's academic program. When a student repeats a course in which a grade was earned, the second grade will appear on the transcript; the first grade will be replaced with an "R" (repeat) designation and will not count in determining a grade point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

Master's students may repeat graduate course work once (excluding master's project or thesis credit) without penalty unless the academic program does not permit course repeats. The grade and hours earned when the course is repeated will appear on the transcript. The first grade will be replaced with an "R" (repeat) designation and will not count in determining grade point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

Doctoral students may repeat doctoral course work once (excluding dissertation credit) without penalty. The grade and hours earned when the course is repeated will appear on the transcript. The first grade will be replaced with an "R" (repeat) designation and will not count in determining the grade point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

## Student Classification

Undergraduate students are classified into the following categories based upon the number of hours earned:

Freshmen	Less than 30 hours of credit
Sophomores	30 to 59.99 hours of credit
Juniors	60 to 89.99 hours of credit
Seniors	90 or more hours of credit

Graduate students are those working toward a master's or doctoral degree or certificate.

## Student Schedules

Students are encouraged to access Student Self-Service to view or print their class schedule and make necessary changes before the beginning of the appropriate term. Printed schedules will **NOT** be mailed to students. A student schedule is not a bill.

## Tutorials

Tutorials are intended to supplement, not supplant, regular course offerings. Students interested in a tutorial must secure the consent of the faculty member concerned before registration and submit any required documentation to him or her.

## Unique Registration Program

### Concurrent Enrollment/Registration

Students who plan to enroll for courses on more than one University of Illinois campus must obtain information and forms regarding concurrent enrollment by contacting the Office of Records and Registration.

### Intercampus Enrollment/Registration

The Intercampus Enrollment program is intended to give students at one campus of the University of Illinois the opportunity to take advantage of educational opportunities unique to another campus of the University without having to formally transfer. It is not designed to replace concurrent enrollment or transfer. The program also provides for summer enrollment at another U of I campus should financial aid be required. Students should contact the Office of Records and Registration for additional information and enrollment forms.

## Undergraduate/Graduate Concurrent Enrollment

An undergraduate student within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and graduate courses concurrently. Undergraduate students taking courses for graduate credit will be evaluated at the graduate level. Students must complete a Student Petition form and have it signed by the instructor of the graduate course (if the course is at the 400-level), the graduate advisor, department chair, and dean. Graduate courses will be so designated when the bachelor's degree is granted, but this does not imply admission to the graduate program in which the course was taken.

Students seeking financial aid funding should contact the UIS Office of Financial Assistance to discuss their situation as limitations exist on awarding financial aid.

## Undergraduate Enrollment in Graduate Courses

An undergraduate student who wishes to enroll in 500-level courses for credit must obtain the approval of the student's faculty advisor and work with the course instructor to have the necessary electronic approval entered. The student's work will be evaluated at the graduate level. Credits earned by undergraduates permitted to enroll in graduate courses may be counted toward graduate degree requirements if they are not applied to a student's undergraduate degree.

## Withdrawals

### Administrative Withdrawals

Students are responsible for knowing and adhering to the policies, deadlines, and procedures related to withdrawals (see "Student Withdrawals" below). On rare occasions, a student can be administratively withdrawn. Students who do not fulfill all course prerequisites or who fail to provide all necessary immunization documents may be administratively withdrawn. In addition, the

Dean of Students (or designee), consistent with the processes and procedures outlined in the UIS Student Conduct Code, may initiate an administrative withdrawal for students who have been disciplinarily suspended or expelled from UIS.

## Student Withdrawals

Students may terminate registration in a course by officially withdrawing by the deadlines posted each semester. All withdrawals from courses must be made officially according to procedures outlined on the Office of Records and Registration's website. Non-attendance or non-payment does **not** constitute an official withdrawal. Students are financially responsible for all courses not officially dropped according to the policy and deadlines indicated. Specific deadlines will be published each term on the Office of Records and Registration's website. No withdrawals will be processed after the published deadlines. When the withdrawal occurs after 10 percent of a course has passed, a "W" appears on the transcript for the course from which the student withdrew. No notation appears on the transcript when the withdrawal occurs during the first 10 percent of a course. Students who fail to withdraw officially from a course at any point will be assigned a failing grade.

See the Office of Records and Registration's website for more specific information about withdrawals. Please note that withdrawing from some or all courses may have academic and/or financial implications.

## Records and Important Information

### Course Numbering System

The three-letter prefix indicates that the course is in a particular academic program (e.g., SWK – Social Work) or is offered by a particular unit (e.g., CAP – Capital Scholars Honors); UNI – University courses are offered by a number of units across campus and are open to all students. CAP courses are open only to students enrolled in the Capital Scholars Honors Program.

The three-digit identifying number signifies who may enroll in the course for credit, as follows:

000-099	Open to all students. An academic preparation course is generally appropriate for first-year students or transfer students fulfilling lower-division requirements.
100-199	Open to all students. An introductory course is generally appropriate for first-year students or transfer students fulfilling lower-division requirements.
200-299	Open to all students who have completed the 100-level prerequisites, if any.
300-399	Generally intended for juniors and seniors, but others may register if they have completed the 200-level prerequisites, if any.

400-499	Advanced undergraduate, as well as master's students. Individual master's programs may limit the use of 400-level course work. Master's students should contact their program for additional information.
500-599	Master's students and doctoral students. The doctoral program may limit the use of 500-level course work. Doctoral students should contact their program for additional information.
600-699	Doctoral students.

**The following terminology is associated with UIS course numbers.** Courses numbered 000 to 099 are considered academic preparation courses and cannot be used to meet degree requirements. Courses numbered 100 to 299 are considered lower-division undergraduate courses. Courses numbered 300 to 399 are considered upper-division undergraduate courses. Courses numbered 400-499 are considered upper-division undergraduate courses or graduate courses, depending on the level of the student at the time the course is taken. Courses numbered 500-699 are considered graduate courses (though they can be considered as upper-division undergraduate or graduate courses, depending on the level of the student at the time of enrollment).

## Final Exam Schedule

Final exams at UIS are scheduled during the last week of the semester in the fall and spring. Specific information pertaining to the final exam schedule can be found on the Office of Records and Registration website. Please note that if a specific class day/time is not included in the list, students should ask their course instructor for the day/time and place of the exam.

## Grading and Grade Changes

All mid-term and final course grades are initially assigned by the instructor of record each semester. Once submitted, mid-term grades cannot be changed. Subsequent grade changes for final grades can only be initiated by the instructor of record who must sign and submit a Grade Change Form to the Office of Records and Registration. In the instructor's absence, the dean of the college in which the course was taken, the Vice Chancellor for Academic Affairs, or the appropriate associate vice chancellor for undergraduate or graduate education may sign the Grade Change Form.

## Insurance/Waiver

All students at UIS enrolled in at least one on-campus or blended course must carry medical/hospital insurance coverage during the fall, spring, and summer semesters. Students enrolled in any non-online class will be automatically assessed the UIS student insurance fee. Complete withdrawals made within the first 30 days of classes without the student having used the insurance, or students ordered to active military duty, are eligible for a pro-rated refund of the insurance assessment. Students with equivalent coverage outside of the University's plan may file an online waiver to exempt out, via the link provided on the Student Insurance website. This process must be completed annually. Exemption waivers must be submitted no later than the posted deadline for the applicable semester. Exceptions may

include late registering students who may be allowed additional time to submit a waiver. Please note that students enrolled in only online course work for a given semester are ineligible to participate in the Student Insurance Program. Questions should be directed to the Office of Human Resources.

## Network ID (NetID) and Email Information

Every enrolled student at UIS is assigned a Network ID (Net ID) and email address. The NetID is used to access information technology resources such as online courses, online library databases and journals, and email. Email from faculty, the Registrar, and important campus-wide announcements are sent to students via their official (University-assigned) email address. **Students are required to check their official email throughout the semester.** For questions about NetIDs and student email accounts, contact the UIS Technology Support Center at 217/206-6000 or toll free within Illinois at 877/847-0443.

## Parking

All full- and part-time registered day and night students, as well as faculty and staff, must purchase and display a parking hang tag for the vehicle they park on campus. Parking hang tags are mandatory. Additional information can be found on the Parking Operations website.

## Records Policy for Students

In accordance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review their official UIS records, to request corrections, and to limit access to such records.

Students have the right to withhold the disclosure of all directory information. For additional information, please see the Student Record Policy on the Office of Records and Registration's website.

## Transcripts

The Office of Records and Registration will issue official transcripts of a student's UIS academic record when the student submits a formal request. Students must be in good financial standing with the University of Illinois. A fee is charged for each transcript at the time the request is made. Specific information about requesting and paying for transcripts can be found on the Office of Records and Registration's website.

# Degrees Offered

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- Accountancy (B.A. (p. 32), Undergraduate minor (p. 34), M.A. (p. 133))
- African American Studies (Undergraduate minor (p. 55))
- Alcohol and Substance Abuse (Graduate certificate (p. 154))
- Anthropology (Undergraduate minor (p. 99))
- Applied Finance (Graduate Certificate (p. 135))
- Astronomy/Physics (Courses offered in: Astronomy, Physics (p. 56))
- Biochemistry (B.S. (p. 56))
- Biology (B.S. (p. 59), Undergraduate minor (p. 60))
- Business Administration (B.B.A. (p. 35), Online (p. 35), Undergraduate minor (p. 40), M.B.A. (p. 134))
- Business Analytics (Graduate certificate, Online (p. 140))
- Business Process Management (Graduate certificate, Online (p. 140))
- Chemistry (B.S. (p. 61), Undergraduate minor (p. 63))
- Chief School Business Official (Post-Master's certificate, Online (p. 146))
- Clinical Laboratory Science (B.S. (p. 65))
- Communication (B.A. (p. 66), Undergraduate minor (p. 68), M.A. (p. 155))
- Community Health Education (Graduate certificate, Online (p. 183))
- Community Planning (Graduate certificate, Online (p. 180))
- Computer Science (B.S. (p. 69), Online (p. 70), Undergraduate minor (p. 70), M.S., (p. 156) Online (p. 157))
- Criminology and Criminal Justice (B.A. (p. 106), Undergraduate minor (p. 107))
- Data Analytics (M.S., Online (p. 158))
- Economics (B.A. (p. 41), Undergraduate minor (p. 42))
- Education (M.A. (p. 144))
- Educational Leadership (M.A. (p. 143))
- Educational Technology (Graduate certificate, Online (p. 146), Illinois State Board of Education endorsement (p. 145))
- Emergency Preparedness and Homeland Security (Graduate certificate, Online (p. 183))
- English (B.A. (p. 71), Online (p. 72), Undergraduate minor (p. 72), M.A. (p. 160))
- English as a Second Language (Graduate certificate (p. 147), Online, (p. 147) Illinois State Board of Education endorsement (p. 145))
- English, Teaching (Graduate certificate (p. 162))
- Entrepreneurship (Graduate certificate (p. 137))
- Environmental Health (Graduate certificate, Online (p. 184))
- Environmental Risk Assessment (Graduate certificate, Online (p. 184))
- Environmental Sciences (M.S. (p. 170))
- Environmental Studies (B.A. (p. 108), Undergraduate minor (p. 109), M.A., (p. 169) Online (p. 169))
- Epidemiology (Graduate certificate (p. 184), Online (p. 184))
- Exercise Science (B.S. (p. 73))
- Finance (Undergraduate minor (p. 40))
- Geographic Information Systems (Graduate certificate, Online (p. 170))
- Global Studies (B.A., (p. 110) Undergraduate minor (p. 111))
- Healthcare Management (Graduate certificate (p. 136))
- Higher Education Online Pedagogy (Graduate certificate, Online (p. 147))
- History (B.A. (p. 75), Online (p. 76), Undergraduate minor (p. 77), M.A. (p. 163))
- Human Development Counseling (M.A. (p. 149))
- Human Resource Management (Graduate certificate, Online (p. 138))
- Human Services (M.A. (p. 151), Joint Graduate Degree – HMS/ MPH, (p. 152) Online (p. 152))
- Information Assurance (Graduate certificate, Online (p. 158))
- Information Systems Security (B.S., (p. 78) Online (p. 79))
- IT Project Management (Graduate certificate, Online (p. 140))
- Leadership and Learning (Graduate certificate, Online (p. 147))
- Learning Behavior Specialist 1 (Illinois State Board of Education endorsement, Online (p. 145))
- Legal Aspects of Education (Graduate certificate, Online (p. 148))
- Legal Studies (B.A. (p. 114), M.A. (p. 171), Online (p. 172))
- Liberal and Integrative Studies (M.A. (p. 165))
- Liberal Studies (B.A. (p. 80), Online (p. 86))
- Liberty Studies (Undergraduate minor (p. 86))
- Management (B.A., (p. 43) Undergraduate minor (p. 44))
- Management Information Systems (B.S. (p. 45), Online (p. 46), Undergraduate minor (p. 47), M.S., (p. 138) Online (p. 139))
- Management of Nonprofit Organizations (Graduate certificate, Online (p. 180))
- Marketing (Undergraduate minor (p. 40))
- Mathematical Sciences (B.A. (p. 87), Online (p. 88), Undergraduate minor (p. 88))
- Modern Languages (Undergraduate minor in Spanish (p. 89), Courses offered (p. 88) in: Chinese and Spanish)
- Music (Undergraduate minor (p. 89))
- Operations and Supply Chain Management (Graduate Certificate (p. 136))
- Philosophy (B.A. (p. 90), Online (p. 91), Undergraduate minor (p. 92))
- Political Science (B.A. (p. 116), Online (p. 117), Undergraduate minor (p. 118), Integrated B.A./M.A. (p. 118), M.A., (p. 174) Online (p. 175))
- Practical Politics (Graduate certificate (p. 176))
- Pre-Medical (Undergraduate minor (p. 92))
- Principalship (Illinois State Board of Education endorsement (p. 144))
- Psychology (B.A. (p. 93), Online, (p. 95) Undergraduate minor (p. 95))
- Public Administration (B.A., (p. 118) M.P.A. (p. 177), Online (p. 178), Joint Graduate Degree – MPA/MPH (p. 178), D.P.A. (p. 179))
- Public Affairs Reporting (M.A. (p. 181))

- Public Health (Undergraduate minor (p. 121), M.P.H. (p. 184), Online (p. 182), Joint Graduate Degrees – MPH/MPA (p. 186) and MPH/HMS (p. 186))
- Public Policy (B.A. (p. 121))
- Public Sector Labor Relations (Graduate certificate (p. 180))
- Social Responsibility and Leadership Development (Undergraduate minor (p. 86))
- Social Work (B.S.W. (p. 49))
- Sociology (Undergraduate minor (p. 99))
- Sociology/Anthropology (B.A. (p. 97))
- Spanish (Undergraduate minor (p. 89))
- Sport Management (Undergraduate minor (p. 41))
- Superintendent Endorsement (Post-Master's certificate (p. 146))
- Systems Security (Graduate certificate, Online (p. 158))
- Teacher Education (B.A. in Elementary Education (p. 51), Online (p. 52) [math], minors in Elementary (p. 52) and Secondary Education (p. 53))
- Theatre (B.A. (p. 100), Undergraduate minor (p. 100))
- Visual Arts (B.A. (p. 101), Undergraduate minor (p. 103))
- Women and Gender Studies (Undergraduate minor (p. 104), Graduate certificate (p. 166))

# Undergraduate Students

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## Undergraduate Programs

For a complete list of all undergraduate majors and minors, please see the Degrees Offered (p. 21) page in this catalog.

## Multiple Majors

To earn a bachelor's degree in two major areas of study, all requirements for each major must be completed. Courses from one program may be used as electives in the other. All requirements for the bachelor's degree must be met. For questions related to multiple majors, please contact the Office of Records and Registration.

## Other Academic Opportunities

### Internships and Prior Learning

The Internships and Prior Learning Program stresses practical experience, professional development, and the value of self-directed learning. Three programs are housed within Internships and Prior Learning: Internships, Service-Learning, and Prior Learning Assessment. For more information, please see the Internships and Prior Learning (p. 125) page in this catalog.

### Modern Languages

Elementary and intermediate courses are offered in a variety of languages that emphasize understanding and speaking skills. Placement tests may be required to determine the appropriate entry level course work for each student. For more information, please see the Modern Languages (p. 88) page in this catalog.

### Nursing

UIS partners with the University of Illinois at Chicago's College of Nursing to offer prospective students in the central Illinois region an opportunity to earn a Bachelor of Science in Nursing (B.S.N.) degree on the Springfield campus. For more information, please visit the Nursing website.

### Thematic Activities

These activities explore current issues and problems through multidisciplinary courses, research, conferences, experiential learning opportunities, and community outreach. UIS currently offers a thematic option in Astronomy/Physics. For more information, please see the Astronomy/Physics (p. 56) page in this catalog.

### University Courses

These courses provide knowledge and skills in academic areas that are not within established academic units. For more information, please see the University Courses (p. 127) page in this catalog.

## Academic Information for Undergraduate Students

A student with a bachelor's degree should be able to comprehend written and spoken communications from simple narrative to scholarly

exposition to literature to journalistic writing and should be able to use and apply abstractions, principles, ideas, or theories to concrete situations. Content as well as form is important to a baccalaureate education. The student should have broad familiarity with the social sciences, humanities, sciences, mathematics, and oral and written communication elements that provide a strong liberal arts foundation. Through the Engaged Citizenship Common Experience, a distinctive feature of a UIS education, a student will also have the opportunity to make a difference in the world by recognizing and practicing social responsibility and ethical decision-making, respecting diversity, valuing involvement, and distinguishing the possibilities and limitations of social change in an interdisciplinary set of courses. The University of Illinois at Springfield encourages a special understanding of public affairs in the broadest and most humanistic sense.

## Goals and Learning Outcomes for Baccalaureate Education

By emphasizing scholarship skills in the service of the public good, UIS prepares students for lifelong learning and engaged citizenship. UIS prepares students to discover, integrate, apply, and communicate knowledge for the benefit of individuals, families, and communities.

### Discovery of Knowledge

UIS graduates should be information and communication technology literate, exhibiting a strong proficiency in locating, reflectively comprehending, and synthesizing appropriate college-level readings, toward the goal of knowledge creation.

Competencies include:

- Reading baccalaureate-level materials effectively, reflecting comprehension and synthesis;
- Exhibiting a knowledge of and ability to effectively locate, evaluate, interpret, and use information; and
- Exhibiting a knowledge of and ability to use information and communication technologies.

### Integration of Knowledge

UIS graduates should be able to evaluate and integrate information and concepts from multiple disciplines and perspectives.

Competencies include:

- Engaging in critical thinking by analyzing, evaluating, and articulating a range of perspectives to solve problems through informed, rational, decision-making; and
- Differentiating the approaches that underlie the search for knowledge in the arts, humanities, natural sciences, history, or social and behavioral sciences.

### Application of Knowledge

UIS graduates should be able to apply knowledge to address meaningful problems and issues in the real world.

Competencies include:

- Exhibiting a knowledge of and ability to use contemporary technologies;
- Identifying, interpreting, and analyzing quantitatively presented material and solve mathematical problems; and
- Constructing intellectual projects independently and work effectively in collaboration with others.

## Communication of Knowledge

UIS graduates should be able to communicate knowledge and ideas effectively both orally and in writing.

Competencies include:

- Expressing ideas, facts, and arguments in a written format that depicts competency in the use of syntax, organization, and style appropriate to the audience; and
- Exhibiting effective oral communication skills, paying attention to content and audience.

## Engaged Citizenship

UIS graduates should be able to engage in questioning and critical thinking that leads them to explore peoples, systems, values, and perspectives that are beyond their usual boundaries. Students should engage in active and integrative learning to become ethical, responsible, and engaged citizens in a democracy.

Competencies include:

- Recognizing the social responsibility of the individual within a larger community;
- Practicing awareness of and respect for the diversity of cultures and peoples in this country and in the world;
- Reflecting on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels;
- Identifying how economic, political, and social systems operate now and have operated in the past;
- Engaging in informed, rational, and ethical decision-making and action; and
- Distinguishing the possibilities and limitations of social change.

# General Requirements for a Bachelor's Degree

To earn a bachelor's degree from UIS, students must fulfill the following requirements:

- Earn a minimum of 120 semester hours, including at least 48 hours earned at the upper-division level.
- Earn a minimum of 30 semester hours of credit in residence at UIS.
- Satisfy general education requirements through completion of the UIS General Education Curriculum (see below), the Capital Scholars Honors Program curriculum, completion of the

Illinois Articulation Initiative General Education Core Curriculum requirements, or completion of an Associate of Arts, Associate of Arts and Science, or Associate of Arts in Teaching degree. Students having earned an Associate of Science degree are not considered to have automatically met all UIS general education requirements; however, students who have earned an Associate of Science degree and believe they have met the requirements may request an academic review by submitting a Student Petition form.

- Earn at least 10 semester hours in the Engaged Citizenship Common Experience (see below).
- Complete course work with a UIS institutional grade point average of at least 2.0 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 2.0.
- Fulfill all requirements in a major.
- Complete and file a graduation application and pay the mandatory, non-refundable graduation application fee.

## Minimum Academic Components & Credit Hours Required

**General Education** These requirements include course work in written and oral communication, mathematics, science, humanities, and behavioral and social sciences 37-40

**Major Program Requirements** The number of required hours in this category depends on the specific major selected. For example, the B.A. in Political Science requires 32 credit hours in the discipline, whereas the B.S. in Clinical Laboratory Sciences requires 59 credit hours in the discipline. Most degrees at UIS require between 32 and 36 credit hours of program-specific core and elective course work — see individual program information for specific majors. 29-61

**Engaged Citizenship Common Experience** Categories for this set of core courses include U.S. Communities, Global Awareness, Engagement Experience, and Speaker Series. Students must complete 9 hours from two of the following categories: U.S. Communities, Global Awareness, or Engagement Experience. Students must complete at least 3 hours in two of the three categories. The remaining 1 hour is completed with enrollment in the Speaker Series category. 10

**General Electives** These are courses taken to fulfill prerequisites for a major, requirements for a minor, or for student interest. 4-36

**Minimum Total Number of Credit Hours Required** 120

## Time Limitation

All credit earned at UIS to be applied toward the completion of a bachelor's degree must be taken within seven consecutive years of the first course taken at UIS in pursuit of that degree.

## Undergraduate Academic Policies

### Academic Policy on Undergraduate Majors

An undergraduate major is a structured and coherent primary course of study. It allows undergraduates to develop a specialized, in-depth field of study as part of their educational experience at UIS.



All undergraduates must complete the requirements for one major program to earn a baccalaureate degree at UIS.

Majors may focus on a single discipline or provide an interdisciplinary approach to a field of study. Majors are usually offered by academic departments within a college, but interdisciplinary majors may be co-sponsored by two or more departments, even if those departments are in different colleges.

Typically, a major consists of a core of required courses and a set of electives from which students may choose. Majors usually consist of 30 - 36 credit hours. Majors are recorded on student transcripts.

## Academic Policy on Undergraduate Minors

An undergraduate academic minor is a grouping of courses that has clearly stated academic objectives. It may be located in a discipline or may combine different disciplinary perspectives focusing on a common set of questions or a theme. Minors provide basic competency in a discipline, or basic understanding of the questions or theme. Minors contain core course(s) to provide direction and unity, and they may contain a set of options or electives beyond the core to allow flexibility.

At UIS, minors usually include 15 - 24 credit hours. Students may not adopt a minor in any major they declare. Students who adopt minors must be degree-seeking undergraduates who also have a major. Minors are recorded on student transcripts.

## Academic Policy on Undergraduate Concentrations

A concentration is a grouping of courses within an undergraduate major, and constitutes a portion of the major. A concentration is distinct from a minor in that a minor broadly introduces a student to a field of study while a concentration focuses on a sub-field within a discipline. Typically, a concentration is defined as a minimum of nine or more hours that a student may take as part of the degree program. Concentrations are housed only in departments with majors and are recorded on student transcripts.

## Undergraduate Admission

Undergraduate admission to the University of Illinois at Springfield includes applicants to any bachelor's degree program. In addition, the campus offers alternative admissions, a senior learners program, and special admission for students not seeking a degree. Each of these admission options is discussed in detail below, along with other important admission requirements.

A first-time freshman applicant is a degree-seeking student who applies for admission

- While attending high school, regardless of the amount of AP, IB, or college credit earned, OR
- Plans to attend a summer term (only) at a college immediately following high school graduation, OR
- Graduated from high school and has not attended another post-secondary institution as a degree-seeking undergraduate student.

A transfer freshman applicant is a degree-seeking student who applied for admission

- Does not meet first-time freshman criteria, AND
- Has attempted or earned less than 30 semester hours of transferable college credit by the desired term of entry.

A transfer applicant is a student who has

- Attempted or earned 30 semester hours or more of transferable college credit by the desired term of entry.

A non-degree applicant is a student who

- Desires to take classes at UIS but does not wish to earn a degree. Non-degree is a guest status and is typically not eligible for financial assistance.

Application forms can be submitted online at [www.uis.edu/admissions/applyToday/](http://www.uis.edu/admissions/applyToday/).

To request a paper application, please write to:

Office of Admissions  
University of Illinois at Springfield  
One University Plaza, MS UHB 1080  
Springfield, IL 62703-5407

## Freshmen Admission

The University of Illinois at Springfield seeks to enroll an academically well-qualified, diverse freshman class in which students have pursued rigorous college preparatory curricula while in high school and demonstrated leadership potential in their academic and nonacademic pursuits. The most qualified applicants will be admitted to UIS as space permits. Priority consideration for admission will be given to students whose applications are completed and postmarked by the priority application date (March 15 prior to the fall semester in which the student wishes to enroll). Admissions decisions are made within two weeks typically on a rolling basis. Students receive official notifications via postal service.

Applications will be evaluated on the following criteria:

### College preparatory curricula and academic course work

Students should pursue challenging college preparatory curricula. Grade trends and the rigor of courses completed throughout high school will be considered. Recommended academic course work includes the following:

- Four years of academic English with emphasis on written and oral communication and literature
- Three years of social studies with emphasis on history and government (additional acceptable courses include anthropology, economics, geography, philosophy, political science, psychology, and sociology)
- Three years of college preparatory mathematics, selected from algebra, geometry, advanced algebra, pre-calculus, trigonometry, and calculus
- Three years of laboratory science, selected from biology, chemistry, geology, physical science, astronomy, and physics
- Two years of one foreign language or two years of fine arts, selected from art, music, dance, and theater

## Standardized test scores, grade point average (GPA), and class rank

The following credentials will be considered:

- ACT or SAT scores. UIS will consider ACT or SAT test scores that are posted on an official high school transcript (enclosed with the student's application) or sent directly to UIS from the testing agency. Prior to the start of the semester, student must have official scores sent from the testing center. To have official scores reported to UIS from ACT, use UIS' ACT institution code of 1137; for SAT, the code is 0834.
- Cumulative GPA
- Class rank (if applicable)

## Transcripts

UIS requires all applicants to submit official, sealed high school transcripts from every high school attended. Official, sealed college transcripts must be submitted for any course work attempted at any college or university.

## Personal Statement

Applicants must provide written evidence of their ability to perform at the college level by submitting a personal and academic statement. This statement should address any circumstances (positive or negative) that may have affected the student's high school experience, including those experiences that are not apparent from academic records or standardized test scores. The personal statement should be viewed as an applicant's opportunity to speak on his or her own behalf. The academic portion should discuss long term goals, intended major, or academic areas of interest. Generally, the statement should be approximately 500 to 750 words and should reflect the student's best work – structure, accuracy, and overall quality will be considered.

## The Capital Scholars Honors Program

The Capital Scholars Honors Program is a selective program that emphasizes excellence and involvement. The Program currently enrolls a small number of highly qualified freshmen each year in its living-learning community, which is housed in the Lincoln Residence Hall and Founders Residence Hall for the first-year and second-years, respectively.

Honors students participate in an interdisciplinary core curriculum designed to prepare them for their majors and foster the intellectual skills that society expects from future leaders. Honors interdisciplinary core courses introduce students to ideas from a range of disciplines, and help them integrate the insights of those disciplines to create new knowledge. Each course includes topics and draws on authors that reflect the ethnic, racial, and gender diversity of America, and also world-wide cultural diversity. Honors students participate in learning teams for many course assignments; their work together nurtures intellectual growth and engagement with the ideas of others. Collaboration also prepares honors students for the challenges of working in a complex and diverse society. The curriculum-wide focus on collaborative learning also emphasizes leadership.

Admission to the Honors Program is competitive and is based on an overall evaluation of high school course work, grade-point average, class rank, SAT or ACT scores, and the personal and academic statement. ACT/SAT scores are waived for international students who meet other specific criteria related to language proficiency. The personal and academic statement should address reasons for interest in the Capital Scholars Honors Program, possible intellectual and career direction, and creative or leadership potential. A personal or telephone interview with a member of the admissions committee (made up of faculty and program representatives) may also be a component of the admission process. For more information regarding the Capital Scholars Honors Program, potential students should visit the Capital Scholars Honors Program's website or contact the Program directly by emailing [capitalscholars@uis.edu](mailto:capitalscholars@uis.edu) ([cap@uis.edu](mailto:cap@uis.edu)).

## Undergraduate Freshman Transfer Admission

Students may be considered for admission to UIS as a freshman transfer student if they have attempted or earned less than 30 transferable semester hours from a regionally accredited institution. Transferable hours may include dual credit or test-based credit. These applicants must provide the same credentials as other freshmen applicants, with the additional requirement of supplying official transcripts from any college or university attended. Evaluation of these applicants will follow the same process and use the same criteria used for freshman applicants.

## Undergraduate Transfer Admission

Students may be considered for admission to UIS as a transfer student if they have attempted or earned at least 30 transferable semester hours from a regionally accredited institution. Remedial and developmental courses are not accepted.

Those who have earned an Associate of Arts, an Associate of Arts and Science, or an Associate of Arts in Teaching degree from a regionally accredited Illinois community college will be admitted to UIS as a junior with general education requirements met. Students having earned an Associate of Science degree may also be admitted to UIS as a junior but are not considered to have automatically met all UIS general education requirements; however, students who have earned an Associate of Science degree and believe they have met the requirements may request an academic review by submitting a Student Petition form. Students are encouraged to review our Illinois community college transfer guides to ensure they are fulfilling academic program requirements including prerequisite course work.

Students can transfer in up to 72 hours of lower-division credit and up to 30 hours of upper-division credit, but the combination of all transfer credit cannot exceed 90 hours. Students must meet the university residency requirement of completing at least 30 semester hours at UIS as well as all program and campus degree requirements to graduate.

## Evaluation of Transfer Course Work for Undergraduate Admission and Transfer Credit

1. Transfer work is evaluated for admission purposes and then considered for credit. The University evaluates transfer work

completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA), including institutions under candidacy status. Foreign institutions must be recognized by the Ministry of Education in the home country or an equivalent government authority.

2. To be eligible for admission and credit, transfer work must be similar in nature, level, and content to courses in the undergraduate curriculum and/or applicable to an undergraduate academic program. Other transfer work that is deemed nontransferable (such as continuing education courses, graduate# level courses, and courses that are remedial, technical, vocational, or doctrinal in nature as determined by the campus) are not used for admission decisions regardless of the institution's accreditation.
3. Credit for transfer courses is either applied as direct equivalents with University courses or applied to a degree in a manner determined by the department and college. Determining how transfer credit is applied varies by campus depending on the process established to implement University policy.
4. The precise amount of transfer credit awarded and that is applicable toward a particular degree is determined by or in consultation with the University college and department concerned.

"Transfer work" and "transfer courses" are used interchangeably in this policy. Regardless of the term, this policy applies to transfer not in the form of courses, such as credit for military service and credit through testing and experiential learning. Transfer work not in the form of courses is evaluated for transfer per the terms of this policy.

## Lower-division Courses Used for Degree Credit

The maximum number of lower division credit hours that can be transferred to UIS is 72. Course work completed at community colleges and lower-division course work completed at four-year institutions will transfer to UIS as lower-division credit, even if the equivalent UIS course is offered as an upper-division course. Lower-division transfer course work will still satisfy general education requirements even though the equivalent UIS course is upper-division.

## Community College Articulation and Transfer

Loss of credit may occur when students transfer from other institutions to UIS and can extend the time needed to complete the baccalaureate degree. By participation in the Illinois Articulation Initiative, individual course articulation, and development of two-plus-two agreements and other articulation agreements with community colleges and other institutions of higher education, UIS has made considerable efforts to ensure that students have the best chance of transferring in the maximum number of credit hours, regardless of whether students are transferring from an Illinois or out-of-state institution.

Students in most programs at UIS can earn a baccalaureate degree in two years beyond the Associate of Arts, Associate of Science, Associate of Arts and Science, and Associate of Arts in Teaching degree with no loss of credit earned. Students having earned an Associate of Science degree are not considered to have automatically met all UIS general education requirements; however, students who believe they have met the requirements (e.g., through the Illinois

Articulation Core Curriculum) may request an academic review by submitting a Student Petition form. About one-third of UIS' bachelor's degree programs have no specific course requirements for entry. The remaining degree programs, however, do have certain prerequisites in place. Transfer guides for all Illinois community colleges are available on UIS Office of Admissions' website to help students plan their courses of study. Students from out-of-state institutions should consult with their academic advisor regarding course applicability toward degree requirements.

Many UIS undergraduate programs have also entered into articulation agreements (two-plus-two agreements) with academic programs at community colleges, making it easier for students to plan an entire four-year course of study while still enrolled at another institution. Interested students should contact the transfer center at their community college for additional information or the UIS Office of Admissions' website at the web address above.

## Illinois Articulation Initiative

The Illinois Articulation Initiative is a statewide agreement designed to allow students to transfer general education credit, as well as credit earned in select majors, between participating institutions. UIS has participated in IAI since the summer of 1998.

The IAI General Education Core Curriculum is a package of lower-division general education courses that can transfer from one participating school to another to fulfill the lower-division general education requirements. The General Education Core Curriculum package consists of at least 12 to 13 courses (37 to 41 semester credits) in five fields or categories. Completion of the entire IAI General Education Core Curriculum satisfies lower-division general education requirements for a bachelor's degree at UIS.

UIS also participates in certain IAI Baccalaureate Majors Recommendations, which means that students may be able to transfer courses in the major between participating institutions without loss of credit. Contact an academic advisor for additional information or go to [www.itransfer.org/](http://www.itransfer.org/).

## Joint Admission Program and Partnership Agreements

The Joint Admission Program is limited to students who are pursuing an Associate of Arts, Associate of Science, Associate of Arts and Science, or Associate of Arts in Teaching degree, in compliance with the Illinois Articulation Agreement, and is not intended to replace the normal articulation agreements already existing between UIS and community colleges. Instead, it focuses on advising and socializing students to ease the transition between the two-year and four-year college. Students who choose to enter into a joint admission program with UIS are entitled to receive academic advising each semester from UIS and invitations to social and cultural activities.

UIS currently has joint admission agreements with many Illinois community colleges and partnership agreements for UIS online programs with community colleges across the United States.

## Alternative Admission

Alternative admission at the junior level is available for students who have a minimum of 12-15 years of life/work learning experience

(beyond high school) that may be considered in lieu of traditional classroom learning acquired during the first and second years of college. The admissions committee provides individual assessments of an applicant's eligibility based on a written narrative, three letters of recommendation, and demonstration of competency in the areas of general education equal to the lower-division general education requirements for a bachelor's degree at UIS. These competencies may be demonstrated by taking required courses or by taking the College Level Examination Program (CLEP) tests covering the competency areas needed. Official transcripts from all colleges or universities where credit was attempted or earned are required. Contact the Office of Admissions for additional information.

## Admission for International Students Seeking Bachelor's Degrees

International students must meet all requirements for undergraduate admission. Additionally, international students will need to submit an official English proficiency score such as the TOEFL, as well as financial documentation for the issuance of an I-20. International students seeking admission to the University of Illinois at Springfield are encouraged to apply as early as possible.

Admission pending successful completion of the UIS Intensive English Program (IEP) may be available with application to both IEP and undergraduate admission to UIS. For additional information regarding the IEP program, visit [www.uis.edu/esl/curriculum/IntensiveEnglish/](http://www.uis.edu/esl/curriculum/IntensiveEnglish/).

## Non-Degree Admission

Undergraduate non-degree seeking students are not required to file all documents necessary for admission to a degree program, but will be asked for clarification of their educational intent before exceeding 16 semester hours. Non-degree students are subject to the same academic probation and suspension policies as degree-seeking students.

Students who later choose to become degree candidates will be required to meet all admission requirements of their program. With the degree program's approval, up to 16 semester hours taken as an undergraduate non-degree student may count toward the degree. A non-degree declaration form must be on file for continued enrollment as a non-degree student beyond 16 hours. Non-degree students typically are not eligible for financial assistance.

## Online Student Admission

Students who choose to pursue their studies online should contact their intended academic program for information concerning admission requirements. Online degree information is available on the UIS website.

## Senior Learner Admission

The Senior Learner Program is open to those individuals who are at least 62 years old by the relevant registration day. There are two options available.

*For non-degree credit*, individuals can attend courses on an audit basis and receive an activity card for a small fee, plus a parking fee. Senior

learners are also responsible for all course-related fees, including online fees. Please note that the senior learner fee is non-refundable on or after the official start date of the applicable semester. This option does not offer academic credit and does not require graded tests or papers. For more information, contact the Office of Records and Registration.

*For degree credit*, the Illinois Senior Citizen Courses Act (110 ILCS 990) permits Illinois senior citizens, over the age of 65, to enroll in regularly scheduled credit courses at UIS without the payment of tuition. This program allows individuals to earn undergraduate or graduate credit by paying only UIS fees; tuition is waived. You must be admitted as a degree-seeking student to UIS and your annual household income must be below the threshold amount as indicated in the Illinois Cares Rx BASIC program. You must meet regular class expectations to earn academic credit. For more information, please contact the UIS Office of Financial Assistance.

## General Education and ECCE Requirements

### Lower Division General Education

To ensure educational breadth, accredited U.S. institutions generally require completion of courses in several disciplines or areas - usually oral and written communication, mathematics, science, social science, and humanities. This constitutes the institution's general education requirements.

General education is an important part of the distinctive UIS degree and consists of more than a series of distribution requirements. The UIS General Education Curriculum provides structure for the whole baccalaureate experience while allowing the flexibility transfer students need to enter the institution and the curriculum with ease. General education course work helps student achieve the goals and outcomes for baccalaureate education listed above. In certain cases, prerequisites or major requirements may be fulfilled by general education courses.

General education courses are usually 100- and 200-level offerings, and consist of the following categories [NOTE: academic preparation credits, also known as remedial and developmental course work, do(es) not count towards general education requirements]:

- *Freshman Seminar* - 1 course, 3 hours (students who transfer to UIS with 30+ hours are not responsible for this category). This is a course in college survival skills which may be taught in any discipline, and will be counted as fulfilling a general education humanities, social science, or science requirement.
- *Written Communication* - 2 courses, 3 hours each; courses must be passed with a grade of C or better (grades of C- or lower will not be accepted).
- *Oral Communication* - 1 course, 3 hours.
- *Math* - 2 courses, 3 hours each, one in math skills and one in applied math; students who transfer to UIS with 30 or more hours are responsible for only one 3-hour math course in either category.
- *Life and Physical Science* - 2 courses, 3 or 4 hours each, one in physical science and one in life science (one course must include a laboratory).

- *Comparative Societies* - 1 course, 3 hours; course may satisfy either humanities or social science category (students who transfer to UIS with 30+ hours are not responsible for this category).
- *Humanities* - 3 courses, 3 hours each; one course should be from the visual, creative, or performing arts and at least one from other humanities.
- *Behavioral and Social Sciences* - 3 courses, 3 hours each; courses must be taken in at least two disciplines.

Transfer students may satisfy general education requirements in one of three ways:

1. Complete the requirements of the Illinois Articulation Initiative Core Curriculum.
2. Graduates of Illinois community colleges holding an Associate of Arts, an Associate of Arts and Science, or an Associate of Arts in Teaching degree are considered to have met all UIS general education requirements. Students having earned an Associate of Science degree are not considered to have automatically met all UIS general education requirements; however, students who believe they have met the requirements (e.g., through the Illinois Articulation Core Curriculum) may request an academic review by submitting a Student Petition form.
3. Complete the requirements of the UIS General Education Curriculum. If a student satisfactorily completes the objectives of a General Education area but earns fewer hours than required in a particular category, the remaining hours for that area can be waived so long as the total transfer hours earned in a particular category are within one semester hour of the required total. However, students must complete the minimum of 12 courses and 37 semester hours. Up to one fractional semester hour can also be waived, but the minimum requirements will still be enforced.

Transfer students in some degree programs may use a limited number (no more than 12 hours) of 300-level courses to meet general education requirements. Students should consult with their academic advisor for additional information. The 300-level courses used to meet general education requirements must be approved by the Office of Undergraduate Education. The current list of approved courses is available on the General Education website.

## Engaged Citizenship Common Experience (ECCE)

All undergraduate students are required to take a minimum of 10 hours in the Engaged Citizenship Common Experience (ECCE), a set of courses tied to UIS' heritage, mission, vision, and values. These courses provide a distinctive element to the baccalaureate education at UIS and encourage a commitment to making a difference in the world. Most of the course work in this category is interdisciplinary and is designed to help students recognize the value of multiple perspectives. ECCE categories help students meet the Goals and Learning Outcomes for Baccalaureate Education, particularly Goal Five, Engaged Citizenship.

The Engaged Citizenship Common Experience (ECCE) includes 200-, 300-, and 400-level courses. All undergraduates at UIS will be required to take the following ECCE course work: 1 hour of Speaker Series and two of the following three ECCE categories for at least 9 credit hours: US Communities, Global Awareness, and Engagement

Experience. Some degree programs may require students to take particular ECCE courses. Students should consult with advisors in the major for further guidance.

Courses taken to meet the 10 hours of ECCE requirements cannot be used to meet lower division general education course work, but they may count toward requirements, electives, or prerequisites in the major and minor.

Students must complete a minimum of 3 hours in two of the following three categories:

### U.S. Communities

Courses in this category aim to broaden students' knowledge about substantial, distinctive, and complex aspects of the history, society, politics, and culture of United States communities.

### Global Awareness

Courses in this category help students to understand and function in an increasingly interdependent and globalizing environment and to develop an appreciation of other cultural perspectives. They foster awareness of other cultures, politics, or natural environments, past or present.

### Engagement Experience

This category offers students structured opportunities to integrate knowledge, practice, and reflection in the context of an engaged citizenship experience. Students may fulfill this part of the ECCE curriculum through an internship, Prior Learning Assessment, a service-learning course, a research project, a group project course, or study abroad, among others.

Students who desire or are required to complete an internship or project may do so through the Engagement Experience.

### ECCE Speaker Series

For one semester, students will be required to participate in a series of campus-sponsored lectures by speakers who exemplify engaged citizenship. Credit will be awarded upon completion of all course requirements. Students must complete one hour of Speaker Series course work, but may take an additional hour in a different semester if desired.

### Assessment of General Education and ECCE

Assessment of general education and ECCE will involve both direct and indirect measures of student learning based on the Goals and Learning Outcomes for Baccalaureate Education and on the established criteria for courses in the curriculum. Students are required to participate in general education and ECCE assessment.

## Test-Based Credit, Dual Enrollment, and Military Credit Information

Students may fulfill general education requirements or major prerequisites by earning credit via the College-Level Examination Program (CLEP), Advanced Placement (AP) tests, the International Baccalaureate Program (IB), dual enrollment, and other approved

substitutes, provided the credit meets UIS criteria for college-level work. For more information on using test-based credit and/or dual enrollment, students should contact their academic advisor.

## CLEP Credit

CLEP is designed to assist students in reaching their academic goals by gaining college credit for knowledge acquired through prior course work, job experience, internships, or other experiences outside a traditional classroom setting. CLEP exams are published and scored by the College Board. For further information, visit the College Board's website at <http://clep.collegeboard.org/>. UIS students should consult with an academic advisor to find out which CLEP exams, if any, they may be eligible to take. See the table below for a list of the CLEP exams for which UIS grants credit. Credit for other CLEP exams will be considered on a case-by-case basis.

CLEP EXAM	UIS Course	Minimum CLEP Score Required	Credit Hours
<b>Composition</b>			
College Composition	ENG 102; exemption from requirement of ENG 101 <sup>1</sup>	60	3
<b>Literature</b>			
American Literature	ENG 246	50	3
Analyzing and Interpreting Literature	ENG 137	50	3
English Literature	ENG 242	50	3
<b>Business</b>			
Financial Accounting	ACC 211	65	3
Principles of Macroeconomics	ECO 202	60	3
Principles of Microeconomics	ECO 201	60	3
<b>History and Social Sciences</b>			
American Government	PSC 201 and LES 201	50	3
Introductory Psychology	PSY 201	50	3
Introductory Sociology	SOA 101	50	3
U.S. History I: Early Colonization to 1877	HIS 204	50	3
U.S. History II: 1865 to Present	HIS 205	50	3
Western Civilization I: Ancient Near East to 1648	HIS 202	50	3

Western Civilization II: 1648 to Present	HIS 202	50	3
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### Science and Mathematics

Biology	BIO 141 & BIO 241	66	8
Chemistry	Contact Chemistry Department Chair	Contact Chemistry Department Chair	Contact Chemistry Department Chair
Calculus	MAT 115	50	4
College Algebra	MAT 102	50	4
College Mathematics	MAT 111	50	4

### General Subject Area Tests

Humanities	Humanities general education credit	50	3
Natural Sciences	Natural sciences general education credit	50	3
Social Sciences and History	Social Science general education credit	50	3

<sup>1</sup> Students must submit a completed Student Petition form to receive an exemption for ENG 101.

## AP Credit

The Advanced Placement Program (AP), administered by the College Board allows high school students to take college-level course work (for further information on the AP Program, visit the College Board's website at <https://apstudent.collegeboard.org/home>). College credit is awarded to those students who earn sufficiently high grades on AP examinations covering basic freshman-course subject matter.

**Three hours of departmental elective credit is awarded for AP exam scores of 3 or higher, which can be used to satisfy university degree requirements. Specific course credit is awarded for scores as noted below. It is the student's responsibility to have official test results sent from the College Board to the Office of Admissions before credit can be awarded.**

AP EXAM	UIS Course	Minimum AP Score Required	Credit Hours
<b>English</b>			
English Language and Composition	ENG 101	4	3
English Literature and Composition	ENG 102	4	3
<b>Business</b>			
Microeconomics	ECO 201	4	3
Macroeconomics	ECO 202	4	3

### History and Social Sciences

European History	HIS 202	4	3
U.S. History	HIS 204 or HIS 205	3	3
World History	HIS 201	3	3
Computer Science A	CSC 225	4	3
Comparative Government & Politics	PSC 171	4	3
U.S. Government & Politics	LES 201 or PSC 201	4	3
Psychology	PSY 201	4	3

### Fine Arts

2 - Design Portfolio	ART 102	3	3
3 - Design Portfolio	ART 112	3	3
Drawing Portfolio	ART 113	3	3

### Science and Mathematics

Biology	BIO 141	3	4
Chemistry	CHE 141	4	4
Environmental Science	ENS 251	4	4
Calculus AB	MAT 115	4	4
Calculus BC	MAT 115 and MAT 116	4	8
Physics 1	ASP 201	4	4
Physics 2	ASP 202	4	4
Physics C Electricity & Magnetism	ASP 202	4	4
Physics C Mechanics	ASP 201	4	4
Statistics	MAT 121	3	3

## International Baccalaureate Credit

The International Baccalaureate (IB) Organization offers diploma and certificate programs. Through the high school, students complete college-level course work (for further information on the IB Program, visit the IB website at [www.ibo.org/](http://www.ibo.org/)). Subject scores of 4 or higher for International Baccalaureate subjects shall be accepted for credit to satisfy degree requirements. The University will determine for each International Baccalaureate subject whether credit will be granted for electives, general education requirements, or major requirements. Please visit the Undergraduate Education website for a current listing of IB exams and the credits awarded for each. It is the student's responsibility to have official IB transcripts sent to the Office of Admissions and, once transcripts are received, to submit a Student Petition form asking for credit to be awarded.

## State Seal of Biliteracy Program

The State Seal of Biliteracy Program was established to recognize public high school graduates who have attained a high level of proficiency in one or more languages in addition to English. The State Seal of Biliteracy certifies the attainment of proficiency sufficient for meaningful use in college and a career. UIS translates the State Seal of Biliteracy into foreign language course credit based on course equivalencies identified by UIS faculty and staff. It is the student's responsibility to request course credit based upon an earned State Seal of Biliteracy. Such requests must be received within three academic years after graduating high school.

## Military Credit

Military credit is evaluated on a case-by-case basis. It is the student's responsibility to have all necessary military documentation sent to the Office of Admissions before credit can be issued.

# College of Business and Management

[www.uis.edu/cbam/](http://www.uis.edu/cbam/)  
Office Phone: (217) 206-6533  
Peoria Center: (309) 999-4847  
Email: [cbm@uis.edu](mailto:cbm@uis.edu)  
Office Location: UHB 4000

**James Ermatinger, Interim Dean**

The College of Business and Management embodies the UIS mission to offer students a select number of degree programs that prepare students for careers and positions in the private and public sectors, or for advancement in their career. Through its curriculum, faculty, and student support, the college fulfills the needs of a diverse student population throughout the region, the state of Illinois, and increasingly beyond.

## College Mission

Our mission is to prepare students for successful business related careers in the public, nonprofit, and private sectors. Our emphasis is on undergraduate and graduate business education that serves traditional on campus students as well as non-traditional students in Illinois and beyond. Access for students outside of Central Illinois is extended via online degree offerings and outreach to select international student populations.

Student learning is the highest priority of the college. We achieve this through our continuous review of curricular offering, an emphasis on student engagement and effective pedagogy, as well as through a variety of delivery methods such as online, face-to-face, and blended. Our faculty members are academically and/or professionally qualified with appropriate degrees, recent intellectual contributions, generally focused on applied research, and/or professional experience. The college encourages and supports faculty in teaching and scholarship as well as service activities. The college supports academic organizations and outreach at the local, regional, national, and international levels.

## Accreditation

The College of Business and Management is accredited by AACSB International.

## Accountancy

**Bachelor of Arts  
Undergraduate Minor  
Master of Arts (p. 133)**

[www.uis.edu/accountancy/](http://www.uis.edu/accountancy/)  
Email: [ACC@uis.edu](mailto:ACC@uis.edu)  
Office Phone: (217) 206-6541  
Office Location: UHB 4093

## Departmental Goals and Objectives

The goal of the department is to prepare students for challenging careers and positions of leadership in both the private and public sectors. Specific objectives of the department are to:

1. Create a professionally-oriented learning environment in which disciplinary competencies and professional ethics develop and grow;
2. Emphasize conceptual knowledge and the development of analytical and problem-solving skills;
3. Nurture a sense of personal, professional, and social responsibility; and
4. Serve as an information resource and a networking hub for students, alumni, employers, and professional organizations.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

- Demonstrate knowledge of key concepts in the major business disciplines, including accounting, economics, management, marketing, finance, information systems and the legal and social environment of business.
- Systematically analyze a business problem using appropriate methods. Students will be able to: effectively examine alternatives, analyze alternatives, and recommend an appropriate course of action.
- Demonstrate effective oral communication skills and the use of presentation technologies.
- Demonstrate effective written communication skills.
- Understand the use of information technologies in organizations.
- Understand, interpret, and analyze quantitative problems and quantitatively presented information.

## The Bachelor's Degree

The bachelor's degree prepares students for careers in business, government, and nonprofit organizations. The objectives of the curriculum are to develop technical competencies in each of the major areas of accounting (financial, managerial, auditing, and taxation) and to provide students with educational qualifications needed for the professional certifications of certified management accountant (CMA), certified internal auditor (CIA), certified information systems auditor (CISA), and foundational knowledge required for certified public accountant (CPA).

## Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree Audit System throughout their college career to verify that degree requirements are being met.

## Grading Policy

The Accountancy program has minimum grade requirements as noted in the Degree Requirements section outlined below. For questions related to the grading policy, please contact your advisor.



## Degree Requirements

### Foundation Requirements <sup>1</sup>

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, and statistics. Students must earn a cumulative GPA of at least 2.0 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213	Statistics for Business and Economics (or MAT 121 Applied Statistics)	3
MAT 113	Business Calculus (or MAT 115 Calculus I or MAT 116 Calculus II)	4
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	4-6

<sup>1</sup> A minimum grade of C- is required in **ALL** foundation courses **EXCEPT** ACC 211 and ACC 212. A minimum grade of C (2.0) is required in ACC 211 and ACC 212 (a grade of C- or lower will not be accepted).

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by student petition form..

### College Core <sup>2</sup>

The college core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.0 across all college core courses.

ACC 335	Accounting Information Systems <sup>3</sup>	3
BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>4</sup>	3
Total Hours		21

<sup>2</sup> A minimum grade of C- is required in all College Core courses **EXCEPT** MGT 488 and ACC 335. A minimum grade of C (2.0) is required in MGT 488 and ACC 335 (a grade of C- or lower will not be accepted).

<sup>3</sup> Accountancy majors must take this course to fulfill the MIS 352 Principles of Management Information Systems requirement for the college core.

<sup>4</sup> Prerequisites: All college core courses, and within 12 hours of graduation or during the student's last semester.

### Major Requirements

To earn a Bachelor's in Accountancy a student must:

- Complete at least 54 semester hours from a 4 year baccalaureate-granting institution;

- Complete at least 48 semester hours of upper-division (300-400 level) course work;
- Complete at least one half of his or her business course work at UIS (college core and major); and
- Earn a minimum grade of C (2.0) in **ALL** Accountancy courses required for the major (a grade of C- or lower will not be accepted).

Students enrolled prior to fall 2009 may substitute an equivalent 3 hour Accountancy or equivalent CBM course for a 4 hour course requirement by use of a Student Petition form. All Accountancy majors must complete 21 core credit hours to fulfill the Accountancy core requirements.

ACC 321	Intermediate Financial Accounting I	3
ACC 322	Intermediate Financial Accounting II	3
ACC 324	Intermediate Financial Accounting III	3
ACC 433	Intermediate Managerial Accounting	3
ACC 443	Federal Income Taxation	3
ACC 464	Auditing Concepts and Responsibilities	3
ACC Elective <sup>1</sup>		3
Total Hours		21

<sup>1</sup> Any 400-level ACC course. Students may request to use a 300-level ACC course through the Student Petition form. College Core and ECCE courses may not be used to fulfill this requirement.

### Other graduation requirements include:

Engaged Citizenship Common Experience (ECCE) <sup>1</sup>	10
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<sup>1</sup> The Accountancy degree requires a minimum of three hours of internship course work consisting of an individualized field experience (IPL 300) or an individual project (IPL 301). Students are encouraged to complete six hours of internship. Internship hours will be used to fulfill the Engagement Experience ECCE category. Students must complete course work in at least one of the other ECCE categories including U.S. Communities and Global Awareness. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement (10 Total ECCE hours required).

Only in exceptional cases, using the Student Petition Form, with appropriate College of Business and Management approvals, students may request to waive the three-hour internship requirement and substitute an alternative ECCE course. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

With advisor approval, community college transfer students who complete course work equivalent to ACC 321, ACC 322 and ACC 324 with a grade of B (3.0) or better (grades of B- or lower will not be accepted), may not be required to complete these courses at UIS. Acceptance of Accountancy core transfer credit is subject to departmental approval.

Students must complete a minimum of 12 hours in Accountancy prefix courses (ACC) at the UIS College of Business and Management.

## Degree Plan\*

For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.

The College of Business and Management and the University of Illinois Springfield have a team of advisors ready to assist students in achieving their academic and career preparation goals. Advising services are customized based on the level and location of the student. Refer to <http://www.uis.edu/cbam/students/undergraduate-academic-advising/> for resources to help you succeed in achieving your academic goals.

## Transferring in College Core Courses

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MIS 352	Principles of Management Information Systems	3
MGT 488	Strategic Management: The Capstone	3

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than three courses or nine hours of transfer credit may be used to fulfill CBM college core course work.
- MGT 488 Strategic Management: The Capstone must be completed at UIS.

## Accountancy Minor

To earn a minor in accountancy, students must complete at least 15 hours of Accountancy courses, including three upper division Accountancy courses at UIS.

ACC 211	Introduction to Financial Accounting	3
ACC 212	Introduction to Managerial Accounting	3
ACC 321	Intermediate Financial Accounting I	3
ACC 433	Intermediate Managerial Accounting	3
One other upper division accountancy course from UIS		3
Total Hours		15

Only upper division Accountancy courses will count toward the calculation of the 2.0 GPA (ACC 211 and ACC 212 will be excluded from the calculation). Students should consult their academic advisor to ensure that the requirements for a minor are met.

## Business Administration

### Bachelor of Business Administration (concentration options)

- BBA - Comprehensive
- BBA - Finance
- BBA - Management Concentration
- BBA - Marketing Concentration
- BBA - Sport Management Concentration

### Undergraduate Minors

- Business Administration
- Finance
- Marketing
- Sport Management

Master of Business Administration (p. 134)

[www.uis.edu/bba/](http://www.uis.edu/bba/) or [www.uis.edu/management/](http://www.uis.edu/management/)

Email: BUS@uis.edu

Office Phone: (217) 206-6780

Office Location: UHB 4054

## Departmental Goals and Objectives

The goal of the Bachelor in Business Administration (B.B.A.) degree is to provide students with a course of study that will prepare them for employment in private or public organizations of any size. Building on the core business knowledge provided to all College of Business and Management students, the department offers students the opportunity to broaden their knowledge of the business enterprise through comprehensive study in the general areas of finance, management, marketing, and operations management, or through more advanced and focused study in finance, management, marketing, or sport management.

Specific objectives of the curriculum are to:

1. build competencies in critical and ethical thinking, analysis, and decision making in the areas of finance, management, marketing, and operations management; and
2. enable students to gain a broad comprehensive understanding of the functional areas of business or a more in depth understanding of management, marketing, or sport management.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

- demonstrate knowledge of key concepts in the major business disciplines, including accounting, economics, management, marketing, finance, information systems and the legal and social environment of business.
- systematically analyze a business problem using appropriate methods. Students will be able to:
  - effectively examine alternatives,
  - analyze alternatives,
  - and recommend an appropriate course of action.
- demonstrate effective oral communication skills and the use of presentation technologies.
- demonstrate effective written communication skills
- understand the use of information technologies in organizations.
- understand, interpret, and analyze quantitative problems and quantitatively presented information.

To earn a Bachelor's in Business Administration under any of the options available a student must:

- Complete at least 54 semester hours from a four year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) course work;
- Complete at least one half of his or her business course work at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.0 across all courses required for the major (college core and major electives).

## The Bachelor's Degree

The Bachelor in Business Administration (B.B.A.) provides four options for study:

- Comprehensive B.B.A. (p. 35)
- Finance B.B.A. Concentration (p. 36)
- Management B.B.A. Concentration (p. 37)
- Marketing B.B.A. Concentration (p. 38)
- Sport Management B.B.A. Concentration (p. 39)

## Delivery Format and Locations

The B.B.A. is available in the following locations and formats:

**B.B.A. - Comprehensive:** Springfield (day and evening classes) Peoria (evening & blended classes), Online (p. 35) (p. )

**B.B.A. - Finance Concentration:** Springfield (day and evening classes)

**B.B.A. – Management Concentration:** Springfield (day and evening classes), Online (p. 35)

**B.B.A. - Marketing Concentration:** Springfield (day and evening classes)

**B.B.A. - Sport Management Concentration:** Springfield (day and evening classes)

## Online Degree Offerings and Admission Requirements

Online degree completion options are available for the Comprehensive B.B.A. and the B.B.A. with a concentration in Management. The online degree completion plan allows students to participate in a dynamic online learning community and complete their course work using the latest information technologies and educational resources via the worldwide web. The fully online delivery mode is designed for students who have an associate's degree or at least 45 hours of completed college credit towards a bachelor's degree.

The online B.B.A. program has a separate admission process. The number of students admitted each term is limited by enrollment capacity. Applicants are considered on a rolling basis for fall and spring semesters. Applicants will receive consideration if they are unable to attend classes on campus because of distance, work, or care giving issues that are incompatible with regularly scheduled class offerings.

Preference for admission will be extended to students who have:

1. met all general education and entrance requirements stipulated for business administration majors;
2. earned a cumulative GPA of 3.0 or higher;
3. demonstrated their ability to write in the English language at the appropriate baccalaureate level; and
4. confirmed they have access to the Internet, specified software, and experience with their use.

Review for entry to the UIS Online B.B.A. is a two-part process:

1. applications are first evaluated by the UIS Admissions Office for fulfillment of University requirements, and then;
2. the application file is sent to the Online B.B.A. Program for online degree admission consideration.

Details about the online B.B.A. program and how to apply can be found at <http://www.uis.edu/cbam/online/busadminonline/>

- Business Administration Minor (p. 40)
- Finance Minor (p. 40)
- Marketing Minor (p. 40)
- Sport Management Minor (p. 41)

## BBA Comprehensive

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** [www.uis.edu/bba/](http://www.uis.edu/bba/)

**Office Location:** UHB 4054

The goal of the comprehensive B.B.A. option is to develop a broad-based education of the business enterprise through advanced study in the business functional areas such as finance, management, marketing, and operations management. Specific objectives of this option are to:

1. build advanced competencies in critical and ethical thinking, analysis, and decision making related to the business enterprise and
2. enable students to gain a broad comprehensive understanding of the functional areas of business.

## Requirements

### Foundation requirements <sup>1</sup>

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, and statistics. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213	Statistics for Business and Economics (or MAT 121 Applied Statistics)	3
MAT 113	Business Calculus (or Mat 114 Finite Math, MAT 115 Calculus I, or MAT 116 Calculus II)	4
Select one of the following: <sup>2</sup>		4-6
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by student petition form.

### College Core <sup>3</sup>

The college core is required of all undergraduate College of Business and Management students.

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>4</sup>	3
MIS 352	Principles of Management Information Systems	3
<b>Comprehensive Concentration Requirements <sup>5</sup></b>		
Upper Division Business (BUS) Course		3
Upper Division Management (MGT) Course		3
Upper Division Marketing (MKT) Course		3
Upper Division College of Business & Management course work <sup>6</sup>		6
Total Hours		53-55
Engaged Citizenship Common Experience (EECE) <sup>7</sup>		10

<sup>1</sup> Students must earn a minimum grade of C- in **ALL** foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.

<sup>2</sup> Junior or senior standing required to enroll in ECO 315

<sup>3</sup> Students must earn a minimum of C- in **ALL** college core courses (**EXCEPT** MGT 488) and a cumulative GPA of at least 2.0 across all college core courses. A minimum grad of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

<sup>4</sup> Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester.

<sup>5</sup> College Core and ECCE courses may not be used to fulfill these requirements.

<sup>6</sup> e.g., ACC, BUS, ECO (Except ECO 315), MGT, MIS, MKT, and SPM.

<sup>7</sup> The BBA:Comprehensive degree requires a minimum of three hours of internship course work consisting of an individualized field experience or an individual project (IPL 301). Students are encouraged to complete six hours of internship. All six hours of internship can be used to fulfill one category of the ECCE requirement, and either a US Communities OR Global Awareness course completes the 9 hour ECCE requirement. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement. After consultation with their internship advisor, students may petition to waive the three hour internship requirement using the student petition form. A petition to substitute an alternative ECCE course will only be approved in exceptional cases. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

**For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

CBM strictly enforces prerequisites.

The College of Business and Management and the University of Illinois Springfield have a team of advisors ready to assist students

in achieving their academic and career preparation goals. Advising services are customized based on the level and location of the student. Refer to <http://www.uis.edu/cbam/students/undergraduate-academic-advising/> for resources to help you succeed in achieving your academic goals.

## BBA Finance Concentration

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** [www.uis.edu/bba/](http://www.uis.edu/bba/)

**Office Location:** UHB 4054

The goal of the B.B.A. with a finance concentration is to develop knowledge and skills that are relevant in public, for-profit, or non-for profit organizations required for the optimization of monetary resources. This concentration's main goal is to develop competencies that will prepare students for success in diverse roles in finance such as financial manager or analyst. Specific degree objectives are to enable students to develop:

1. an understanding of risk management, financial policy, banking and financial markets.
2. the ability to analyze capital budgeting, investment decisions, capital structure, capital acquisition, and asset pricing.
3. skills in financial statement analysis and ratio analysis.
4. skills in analysis of specific investment securities and portfolio management.

## Requirements

### Foundation requirements <sup>1</sup>

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213	Statistics for Business and Economics (or MAT 121 Applied Statistics)	3
MAT 113	Business Calculus (or Mat 114 Finite Math, MAT 115 Calculus I, or MAT 116 Calculus II)	4

Select one of the following: <sup>2</sup>

ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	4-6
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Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by student petition form.

### College Core <sup>3</sup>

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>4</sup>	3
MIS 352	Principles of Management Information Systems	3

### Finance Concentration Requirements <sup>5</sup>

ECO 335	Money, Banking, and Financial Markets	3
BUS 443	Financial Investment Analysis	3
BUS 444	Intermediate Financial Management	3

Select two of the following finance-related electives (or other BUS/ ECO/ACC electives approved by the program):	6
ACC 443	Federal Income Taxation
BUS 440	Topics in Finance
BUS 445	Financial Institution Management
ECO 431	Financial Economics
ECO 435	Theory of Finance and Applications
Total Hours	53-55

Engaged Citizenship Common Experience (ECCE)<sup>6</sup> 10

- <sup>1</sup> Foundation course requirements: 19 hours (Some fulfill General Education requirements)
  - A minimum grade of C- is required in *All* foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.
- <sup>2</sup> Junior or senior standing required to enroll in ECO 315
- <sup>3</sup> College core course work: 21 Hours
  - A cumulative GPA of at least 2.0 is required across all college core courses.
  - Minimum grade of C- is required in each core course EXCEPT MGT 488 where a minimum grade of C (2.0) is required (C- or lower will not be MGT 488)
- <sup>4</sup> Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester.
- <sup>5</sup> Business Administration Finance Major course work: 15 Hours
  - Earn a cumulative grade point average of at least 2.00 across all courses required for the major.
- <sup>6</sup> The BBA:Finance degree requires a minimum of three hours of internship course work consisting of an individualized field experience or an individual project (IPL 301). Students are encouraged to complete six hours of internship. All six hours of internship can be used to fulfill one category of the ECCE requirement, and either a US Communities OR Global Awareness course completes the 9 hour ECCE requirement. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement. After consultation with their internship advisor, students may petition to waive the three hour internship requirement using the student petition form. A petition to substitute an alternative ECCE course will only be approved in exceptional cases. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

**For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

CBM strictly enforces prerequisites.

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## BBA Management Concentration

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** [www.uis.edu/bba/](http://www.uis.edu/bba/)

**Office Location:** UHB 4054

The goal of the B.B.A. with a management concentration is to develop the critical, conceptual, and interpersonal skills that are essential to employment in management positions in all types of organizations. In addition to requiring a theoretical foundation, the curriculum provides students with numerous opportunities to integrate and apply these skills in a variety of situations. Specific degree objectives are to enable students to develop: 1) an understanding of the different forms of organizations and how they operate in domestic and global contexts; 2) an ability to analyze cognitive, behavioral, and ethical issues faced by individuals and groups in organizations; and 3) an understanding of appropriate strategies for organizational effectiveness and the practical application of management concepts to address the challenges faced by leaders and members of the organizations.

Requirements and course work for this option is discussed in more detail below.

## Requirements

### Foundation requirements<sup>1</sup>

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213	Statistics for Business and Economics (or MAT 121 Applied Statistics)	3
MAT 113	Business Calculus (or Mat 114 Finite Math, MAT 115 Calculus I, or MAT 116 Calculus II)	4
Select one of the following: <sup>2</sup>		4-6
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics and Economics for Administration	

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by student petition form.

### College Core<sup>3</sup>

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>4</sup>	3
MIS 352	Principles of Management Information Systems	3

### Management Concentration Requirements<sup>5</sup>

MGT 461 or MGT 485	Organization Theory and International Management	3
Select two of the following:		6
MGT 422	Negotiation	
MGT 431	Human Resource Management	
MGT 461	Organization Theory	
MGT 474	Leadership And Motivation	
MGT 485	International Management	
One upper division (300-400) management (MGT) course		3

Upper Division College of Business & Management course work <sup>6</sup>	3
Total Hours	53-55

Engaged Citizenship Common Experience (ECCE) <sup>7</sup>	10
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<sup>1</sup> Students must earn a minimum grade of C- in **ALL** foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.

<sup>2</sup> Junior or senior standing required to enroll in ECO 315.

<sup>3</sup> Students must earn a minimum grade of C- in **ALL** college core courses (**EXCEPT** MGT 488) and a cumulative GPA of at least 2.0 across all college core courses. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

<sup>4</sup> Prerequisite: All college core courses, and within 12 hours of graduate or during the student's last semester.

<sup>5</sup> College Core and ECCE courses may not be used to fulfill these requirements.

<sup>6</sup> e.g., ACC, BUS, ECO (Except ECO 315), MGT, MIS, MKT, and SPM

<sup>7</sup> The BBA:Management degree requires a minimum of three hours of internship course work consisting of an individualized field experience or an individual project (IPL 301). Students are encouraged to complete six hours of internship. All six hours of internship can be used to fulfill one category of the ECCE requirement, and either a US Communities OR Global Awareness course completes the 9 hour ECCE requirement. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement. After consultation with their internship advisor, students may petition to waive the three hour internship requirement using the student petition form. A petition to substitute an alternative ECCE course will only be approved in exceptional cases. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

**For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

CBM strictly enforces prerequisites.

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## BBA Marketing Concentration

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** [www.uis.edu/bba/](http://www.uis.edu/bba/)

**Office Location:** UHB 4054

The goal of the B.B.A. with a marketing concentration is to develop the knowledge and skills required to create, communicate, deliver and exchange products and services that have value for customers, clients, partners and society. Specific degree objectives are to enable students to develop:

1. an understanding of product, pricing, distribution and promotion strategies;
2. an ability to collect and interpret information about consumers and their decision making processes; and
3. abilities to use new technologies available in media, retail and other business areas to develop competitive marketing strategies.

## Requirements

### Foundation requirements <sup>1</sup>

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213	Statistics for Business and Economics (or MAT 121 Applied Statistics)	3
MAT 113	Business Calculus (or Mat 114 Finite Math, MAT 115 Calculus I, or MAT 116 Calculus II)	4
Select one of the following: <sup>2</sup>		4-6
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by student petition form.

### College Core <sup>3</sup>

The college core is required of all undergraduate College of Business and Management students.

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>4</sup>	3
MIS 352	Principles of Management Information Systems	3

### Marketing Concentration Requirements <sup>5</sup>

MKT 431	Consumer Behavior	3
MKT 432	Research Methods for Marketing	3

Select two of the following (or other MKT electives approved by the program):

MKT 430	Topics in Marketing	
MKT 433	Introduction to Marketing Management	
MKT 434	Brand Management	
MKT 435	Sales And Sales Management	
MKT 436	Marketing Promotions	
MKT 437	Advertising	

Upper Division College of Business & Management course work <sup>6</sup>	3
Total Hours	53-55

Engaged Citizenship Common Experience (ECCE) <sup>7</sup>	10
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<sup>1</sup> Students must earn a minimum grade of C-in **ALL** foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.

<sup>2</sup> Junior or senior standing required to enroll in ECO 315.

- <sup>3</sup> Students must earn a minimum of C- in **ALL** college core courses (**EXCEPT** MGT 488) and a cumulative GPA of at least 2.0 across all college core courses. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).
- <sup>4</sup> Prerequisite: All college core courses, and within 12 hours of graduate or during the student's last semester.
- <sup>5</sup> College Core and ECCE courses may not be used to fulfill these requirements.
- <sup>6</sup> e.g., ACC, BUS, ECO (Except ECO 315), MGT, MIS, MKT, and SPM.
- <sup>7</sup> The BBA:Marketing degree requires a minimum of three hours of internship course work consisting of an individualized field experience or an individual project (IPL 301). Students are encouraged to complete six hours of internship. All six hours of internship can be used to fulfill one category of the ECCE requirement, and either a US Communities OR Global Awareness course completes the 9 hour ECCE requirement. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement. After consultation with their internship advisor, students may petition to waive the three hour internship requirement using the student petition form. A petition to substitute an alternative ECCE course will only be approved in exceptional cases. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

**For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

CBM strictly enforces prerequisites.

The College of Business and Management and the University of Illinois Springfield have a team of advisors ready to assist students in achieving their academic and career preparation goals. Advising services are customized based on the level and location of the student. Refer to <http://www.uis.edu/cbam/students/undergraduate-academic-advising/> for resources to help you succeed in achieving your academic goals.

## BBA Sport Management Concentration

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** <http://www.uis.edu/bba/>

**Office Location:** UHB 4054

The goal of the B.B.A. with a sport management concentration is to develop the knowledge and skills required for the effective management of organizations such as sport facilities, professional and amateur teams, and community programs. Specific degree objectives are to enable students to develop an understanding of:

1. management skills such as organizational strategy, marketing, and finance applied to sport organizations;
2. principles of law that regulate both the amateur and professional sport industries; and
3. strategies, techniques and critical issues associated with event and facilities management.

## Requirements

### Foundation requirements <sup>1</sup>

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213	Statistics for Business and Economics (or MAT 121 Applied Statistics)	3
MAT 113	Business Calculus (or MAT 113 Business Calculus, MAT 114 Finite Math, MAT 115 Calculus I, or MAT 116 Calculus II)	4
Select one of the following: <sup>2</sup>		4-6
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by student petition form.

### College Core <sup>3</sup>

The college core is required of all undergraduate College of Business and Management students.

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>4</sup>	3
MIS 352	Principles of Management Information Systems	3

### Sport Management Concentration Requirements <sup>5</sup>

SPM 431	Foundation of Sports Management <sup>6</sup>	3
SPM 432	Sport Law <sup>7</sup>	3
SPM 433	Facilities and Event Management <sup>7</sup>	3
One upper division (300-400) Sport Management Elective		3
Upper Division College of Business & Management course work <sup>8</sup>		3
Total Hours		53-55

Engaged Citizenship Common Experience (ECCE) <sup>9</sup> 10

<sup>1</sup> Students must earn a minimum grade of C-in **ALL** foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.

<sup>2</sup> Junior or senior standing required to enroll in ECO 315.

<sup>3</sup> Students must earn a minimum of C- in **ALL** college core courses (**EXCEPT** MGT 488) and a cumulative GPA of at least 2.0 across all college core courses. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

<sup>4</sup> Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester.

<sup>5</sup> College Core and ECCE courses may not be used to fulfill these requirements.

<sup>6</sup> Prerequisites: MGT 310 and BUS 312

<sup>7</sup> Prerequisite SPM 431 Foundation of Sport Management

<sup>8</sup> e.g., ACC, BUS, ECO (Except ECO 315), MGT, MIS, MKT, and SPM

<sup>9</sup> The BBA:Sport Management degree requires a minimum of three hours of internship course work consisting of an individualized field experience or an individual project (IPL 301). Students are encouraged to complete six hours of internship. All six hours of internship can be used to fulfill one category of the ECCE requirement, and either a US Communities OR Global Awareness course completes the 9 hour ECCE requirement. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement. After consultation with their internship advisor, students may petition to waive the three hour internship requirement using the student petition form. A petition to substitute an alternative ECCE course will only be approved in exceptional cases. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

**For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

CBM strictly enforces prerequisites.

The College of Business and Management and the University of Illinois Springfield have a team of advisors ready to assist students in achieving their academic and career preparation goals. Advising services are customized based on the level and location of the student. Refer to <http://www.uis.edu/cbam/students/undergraduate-academic-advising/> for resources to help you succeed in achieving your academic goals.

## Business Administration Minor

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** [www.uis.edu/bba/](http://www.uis.edu/bba/)

**Office Location:** UHB 4054

To earn a business administration minor, students must complete prerequisites and a minimum of 15 semester hours of course work.

### Required Courses <sup>1</sup>

#### Prerequisites

ACC 211	Introduction to Financial Accounting	
Select one of the following:		
ECO 201 & ECO 202	Introduction to Microeconomics and Introduction to Macroeconomics	
ECO 315	Economics for Administration	
<b>Requirements</b>		
BUS 312	Principles of Marketing	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
Two upper division courses from UIS with a BUS, MGT, MKT or SPM prefix <sup>1</sup>		6
<b>Total Hours</b>		<b>15</b>

<sup>1</sup> College Core and ECCE courses may not be used to fulfill these requirements.

## Finance Minor

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** [www.uis.edu/bba/](http://www.uis.edu/bba/)

**Office Location:** UHB 4054

To earn a minor in finance, a student must complete a minimum of 28 semester hours of course work.

### Required Courses

ACC 211	Introduction to Financial Accounting	3
ACC 212	Introduction to Managerial Accounting	3
ECO 213	Statistics for Business and Economics (or MAT 121 Applied Statistics)	3
MAT 113	Business Calculus (or Mat 114 Finite Math, MAT 115 Calculus I, or MAT 116 Calculus II)	4
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	4-6
BUS 302	Principles of Financial Management	3
BUS 443 or BUS 444	Financial Investment Analysis Intermediate Financial Management	3
Select one of the following finance-related electives (or other BUS/ECO/ACC electives approved by the program):		3
ACC 443	Federal Income Taxation	
BUS 440	Topics in Finance	
BUS 443	Financial Investment Analysis <sup>1</sup>	
BUS 444	Intermediate Financial Management <sup>1</sup>	
BUS 445	Financial Institution Management	
ECO 431	Financial Economics	
ECO 435	Theory of Finance and Applications	
<b>Total Hours</b>		<b>26-28</b>

<sup>1</sup> If this course is not taken as a required course, it may be used as an elective.

## Marketing Minor

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** [www.uis.edu/bba/](http://www.uis.edu/bba/)

**Office Location:** UHB 4054

To earn a minor in marketing, a student must complete a minimum of 18 semester hours of course work.

### Required Courses

ACC 211	Introduction to Financial Accounting	3
BUS 312	Principles of Marketing	3
ECO 201	Introduction to Microeconomics	3
ECO 213	Statistics for Business and Economics	3
MKT 431	Consumer Behavior	3



MKT 432	Research Methods for Marketing	3
Total Hours		18

## Sport Management Minor

### Contact Information

**Phone:** (217) 206-6780

**Email:** BUS@uis.edu

**Website:** www.uis.edu/bba/

**Office Location:** UHB 4054

To earn a sport management minor, students must complete prerequisites and a minimum of 15 semester hours of course work.

## Required Courses

### Prerequisites

ACC 211	Introduction to Financial Accounting	3
ECO 201	Introduction to Microeconomics	3

### Requirements

BUS 312	Principles of Marketing	3
MGT 310	Managing Organizational Behavior	3
SPM 431	Foundation of Sports Management <sup>2</sup>	3
SPM 432	Sport Law <sup>1</sup>	3
SPM 433	Facilities and Event Management <sup>1</sup>	3
Total Hours		21

<sup>1</sup> Prerequisite SPM 431 Foundations of Sport Management

<sup>2</sup> Prerequisites: MGT 310 and BUS 312

## Economics

### Bachelor of Arts Undergraduate Minor

[www.uis.edu/economics/](http://www.uis.edu/economics/)

**Email:** eco@uis.edu

**Office Phone:** (217) 206-7920

**Office Location:** UHB 4049

## Departmental Goals and Objectives

Through economics course work, students build strong conceptual thinking and problem-solving skills by understanding and applying economic theory to real world problems. Specific program objectives include the development of:

1. basic knowledge of micro- and macroeconomic theory,
2. fundamental understanding of quantitative methods of analysis,
3. research competencies using the theories and methods of economic analysis, and
4. skills for applying theories and models to contemporary economic issues and policies.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

- Demonstrate knowledge of key concepts in the major business disciplines, including accounting, economics, management, marketing, finance information systems and the legal and social environment of business.
- Systematically analyze a business problem using appropriate methods. Students will be able to: effectively examine alternatives, analyze alternatives, and recommend an appropriate course of action.
- Demonstrate effective oral communication skills and the use of presentation technologies.
- Demonstrate effective written communication skills.
- Understand the use of information technologies in organizations.
- Understand, interpret, and analyze quantitative problems and quantitatively presented information.

## The Bachelor's Degree

### Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree Audit System throughout their college career to verify that degree requirements are being met.

### Grading Policy

The Economics program has minimum grade requirements as noted in the Degree Requirements sections outlined below. For questions related to the grading policy, please contact your advisor.

## Degree Requirements

### Foundation Requirements <sup>1</sup>

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, and statistics. Students must earn a cumulative GPA of at least 2.00 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211	Introduction to Financial Accounting	6
& ACC 212	and Introduction to Managerial Accounting	
ECO 201	Introduction to Microeconomics	6
& ECO 202	and Introduction to Macroeconomics	
ECO 213	Statistics for Business and Economics	3
or MAT 121	Applied Statistics	
MAT 113	Business Calculus	4
or MAT 114	Finite Mathematics and Its Applications	
or MAT 115	Calculus I	
or MAT 116	Calculus II	
Total Hours		19

<sup>1</sup> A minimum grade of C- is required in **ALL** foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by student petition form.

## College Core <sup>1</sup>

The College Core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.0 across all college core courses.

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MIS 352	Principles of Management Information Systems	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>2</sup>	3
Total Hours		21

<sup>1</sup> A minimum grade of C- is required in all College Core courses **EXCEPT** MGT 488 and a cumulative GPA of at least 2.0 across all college core courses. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

<sup>2</sup> Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester.

## Major Requirements

To earn a B. A. in Economics a student must:

- Complete at least 54 semester hours from a four year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) course work;
- Complete at least one half of his or her business course work at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.0 across all courses required for the major.
- Earn a minimum grade of C- in all major courses.

Students enrolled prior to fall 2009 may substitute an equivalent three hour Economics or equivalent CBM course for a four hour course requirement. All Economics majors must complete 18 credit hours of Economics major credit hours to fulfill the major requirements.

ECO 301	Managerial Economics	3
ECO 302	Macroeconomics in a Global Economy	3
ECO 413	Econometrics	3
3 upper division Economics courses from UIS (Except ECO 315)		9
Total Hours		18

**Other graduation requirements include:**

Engaged Citizenship Common Experience (ECCE) <sup>1</sup> 10

<sup>1</sup> The degree requires a minimum of three hours of internship course work consisting of an individualized field experience (IPL 300) or an individual project (IPL 301). Students are encouraged to complete six hours of Internship. Internship hours will be used to fulfill the Engagement Experience ECCE category. Students must complete course work in at least one of the other ECCE categories including U.S. Communities and Global Awareness. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement (10 Total ECCE hours required).

Only in exceptional cases, using the Student Petition Form, with appropriate College of Business and Management approvals, students may request to waive the three-hour internship requirement and substitute an alternative ECCE course. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

## Transferring in College Core Courses

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MIS 352	Principles of Management Information Systems	3
MGT 488	Strategic Management: The Capstone	3

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than three courses or nine hours of transfer credit may be used to fulfill CBM college core course work.
- MGT 488 Strategic Management: The Capstone, must be completed at UIS.

**For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

The College of Business and Management and the University of Illinois Springfield have a team of advisors ready to assist students in achieving their academic and career preparation goals. Advising services are customized based on the level and location of the student. Refer to <http://www.uis.edu/cbam/students/undergraduate-academic-advising/> for resources to help you succeed in achieving your academic goals.

CBM strictly enforces prerequisites. Refer to the catalog for specific CBM and Program requirements.

CBM majors are allowed to take only ONE ECCE course from either US Communities OR Global Awareness category before transferring to their major. The remaining ECCE requirements will be fulfilled with a six hour internship.

## Economics Minor

To earn a minor in economics, students must complete the following courses or their equivalents:

ECO 201	Introduction to Microeconomics	3
ECO 202	Introduction to Macroeconomics	3
ECO 301	Managerial Economics	3
ECO 302	Macroeconomics in a Global Economy	3
One additional upper-division economics course from UIS (Except ECO 315)		3
Total Hours		15

A minimum grade of C- is required for all minor courses and an overall GPA of 2.0 in economics course work is required to earn the economics minor. Students should consult their academic advisor to ensure that the requirements for a minor are met.

## Management

**Admissions are not being accepted for the Management Bachelor's degree at this time. However, Management is offered as a concentration in the BBA degree.**

Bachelor of Arts  
Undergraduate Minor

<http://www.uis.edu/management/>

Email: [mgt@uis.edu](mailto:mgt@uis.edu)

Office Phone: (217) 206-6712

Office Location: UHB 4060

## Departmental Goals and Objectives

The goal of the Management degree is to develop the critical conceptual and interpersonal skills that are essential to employment in management positions in all types of organizations. In addition to requiring a theoretical foundation, the curriculum provides students with numerous opportunities to integrate and apply these skills in a variety of situations. Specific degree objectives are to enable students to develop an:

1. Understanding of the different forms of organizations and how they operate in domestic and global contexts;
2. Ability to analyze cognitive, behavioral and ethical issues faced by individuals and groups in organizations; and
3. Understanding of appropriate strategies for organizational effectiveness and the practical application of management concepts to address the challenges faced by leaders and members of organizations.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

- Demonstrate knowledge of key concepts in the major business disciplines.
  - Knowledge in the key business disciplines including accounting, economics, management, marketing, finance information systems and the legal and social environment of business

- Systematically analyze a business problem using appropriate methods.

- Interpretation of evidence

- Identification and evaluation of points of view

- Formulation of appropriate conclusions

- Communicate effectively in written and oral forms

- Demonstration of effective oral communication skills

- Demonstration of effective written communication skills

- Demonstrate effective use of information technology and data analysis.

- Demonstration of communication and presentation technologies used in the business environment

- Understanding of and ability to use common methods of statistical inference

- Understanding of data analysis and its use in business decision making

**Admissions are not being accepted for this degree at this time.**

## The Bachelor's Degree

The B.A. in Management prepares students to become organizational leaders, in the sense that today's organizations need leaders at all levels. The degree philosophy is based on the premise that organizational leaders do more than just manage. They understand that success, for individuals as well as organizations, is largely based on how effective they are in developing people and that organizational success requires leaders who know how to coach, mentor, and facilitate, rather than simply monitor and control.

Leaders in business, not-for-profit, and governmental organizations face similar problems and challenges and thus need the same core of leadership knowledge and skills to be effective. Therefore, this degree is designed to develop critical conceptual and interpersonal skills for successful performance in all types of organizations.

## Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree Audit System throughout their college career to verify that degree requirements are being met.

## Grading Policy

The Management program has minimum grade requirements as noted in the degree requirements' sections outlined below. For questions related to the grading policy, please contact your advisor.

## Degree Requirements

### Foundation Requirements <sup>1</sup>

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. Students must earn a

cumulative GPA of at least 2.0 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213	Statistics for Business and Economics	3
MAT 113	Business Calculus (or other calculus or finite math equivalent)	4
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	4-6

<sup>1</sup> A minimum grade of C- is required in **ALL** foundation courses.

Course work equivalent to the above may be accepted upon approval by the student's advisor.

## College Core <sup>2</sup>

The college core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.0 across all college core courses.

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MIS 352	Principles of Management Information Systems	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>3</sup>	3
Total Hours		21

<sup>2</sup> A minimum grade of C- is required in all College Core courses **EXCEPT** MGT 488. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

<sup>3</sup> Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester.

## Major Requirements

To earn a B.A. in Management a student must:

- Complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) course work;
- Complete at least one half of his or her business course work at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.00 across all courses required for the major.

Students enrolled prior to fall 2009 may substitute an equivalent three hour management major course for a four hour management major course requirement by Student Petition. All Management majors must complete 15 credit hours of Management major credit hours to fulfill the major requirements.

**Choose at least one of the following:**

MGT 461	Organization Theory	3
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or MGT 485	International Management	
<b>Choose two additional courses from the following:</b>		6
MGT 422	Negotiation	3
MGT 431	Human Resource Management	3
MGT 461	Organization Theory	3
MGT 474	Leadership And Motivation	3
MGT 485	International Management	3
<b>Choose one MGT Elective (300-400 level) <sup>1</sup></b>		3
<b>Choose one CBM Elective (300-400 level) <sup>2</sup></b>		3
<b>Total Hours</b>		15

**Other graduation requirements include:**

Engaged Citizenship Common Experience (ECCE) <sup>3</sup>	10
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<sup>1</sup> College Core and ECCE courses may not be used to fulfill this requirement

<sup>2</sup> e.g., ACC, BUS, ECO, MKT, MIS and SPM

<sup>3</sup> Freshmen and sophomore students should be aware that the internship (IPL) is classified as part of the Engagement Experience category in ECCE. If you wish to do an internship during your senior year, you should not fulfill the Engagement requirement with lower division ECCE courses. You should wait to enroll in six hours of IPL 300 which will then fulfill this requirement.

## Transferring in College Core Courses

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MIS 352	Principles of Management Information Systems	3
MGT 488	Strategic Management: The Capstone	3

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than three courses or nine hours of transfer credit may be used to fulfill CBM college core course work.
- MGT 488 Strategic Management: The Capstone must be completed at UIS.

## Management Minor

To earn a minor in management, a student must complete a minimum of 15 semester hours of course work.

## Required Courses <sup>1</sup>

MGT 310	Managing Organizational Behavior	3
MGT 431	Human Resource Management	3

Three upper division UIS courses with a MGT prefix	9
Total Hours	15

<sup>1</sup> College Core and ECCE courses may not be used to fulfill these requirements.

## Management Information Systems

### Bachelor of Science (2 options)

- Bachelor of Science (p. 45)
- Bachelor of Science with Health Care Informatics Concentration (p. 47)

### Undergraduate Minor

- Master of Science (p. 138)
- Graduate Certificates (p. 139) – 3

[mis.uis.edu/](http://mis.uis.edu/)

Email: [MIS@uis.edu](mailto:MIS@uis.edu)

Office Phone: (217) 206-6067

Office Location: UHB 4021

## Departmental goals and objectives

The goal of the MIS department is to prepare students for challenging positions in everything from the application of information technology to solving business problems. Specific objectives of our MIS degree programs are to:

1. provide students with the analytical and practical frameworks and methodologies necessary to analyze, design, implement, and manage complex information systems in contemporary organizational structures;
2. provide knowledge of the principles necessary for understanding basic computer hardware and software systems to ensure the data quality, transmission, processing, and storage necessary to facilitate organizational decision making and general operations;
3. enable students to develop competencies in applying systems analysis and design strategies and techniques in realistic marketplace environments; and
4. provide a balance between technical and organizational knowledge for a variety of professional organizations.

In addition, upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

- demonstrate knowledge of key concepts in the major business disciplines, including accounting, economics, management, marketing, finance information systems and the legal and social environment of business.
- systematically analyze a business problem using appropriate methods. Students will be able to: effectively examine alternatives, analyze alternatives, and recommend an appropriate course of action.

- demonstrate effective oral communication skills and the use of presentation technologies.
- demonstrate effective written communication skills.
- understand the use of information technologies in organizations.
- understand, interpret, and analyze quantitative problems and quantitatively presented information.

## The Bachelor's Degree

The bachelor's degree provides students with both a foundation in business, and skills in management information systems, rather than a foundational focus on computer science. The skill set combination prepares students to provide solutions and achieve goals for companies, non-profit organizations, and government agencies. The B.S. in MIS degree program also equips students with expertise from a holistic business perspective, versus merely a micro-level or science perspective. Our focus on applications of the Internet and the World Wide Web will allow students to combine their knowledge of computing and organizations to bridge the gap between technical and business specialists. The B.S. in Management Information Systems may be earned online, blended, or through a combination of online and blended modes of delivery.

## Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements. Students are also required to access the Degree Audit System throughout their college career to verify that degree requirements are being met. The College of Business and Management and the University of Illinois Springfield have a team of advisors ready to assist students in achieving their academic and career preparation goals. Advising services are customized based on the level and location of the student. Refer to <http://www.uis.edu/cbam/students/undergraduate-academic-advising/> for resources to help you succeed in achieving your academic goals.

## Grading Policy

The Management Information Systems program has minimum grade requirements as noted in the degree requirements' sections outlined below. For questions related to the grading policy, please contact your advisor.

## Degree requirements

### Foundation requirements <sup>1</sup>

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, and statistics. Students must earn a cumulative GPA of at least 2.0 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213 or MAT 121	Statistics for Business and Economics Applied Statistics	3
MAT 113	Business Calculus (or MAT 115 Calculus I or MAT 116 Calculus II)	4

ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	4-6
Total Hours		17-19

<sup>1</sup> Students must earn a minimum grade of C- in **ALL** foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by Student Petition form.

## College Core <sup>2</sup>

The college core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.0 across all college core courses.

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>3</sup>	3
MIS 352	Principles of Management Information Systems	3
Total Hours		21

<sup>2</sup> A minimum grade of C- is required in all College Core courses **EXCEPT** MGT 488. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

<sup>3</sup> Prerequisite: Completion of all college core courses and within 12 credit hours of graduation or during the student's last semester.

## Major Requirements – MIS Core

To earn a Bachelor's of Science in Management Information Systems a student must:

- Complete at least 54 semester hours from a four year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) course work;
- Complete at least one half of his or her business course work at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.0 across all courses required for the major.

All MIS undergraduate majors must complete 30 core credit hours to fulfill the degree requirements as follows:

CSC 225	Computer Programming Concepts I	3
CSC 275	Computer Programming Concepts II	3
MIS 371	Enterprise Architecture	3
MIS 385	Data and Information Management	3
MIS 395	Electronic Business Strategy, Architecture, and Design	3
MIS 454	Systems Analysis and Design	3

MIS 456	Networks and Telecommunications in Organizations	3
MIS 458	IS Project Management	3
MIS 468	Business Process Management	3
MIS 469	IS Strategy Management and Acquisition	3
Total Hours		30

### Other requirements include:

Engaged Citizenship Common Experience (ECCE) <sup>1</sup> 10

<sup>1</sup> The Management Information Systems degree requires a minimum of three hours of internship course work consisting of an individualized field experience (IPL 300) or an individual project (IPL 301). Students are encouraged to complete six hours of Internship. Internship hours will be used to fulfill the Engagement Experience ECCE category. Students must complete course work in at least one of the other ECCE categories including U.S. Communities and Global Awareness. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement (10 Total ECCE hours required). Only in exceptional cases, using the Student Petition Form, with appropriate College of Business and Management approvals, students may request to waive the three-hour internship requirement and substitute an alternative ECCE course. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

Students must complete a minimum of 18 hours in Management Information Systems prefix courses (MIS) at the UIS College of Business and Management.

**For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

## Transferring in College Core Courses

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MIS 352	Principles of Management Information Systems	3
MGT 488	Strategic Management: The Capstone	3

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than three courses or nine hours of transfer credit may be used to fulfill CBM college core course work.
- MGT 488 Strategic Management: The Capstone must be completed at UIS.

## Online Degree

An online degree completion program is available in Management Information Systems (MIS). The online degree completion plan allows students to participate in a dynamic online learning community and complete their course work using the latest information technologies and educational resources via the Internet. The fully online delivery mode is designed for students who have an associate's degree or at least 54 hours of completed college credit towards a bachelor's degree.

## Management Information Systems Minor

To earn an undergraduate minor in Management Information Systems, students must complete a minimum of five courses totaling 15 credit hours, at least nine hours of which must be upper-division course work taken at UIS. You must get at least a "C" grade in all 3 MIS courses (below), which make up the MIS minor. Prerequisites include proficiency in a spreadsheet and/or a database package or completion of CSC 317 Software Packages.

### Required Courses

MIS 352	Principles of Management Information Systems	3
MIS 385	Data and Information Management	3
MIS 395	Electronic Business Strategy, Architecture, and Design	3

### Elective Courses

Select at least two of the following:		6
ACC 211	Introduction to Financial Accounting	
ACC 212	Introduction to Managerial Accounting	
ECO 201	Introduction to Microeconomics	
ECO 202	Introduction to Macroeconomics	
ECO 315	Economics for Administration	
Total Hours		15

## MIS Health Care Informatics Concentration

### Degree requirements

#### Foundation requirements <sup>1</sup>

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, and statistics. Students must earn a cumulative GPA of at least 2.0 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	6
ECO 213 or MAT 121	Statistics for Business and Economics Applied Statistics	3
MAT 113	Business Calculus (or MAT 115 Calculus I or MAT 116 Calculus II)	4
ECO 201 & ECO 202 or ECO 315	Introduction to Microeconomics and Introduction to Macroeconomics Economics for Administration	4-6
Total Hours		17-19

<sup>1</sup> Students must earn a minimum grade of C- in **ALL** foundation courses and a cumulative GPA of at least 2.0 across all foundation courses.

Course work equivalent to the above may be accepted upon approval by the student's advisor and the College of Business and Management by Student Petition form.

### College Core <sup>2</sup>

The college core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.0 across all college core courses.

BUS 302	Principles of Financial Management	3
BUS 312	Principles of Marketing	3
BUS 322	Principles of Operations Management	3
BUS 331	Business, Ethics, and Society	3
MGT 310	Managing Organizational Behavior	3
MGT 488	Strategic Management: The Capstone <sup>3</sup>	3
MIS 352	Principles of Management Information Systems	3
Total Hours		21

<sup>2</sup> A minimum grade of C- is required in all College Core courses **EXCEPT** MGT 488. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

<sup>3</sup> Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester.

### Major Requirements – MIS Core

To earn a Bachelor's of Science in Management Information Systems with Health Care Informatics a student must:

- Complete at least 54 semester hours from a four year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) course work;
- Complete at least one half of his or her business course work at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.0 across all courses required for the major.

All MIS undergraduate majors must complete 36 core credit hours to fulfill the degree requirements as follows:

#### Other requirements include:

Engaged Citizenship Common Experience (ECCE) <sup>1</sup> 10

#### Health Care Informatics Concentration Requirements:

CSC 225	Computer Programming Concepts I	3
CSC 275	Computer Programming Concepts II	3
MIS 325	Health Care Informatics Programming	3
MIS 371	Enterprise Architecture	3
MIS 385	Data and Information Management	3
MIS 454	Systems Analysis and Design	3
MIS 455	Human-Computer Interaction Design	3

MIS 456	Networks and Telecommunications in Organizations	3
MIS 458	IS Project Management	3
MIS 468	Business Process Management	3
MIS 469	IS Strategy Management and Acquisition	3
MIS 478	Health Care Information Systems Security	3
Total Hours		36

<sup>1</sup> The Management Information Systems degree requires a minimum of three hours of internship course work consisting of an individualized field experience (IPL 300) or an individual project (IPL 301) in the area of Health Care Informatics. Students are encouraged to complete six hours of Internship. Internship hours will be used to fulfill the Engagement Experience ECCE category. Students must complete course work in at least one of the other ECCE categories including U.S. Communities and Global Awareness. Students with Health Care Informatics Concentration will take ECCE MIS 323 Social Health Care Informatics (three hours) instead of US Communities or Global Awareness. The one hour UNI 301 Speaker Series course fulfills the last hour of the ECCE requirement (10 Total ECCE hours required). Only in exceptional cases, using the Student Petition Form, with appropriate College of Business and Management approvals, students may request to waive the three-hour internship requirement and substitute an alternative ECCE course. Credit for Prior Learning (IPL 305) may not be used by College of Business and Management students to fulfill degree requirements.

Students must complete a minimum of 18 hours in Management Information Systems prefix courses (MIS) at the UIS College of Business and Management.



# College of Education and Human Services

[www.uis.edu/cehs](http://www.uis.edu/cehs)

Office Phone: (217) 206-6784

Email: [cehs@uis.edu](mailto:cehs@uis.edu)

Office Location: BRK 363

Hanfu Mi, Dean

Faculty of the college take full advantage of UIS' location in the state capital by maintaining close ties with the Illinois State Board of Education and the Illinois Department of Human Services. Faculty serve on a variety of professional advisory boards and on the boards of local social service delivery agencies. Due to the large number of state government employees, educators, and human service professionals in Springfield, the college's academic programs are vital to the city's economic and employment base.

Students enrolled in the college's programs prepare for professional careers as social workers, researchers and teachers. Programs in the college are closely involved with the Internship and Service-Learning Programs and the Career Development Center to ensure that students receive field and/or clinical experience in their chosen professional areas and have realistic career objectives.

The Social Work department is nationally accredited by the Council on Social Work Education (CSWE). Students earn a Bachelor of Social Work (B.S.W.) and may receive advanced standing when applying to Masters of Social Work (M.S.W.) programs. The B.S.W. is a generalist degree that gives students the education and skill necessary to provide direct services to clients in a wide variety of human service settings.

Generalist practice social work encompasses all client groups and all levels of service, from individuals to international social policy. The program is based on an empowerment model dedicated to the achievement of social justice and human rights for all.

The Department of Teacher Education Program provides an Elementary Major and a Secondary Minor that lead to state-approved licensure when combined with an appropriate academic content major and fulfillment of general education, campus, and state requirements. Elementary education candidates are required to choose an appropriate academic disciplinary content area as a second major, and secondary education candidates must major in one of several programs leading to licensure in the areas of English, mathematics, science or social science. The purpose is to prepare licensed elementary and secondary teachers who are competent in subject matter and who understand the psychological and socio-cultural characteristics of learners.

College faculty use a variety of innovative teaching strategies and technologies in the classroom and apply their research and scholarship to the course work that they teach. Many of the faculty have national and international reputations in their areas of expertise.

## Social Work

**Bachelor of Social Work**

[www.uis.edu/socialwork/](http://www.uis.edu/socialwork/)

Email: [swk@uis.edu](mailto:swk@uis.edu)

Office Phone: (217) 206-6687

**Office Location: BRK 332**

The B.S.W. is nationally accredited by the Council on Social Work Education (CSWE). The generalist B.S.W. gives students the education and skills necessary to provide direct services to clients in a wide variety of human service settings. Generalist practice social work encompasses all client groups and all levels of service, from individuals to international social policy. This is a professional program involving time and commitment. In addition, professional preparation requires each student to look at his/her values, attitudes, knowledge, and skills. The program at UIS is based on an empowerment model dedicated to the achievement of social justice and human rights for all.

## The Bachelor's Degree

### Advising

Students will be assigned a faculty advisor at the time of admission. A student may elect to change that advisor, but the new advisor must be a faculty member in the Social Work Department. Students should consult their advisor each semester before registration.

### Grading Policy

A student must earn a grade of C or better in every Social Work core course to continue in the curriculum and to graduate. If a lower grade is earned (C- or lower), a student may repeat a course or courses, but only once. CR/NC is not available in core courses except field work. Students will be encouraged to complete their degrees within five years. A student should apply through a Student Petition form for a leave of absence if he or she will be out more than one semester.

### Degree Requirements

Every B.S.W. student will complete **44** credit hours of core social work courses. This includes eight hours of field work. Students should consult with their advisor for specific guidance regarding completion of general education requirements.

### Field work

An essential aspect of professional preparation is the integration of knowledge and skills with experience. This is accomplished primarily through the field work course. Field work is an intensive 400-hour experience in a social service agency, where a student, under supervision, learns to assess and improve his or her own social work skills. The field work supervisor should be a person holding a degree in social work and must be approved by the program's field work director. Field work may be taken concurrently with SWK 430, SWK 433, and SWK 434. All other B.S.W. core courses must be completed and graded before starting field work. Students on academic probation are ineligible for field work.

### Closure procedures

Students must submit a graduation application whether they wish to participate in commencement or not. The graduation application must be submitted no later than the posted deadline for the applicable semester. Deadlines are posted in the Office of Records and Registration and emailed to all students each semester. All students must consult with their advisor before registering for their last semester to ensure that both UIS and department requirements have been met. Students should consult with their advisor for specific guidance regarding completion of general education requirements. Core courses

must be taken in the proper sequential order after the prerequisites are completed.

## Degree Requirements

SWK 322	Introduction to Social Work	3
SWK 323	Intro to Social Work - Lab (lab)	1
SWK 333	Human Behavior in the Social Environment	4
SWK 344	Social Work Practice I	4
SWK 355	Social Welfare Policies and Services	4
SWK 366	Culture, Diversity, and Social Work	4
SWK 377	Social Work Practice II	4
SWK 430	Social Work Research Methods	4
SWK 433	Social Work Practice III	4
SWK 434	Senior Seminar	4
SWK 450	ECCE: Field Work <sup>1</sup>	4-8
Total Hours		44

<sup>1</sup> Please refer to the suggested course sequence (third and fourth semesters) for the recommended enrollment pattern for SWK 450. Students may register for four - eight credit hours per semester. A total of eight credit hours are required.

## Degree Plan\*

\*Listed below is a **SUGGESTED Degree Plan**. For **OFFICIAL program information, please refer to the catalog content above and consult your academic advisor**.

### First Semester

SWK 322	Introduction to Social Work	3
SWK 323	Intro to Social Work - Lab (lab)	1
SWK 333	Human Behavior in the Social Environment	4
SWK 344	Social Work Practice I	4

### Second Semester

SWK 355	Social Welfare Policies and Services	4
SWK 366	Culture, Diversity, and Social Work	4
SWK 377	Social Work Practice II	4

### Third Semester

SWK 430	Social Work Research Methods	4
SWK 433	Social Work Practice III	4
SWK 450	ECCE: Field Work <sup>1</sup>	4

### Fourth Semester

SWK 434	Senior Seminar	4
SWK 450	ECCE: Field Work <sup>1</sup>	4

<sup>1</sup> Please refer to the suggested course sequence (third and fourth semesters) for the recommended enrollment pattern for SWK 450.

## Teacher Education

### Major in Elementary Education

### Minor in Secondary Education

*Additional options offered through TEP:*

Project Midstate Student Support for Teaching

[www.uis.edu/teachereducation/](http://www.uis.edu/teachereducation/)

Email: [tep@uis.edu](mailto:tep@uis.edu)

**Office Phone: (217) 206-6682**

**Office Location: BRK 330**

## Departmental Goals and Objectives

Persons interested in becoming teachers may prepare for licensure at the elementary or secondary level through the University of Illinois at Springfield (UIS) Department of Teacher Education (TEP). The Elementary Education major is completed while concurrently completing a second major in an appropriate academic content area. Students wishing to teach at the secondary level will complete a minor in Secondary Teacher Education while concurrently completing a major in an appropriate academic content area (biology, chemistry, English, history, mathematics, political science, or sociology/anthropology). Those who have already completed baccalaureate degrees in appropriate academic content areas may also complete the sequence of TEP course work (for either elementary or secondary licensure). Individuals wishing to pursue teaching at the middle school level should consult with the TEP Program Advisor at the point of initial advising. All TEP programs are developed and maintained under the auspices of the College of Education and Human Services' Council on Professional Education (COPE) and the four themes of the Conceptual Framework: quality teaching and professional practice, public engagement, technology, and diversity. Once a student is accepted into a program in the Department of Teacher Education, (s)he is referred to as a "candidate" (for licensure).

Information and policies that govern and direct a candidate's progress through his/her Teacher Education program are provided at the point of initial advising, through orientation, during individual advising, on the TEP Students Blackboard, and on the Teacher Education website. Candidates are expected to work closely with their TEP advisor and their academic content advisor as well as utilizing other venues such as University email and the TEP website in addition to this catalog statement in order to track their progress accurately.

## Advising

Students interested in applying to a program in the Department of Teacher Education first meet with the TEP Program Advisor. Once a student has been accepted into a teacher education program, s/he is assigned to a TEP Faculty Advisor in the Department of Teacher Education. Students who are completing baccalaureate degrees also work with program and faculty advisors assigned to them by their academic content major departments.

## Grading Policy

Once admitted to a TEP program, a student must maintain a grade point average of 3.0 in TEP course work, a grade point average of 2.75 in his/her major content area, and, for full admission, a grade point average of 2.75 for all college work. General education course work required by the TEP Department, professional course work that satisfies TEP requirements, or major course work that satisfies TEP requirements must be completed with a grade of C or higher. Required courses that are completed with a grade of C- or lower must be repeated.

## Retention in TEP Programs

Teacher candidates must maintain the grade point average requirements outlined in the Grading Policy section above. Additionally, they must also successfully complete the pre-clinical field experiences required for each methods course. Candidate

progress is evaluated throughout programs in the Department of Teacher Education according to GPA, professional teaching standards, dispositions, and other factors. Candidates not meeting these criteria may be removed from or counseled out of their program or may be required to complete remediation at the discretion of the Department.

## Pre-clinical Field Experiences and Clinical Practice (Student Teaching)

Methods courses required in all teacher licensure programs require pre-clinical field experiences to be completed in schools designated by the Department of Teacher Education. Each elementary methods course requires 30 hours of pre-clinical field experience and each secondary methods course requires 40 hours of pre-clinical field experience. At least one of the pre-clinical field experiences will be completed in a school that is considered diverse in ethnicity, race, or socioeconomic status, or other placements deemed appropriate by the Department. Per Department policy, candidates are not permitted to enroll in more than two methods courses per semester. School placements for pre-clinical field experience are assigned by the Department.

Clinical practice (student teaching) occurs during the final semester after all other course work and requirements have been satisfied. Candidates are assigned by the Department of Teacher Education to a school setting for this semester-long experience. Candidates must apply for clinical practice during the first two weeks of the semester prior to the actual experience. At the time of application, candidates must meet the GPA requirements (3.0 in TEP course work; 2.75 GPA in major / area of concentration; 2.75 cumulative GPA - all courses counting as general education course work, academic content major course work, and professional TEP course work must be completed with a grade of C or higher regardless of GPA). Candidates must also have completed or be registered to complete all remaining course work. The required Illinois Licensure Testing System content exam must be passed or the candidate must be registered for the exam at the time of application to student teaching. In order to receive a school placement for the clinical practice semester, candidates must have passed the content area exam for the appropriate licensure, completed all course work, maintained all GPA requirements as outlined above, and passed a physical and TB test no earlier than 90 days prior to entering the school setting (submitting results to Campus Health Services). The Department determines appropriate school placements for clinical practice; university personnel and school based cooperating teachers supervise student teachers throughout the semester. The Illinois State Board of Education requires that candidates pass the edTPA performance assessment in order to be recommended for teacher licensure. The edTPA will be completed during clinical practice.

## General Education Requirements for All Candidates

Candidates in teacher education are expected to possess general education knowledge, including knowledge related to the arts, communications, history, literature, mathematics, philosophy, sciences, and the social sciences, from multicultural and global perspectives. Candidates in the Department of Teacher Education at UIS are required to meet general education requirements beyond those of the University and should consult with the TEP Program Advisor in order to fulfill these requirements.

## Licensure

The Department of Teacher Education recommends candidates to the Illinois State Educator Preparation and Licensure Board for a Professional Educator License upon completion of several criteria. These criteria include general education requirements set by the Department of Teacher Education, all other departmental requirements, passing scores on two tests administered by the Illinois Licensure Testing System (Basic Skills / Test of Academic Proficiency or accepted alternative and appropriate Content Area Exam), the edTPA performance assessment, and satisfaction of any additional requirements outlined by the Illinois State Educator Preparation and Licensure Board, which has sole authority for awarding or denying teacher licensure.

## Subsequent Licenses/Endorsements and Professional Development

Illinois licensed teachers may complete course work toward additional/ subsequent licenses/endorsements in a variety of content areas through the Department of Teacher Education. The Department also offers a variety of courses appropriate for professional development for in-service teachers and other school personnel.

## Elementary Education B.A.

Course work for TEP Candidates falls into six categories: general education, introductory courses, core courses, methods courses, clinical practice (student teaching), and concurrent academic content major area.

## Introductory Courses

TEP 207	Foundations of American Education	3
Select one of the following:		3-4
TEP 222	Child Development for Teachers	
or PSY 322	Child Development	
Select one of the following:		
TEP 224	Exceptional Child for Teachers <sup>1</sup>	3-4
or PSY 324	Exceptional Child	
Select one of the following:		3-4
TEP 227	Educational Psychology for Teachers	
or PSY 327	Educational Psychology	
Total Hours		12-15

<sup>1</sup>Candidates majoring in Psychology should consult with the TEP Program Advisor and the Psychology Advisor concerning appropriate Psychology course work.

## Core Courses

TEP 305	Technology For Teaching	3
TEP 315	Managing the Diverse Classroom	3
TEP 318	Curriculum, Planning, and Assessment	3
Total Hours		9

## Methods Courses

TEP 211	Wellness for Elementary Teachers	1
TEP 423	Methods of Elementary Reading and Language Arts	3

TEP 424	Methods of Elementary Mathematics	3
TEP 425	Methods of Elementary Social Studies and Humanities	3
TEP 426	Methods of Elementary Science	3
Total Hours		13

**Important Note:** TEP 211 is a one credit hour Physical Education methods course which can be completed at any point in the program. This methods course does not require any pre-clinical hours.

## Clinical Practice/Student Teaching

Elementary candidates who have completed all general education requirements; all introductory, core, and methods courses; and all course work for their concurrent academic content major (area of concentration for non-degree seeking licensure candidates), and all other requirements will be eligible to complete Clinical Practice. For elementary candidates, the Clinical Practice semester includes two courses:

TEP 448	Elementary and Middle Level Clinical Practice Seminar <sup>3</sup>	3
TEP 450	ECCE: Clinical Practice - Elementary and Middle Level	9
Total Hours		12

<sup>3</sup> This course fulfills the ECCE Engagement Experience requirement.

Candidates are required to apply for clinical practice (student teaching). Applications are to be completed with the TEP Faculty Advisor within the prescribed time frame. Candidates will also be required by the student teaching placement to complete a state and federal background check as directed by the host district prior to the start of student teaching.

**IMPORTANT NOTE:** All TEP candidates should consult with their concurrent academic content major advisors to confirm any additional ECCE requirements.

## Online Teacher Education

The Department of Teacher Education offers online sections for all secondary courses and many introductory and core courses. TEP courses use a blended learning format; 300-400 level TEP online courses require participants to attend two to three mandatory weekend campus conferences each semester. The same departmental admission requirements apply to all online courses except for those participants earning credits for professional development. Candidates in online courses should understand that these courses require a significant time commitment of approximately 8-10 hours per week in order to address the same learning objectives as courses that are delivered on campus.

## Secondary Education Minor

The Teacher Education minor leads to recommendation for Illinois licensure at the secondary level when combined with an appropriate academic major, fulfillment of UIS and TEP general education requirements, other campus requirements, and requirements set by the Illinois State Educator Preparation and Licensure Board. Secondary Education candidates major in a program that leads to recommendation for licensure in one of the following areas: English,

mathematics, science (biology or chemistry), or social science (history, political science, or sociology/anthropology).

Candidates seeking a bachelor's degree and teacher licensure should expect that their total program of study may exceed the minimum number of hours required for graduation.

## Post-Baccalaureate Teacher Licensure

Licensure is also available to those who already hold a baccalaureate degree (or higher) from an accredited college or university in the United States and wish to enter the field of teaching. To be recommended for a Professional Educator License, candidates must meet all entrance requirements and fulfill the same sequence of courses that candidates seeking the Elementary Major or the Secondary Minor are required to complete. Post-Baccalaureate candidates seeking secondary licensure will be required to complete at least two upper-division content courses at UIS which will be determined by a TEP advisor. Assuming that all prerequisites and introductory courses are met, candidates can expect to spend a minimum of four semesters completing licensure requirements.

- Elementary Teacher Licensure (p. 52)
- Secondary Teacher Licensure (p. 53)

## Project Midstate Student Support for Teachers (MSS)

Project MSS is a TEP Departmental initiative designed to recruit teachers for the Springfield and Decatur school systems. Participants must make a serious commitment to teaching in either of these districts. Applications for admission to MSS are reviewed twice per year - one month prior to the beginning of the fall and spring semesters. Students are notified in writing of their acceptance. To maintain good standing in Project MSS and to be eligible for a tuition waiver, students must enroll in a minimum of 12 credit hours per semester (including TEP course work); maintain a 3.0 grade point average; enroll in the appropriate MSS course; conduct a minimum of 10 hours per semester of community service; and abide by all policies and procedures of Project MSS. Students failing to maintain any one of these requirements will be given one semester of probationary status and will be withdrawn if said deficiencies are not remedied. For more information, please visit the Project MSS website, or call 217-206-7008.

## Elementary Teacher Licensure

### Required Courses

#### Introductory Courses

TEP 207	Foundations of American Education	3
Select one of the following:		3-4
TEP 222	Child Development for Teachers	
or PSY 322	Child Development	
Select one of the following:		
TEP 224	Exceptional Child for Teachers	3
or PSY 324	Exceptional Child	
Select one of the following:		3-4
TEP 227	Educational Psychology for Teachers	

or PSY 327 Educational Psychology

Total Hours 12-14

<sup>1</sup>Candidates majoring in Psychology should consult with the TEP Program advisor and Psychology advisor concerning appropriate psychology course work.

### Core Courses

TEP 305	Technology For Teaching	3
TEP 315	Managing the Diverse Classroom	3
TEP 318	Curriculum, Planning, and Assessment	3
Total Hours		9

<sup>2</sup>Candidates majoring in Psychology should consult with the TEP Program advisor and Psychology advisor concerning appropriate psychology course work.

### Methods Courses

TEP 211	Wellness for Elementary Teachers	1
TEP 423	Methods of Elementary Reading and Language Arts	3
TEP 424	Methods of Elementary Mathematics	3
TEP 425	Methods of Elementary Social Studies and Humanities	3
TEP 426	Methods of Elementary Science	3
Total Hours		13

**Important Note:** TEP 211 Wellness for Elementary Teachers can be completed at any point in the program. This methods course does not require any pre-clinical hours.

### Clinical Practice/Student Teaching

Elementary candidates who have completed all general education requirements; all introductory, core, and methods courses; all course work for their academic content major (area of concentration for non-degree seeking licensure candidates), and all other requirements will be eligible to complete Clinical Practice. For elementary candidates, the Clinical Practice semester includes two courses:

TEP 448	Elementary and Middle Level Clinical Practice Seminar	3
TEP 450	ECCE: Clinical Practice - Elementary and Middle Level <sup>3</sup>	9
Total Hours		12

<sup>3</sup> This course fulfills the ECCE Engagement Experience requirement.

Candidates are required to apply for clinical practice (student teaching). Applications are to be completed with the TEP faculty advisor within the prescribed time frame. Candidates will also be required by the student teaching placement to complete a state and federal background check as directed by the host district prior to the start of student teaching.

**IMPORTANT NOTE:** All TEP candidates should consult with their academic content major advisors in the College of Liberal Arts and Sciences to confirm any additional ECCE requirements.

## Secondary Teacher Licensure

### Required Courses

#### Introductory Courses

TEP 207	Foundations of American Education	3
TEP 223	Adolescent Development for Teachers	3-4
or PSY 323	Adolescence	
TEP 224	Exceptional Child for Teachers	3
or PSY 324	Exceptional Child	
TEP 227	Educational Psychology for Teachers	3-4
or PSY 327	Educational Psychology	
Total Hours		12-14

#### Core Courses

TEP 305	Technology For Teaching	3
TEP 315	Managing the Diverse Classroom	3
TEP 318	Curriculum, Planning, and Assessment	3
Total Hours		9

#### Methods Courses

TEP 401	Middle School Methods, Concepts, and Practices	3
TEP 419	Content Area Literacy Methods	3
Select one of the following depending on licensure area:		3
TEP 435	English Methods for Middle and Secondary Levels	
TEP 436	Mathematics Methods for Middle and Secondary Levels	
TEP 437	Science Methods for Middle and Secondary Levels	
TEP 438	Social Studies Methods for Middle and Secondary Levels	
Total Hours		9

### Clinical Practice/Student Teaching

Secondary candidates who have successfully completed all general education requirements; all introductory, core, and methods courses; all course work for the academic content major (or area of concentration, for non-degree seeking licensure candidates), and all other requirements will be eligible to complete clinical practice. For secondary candidates, the clinical practice semester includes two courses:

TEP 449	Middle Level and High School Clinical Practice Seminar	3
TEP 451	ECCE: Clinical Practice - Middle Level and High School <sup>1</sup>	9
Total Hours		12

<sup>1</sup> This course fulfills the ECCE Engagement Experience requirement.

Candidates are required to apply for clinical practice (student teaching). Applications are to be completed with the TEP Faculty Advisor within the prescribed time frame. Candidates will also be required by the student teaching placement to complete a state and

federal background check as directed by the host district prior to the start of student teaching.

**IMPORTANT NOTE:** All TEP candidates should consult with their academic content major advisor in the College of Liberal Arts and Sciences to confirm any additional ECCE requirements.

## College of Liberal Arts and Sciences

[www.uis.edu/clas/](http://www.uis.edu/clas/)

Office Phone: (217) 206-6512

Email: [clas@uis.edu](mailto:clas@uis.edu)

Office Location: UHB 3000

James Ermatinger, Dean

The College of Liberal Arts and Sciences contains 23 disciplines, representing many of the fundamental building blocks of human knowledge. These disciplines are traditionally clustered into the Arts, Humanities, Social Sciences, Mathematics and Computer Science, and the Natural Sciences.

What binds all of these varied ways of knowing together is the common intellectual skills they stress - the ability to think deeply and systematically about significant questions, to communicate well, and to reach well-researched and sustainable conclusions. The liberal arts and sciences also hold this central academic value: freeing the human mind from prejudice and parochialism through reasoned discourse. The college contributes many of the courses in the UIS general education curriculum. This curriculum offers many opportunities for personal enrichment and exploration, and contains as its organizing principle the concept of engaged citizenship, from local to global. Over one-third of the faculty have significant international experience and bring these perspectives to the classroom. College faculty are dedicated teacher-scholars. Teaching is a central concern and many have been recognized for their excellence in the classroom. Faculty have also produced many books and articles as well as exhibits and performances. They also are involved in mentoring both undergraduate and graduate students in research projects. The college offers some exceptional classroom, studio, laboratory, and field facilities. These include new state-of-the-art classrooms and computer labs in University Hall, two astronomy observatories, a biology field station on the Illinois River at Emiquon, and access to science lab equipment, such as a DNA sequencer, that is unusual in an undergraduate education.

In addition to its newest initiative in providing a first-class education to traditional-aged students, the college is proud of its long and innovative record in providing educational access for more mature students. In 1974, faculty were founding members of the Council for Adult and Experiential Learning. The Liberal Studies Department gives students the opportunity to design their own degrees. Through Prior Learning Assessment, students can gain credit for college-level reasoning acquired through life experiences. The Prior Learning Assessment and Internship programs are national pioneers in linking the theoretical insights gained in the classroom with the world of work and service through internships (some of them paid) with businesses, state agencies, and community organizations. Our nationally-recognized online degrees, taught primarily by our regular professors, provide college access to time- and place- bound students, using the most modern technologies to continue our historical mission.

The college also supports co-curricular activities such as the Visual Arts Gallery, music and theater programming, the Verbal Arts Festival, field trips, and a variety of department-based student clubs and academic honor societies. The Learning Hub offers freshmen supplemental instruction in mathematics, English, biology, and chemistry and academic assistance to all students in many subjects

through one-to-one tutoring, workshops, presentations, and online tutoring. The Learning Hub holds its sessions one-to-one, in the classroom, and online through advanced computer technology.

## African-American Studies

Undergraduate Minor

[www.uis.edu/africanamericanstudies/](http://www.uis.edu/africanamericanstudies/)

Email: [aas@uis.edu](mailto:aas@uis.edu)

Office Phone: (217) 206-6779

Office Location: UHB 3050

or [kkema2@uis.edu](mailto:kkema2@uis.edu)

The interdisciplinary minor in African American Studies explores the creation and development of Black/African life, history, culture, and thought in the United States. course work in the department examines the directions, trends, and products of African American cultures from the arrival of the first Africans to the shores of North America to contemporary manifestations of those cultures. In addition, some courses may provide an introduction to classical African civilization and society. Elective course work may examine the African Diaspora in Europe, Latin America, the Caribbean, or the Middle East. Many African American Studies courses are cross-listed in other disciplines, in particular History, English, and Women and Gender Studies. AAS currently features strong offerings in the area of popular culture. Students enrolled in African American Studies courses will receive a broad education in the appreciation of ethnicity, culture, history, and political and social philosophy.

### African American Studies Minor

Students fulfilling the minor in African American Studies will complete an introductory interdisciplinary core course, plus curriculum in History, Literature/Creative Expression, and upper-division elective hours. The minor consists of at least 15 hours, including:

AAS 301	ECCE: African American Studies (Required for Minor)	3
Select one of the following history focused courses:		3-4
AAS 241	ECCE: Survey of African American History I (Recommended for Minor)	
AAS 266	Apartheid and Resistance	
Or one upper-division elective focused on history:		
AAS 335	ECCE: Black Women in Film History	
AAS 432/ PSC 404	ECCE: African Americans and American Politics	
AAS 433	ECCE: Civil Rights Movement of the Twentieth Century	
AAS 465	ECCE: Black Women Writers	
Select one of the following literature and culture courses:		3-4
AAS 261/ ENG 231	Survey of African American Literature (Recommended for Minor)	
AAS 262/ ENG 232	Calabash: Caribbean Literature and Culture	
Or one upper-division elective focused on literature and culture:		
AAS 362	ECCE: Multicultural American Novels	
AAS 368	ECCE: African American Popular Fiction	
AAS 375	ECCE: African American Popular Culture	
AAS 439	African And Diaspora Music	

AAS 440	Special Topics in African American History and Culture	
AAS 450	Special Topics in African American Studies	
AAS 460	Topics in Africana Literature	
AAS 465	ECCE: Black Women Writers	
Plus upper-division elective African American Studies course work 4-6 to total at least 15 hours. Students may petition courses in other disciplines that cover African or African American studies content.		
AAS 403/ SOA 451/ SWK 462/ WGS 403	ECCE: Women of Color and Minority Women	
Total Hours		15

Content areas of the special topics courses (AAS 320, AAS 440, AAS 450, AAS 460) and the tutorial course (AAS 499) will vary. Consult Dr. Kemayo for more information.

For a complete list of course offerings, please visit the dynamic course descriptions found on the Records and Registration website ([www.uis.edu/registration/](http://www.uis.edu/registration/)) and refer to the African American Studies courses.

## Astronomy/Physics

### Thematic Activity

[www.uis.edu/astronomy/](http://www.uis.edu/astronomy/)

Email: [asp@uis.edu](mailto:asp@uis.edu)

Office Phone: (217) 206-6589

Office Location: HSB 314

The Astronomy-Physics option provides courses and laboratory work in astronomy and physics, featuring an astronomical observatory with one eight-inch and one 14-inch Schmidt-Cassegrain telescope, an eight-inch Newtonian telescope, an eight-inch fixed focal point telescope for persons with disabilities, two spectrographs, a hydrogen-alpha filter, an objective prism, and two charge-coupled devices (CCD). A 20-inch telescope and a 16-inch telescope are installed under dark skies at a site remote from the campus. They are used for training advanced students and for research work in photometry and spectroscopy. Opportunities are provided for students to do research with Astronomy-Physics faculty.

## Admission Requirements

Courses are open to undergraduate and master's degree students. In 400-level courses, however, graduate students are expected to do additional work, including reading selected primary sources and, when appropriate, completing additional observatory/laboratory work.

## Degree Opportunities

Students may pursue an individualized B.A. degree in Liberal Studies or an M.A. degree in Liberal and Integrated Studies. Undergraduate students interested in pursuing Astronomy/Physics as a thematic activity should contact the Liberal Studies department at [lis@uis.edu](mailto:lis@uis.edu), or call (217) 206-7456. Graduate students interested in pursuing Astronomy/Physics as a thematic activity should contact the Liberal and Integrative Studies department at [Int@uis.edu](mailto:Int@uis.edu), or call (217) 206-6962.

## Biochemistry

### Bachelor of Science

[www.uis.edu/biochemistry/](http://www.uis.edu/biochemistry/)

Email: [che@uis.edu](mailto:che@uis.edu)

Office Phone: (217) 206-6589

Office Location: HSB 314

The Biochemistry curriculum is designed to prepare students for the biomedical sciences and/or health professions through a strong background in chemistry and its application to biological systems. The degree, hosted by the Chemistry Department, meets or exceeds the requirements for those students pursuing a professional degree, e.g. medicine, dentistry, and pharmacy, as well as those interested in graduate work in associated sciences, e.g. biochemistry, pharmacology, and molecular biology. The department is accredited by the American Chemical Society's Committee on Professional Training and the curriculum meets the recommendations of the American Society for Biochemistry and Molecular Biology.

### Undergraduate Research

One of the advantages of earning a Biochemistry degree from UIS is involvement in hands-on original lab research. The requirement is fulfilled by earning three credits of **CHE 400** ECCE: Undergraduate Research. These credits can be earned on campus in a project with one of the Chemistry Department faculty, another faculty member in the Natural Science Division, or in an off-campus research internship. The three credits of **CHE 400** meet the University requirements for three credits of ECCE Engaged Citizenship. The course includes a final written report of the research results and a professional presentation. Contact a Chemistry faculty member to discuss possible projects or to get approval of a research opportunity outside the department.

Additional Engaged Citizenship credits can be earned in an internship. There are local paid internships in the sciences. Contact the Internships and Prior Learning office for the current list of available internships at (217) 206-6640 (<http://www.uis.edu/ipf/>).

### Honors in Biochemistry

Biochemistry majors may elect to participate in the honors program in Biochemistry. To graduate with honors in Biochemistry, a student must:

1. complete all degree requirements,
2. earn a minimum cumulative GPA of 3.0 for all UIS Chemistry courses and 3.50 for UIS courses overall, and
3. make a public presentation of the results of undergraduate research (CHE 400 or similar experiential learning project).  
Students must apply for honors designation to the chair of the Chemistry Department prior to their final semester at UIS.

## The Bachelor's Degree

### Advising

Students wishing to major in Biochemistry should consult with an academic advisor upon admission to the University to make sure they are taking their required courses in the proper sequence. In order to declare a Biochemistry major, students need to complete a Change of



Curriculum form on the Records and Registration website. There is no separate admission to the major.

First-year students should contact the science advisor in the Undergraduate Academic Advising Center. Students with more than 30 hours (transfer students and sophomores) should contact the College of Liberal Arts and Sciences Advising Professional.

It is imperative that students beyond their first year regularly consult with a faculty member in the Chemistry Department regarding their major. All students are assigned a faculty member as their primary advisor upon declaring their major in Biochemistry. We suggest that you meet with your faculty advisor at least one time each semester to discuss courses, careers, and research opportunities. To set an appointment, contact the office manager at (217) 206-6589.

Refer to the Chemistry website at [www.uis.edu/chemistry/](http://www.uis.edu/chemistry/) to view the department's *Sample Curriculum/ Program Guide*.

## Assessment of Learning within the Discipline

A biochemist graduating from UIS will be characterized as being able to:

- Integrate chemical knowledge
- Perform appropriate laboratory skills
- Communicate scientific information
- Apply the scientific process(es)
- Participate in the biochemistry profession

Students majoring in biochemistry may be asked to participate in surveys of focus groups in order to assist the department in assessing the learning outcomes of the program. Other evidences of student learning (exam scores, research papers) will be used in an anonymous and confidential manner for Chemistry Department curriculum review and planning.

## Grading Policy

Chemistry courses for which the student has attained a grade of C- or better will be applied toward their B.S. degree in biochemistry (grades of D+ or lower will not be accepted). Biochemistry majors may repeat program courses for grade improvement only once.

## General Education

All biochemistry majors must fulfill the undergraduate general education requirements as described at the beginning of this catalog. Certain courses required for the UIS Biochemistry Bachelor of Science degree also fulfill general education requirements (listed in the table below). Consult with your academic advisor before registering to ensure that you take the correct courses in the correct sequence.

### Life Science

BIO 141	Unity of Living Organisms	4
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### Physical Science

CHE 141	General Chemistry I	4
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### Mathematical Skills

MAT 115	Calculus I	4
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### Applied Mathematics

MAT 121	Applied Statistics	3
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### ECCE Engagement Experience

CHE 400 or CHE 302	ECCE: Undergraduate Research ECCE: Undergraduate Research	3
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## Degree Requirements

### Introductory Courses

BIO 241	Biology of Organisms in the Environment	4
CHE 141	General Chemistry I	4
CHE 142	General Chemistry II	4
CHE 267	Organic Chemistry I	3
CHE 268	Organic Chemistry I Laboratory	1
CHE 269	Organic Chemistry II	3
CHE 271	Organic Chemistry II Lab	1

### Calculus (one year):

MAT 115 & MAT 116	Calculus I and Calculus II	8
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### Physics (one year):

ASP 201 & ASP 202	University Physics I and University Physics II	8
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Total Hours		36
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Transfer students with deficiencies in the introductory courses may enter the program conditionally but will be required to make up the deficiencies during their first year of study. This extra work may mean that some students will require more than four years to complete the B.S. degree. Transcripts submitted by transfer students must show that the following course requirement categories have been met:

- General Chemistry I and II
- Organic Chemistry with lab (one year)
- Calculus (one year)
- Introductory Biology with lab (one year)
- Physics, calculus based (one year)

### Intermediate and Advanced Courses

CHE 301 or BIO 301	General Seminar General Seminar	3
CHE 321	Chemical Analysis	4
CHE 400 or CHE 302	ECCE: Undergraduate Research ECCE: Undergraduate Research	3
CHE 401	Physical Chemistry I - Thermodynamics	3
CHE 418	Bioanalytical Chemistry	3
CHE 475	General Biochemistry	3
CHE 476	General Biochemistry Laboratory	2
CHE 485	Advanced Biochemistry	4

### 400-level Chemistry Electives

Upper Division Biology Electives (choose from the list below):		6
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BIO 311	Cell Biology	
BIO 345	General Microbiology	
BIO 381	Genetics	
BIO 425 or CHE 425	Medicinal Chemistry Medicinal Chemistry	
BIO 432 or CHE 432	Introduction to Neuroscience Introduction to Neuroscience	

Total Hours		34
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**Degree Plan\***

\*Listed below is a **SUGGESTED** Degree Plan. For **OFFICIAL** program information, please refer to the catalog content above and consult your academic advisor.

**Note: Chemistry and Biochemistry majors have the same suggested degree plan for the first two years.**

**Year 1**

<b>Fall</b>	<b>Hours</b>
CHE 141 General Chemistry I (or equivalent)	4
MAT 115 Calculus I (or equivalent)	4
BIO 141 Unity of Living Organisms	4
Freshman Seminar (Humanities or Social Sciences)	3
<b>Hours</b>	<b>15</b>

**Spring**

CHE 142 General Chemistry II (or equivalent)	4
MAT 116 Calculus II (or equivalent)	4
BIO 241 Biology of Organisms in the Environment	4
ENG 101 Rhetoric and College Writing	3
Comparative Societies (Humanities or Social Sciences)	3
<b>Hours</b>	<b>18</b>

**Year 2**

<b>Fall</b>	
CHE 267 Organic Chemistry I (or equivalent)	3
CHE 268 Organic Chemistry I Laboratory (or equivalent)	1
ASP 201 University Physics I (or equivalent)	4
ENG 102 College Writing and Civic Engagement	3
MAT 121 Applied Statistics	3
General Education Requirement (Humanities or Social Sciences)	3
<b>Hours</b>	<b>17</b>

**Spring**

CHE 269 Organic Chemistry II (or equivalent)	3
CHE 271 Organic Chemistry II Lab (or equivalent)	1
ASP 202 University Physics II (or equivalent)	4

COM 112 Oral Communication	3
<b>Hours</b>	<b>11</b>

**Year 3****Fall**

CHE 301 General Seminar	3
CHE 321 Chemical Analysis	4
CHE 475 General Biochemistry	3
CHE 476 General Biochemistry Laboratory	2
<b>Hours</b>	<b>12</b>

**Spring**

CHE 302 ECCE: Undergraduate Research or 400	3
CHE 485 Advanced Biochemistry	4
400-level Chemistry Elective	3
General Education Requirement (Visual, Creative and Performing Arts Humanities)	3
ECCE U.S. Communities/Global Awareness	3
<b>Hours</b>	<b>16</b>

**Year 4****Fall**

CHE 401 Physical Chemistry I - Thermodynamics	3
Upper Division Biology Elective	3
ECCE U.S. Communities/Global Awareness	3
General Education Requirement (Humanities or Social Sciences)	6
Elective	3
<b>Hours</b>	<b>18</b>

**Spring**

CHE 418 Bioanalytical Chemistry	3
Upper Division Biology Elective	3
UNI 301 ECCE: Speakers Series	1
Elective	6
<b>Hours</b>	<b>13</b>
<b>Total Hours:</b>	<b>120</b>

**Biology****Bachelor of Science**

Pre-Medical Concentration

The Science of the Environment Concentration

**Undergraduate Minor**[www.uis.edu/biology/](http://www.uis.edu/biology/)Email: [bio@uis.edu](mailto:bio@uis.edu)

Office Phone: (217) 206-6630

Office Location: HSB 223

**Departmental Goals and Objectives**

The B.S. degree in Biology is designed to build a foundation in the biological sciences, to augment students' learning skills, and to assist students in developing critical thinking and problem-solving skills applicable to scientific issues. It is the first professional degree in the discipline and prepares students for careers in biological sciences and/or graduate programs, as well as professional schools. The B.S. degree offers a balanced biology curriculum and opportunities for

research experiences with a diversity of faculty conducting research in molecular, cellular, organismal biology and ecology. Scientific facilities available to students include a well-equipped building with DNA sequencers, molecular biology equipment, electron and fluorescent microscopes, a greenhouse, and other scientific equipment.

The goals of the foundational B.S. degree are to prepare biology students for many career options, including laboratory and field technicians, scientific sales representatives, project managers in life science and allied health professions, and teachers at the secondary, community college, and university levels. Recent biology graduates have successfully continued their careers in research, medicine, dentistry, physical therapy, pharmacy, and veterinary medicine.

## Internships and Undergraduate Research

Students can gain practical professional experience by participating in an internship through the Internships and Prior Learning (IPL) programs. Placements have included state agencies such as the Illinois State Museum, Illinois Environmental Protection Agency, Illinois Department of Transportation, SIU School of Medicine, and Lincoln Memorial Gardens. Students may also conduct research with Biology faculty members (BIO 400 ECCE: Undergraduate Research). These experiences can count toward a student's ECCE Engagement requirements. Please note that courses can only count toward fulfillment of one requirement. BIO 400 can be used as either ECCE Engagement or a student's BIO elective, but the same credits cannot be used for both. A student can take four credits of BIO 400 for his/her elective and an additional three credits of BIO 400 for ECCE Engagement if (s)he wants to fulfill both requirements through a research experience (seven credits total).

## Undergraduate Honors in Biology

Biology majors with a cumulative GPA greater than 3.25 at UIS may elect to participate in the biology honors option. In addition to Biology Department and UIS requirements, honors students must maintain a minimum cumulative GPA of 3.25, successfully complete BIO 302 Honors Seminar, BIO 402 Biometrics, and BIO 400 ECCE: Undergraduate Research, and present their findings in a formal paper and public seminar (e.g., Student Technology, Arts & Research Symposium - STARS). Students must apply for participation in the honors program to the department chair, and obtain the approval of their faculty research advisor before beginning the program.

## The Bachelor's Degree

- Pre-Medical Concentration (p. 60)
- The Science of the Environment Concentration (p. 60)

## Advising

Students with junior and senior standing should meet with the College of Liberal Arts and Sciences Biology advisor before initial registration. The student should prepare a plan to ensure that all requirements are being met and discuss this plan with the college advisor. The department recommends that students take BIO 301, CHE 267 and CHE 268 no later than the fall of their junior year.

Students are expected to complete organic chemistry before taking cell biology. The department also recommends that CHE 322 be taken as early as possible following completion of the introductory chemistry

sequence. BIO 345 and BIO 346, BIO 351, BIO 361, and BIO 371 can be taken in the junior year. In the senior year, students can take BIO 311, BIO 381, and biology electives. BIO 311 can be taken earlier (e.g., junior year) assuming the organic chemistry requirement has been met. Pre-professional students (pre-med, pre-vet, pre-pharmacy, pre-dental) should meet with a Natural Science Division pre-professional advisor when planning their program. They should also consult the pre-professional website.

## Transfer Courses

Transfer courses must have a grade of C or better (grades of C- or lower will not be accepted).

## Grading Policy

To be able to enroll in upper division courses, students must earn at least a C in BIO 141 and BIO 241. To earn a Biology degree, students must have at least a C (2.0) average in all of the required courses (including the biology elective). Because writing is a core skill for biologists, students must earn at least a C to receive credit in BIO 301. Those performing below this level (C- or lower) are required to retake the course.

## Degree Requirements

Students entering the major must have completed eight semester hours in general chemistry with laboratory, four semester hours in organic chemistry with laboratory, eight semester hours of biology courses (including general biology with laboratory), and one college-level mathematics course (college algebra is not recommended as it will not count toward UIS' general education math requirement). The general chemistry and general biology courses taken need to be the introductory sequence for science majors. Up to 12 semester hours of approved lower-division courses may be transferred from an accredited institution of higher education to make up deficiencies. For students completing this course work at UIS, the required courses are:

### Prerequisite Courses (for upper division course work) <sup>1</sup>

BIO 141	Unity of Living Organisms	4
BIO 241	Biology of Organisms in the Environment	4
CHE 141	General Chemistry I	4
CHE 142	General Chemistry II	4
CHE 267 & CHE 268	Organic Chemistry I and Organic Chemistry I Laboratory <sup>1</sup>	4

<sup>1</sup> One semester of organic chemistry is a prerequisite for some biology core courses. Transfer students with credit equivalent to CHE 267 and CHE 268 can substitute general electives.

## Core Requirements

BIO 301	General Seminar (sophomore or junior year)	3
CHE 322	Laboratory Techniques (sophomore or junior year)	1
BIO 311	Cell Biology (suggested spring, junior or senior year)	4
BIO 345 & BIO 346	General Microbiology and General Microbiology Lab (suggested fall, junior or senior year)	4
BIO 351	Organismal Botany (suggested fall, junior year)	4

BIO 361	Comparative Vertebrate Biology (suggested spring, junior year)	4
BIO 371	Principles Of Ecology (suggested fall, junior year)	4
BIO 381	Genetics (suggested spring, junior year)	4
BIO elective (400- or 500-level, suggested senior year)		4
Total Hours		32

**NOTE:** Pre-professional students (pre-med, pre-vet, pre-pharmacy, pre-dental) and students planning to go to graduate school should take a year of physics with laboratory (ASP 201 and ASP 202). Calculus is required for this course sequence. Students should also take a second semester of organic chemistry with laboratory (CHE 269 and CHE 271).

## Biology Minor

A minor in Biology is designed for students who wish to increase their knowledge of biology, acquire a foundation in biological sciences, and develop critical thinking skills. Students may plan a broad-based minor, containing courses from each of the major organizational divisions of living things: cells, organisms, and communities. The minor may also focus on a particular aspect of biology such as botany, ecology, or molecular biology.

To earn a Biology minor, students must complete a minimum of 24 hours in biology, of which at least eight hours must be upper-division courses taken at UIS. It is recommended that electives be selected in consultation with a biology faculty member or advisor. Some upper-division courses have particular prerequisites other than general biology, please check with an advisor.

### Core Courses

BIO 141	Unity of Living Organisms <sup>1</sup>	4
BIO 241	Biology of Organisms in the Environment <sup>1</sup>	4

### Elective Courses

Select four of the following:		16
BIO 311	Cell Biology	
BIO 345 & BIO 346	General Microbiology and General Microbiology Lab	
BIO 347	Medical Bacteriology	
BIO 351	Organismal Botany	
BIO 361	Comparative Vertebrate Biology	
BIO 371	Principles Of Ecology	
BIO 381	Genetics	
BIO 391	Evolution	
BIO 400	ECCE: Undergraduate Research	
BIO 402	Biometrics	
BIO 428	Human Disease	
BIO 429	Human Anatomy and Physiology I	
BIO 431	Human Anatomy and Physiology II	
BIO 444	Aquatic Ecology	
BIO 445	Biology Of Water Pollution	
BIO 446	Restoration Ecology	
BIO 447	Global Change Ecology	
BIO 462	Conservation Biology	
Total Hours		24

<sup>1</sup> Equivalent courses are accepted.

**NOTE:** A minimum of eight hours of upper-division course work must be taken at UIS. Some upper-division courses have particular prerequisites other than general biology.

## Pre-Medical Concentration

The Pre-Medical concentration in Biology is a 20 hour concentration. Sixteen hours are required courses and four are electives. Some of the required courses are needed to fulfill the requirements for the Bachelor's degree and students who wish to concentrate their studies in this area must complete all of the courses listed below. Ideally students will be encouraged to take both chemistry and clinical lab science electives, but in order to keep the number of hours in the concentration reasonable only four credit hours of electives are required.

### Required Courses

ASP 201	University Physics I	4
ASP 202	University Physics II	4
CHE 269	Organic Chemistry II	3
CHE 271	Organic Chemistry II Lab	1
MAT 115	Calculus I	4

### Electives <sup>1</sup>

Select one or two of the following:		4
CHE 415	Biochemistry I	
CLS 401	Clinical Chemistry I	
CLS 402	Introduction to Hematology	
CLS 403	Introduction to Immunohematology	
CLS 448	Introduction to Immunology	
Total Hours		20

<sup>1</sup> None of the courses are required for a Biology major, therefore no elective course counted toward the Pre-Medical concentration may be used to satisfy another requirement for the Biology major.

## The Science of the Environment Concentration

The purpose of the Science of the Environment concentration is to prepare science majors for the study of our natural environment and how to solve the relevant problems facing it. Students are required to complete 19-20 hours of course work (research included) to fulfill the requirements for the Science in the Environment concentration. This is in addition to those courses required for the student's major (see exceptions in the IMPORTANT NOTE below).

### Life Science Selection

Select one of the following:		4
BIO 444	Aquatic Ecology	
BIO 445	Biology Of Water Pollution	
BIO 446	Restoration Ecology	
BIO 447	Global Change Ecology	
BIO 462	Conservation Biology	

### Physical Science Selection

Select one of the following:		4
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CHE 321 & CHE 322	Chemical Analysis and Laboratory Techniques
CHE 431	Environmental Chemistry
ENS 463	Our Changing Climate <sup>1</sup>
ENS 468	Environmental Geology

**Techniques Courses**

Select two of the following: 7-8

BIO 402	Biometrics
BIO 410	Topics in Biology
CHE 418	Bioanalytical Chemistry
CHE 421	Instrumental Analysis
ENS 404	Fundamentals of Geographic Information Systems
ENS 405	Fundamentals of Remote Sensing

**Research Course**

BIO 400	ECCE: Undergraduate Research <sup>2</sup>	4
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Total Hours 19-20

<sup>1</sup> Students must select the four-hour option of this course to meet concentration requirements.

<sup>2</sup> This must be taken in an environmentally-related research project. Students should consult with their advisor about on-going projects. Internships may also satisfy the research requirement.

**IMPORTANT NOTE:** Students may not use a major course requirement to satisfy a concentration requirement (or vice versa), with the following exceptions:

- BIO 402– Biology Honors track students may count BIO 402 toward their Honors in Biology, as well as toward the concentration requirements.
- BIO 400– Biology majors can use BIO 400 toward their Honors in Biology.
- BIO Elective – Biology majors may use their “Life Science” selection from the concentration to satisfy their Biology elective requirement.

# Chemistry

**Bachelor of Science**

- Pre-Medical Concentration (p. 64)
- The Science of the Environment Concentration (p. 64)

**Undergraduate Minor**[www.uis.edu/chemistry/](http://www.uis.edu/chemistry/)Email: [che@uis.edu](mailto:che@uis.edu)

Office Phone: (217) 206-6589

Office Location: HSB 314

The Chemistry curriculum is designed to prepare students for direct entry into the chemical profession or for further studies in graduate or professional programs. The department is accredited by the American Chemical Society’s Committee on Professional Training. Our curriculum leads to ACS certification in either chemistry or chemistry with a biochemistry track.

## Undergraduate Research

One of the advantages of getting a Chemistry degree from UIS is the requirement to conduct an original research project. This requirement is fulfilled by earning three (3) credits of CHE 302 or CHE 400. These credits can be earned on campus in a project with one of the Chemistry Department faculty or in an off-campus research internship. The three credits of CHE 302 or CHE 400 meet the University requirements for three credits of ECCE Engaged Citizenship. The course includes a final written report of the research results and a professional presentation. Reports and presentations will be evaluated by the chemistry faculty as part of the annual departmental assessment of student learning. Contact a Chemistry faculty member to discuss possible projects or to get approval of a research opportunity outside the department.

Additional Engaged Citizenship credits can be earned in an internship. There are many local paid internships in the sciences. Contact the Internships and Prior Learning office for the current list of available internships at (217) 206-6640 (<http://www.uis.edu/ipl/>).

## Honors in Chemistry

Chemistry majors may elect to participate in the honors program in Chemistry. To graduate with honors in Chemistry, a student must:

1. complete all degree requirements,
  2. earn a minimum cumulative GPA of 3.0 for all UIS Chemistry courses and 3.50 for UIS courses overall, and
  3. make a public presentation of the results of undergraduate research (CHE 400 or similar experiential learning project). Students must apply for honors designation to the chair of the Chemistry Department prior to their final semester at UIS.
- Pre-Medical Concentration (p. 64)
  - The Science of the Environment Concentration (p. 64)

## The Bachelor's Degree

In addition to the B.S. in Chemistry, two concentrations are available for chemistry students – premedical, and science of the environment. The pre-medical concentration is designed to prepare students for applying to medical school or other health professions. The science of the environment concentration is useful for students seeking a career in environmental technology or government agencies.

## Advising

Students wishing to major in Chemistry should consult with an academic advisor upon admission to the University to make sure they are taking required courses in the proper sequence. In order to be a chemistry major, students need to complete a Change of Curriculum form on the Records and Registration website. There is no separate admission to the major.

First-year students should contact the science advisor in the Undergraduate Academic Advising Center. Students with more than 30 hours (transfer students and sophomores) should contact the College of Liberal Arts and Sciences Advising Professional.

All of the faculty in the Chemistry Department are available for advising. We suggest that you meet with your department advisor one time each semester to discuss courses, careers, and research

opportunities. To set an appointment, contact the office manager at (217) 206-6589.

Refer to the Chemistry website at [www.uis.edu/chemistry/](http://www.uis.edu/chemistry/) to view the department's *Sample Curriculum/ Program Guide*.

## Assessment of Learning within the Discipline

A chemist graduating from UIS will be characterized as being able to:

- Integrate chemical knowledge
- Perform appropriate laboratory skills
- Communicate scientific information
- Apply the scientific process(es)
- Participate in the chemical profession

Students majoring in chemistry may be asked to participate in surveys of focus groups in order to assist the department in assessing the learning outcomes of the program. Other evidences of student learning (exam scores, research papers) will be used in an anonymous and confidential manner for Chemistry Department curriculum review and planning.

## Grading Policy

Chemistry courses for which the student has attained a grade of C- or better will be applied toward the B.S. degree (grades of D+ or lower will not be accepted). Chemistry majors may repeat program courses for grade improvement only once.

## General Education

All chemistry majors must fulfill the undergraduate general education requirements as described at the beginning of this catalog. Certain courses required for the UIS Chemistry Bachelor of Science degree also fulfill general education requirements, according to the table below. Consult with your academic advisor before registering to ensure that you take the correct courses in the correct sequence.

### Life Science

BIO 141	Unity of Living Organisms	4
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### Physical Science

CHE 141	General Chemistry I	4
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### Mathematical Skills

MAT 115	Calculus I	4
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### Applied Mathematics

MAT 116	Calculus II	4
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### ECCE Engagement Experience

CHE 400	ECCE: Undergraduate Research	3
or CHE 302	ECCE: Undergraduate Research	

## Degree Requirements

### Introductory Courses

CHE 141	General Chemistry I	4
CHE 142	General Chemistry II	4
CHE 267	Organic Chemistry I	3
CHE 268	Organic Chemistry I Laboratory	1

CHE 269	Organic Chemistry II	3
CHE 271	Organic Chemistry II Lab	1

### Calculus (one year):

MAT 115	Calculus I	8
& MAT 116	and Calculus II	

### Physics (one year):

ASP 201	University Physics I	8
& ASP 202	and University Physics II	

Total Hours		32
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Transfer students with deficiencies in the introductory courses may enter the program conditionally but will be required to make up the deficiencies during their first year of study. This extra work may mean that some students will require more than four years to complete the B.S. degree. Transcripts submitted by transfer students must show that the following course requirement categories have been met:

- General Chemistry I and II
- Organic Chemistry with lab (one year)
- Calculus (one year)
- Physics, calculus based (one year)

### Intermediate and Advanced Courses

CHE 301	General Seminar	3
or BIO 301	General Seminar	
CHE 321	Chemical Analysis	4
CHE 400	ECCE: Undergraduate Research	3
or CHE 302	ECCE: Undergraduate Research	
CHE 401	Physical Chemistry I - Thermodynamics	3
CHE 402	Physical Chemistry II	3
CHE 415	Biochemistry I	4
CHE 421	Instrumental Analysis	4
CHE 422	Inorganic Chemistry	4

<b>Chemistry Electives (300 or 400-level)</b>		<b>3</b>
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Total Hours		31
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## Degree Plan\*

\*Listed below is a SUGGESTED Degree Plan. For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.

### Year 1

Fall	Hours
CHE 141 General Chemistry I (or equivalent)	4
MAT 115 Calculus I (or equivalent)	4
ENG 101 Rhetoric and College Writing	3
Freshman Seminar (Humanities or Social Sciences)	3
Hours	14

### Spring

CHE 142 General Chemistry II (or equivalent)	4
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MAT 116 Calculus II (or equivalent)	4
ENG 102 College Writing and Civic Engagement Comparative Societies (Humanities or Social Sciences)	3
	3

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Hours	14
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**Year 2****Fall**

CHE 267 Organic Chemistry I (or equivalent)	3
CHE 268 Organic Chemistry I Laboratory (or equivalent)	1
ASP 201 University Physics I (or equivalent)	4
BIO 141 Unity of Living Organisms (or equivalent)	4
General Education Requirement (Humanities or Social Sciences)	3

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Hours	15
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**Spring**

CHE 269 Organic Chemistry II (or equivalent)	3
CHE 271 Organic Chemistry II Lab (or equivalent)	1
ASP 202 University Physics II (or equivalent)	4
BIO 241 Biology of Organisms in the Environment (or equivalent)	4
COM 112 Oral Communication	3

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Hours	15
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**Year 3****Fall**

CHE 321 Chemical Analysis	4
CHE 301 General Seminar	3
CHE 475 General Biochemistry	3
CHE 476 General Biochemistry Laboratory	2
ECCE Requirement (Global Awareness or U.S. Communities)	3

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Hours	15
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**Spring**

CHE 421 Instrumental Analysis	4
CHE Concentration Course or elective	4
CHE 302 ECCE: Undergraduate Research or 400	3
General Education Requirement (Visual, Creative and Performing Arts Humanities)	3
Elective	3

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Hours	17
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**Year 4****Fall**

CHE 401 Physical Chemistry I - Thermodynamics	3
CHE Concentration Course or elective	3-4
ECCE U.S. Communities/Global Awareness	3
General Education Requirement (Humanities or Social Sciences)	3

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Hours	12-13
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**Spring**

CHE 402 Physical Chemistry II	3
CHE 422 Inorganic Chemistry	4
CHE Concentration Course or elective	4
UNI 301 ECCE: Speakers Series	1
General Education Requirement (Humanities or Social Sciences)	3
Elective	3

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Hours	18
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Total Hours:	120-121
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**Chemistry Minor**

This minor is only open to students who are NOT majoring in biochemistry.

To earn a minor in Chemistry, students must complete a minimum of **19** semester hours from the following courses. A minimum of eight hours of course work must be taken at UIS.

**Core courses**

CHE 141	General Chemistry I	4
CHE 142	General Chemistry II	4
CHE 267	Organic Chemistry I	3
CHE 268	Organic Chemistry I Laboratory	1

**Electives**

Select from the following:	7
CHE 400	ECCE: Undergraduate Research
CHE 480	Special Topics In Chemistry

**Analytical chemistry**

CHE 321	Chemical Analysis
CHE 421	Instrumental Analysis
CHE 431	Environmental Chemistry

**Organic and Biochemistry**

CHE 269	Organic Chemistry II
CHE 271	Organic Chemistry II Lab
CHE 418	Bioanalytical Chemistry
CHE 475	General Biochemistry
CHE 476	General Biochemistry Laboratory
CHE 485	Advanced Biochemistry

**Physical and Inorganic Chemistry**

CHE 401	Physical Chemistry I - Thermodynamics
CHE 402	Physical Chemistry II
CHE 422	Inorganic Chemistry

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Total Hours	19
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## Pre-Medical Concentration

Students who choose the Pre-Medical concentration must complete 15 hours of courses for their electives.

### Required Courses

BIO 241	Biology of Organisms in the Environment	4
CHE 416	Biochemistry II	4

### Biology Elective

Select one of the following: 4

BIO 311	Cell Biology	
BIO 345 & BIO 346	General Microbiology and General Microbiology Lab (must be taken concurrently)	
BIO 381	Genetics	

### Clinical Laboratory Science Electives

Select at least three hours from the following: 3

CLS 401	Clinical Chemistry I	
CLS 402	Introduction to Hematology	
CLS 403	Introduction to Immunohematology	
CLS 411	ECCE: Health Care Management	
CLS 448	Introduction to Immunology	

Total Hours 15

## The Science of the Environment Concentration

Students who choose the Science of the Environment concentration must take 18-19 credit hours of courses for their electives:

### Life Science Selection

Select one of the following: 4

BIO 345 & BIO 346	General Microbiology and General Microbiology Lab (must be taken concurrently)	
BIO 371	Principles Of Ecology	
BIO 444	Aquatic Ecology	
BIO 445	Biology Of Water Pollution	
BIO 446	Restoration Ecology	
BIO 447	Global Change Ecology	
BIO 462	Conservation Biology	

### Physical Science Selection

Select one of the following: 4

CHE 431	Environmental Chemistry	
ENS 463	Our Changing Climate <sup>1</sup>	
ENS 468	Environmental Geology	

### Techniques Courses

Select two of the following: 7-8

BIO 402	Biometrics	
BIO 410	Topics in Biology	
CHE 418	Bioanalytical Chemistry	
ENS 404	Fundamentals of Geographic Information Systems	
ENS 405	Fundamentals of Remote Sensing	

### Research Courses

CHE 400	ECCE: Undergraduate Research <sup>2</sup>	3
Total Hours		18-19

<sup>1</sup> Students must take the four-hour option of ENS 463 to meet concentration credit-hour requirements.

<sup>2</sup> This course should be completed in a collaborative research project that is ongoing between biology and chemistry faculty. Students should consult with their advisor about on-going projects.

## Clinical Laboratory Science

### Bachelor of Science

Pre-Medical Concentration (p. 66)

Medical Laboratory Technician (MLT) - Clinical Laboratory Science (CLS) Articulation (p. 66)

<http://www.uis.edu/Clinicallabscience>

**Email:** [cls@uis.edu](mailto:cls@uis.edu)

**Office Phone:** (217) 206-6589

**Office Location:** HSB 314

### CLS Goals and Objectives

A Bachelor of Science degree in Clinical Laboratory Science provides exciting opportunities for individuals with an interest in science who wish to pursue a career in a health/medical profession or other laboratory-related field. Medical laboratory scientists/medical technologists analyze blood and other body fluids using a variety of methods and sophisticated biomedical instruments. The results of these analyses are used to determine the presence or absence of disease, help determine appropriate medical treatment, monitor therapy, and assess health. Medical laboratory science encompasses such disciplines as hematology, clinical chemistry, immunohematology (blood banking), microbiology, immunology, and molecular diagnostics. Medical laboratory scientists are proficient at problem-solving, integration, organization, and quality management. In addition to performance and interpretation of laboratory procedures, clinical laboratory scientists may be involved in the selection of lab methods or analyzers, as well as training, supervision, and consultation with other health care professionals.

A CLS education provides an excellent preparation for medical and graduate schools, and also prepares one for employment opportunities outside the hospital setting. Recent graduates have gone on to medical school, law school, and programs in physical therapy, pathologists' assistant, and public health. Diverse job opportunities include employment in research laboratories, forensic science laboratories, veterinary laboratories, fertility centers, and employment as laboratory computer specialists, educators, and laboratory consultants.

Clinical Laboratory Science Program goals are listed below. Learning outcomes/graduate competency statements are found on the CLS website in the *CLS Student Handbook*. Program outcomes are posted on the CLS website.

1. Prepare CLS students for entry-level employment as medical laboratory scientists. This is related to the UIS goal #1, Academic Excellence.
2. Prepare CLS students with a solid science foundation, medical, and laboratory knowledge to position them to deal with changes in



the profession or changes in their career path. This is related to the UIS goal #1, Academic Excellence.

3. Provide graduates for the Illinois health care workforce, especially central Illinois. This is related to the UIS goal #3, Making a Difference in the World.

Completion of the degree leads to eligibility for certification as a Medical Laboratory Scientist by the Board of Certification of the American Society of Clinical Pathology. Issuing of the degree is not contingent on passing any type of external certification or licensure examination. The UIS CLS Program has 100% employment of graduates seeking jobs in medical laboratories. The UIS Clinical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018 (773) 714-8880.

## Program Features/Requirements

The Clinical Laboratory Science curriculum at UIS provides a solid science foundation as well as preparation for certification as a medical laboratory scientist. The first two years of the four-year major are considered the PreProfessional Phase. During this time, the student completes the general education requirements of the university and the prerequisites for the Professional Phase. The last two years are considered the Professional Phase or the CLS Program; this includes the summer between the last two years. The Professional Phase, the CLS Program, is accredited by NAACLS (see above).

Both UIS students and transfer students must submit an application for the Professional Phase, the CLS Program. Students must meet the Essential Functions and health requirements, including immunizations, outlined on the CLS website in the *CLS Student Handbook* and the admissions packet is available from the department office staff. See the BACHELOR'S DEGREE (p. 65) section for the Admissions requirements and processes.

Initial academic work is designed to provide a strong background in fundamental sciences. As the program proceeds, students receive theory and laboratory experience in all areas of medical laboratory science. The student's clinical education encompasses rotations through the various clinical specialty areas of affiliated medical laboratories. The clinical experience is under the joint supervision of faculty at the University of Illinois at Springfield and practicing professionals in affiliated hospital laboratories. These rotation courses integrate the theory and practice of prerequisite campus courses with the professional practice and sophisticated instrumentation at the medical laboratory. Enhancement experiences are available in areas of interest to the student. A list of the current affiliated medical laboratories can be found on the CLS website. All facilities where students rotate are accredited. The program concludes with courses such as Health Care Management and a capstone Clinical Correlations course.

A criminal background check is required before clinical rotations. A background check that is not "clear" precludes rotations at some hospitals and prevents employment at most healthcare facilities. A drug screen is also required prior to clinical rotations.

## Honors in Clinical Laboratory Science (Department Honors)

CLS majors with a cumulative GPA equal to or greater than 3.25 in the CLS Program and one semester in residency at UIS may elect to

participate in the CLS honors option. In addition to the CLS Program requirements, honors students must:

1. maintain a minimum cumulative GPA of 3.25,
2. earn a minimum grade of B- for each course in the CLS Program,
3. successfully complete three credits of CLS 400 Applied Research or CLS 499 Tutorial, and
4. present their findings in a formal paper and public presentation.

Students must apply for participation in the honors program to the CLS Program Director and obtain approval of a faculty research advisor prior to their final semester. This is not connected with the CAP Honors Program. Details can be found in the *CLS Student Handbook*.

- Medical Laboratory Technician (MLT) – Clinical Laboratory Science (CLS) Articulation (p. 66)
- Pre-Medical Concentration (p. 66)

## Advising

All students are encouraged to meet with the CLS Program Director or a CLS advisor before initial registration and periodically thereafter in order to plan their courses of study to ensure that all requirements are met in the minimum amount of time. There is no advance placement and no credits for experiential learning.

Students are advised to be familiar with the current *CLS Student Handbook* and ask a CLS advisor for help if they do not understand the CLS policies and procedures.

The transfer option provides for the continuing education of students who have completed the first two years (60 semester hours) of lower-division work (preferably with the A.A. or A.S. degree). The CLS program has two + two articulation agreements with several community colleges; however, transfer students from other two-year and four-year institutions are also encouraged to apply. See the CLS Program Director regarding questions about transfer of credits.

Students should consult with college advisors for specific guidance regarding completion of general education requirements. In CLS, the clinical rotation courses (CLS 421, CLS 422, CLS 423, CLS 424) fulfill the requirement for the ECCE Engagement Experience (six hours) and CLS 411 is a U.S. Communities course.

For best outcomes in the Program and on the national certification exam, part-time status is not recommended. Because the CLS Program proceeds in cohorts, off-sequence students will need to reapply for the cohort with which they will do the full-time clinical rotation courses.

### CLS Required Courses

CLS 321	Seminar in Clinical Laboratory Science	2
CLS 347	Medical Bacteriology	4
CLS 401	Clinical Chemistry I	2
CLS 402	Introduction to Hematology	2
CLS 403	Introduction to Immunohematology	2
CLS 404	Introduction to Hemostasis	1
CLS 405	Introduction to Urinalysis	2
CLS 411	ECCE: Health Care Management	3
CLS 421	ECCE: Clinical Chemistry Practicum	5
CLS 422	ECCE: Clinical Hematology Practicum	4
CLS 423	ECCE: Clinical Microbiology Practicum	4

CLS 424	ECCE: Clinical Immunohematology Practicum	3
CLS 431	Special Topics Practicum	1
CLS 447	Medical Mycology, Parasitology and Virology	4
CLS 448	Introduction to Immunology	3
CLS 449	Introductory Immunology Lab	1
CLS 451	Advanced Concepts in Immunohematology	2
CLS 452	Advanced Concepts in Hematology	2
CLS 454	Advanced Concepts in Clinical Chemistry	2
CLS 456	Clinical Correlations	2
CHE 322	Laboratory Techniques	1
CHE 433	Physiological Chemistry	4
CHE 418	Bioanalytical Chemistry	3
Total Hours		59

## Grading Policy

Since the curriculum includes laboratory work done under professional supervision, the degree candidate not only must satisfy the customary expectations of academic work but also must meet the high-quality standards demanded of a professional medical/clinical laboratory scientist. Students must maintain a minimum cumulative GPA of 2.0 at UIS. Clinical Laboratory Science students are required to maintain a grade of C- or better in all required courses.

## Medical Laboratory Technician (MLT) - Clinical Laboratory Science (CLS) Articulation

Special opportunities to accelerate the clinical courses are available for individuals who have completed an associate degree medical laboratory technician program and who have passed the ASCP certification examination. Medical laboratory technicians interested in this articulation opportunity should contact the CLS Program director to discuss curriculum planning based on their previous academic and clinical experiences.

Students must also complete UIS graduation requirements to earn a Bachelor of Science degree.

*Sample Curriculum/Program Guide:* See the CLS website.

*CAP Honors Sample Curriculum/Program Guide:* Contact the CAP Honors advisor.

## Pre-Medical Concentration

Students can formalize their preparation for medical or professional schools by earning the CLS Pre-Medical concentration. This designation will appear on the transcript. Students are not required to complete the Pre-Medical concentration in order to apply to medical school or other professional school. In recent years, CLS graduates have pursued careers as physicians, physical therapists, physician assistants, pathologists' assistants, and researchers, and they have pursued graduate school (e.g., a Master's in Public Health).

Pre-med students are advised to take Intro Psychology and Intro Sociology as 2 of the 3 general education social science courses. Students should take MAT 115, Calculus I, as a general education math requirement in addition to a statistics course such as MAT 121.

A student who would like to have a Pre-Medical concentration in CLS should consult the CLS Program Director or CLS advisor as some courses in the sciences have recently changed.

The CLS major will need to complete the following courses for the Pre-Medical concentration.

### Required Courses

ASP 201	University Physics I	4
ASP 202	University Physics II	4
CHE 268	Organic Chemistry I Laboratory	1
CHE 269	Organic Chemistry II	3
CHE 271	Organic Chemistry II Lab	1
MAT 115	Calculus I <sup>1</sup>	4

### Electives

Select at least four hours from the following: 4

BIO 311	Cell Biology	
BIO 381	Genetics	
BIO 428	Human Disease	
BIO 429	Human Anatomy and Physiology I	

Total Hours 21

<sup>1</sup> This course may also be counted as a general education math requirement for the CLS major.

## Communication

**Bachelor of Arts  
Undergraduate Minor**  
Master of Arts (p. 155)

[www.uis.edu/communication/](http://www.uis.edu/communication/)

**Email:** [com@uis.edu](mailto:com@uis.edu)

**Office Phone:** (217) 206-6790

**Office Location:** UHB 3010

The broad-based Communication Department offers students the opportunity to specialize in journalism/media studies or interpersonal communication, and to explore media technology, public relations, intercultural communication, photography, and radio and video production. Courses help students improve their skills in writing, speaking, and understanding the messages of others in individual, group, and mass media contexts. To accomplish these goals, the curriculum addresses the theoretical, critical, and technical aspects of communication.

## The Bachelor's Degree

The undergraduate degree in Communication has three main objectives:

1. Instruct the student in general communication theory and technology;
2. Provide the student an opportunity for more intensive study in a specific area of communication; and
3. Ensure the student is capable of applying knowledge of general communication theory and technology to specific social problems.

The baccalaureate curriculum covers two topical areas: Interpersonal Communication, and Journalism/Media.

## Advising

Faculty members work with new students to plan courses of study. Based on instructors' assessments of writing ability in required courses, advisors may require advisees to take remedial courses. Generally, advisors assist students in developing personal programs of study and in identifying all necessary requirements.

## Grading Policy

Communication majors and minors may not take any COM course as part of the requirements for the major or minor on a CR/NC basis.

## Transfer Credit

Transfer credits from other institutions may not be used to substitute for introductory core courses. However, students may file a Student Petition Form to use them to satisfy other parts of the major or minor, provided the credit is for an upper-division course equivalent to one offered by the Communication Department and that the grade earned was a C or better (grades of C- or lower will not be accepted).

## Course Repetition

COM 380 and COM 480 may be taken for credit more than once provided the course topic is different each time. No more than eight semester hours of credit for COM 499 Tutorial will be accepted for the degree. All other Communication courses may be repeated for grade improvement only once.

## Credit for Prior Learning

Students with extensive life or work experience in some area of communication may apply for academic credit through Internships and Prior Learning (IPL). The Communication Department awards such credit in each of its two topical areas (Interpersonal Communication, and Journalism/Media) through COM 431 and COM 451. Prior learning credit is not awarded for specific courses. The Department will award a maximum of four hours of credit for prior experiential learning in any one topical area and a maximum of 8 hours of IPL credit to any undergraduate student.

## Degree Requirements

Communication majors must complete 32 hours in the major. In addition, they may take up to eight hours in Communication courses to satisfy the upper-division general electives. COM 302 and COM 303 should be taken prior to or concurrent with any other course work in their respective curricular areas.

All undergraduate students are required to take a department assessment examination during their first semester and during their last semester before graduation. The entrance examination is normally administered during a regular class and is used by the department to assess its curriculum. It does not affect students' grades in any way.

Students should consult with general education advisors for specific guidance regarding completion of general education requirements.

COM 302	Introduction to Interpersonal/Organizational Communication	4
COM 303	Introduction to Mass Media	4
Communication emphasis requirements (primary topical area) *		16
Communication distribution requirements (from other than primary topical area) *		8

COM 495	Exit Assessment	0
Total Hours		32

**\*Topical areas consist of Interpersonal/Organizational or Journalism/Media Studies. Topical area information may be found under " course descriptions (p.        )."**

## Course Offerings

Cross-listed courses from other departments used as part of the 32-hour major must bear the COM course prefix.

## Degree Plan\*

**\*Listed below is a SUGGESTED Degree Plan. For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

Year 1		Hours	
<b>Fall</b>			
ENG 101 <sup>2</sup>	Rhetoric and College Writing	3	
	Freshman Seminar <sup>2</sup>	3	
	Math Skills <sup>2</sup>	3	
	Humanities <sup>2</sup>	3	
Hours		12	
<b>Spring</b>			
ENG 102 <sup>2</sup>	College Writing and Civic Engagement	3	
	Comparative Societies (Humanities or Soc Science) <sup>2</sup>	3	
	Science with Lab (life or physical science) <sup>2</sup>	4	
	COM 112 <sup>2</sup>	Oral Communication	3
Hours		13	
<b>Year 2</b>			
<b>Fall</b>			
	Social/Behavioral Science course	3	
	COM 200 level Course <sup>1</sup>	3-4	
	Humanities <sup>2</sup>	4	
	ECCE U.S. Communities <sup>3</sup>	3	
	Social/Behavioral Science course <sup>2</sup>	3	
Hours		16-17	
<b>Spring</b>			
	Math Applied <sup>2</sup>	3	
	COM 302 Introduction to Interpersonal/Organizational or 303 <sup>4</sup> Communication	4	
	Science without lab (life or physical) <sup>2</sup>	3	
	Visual/Performing Arts Humanities Requirement <sup>2</sup>	3	
	Upper division Elective or minor course <sup>5</sup>	4	
Hours		17	
<b>Year 3</b>			
<b>Fall</b>			
	COM 302 Introduction to Interpersonal/Organizational or 303 <sup>4</sup> Communication	4	
	ECCE Global Awareness <sup>3</sup>	3	
	Communication Emphasis Course <sup>4</sup>	4	
	Upper division elective or minor course <sup>5</sup>	4	
Hours		15	
<b>Spring</b>			

Communication Emphasis Course <sup>4</sup>	4
Upper division elective or minor course <sup>5</sup>	4
COM non-emphasis Course <sup>4</sup>	4
Upper division elective or minor course <sup>5</sup>	4
Hours	16
<b>Year 4</b>	
<b>Fall</b>	
COM Emphasis Course <sup>4</sup>	4
COM Non-Emphasis <sup>4</sup>	4
Upper division elective or minor course <sup>5</sup>	4
Upper division elective or minor course <sup>5</sup>	4
Hours	16
<b>Spring</b>	
COM Emphasis <sup>4</sup>	4
IPL 300 ECCE: Internship Applied Learning	3-6
UNI 301 <sup>3</sup> ECCE: Speakers Series	1
Upper division elective or minor course <sup>5</sup>	4
Upper division elective or minor course <sup>5</sup>	4
Hours	16-19
Total Hours:	121-125

<sup>1</sup> These courses are Lower Division Foundation course requirements: 11-12 hours

<sup>2</sup> This course fulfills General Education requirements: 45 hours

<sup>3</sup> Students must complete ECCEs in at least two of the three ECCE categories - U.S. Communities, Global Awareness, Engagement - per major requirements in addition to Speakers Series - 10 hours

<sup>4</sup> Communication Major course work: 24 hours

<sup>5</sup> Upper Division Electives: minimum 12 hours that can be selected to earn a minor and can be outside of major.

## Communication Minor

### Courses

COM 302	Introduction to Interpersonal/Organizational Communication	4
or COM 303	Introduction to Mass Media	
Plus a choice of any three 300-level or 400-level COM courses, or a 200-level COM course (by petition)		12
Total Hours		16

There are no prerequisites for entry into the minor. Students are advised to take a basic core course (COM 302 or COM 303) before or concurrent with other courses. Communication minors may not take any COM course as part of the requirements for the minor on a CR/NC basis.

## Computer Science

### Bachelor of Science in Computer Science

The Computer Science Department also offers the Bachelor of Science in Information Systems Security (p. 77)

#### Undergraduate Minor

Master of Science (p. 156)

Graduate Certificates (p. 158)

csc.uis.edu/

Email: [csc@uis.edu](mailto:csc@uis.edu)

Office Phone: (217) 206-6770

Office Location: UHB 3100

## Departmental Goals and Objectives

The Bachelor of Science in Computer Science degree is designed to provide students with a strong foundation in computer science and experience in mastering problem-solving skills relevant to the business, scientific, and public sectors.

Graduates of the Bachelor of Science in Computer Science degree program have been successful in earning advanced degrees and in pursuing careers in research and application-oriented positions in business, industry, government, and education. The diversity of course offerings and rigorous degree requirements ensure that B.S. in Computer Science graduates acquire the knowledge necessary to support their career goals, including the breadth of knowledge required to pursue advanced computing degrees. Students will become proficient in programming, software testing and analysis; learn about the design principles and implementation of programming languages, elementary computer architecture and organization, reduced instruction set computing, and operating systems; and complete a software engineering project that requires them to participate in all phases of the software life cycle. The B.S. in Computer Science is offered in both on ground and online formats.

Students have access to an outstanding variety of computing systems including a Sun fileserver, additional UNIX-based computers, a parallel processing cluster, microcomputers, and a hands-on network configuration laboratory. UIS has received national recognition as a partner in the NSF Center for Systems Security and Information Assurance (CSSIA) [www.cssia.org/](http://www.cssia.org/).

The UIS Computer Science Department is a Cisco Regional Networking Academy, serving as the instruction center for local academies at high schools, career centers, community colleges, and universities in central Illinois.

The Computer Science Department's curriculum is certified by the Committee of National Security Systems and the National Security Agency. The Computer Science Department has been designated as a National Center of Academic Excellence in Information Assurance Education. The National Security Agency (NSA) and the Department of Homeland Security (DHS) jointly sponsor the National Centers of Academic Excellence in Information Assurance Education (CAEIAE) Program.

Computer laboratories are open evenings and weekends; some systems are available 24 hours a day. On-campus students have high-speed, wired and wireless internet access.

## Assessment

The Computer Science Department assesses all students for communication skills and for knowledge of computer science. Assessment is intended to help students in their academic planning and their development as computer scientists.

The process begins in CSC 305 Entrance Assessment, which must be taken the first semester of enrollment as a Computer Science major. The entrance assessment is an examination of the student's knowledge of the core areas of computer science. During this course,

students begin a portfolio to which selected assignments will be added from each of the core computer science courses. The process concludes with CSC 405 Exit Assessment, which must be taken the final semester before graduation. The exit assessment helps students assess their progress and helps the faculty revise the curriculum.

## Internships

Students have the opportunity to gain credit toward the degree through Internships and Prior Learning (IPL). This is an excellent opportunity for students to gain practical in-the-field or on-the-job experience.

Placements have included state agencies, insurance companies, the SIU School of Medicine, computer companies, and other businesses throughout central Illinois. Online students can arrange for local placements.

## The Bachelor's Degree in Computer Science

### Advising

On acceptance, students are assigned a member of the Computer Science faculty to serve as their academic advisor. Before registering for the first time, the student should discuss an appropriate course of study with their academic advisor.

### Grading Policy

CSC courses must be taken for a letter grade. A cumulative grade point average of 2.0 is required to graduate.

### Transfer Courses

Transfer courses for the Computer Science BS are evaluated on a case-by-case basis and approved by Student Petition.

### Degree Requirements

The core curriculum provides a strong foundation in computer science. CSC electives are chosen in consultation with the student's academic advisor, to ensure depth of knowledge in topics of particular interest to the student.

#### Core Courses <sup>1</sup>

CSC 305	Entrance Assessment	0
CSC 376	Computer Organization	4
CSC 385	Data Structures and Algorithms	4
CSC 387	Foundations of Computer Science	4
CSC 388	Programming Languages	4
CSC 389	Introduction to Operating Systems	4
CSC 405	Exit Assessment	0
CSC 478	Software Engineering Capstone	4

#### Elective Courses <sup>2</sup>

CSC Computer Science Software Electives	12
Total Hours	36

<sup>1</sup> Core courses must be taken at UIS. Exceptions may be requested.

<sup>2</sup> Applicable CSC electives are numbered CSC 350 or higher and must be chosen in consultation with a CSC academic advisor. Courses numbered CSC 410, CSC 442 or CSC courses that include "ECCE" in the title may not be counted as a CSC Elective.

Students should consult with advisors in the major for specific guidance regarding completion of general education requirements.

## Degree Plan\*

\*Listed below is a **SUGGESTED Degree Plan**. For **OFFICIAL program information, please refer to the catalog content above and consult your academic advisor**.

### Year 1

Fall	Hours
ENG 101 <sup>2</sup> Rhetoric and College Writing	3
Freshman Seminar (Humanities or Soc Sci) <sup>2</sup>	3
CSC 225 <sup>1</sup> Computer Programming Concepts I	3
MAT 113 Business Calculus or 115 <sup>1</sup>	4
CSC 305 <sup>4</sup> Entrance Assessment	0
Hours	13

### Spring

ENG 102 <sup>2</sup> College Writing and Civic Engagement	3
CSC 275 <sup>1</sup> Computer Programming Concepts II	3
CSC 302 <sup>1</sup> Discrete Structures	4
Social Science <sup>2</sup>	3
Comparative Societies (Humanities or Soc Sci) <sup>2</sup>	3
Hours	16

### Year 2

#### Fall

CSC 385 <sup>4</sup> Data Structures and Algorithms	4
COM 112 <sup>2</sup> Oral Communication	3
Social/Behavioral Science course <sup>2</sup>	3
Science without lab (Life or Physical Sci) <sup>2</sup>	3
Visual/Performing Arts Humanities Requirement <sup>2</sup>	3
Hours	16

#### Spring

CSC 387 <sup>4</sup> Foundations of Computer Science	4
Science with lab (Life or Physical Sci) <sup>2</sup>	4
Social/Behavioral Science course <sup>2</sup>	3
Humanities GE <sup>2</sup>	3
UNI 301 <sup>3</sup> ECCE: Speakers Series	1
Hours	15

### Year 3

#### Fall

CSC 442 ECCE: Internet in American Life (ECCE U.S. Communities) <sup>4</sup>	4
CSC 376 <sup>4</sup> Computer Organization	4
CSC Elective <sup>4</sup>	4
MAT 121 <sup>1</sup> Applied Statistics	3
Hours	15

#### Spring

CSC Elective <sup>4</sup>	4
ECCE Global Awareness Elective	4
CSC 388 <sup>4</sup> Programming Languages	4

Lower or upper division elective OR minor course <sup>5</sup>	4
Hours	16

**Year 4****Fall**

CSC 389 <sup>4</sup> Introduction to Operating Systems	4
ECCE Elective <sup>3</sup>	1
Upper-division elective OR minor course <sup>3</sup>	2
CSC Elective <sup>4</sup>	4
Lower or upper division elective OR minor course <sup>5</sup>	4
Hours	15

**Spring**

CSC 478 <sup>4</sup> Software Engineering Capstone	4
Lower or upper division elective OR minor course (Calc II recommended) <sup>5</sup>	4
Lower or upper division elective OR minor course <sup>5</sup>	3
Lower or upper division elective OR minor course <sup>5</sup>	3
CSC 405 <sup>4</sup> Exit Assessment	0
Hours	14
Total Hours:	120

<sup>1</sup> Math and CSC Courses Required in Addition to the Core CSC - 17 Hours

<sup>2</sup> These Courses Fulfill General Education Requirements- 39 Hours  
If Freshman Seminar = Humanities then Comparative Societies = Social Science and visa versa.

<sup>3</sup> Students need to complete ECCE in at least two of the three ECCE categories - U.S. Communities, Global Awareness, Engagement - per major requirements in addition to Speaker Series - 10 Hours. You may repeat UNI 301 for one additional hour of ECCE (requires a petition of approval). You may choose to take IPL 300 for three hours and meet both the ECCE one hour and the two hours of general electives requirement.

<sup>4</sup> CSC Major Course work- 36 Hours

<sup>5</sup> These courses may be Lower or Upper Division electives or minor courses. You will need to make sure you have at least 48 hours of Upper Division credits.

## Online Degree

UIS offers the B.S. in Computer Science, the B.S. in Information Systems Security and the M.S. in Computer Science online. Applicants to the online degree program must have at least 30 semester hours of college-level transfer credit with a cumulative grade point average of at least 2.00 on a 4.00 scale. The online Computer Science degrees have the same requirements as the on-campus degrees, allowing students to actively participate in dynamic, diverse, and interactive online learning. The online format enables them to complete course work using the latest networked information technologies for increased interaction with educational resources, advisors, and materials. Applicants to either online B.S. degree are accepted each spring and fall semester. The Computer Science Department may, at its own discretion, accept new students in other terms.

## Computer Science Minor

A minor in Computer Science is designed for students who wish to develop a working knowledge of computing that will allow them to apply effective computing techniques and computational problem-

solving skills in a variety of contexts. It is useful for students with virtually any academic major, including accountancy, business administration, clinical laboratory science, economics, health care, management, and others. A working knowledge of computers allows people to apply computer techniques in their careers and to introduce effective, computer-based methods.

## Transfer Courses

Transfer courses for the Computer Science minor are evaluated on a case-by-case basis and approved by Student Petition.

### Course Requirements

CSC 225	Computer Programming Concepts I	3
CSC 275	Computer Programming Concepts II	3
CSC 302	Discrete Structures	4
or MAT 302	Discrete Mathematics	
or MAT 114	Finite Mathematics and Its Applications	
CSC Electives <sup>1</sup>		12
Total Hours		22

<sup>1</sup> Prior approval by CSC Advisor or Department Head required. Applicable CSC electives are numbered CSC 350 or higher and must be chosen in consultation with a CSC academic advisor. CSC courses must be taken for a letter grade. Courses numbered CSC 410, CSC 442 or CSC courses that include "ECCE" in the title may not be counted toward the minor.

## English

### Bachelor of Arts

#### B.A. in English Online

#### Undergraduate Minor

#### Master of Arts (p. 160)

#### Graduate Certificate (p. 161)

<http://www.uis.edu/englishmodernlanguages/>

**Email:** [eng@uis.edu](mailto:eng@uis.edu)

**Office Phone:** (217) 206-6779

**Office Location:** UHB 3050

### Our Mission:

*As a department in a liberal arts university, we seek to educate students in the humanistic endeavor of reading, writing, and studying texts in a variety of genres from across cultures and times. We want our students to become successful humanists who can effectively analyze writing and participate in the creation of knowledge and texts. Therefore, we view composition and literary study as indelibly linked. Within the structure of our curriculum and within our individual courses, we strive to show how reading imaginative and explicative texts is intimately connected to academic, civic, and creative writing.*

The English Department at the University of Illinois at Springfield offers the Bachelor of Arts and Master of Arts degrees, and an undergraduate minor in English. Students may study a wide range of courses in British, American, and World Literature, and Creative, Digital and Professional writing courses, as well as courses on different topics in literature and in specific genres.

The department offers courses that can help students prepare for teaching careers, for jobs as editors and writers, or for graduate work at the master's or doctoral level. UIS students can enroll as English

majors or minors by taking course work in a physical classroom or online. Campus-based courses typically meet one or two times weekly for several hours at the UIS campus in Springfield, Illinois.

Additionally, the Online English Program allows students to actively participate in dynamic, diverse, and interactive online learning communities and earn their degrees via the internet. The online format enables students to complete course work on their own time and at their own pace within the framework of the traditional semester using the latest networked information technologies. Online students are given access to educational resources, academic advisors, and other course-related materials.

## Departmental Goals and Objectives

By the time students graduate they should:

- Write with confidence, precision, and an awareness of audience.
- Perform sophisticated analysis of diverse literary texts in a range of mediums, including visual and multimedia.
- Conduct professional research on a variety of academic, social, and cultural questions.
- Recognize the diversity of human experience in its many forms of expression.
- Create cutting edge digital texts using a range of technologies.
- Take an active role in shaping the future of literature and culture.

## The Bachelor's Degree

The B.A. in English prepares students for a life appreciating the power and beauty of language. It also prepares students for a variety of careers in many sectors, including Education, Business, Law, and Healthcare, through a focus on creative, cultural, and critical thinking skills. When an English major graduates, (s)he has the skills and opportunities to excel in almost any field.

## Advising

All English majors or minors are assigned academic advisors. Academic advisors assist students in developing appropriate, individualized courses of study. Students may choose a different academic advisor at any time to ensure they are fulfilling all degree requirements. Students should consult with academic advisors each semester and especially before enrolling for their final semester. Doing otherwise could result in delaying progress toward graduation. Please note that students pursuing teaching licensure must consult regularly with the Teacher Education Program (TEP) faculty liaison in the Department of English and Modern Languages as well as with the academic advisor in the Teacher Education Program during their entire course of study.

*NOTE about ECCE Courses:*

As *general* education courses, most ECCE courses may not be used to fulfill requirements for the English major or minor. Only ENG 368 will be allowed to fulfill a requirement for the English major. Students need to obtain approval through a Student Petition form.

## Transfer Policy

The department will assess the records of incoming transfer students to determine an appropriate degree plan. This plan may include taking lower-division classes to prepare students for the rigor of upper-

division course work. Requests for transfer credit for upper-division course work will be considered on a case-by-case basis.

## Grading Policy

Faculty members assign course grades according to campus policy and the grading criteria of each individual course. Students must complete ENG 303 with a C or better to proceed to 400-level course work.

## Honors in English

In order to be eligible for admission to the English Honors Program, students must have:

- Completed 72 credit hours towards their B.A.;
- Completed Research Methods in English with a full B or better;
- A 3.50 overall GPA at UIS;
- A 3.60 GPA in English.

Students who meet these eligibility requirements can apply to be admitted to the Department Honors Program by submitting a proposal (200-250 words) to the department chair that outlines the honors project (s)he hopes to complete in ENG 498 Honors Project with a faculty mentor from the English Department. The submission deadline is **March 1** for fall graduation and **October 1** for spring and summer graduation. Students should apply for admission no later than their second-to-last semester. In order to receive the honors designation, a student must complete ENG 498 with an A, maintain a 3.5 overall GPA at UIS at the time of graduation, and maintain a 3.6 GPA in English at the time of graduation.

## Degree Requirements for On-Campus and Online Majors

All majors require foundational knowledge in literature, writing and linguistics. UIS courses that satisfy the foundation requirements are listed below. Course work equivalent to the foundation requirements taken at other institutions may be approved by petition.

### Foundation Requirements

ENG 109	Introduction to Linguistics	3
ENG 137	Introduction to Literature	3
ENG 139	Introduction to English Studies Lab	1
ENG 152	Introduction to World Literature	3
ENG 241	Early British Literature	3
ENG 242	British Literature Since 1600	3
ENG 245	Early American Literature	3
ENG 246	American Literature-1865 to the Present	3
ENG 272	Introduction to Creative Writing	3

### Core Requirements

ENG 303	Research Methods in English Studies	3
ENG 304	Research Methods Lab <sup>1</sup>	1
ENG 365	Children's and Young Adult Literature	3
ENG 371	Creative Writing Poetry	3
ENG 372	Fiction Writing	3
ENG 409	Rhetoric and Composition in Digital Media	3
ENG 466	Digital Technologies in English Studies	3
ENG 489	Capstone	3

**Elective Requirements**

Select one of the following genre courses:	3
ENG 132 Introduction to Poetry	
ENG 133 Introduction to Fiction	
ENG 138 Introduction to Drama	
ENG 234 Introduction to Film	
Select one of the following editing courses:	3-4
ENG 309 Professional Writing	
ENG 368 ECCE: Creative Writing, Publishing, and Community	
COM 405 Editing	
Select one of the following writing courses:	3
ENG 308 Non-Fiction Writing	
ENG 373 Writing in New Media	
Select two (2) 300-level Literature Courses	6-7
Select two (2) 400-level Literature Courses	6-7
<b>Total Hours</b>	<b>68-71</b>

<sup>1</sup> Transfer students must take ENG 304. Students who have already taken ENG 139 do not need to take ENG 304.

**Online Degree**

The Online English Program allows students to participate actively in dynamic, diverse, and interactive online learning communities and to complete their course work in their own time and at their own pace within the same semester time frame as on-ground courses. The online format enables them to complete course work using the latest networked information technologies for the same easy access to educational resources, advisors, and materials that on-campus students enjoy. If students are interested in TEP courses online, they should consult the English Department faculty liaison for TEP about the availability of online TEP courses. Applications are reviewed on a rolling basis. However, priority consideration is given to students who apply by April 1 for summer and fall admission and November 1 for spring and summer admission.

- A minimum of 30 successfully completed hours at the lower-division (preference granted to those applicants with 60 hours or an associate's degree).
- A cumulative grade point average of 3.0 or higher on a 4.0 scale.
- Completion of two English Composition courses with a grade of C or better.
- Completion of two literature courses (historical surveys preferred) with a grade of C or better.
- Completion of one writing or rhetoric or grammar course beyond ENG 101 and ENG 102 with a grade of C or better.
- An application letter that addresses why the student wants to major in English at UIS, why online degree completion is preferred, and any context that may explain a circumstance that might warrant a waiver of GPA or course requirements listed above.
- Access to the Internet.

- Computer skills and systems needed to study online (See Online Learning Resources for Students @ [uis.edu/colrs/students/](http://uis.edu/colrs/students/)).

**Degree Plan**

Please see the Bachelor's degree tab for the English major degree plan and course listings.

**English Minor**

The English minor is 13 hours. As indicated below, it consists of one core course and lab, one literature course, one writing or linguistics course, and one elective not used to fulfill any of the other categories.

ENG 303	Research Methods in English Studies	3
ENG 304	Research Methods Lab	1
<b>300- or 400-Level Writing Course or Linguistics Course at Any Level</b>		<b>3</b>
ENG 308	Non-Fiction Writing	
ENG 309	Professional Writing	
ENG 368	ECCE: Creative Writing, Publishing, and Community	
ENG 370	Topics in Creative Writing I	
ENG 371	Creative Writing Poetry	
ENG 372	Fiction Writing	
ENG 373	Writing in New Media	
ENG 404	History of English Language	
ENG 409	Rhetoric and Composition in Digital Media	
ENG 410	Topics in Composition or Linguistics	
ENG 466	Digital Technologies in English Studies	
ENG 470	Topics in Creative Writing II	
ENG 471	Creative Writing: Nonfiction	
<b>300- or 400-Level Literature Course</b>		<b>3</b>
ENG 320	Topics in World Literature I	
ENG 330	Topics in American Literature I	
ENG 332	Women Playwrights	
ENG 333	Contemporary American Novel	
ENG 334	The American Novel, 1865-1915	
ENG 342	Playing Shakespeare	
ENG 351	The British Victorian Novel	
ENG 360	Topics in English Studies	
ENG 365	Children's and Young Adult Literature	
ENG 380	Introduction to Literary Genres	
ENG 381	Graphic Novel	
ENG 420	Topics in World Literature II	
ENG 430	Topics in American Literature II	
ENG 434	Literature and Culture of Early America	
ENG 435	American Literature 1820-1865	
ENG 437	American Literature Between the Wars	
ENG 438	African-American Literature	
ENG 440	Major Figures in American Literature Since 1900	
ENG 443	Chaucer and His Era	
ENG 444	Milton	
ENG 445	Midwestern Literature	
ENG 447	Arthurian Literature	



ENG 448	The Shakespeare Project
ENG 449	The British Romantics
ENG 450	Topics in British Literature II
ENG 453	Poetry and Prose of the Victorian Age
ENG 455	Modern British Literature
ENG 456	Contemporary British Literature
ENG 460	Themes in Literature
ENG 461	Major Women Writers
ENG 463	Mythology
ENG 464	Literature and the Bible
ENG 480	Topics in Genre Study
ENG 481	Memoirs Across Cultures
<b>300- or 400-Level ENG Elective</b>	<b>3</b>
ENG 308	Non-Fiction Writing
ENG 309	Professional Writing
ENG 320	Topics in World Literature I
ENG 330	Topics in American Literature I
ENG 332	Women Playwrights
ENG 333	Contemporary American Novel
ENG 334	The American Novel, 1865-1915
ENG 342	Playing Shakespeare
ENG 351	The British Victorian Novel
ENG 360	Topics in English Studies
ENG 365	Children's and Young Adult Literature
ENG 368	ECCE: Creative Writing, Publishing, and Community
ENG 370	Topics in Creative Writing I
ENG 371	Creative Writing Poetry
ENG 372	Fiction Writing
ENG 373	Writing in New Media
ENG 380	Introduction to Literary Genres
ENG 381	Graphic Novel
ENG 404	History of English Language
ENG 409	Rhetoric and Composition in Digital Media
ENG 410	Topics in Composition or Linguistics
ENG 420	Topics in World Literature II
ENG 430	Topics in American Literature II
ENG 434	Literature and Culture of Early America
ENG 435	American Literature 1820-1865
ENG 437	American Literature Between the Wars
ENG 438	African-American Literature
ENG 440	Major Figures in American Literature Since 1900
ENG 443	Chaucer and His Era
ENG 444	Milton
ENG 445	Midwestern Literature
ENG 447	Arthurian Literature
ENG 448	The Shakespeare Project
ENG 449	The British Romantics
ENG 450	Topics in British Literature II
ENG 453	Poetry and Prose of the Victorian Age
ENG 455	Modern British Literature
ENG 456	Contemporary British Literature

ENG 460	Themes in Literature
ENG 461	Major Women Writers
ENG 463	Mythology
ENG 464	Literature and the Bible
ENG 466	Digital Technologies in English Studies
ENG 470	Topics in Creative Writing II
ENG 471	Creative Writing: Nonfiction
ENG 480	Topics in Genre Study
ENG 481	Memoirs Across Cultures
Total Hours	13

If you are a TEP elementary candidate seeking the English minor for the Middle School English endorsement, please see your advisors in the English Department and in the Teacher Education Department about differences in course work requirements for the English minor.

## Exercise Science

### Bachelor of Science

[www.uis.edu/exercisescience/](http://www.uis.edu/exercisescience/)

**Email:** [alliedhealth@uis.edu](mailto:alliedhealth@uis.edu) (cls@uis.edu)

**Office Phone:** (217) 206-6589

**Office Location:** HSB 314

## Goals and Objectives

A Bachelor of Science degree in Exercise Science provides exciting opportunities for individuals who are interested in pursuing careers in any of the diverse fields of the discipline. The curriculum is designed to provide academic content and hands-on training relating to the science of movement, exercise testing and prescription, kinesiology, health promotion, and research in allied health. The curriculum is delivered through classroom and laboratory instruction, as well as applied practical experiences. Community interaction may occur in various settings, including health and sports medicine clinics, corporations and industrial settings, fitness centers, rehabilitation facilities, and other nontraditional settings.

Objectives for the Exercise Science degree program include the following:

1. Prepare graduates to work in a variety of health, fitness, and rehabilitation settings
2. Educate students to work with diverse populations and various health and fitness backgrounds
3. Foster strong interpersonal and communication skills that promotes professional and personal citizenship in students
4. Develop scientific and practical skills that enable graduates to pursue post-baccalaureate degrees
5. Provide graduates for the Illinois allied health workforce, especially in central Illinois

## The Bachelor's Degree

- Health and Fitness Track (p. 74)
- Physical Therapy Track (p. 74)

## Advising

Students may declare an Exercise Science major at any time. Students are encouraged to have frequent consultation with their advisors to make sure they are on track for graduation. Freshmen and undeclared students interested in Exercise Science will be advised by the Office of Advising Services, Information, and Support in the Center for Academic Success. All other students will be advised by faculty and college advisors.

## Grading Policy

Students are expected to earn at least a C- in each core and required course for Exercise Science and maintain an overall cumulative GPA of 2.0.

## Exercise Science Health and Fitness Track

Students in this track are immersed in the science of movement and learn a variety of skills used in health and fitness related occupations, such as health coach, personal fitness trainer, strength and conditioning specialist or serving as an exercise specialist in corporate wellness, health education, or cardiopulmonary rehabilitation.

### Required Core Courses

CLS 225	Nutrition	3
EXR 201	Introduction to Exercise Science	3
EXR 212	Medical Terminology	3
EXR 233	Personal Health and Wellness	3
EXR 251	Prevention and Care of Athletic Injuries	3
EXR 301	Motor Learning	3
EXR 325	Evidence-Based Research Concepts	3
EXR 329	Kinesiology and Biomechanics	3
EXR 331	Physiology of Exercise and Sport	4
EXR 352	Health Promotion and Disease Prevention	3
EXR 483	Seminar in Exercise Science	3

### Required Courses; Health and Fitness Track

EXR 363	Exercise and Sport Psychology	3
EXR 375	Principles of Strength and Conditioning	4
EXR 412	Exercise Management for Special Populations	3
EXR 451	Exercise Testing and Prescription	3
IPL 300	ECCE: Internship Applied Learning <sup>1</sup>	2-12
EXR Electives		6

### Other Required Courses (General Education, Prerequisites, ECCE Requirements)

BIO 201 & BIO 202	Basics of Human Anatomy and Physiology I and Basics of Human Anatomy and Physiology II	8
CHE 141 or CHE 124	General Chemistry I or General Chemistry for the Health Professions	4
COM 112	Oral Communication	3
ENG 101	Rhetoric and College Writing	3
ENG 102	College Writing and Civic Engagement	3
MAT 111	Quantitative Reasoning	3
MAT 121	Applied Statistics	3
PSY 201	Principles Of Psychology	3
SOA 101	Introduction to Sociology	3

Freshman Seminar (Humanities or Social Science)	3
Comparative Societies (Humanities or Social Science)	3
Humanities	3
Visual/Creative/Performing Arts (Humanities)	3
ECCE (Speaker Series, Global Awareness, US Communities, Engagement Experience Electives)	7
Electives	15
<b>Total Hours</b>	<b>123</b>

<sup>1</sup> Fulfills the ECCE Engagement Experience requirement

## Exercise Science Physical Therapy Track

This track provides additional courses that help fulfill the requirements of most graduate level allied health programs, such as physical and occupational therapy, physician assistant programs, and other graduate programs such as the Master of Public Health and Athletic Training. The flexibility of this major makes it easy for students to meet their needs and interests for graduate work, while also learning the essentials of Exercise Science.

### Required Core Courses

CLS 225	Nutrition	3
EXR 201	Introduction to Exercise Science	3
EXR 212	Medical Terminology	3
EXR 233	Personal Health and Wellness	3
EXR 251	Prevention and Care of Athletic Injuries	3
EXR 301	Motor Learning	3
EXR 325	Evidence-Based Research Concepts	3
EXR 329	Kinesiology and Biomechanics	3
EXR 331	Physiology of Exercise and Sport	4
EXR 352	Health Promotion and Disease Prevention	3
EXR 483	Seminar in Exercise Science	3

### Required Courses; Physical Therapy Track <sup>1</sup>

Psychology - Life span and Abnormal (8 hours)	
EXR Electives/Science (14 hours)	
PA: Biochemistry; Microbiology w/Lab (7 hours) <sup>2</sup>	
PT: General Sciences w/Lab (BIO, CHE and ASP) (24 hours) <sup>2</sup>	

### Other Required Courses (Speaker Series, General Education, Prerequisites, ECCE Requirements)

BIO 201 & BIO 202	Basics of Human Anatomy and Physiology I and Basics of Human Anatomy and Physiology II	8
CHE 141	General Chemistry I	4
COM 112	Oral Communication	3
ENG 101	Rhetoric and College Writing	3
ENG 102	College Writing and Civic Engagement	3
MAT 115	Calculus I	4
MAT 121	Applied Statistics	3
PSY 201	Principles Of Psychology	3
SOA 101	Introduction to Sociology	3
Freshman Seminar (Humanities or Social Science)		3
Comparative Societies (Humanities or Social Science)		3
Humanities		3

Visual/Creative/Performing Arts (Humanities)	3
ECCE (Speaker Series, Global Awareness, US Communities, Engagement Experience Electives)	10
Electives	12
Total Hours	124-134

<sup>1</sup> Requirements will be different depending on the graduate-level program that is selected

<sup>2</sup> Some elective courses will also be used to satisfy Exercise Science program requirements. Students should work closely with advisor(s) to ensure all program requirements are met.

## History

**Bachelor of Arts  
Undergraduate Minor**  
Master of Arts (p. 163)

**[www.uis.edu/history/](http://www.uis.edu/history/)**  
**Email: [his@uis.edu](mailto:his@uis.edu)**  
**or [hisonline@uis.edu](mailto:hisonline@uis.edu)**  
**Office Phone: (217) 206-6779**  
**Office Location: UHB 3050**

The Department of History explores links between the past and our contemporary world. History helps us craft narratives of the past based on the interpretation of a wide range of artifacts from the past. Through the study of history, students learn to compare elements of their own culture with those of other cultures and from other time periods. Students consider the impact, lives, and perspectives of individual men and women in the histories of both the United States and the world, while appreciating the significance of national and trans-national structures and forces such as cultures, economics, the environment, gender, religions, politics, and war. Students both examine those historical perspectives that are well represented by the documentary record and consider ways of recovering perspectives that have been silenced.

## Learning Experiences

Learning experiences available to history majors include regular classroom courses; independent studies and tutorials; study abroad; and internships at libraries, archives, historic sites, and other institutions, particularly in state government. The history curriculum includes courses covering America from the colonial era to the present; interdisciplinary, trans-national thematic courses in such areas as imperialism, the history of religion and women's history; courses in the history of Europe, Asia, and other world regions; and courses analyzing historic forces shaping the contemporary world.

## History Honors

The History Department offers an honors course of study to encourage and reward undergraduate research in history.

To be eligible for admission to the History honors course of study, students must have completed 75 credits toward the HIS bachelor's degree, and must have completed HIS 301 with a grade of B or better (grades of B- or lower will not be counted). Additionally, students must have earned a cumulative UIS undergraduate grade point average of no less than 3.0, as well as a 3.65 grade point average in history courses.

Students meeting eligibility requirements may apply to be admitted to the honors course of study by filling out this form: <https://illinois.edu/fb/sec/9514266>. If a student decides to pursue HIS honors, (s)he should apply for admission no later than the semester preceding his/her last semester. Participation in HIS honors is optional, and once admitted, students may withdraw at any time.

To graduate with HIS honors, students must meet **all** of the following requirements (partial credit will not be given):

- Complete two enhanced courses or one enhanced course and a study abroad experience. (An enhanced course means enrolling in a 400-level HIS course and completing requirements for graduate level work, or comparable requirements negotiated between the student and the instructor.) It is the student's responsibility to obtain written verification from his/her instructor(s) that course work has been completed at an enhanced level, and/or that (s)he has participated in a study abroad program. Documentation must be submitted as part of the course requirements for HIS 402.
- Complete HIS 402 Honors Research Seminar with a B or better (grades of B- or lower will not be counted). HIS 402 is offered as an online course during the spring semester. The focus of the course will be primary-source research and students must complete a major research project. Additionally, students will complete a reflective statement of learning which discusses the impact of and links between their enhanced courses, study abroad experiences (if applicable), research presentations (if applicable), and research project.
- Maintain the minimum cumulative UIS undergraduate GPA of 3.0 and HIS program GPA of 3.65 that was required for admission to the honors course of study.

## History/Teacher Education

History majors can be licensed to teach at the elementary or secondary level. Students must apply separately to the Teacher Education Program (TEP). Students seeking licensure will be assigned both a history advisor and a TEP advisor, whom they should consult regularly to make sure they satisfy requirements for both the major and licensure. Students interested in licensure should consult the Teacher Education section of this catalog.

## The Bachelor's Degree

The baccalaureate curriculum is organized for students who hope to place their world in historical perspective. Education in history at the University of Illinois at Springfield is broad-based humanities training, providing students with research capabilities, analytical methods, and communication skills that are useful in many fields. The curriculum prepares students for careers in fields such as history, politics, government, business, law, journalism, writing, and administration. Through internships, students are able to test career possibilities where the research and analytical skills of the historian are appropriate.

## Advising (All HIS Majors)

Each student is assigned both an academic advisor and a faculty advisor to assist in planning an individual program of study responsive to the student's interests and goals and designed to meet the requirements of the History Department. Students are strongly encouraged to consult with their advisors regularly, especially before

enrolling for their first and last semesters. Questions about advising may be directed to the History Department by email (his@uis.edu), or phone at (217) 206-6779. Students who are enrolled in the Teacher Education Program (TEP) must consult regularly with their TEP advisor.

## Grading Policy (All HIS Majors)

History courses for which the student has attained a grade of C or better will be applied toward the B.A. degree (grades of C- or lower will not be accepted). History courses taken as CR/NC will be applied toward the degree if a grade of CR is attained. History majors may repeat program courses for grade improvement only once without seeking department approval.

## Degree Requirements for All HIS Students

### Lower-division Requirements

To pursue a major in history, students must complete two courses from the following list of classes on historical regions and themes (six hours total). The two courses must be from different categories of historical regions and themes. Alternatively, students can transfer equivalent courses from an accredited institution. Comparative Societies courses with an HIS prefix can be used to fulfill both the Comparative Societies requirements and history lower-division requirements provided students graduate with sufficient total credits.

### Categories of Historical Regions and Themes (6 Hours)

#### World History

HIS 118	Making of the West	3
HIS 119	Gods & Heroes of Early Europe	3

#### Comparative Religion

HIS 150	Topics in Comparative Religion	3
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#### Europe

HIS 202	European History	3
HIS 212	History of Russia: Peter I to Putin	3

#### United States

HIS 204	U.S. History to 1877	3
or HIS 205	U.S. History Since 1877	

#### Middle East

HIS 160	Topics in Middle Eastern History	3
HIS 161	Introduction to the Modern Middle East	3
HIS 211	Women in the Middle East	3

#### East Asia

HIS 176	History of Premodern East Asia	3
or HIS 177	History of Modern East Asia	

## Graduation Requirements

### Upper-division Core Requirements

HIS 301	The Historian's Craft <sup>1</sup>	3
HIS 401	Senior Seminar <sup>1</sup>	3

Eight hours of non-U.S. History Courses from the following: 8

HIS 360	Topics in Warfare	
HIS 365	ECCE: Culture Wars/Europe	
HIS 371	Islamic Civilization	
HIS 373	ECCE: Reading Arab Past	

HIS 375	ECCE: Conflict in the Middle East	
HIS 378	ECCE: Christian-Muslim Encounters	
HIS 411	ECCE: Democracy and Democratic Theory	
HIS 412	Alexander the Great	
HIS 414	ECCE: Cleopatra's Egypt	
HIS 416	Rise of Rome	
HIS 417	Caesar to Charlemagne	
HIS 419	Egyptology	
HIS 422	ECCE: Politics and Religion: Culture Wars	
HIS 424	Ancient Sport and Spectacle	
HIS 459/ ENS 412	World Environmental Thought	
HIS 461/ PHI 459	Europe in the 18th Century: The Enlightenment	
HIS 462	ECCE: Conflict in 19th Century Europe	
HIS 463	Europe In The 20th Century	
HIS 467	Renaissance and Reformation Europe	
HIS 470	Topics in 20th Century World History	
HIS 471	ECCE: The Pacific War: World War II in East Asia	
HIS 472	Imperial Russia	
HIS 473	History of the Soviet Union	
HIS 475	ECCE: Nationalism and Imperialism	
HIS 476	Modern China	
HIS 477	Premodern Japan	
HIS 478	Modern Japan	
HIS 479	ECCE: From Vikings to Hackers: A Pirate's World History	
HIS 480	Topics in Pre-Modern World History	
HIS/WGS 481	Women in Chinese and Japanese History	
HIS 482	Samurai in History and Romance	
HIS 483	Anime, History, and Memory	
HIS 485	Cold War and the Middle East	
HIS 487	History of Christmas	
HIS 488	Eastern Christianity	

### Upper Division Elective History Courses

Options: any 300-level or 400-level HIS course not used to fulfill another HIS degree requirement. 19

Total Hours 33

<sup>1</sup> Students must earn no less than a C in HIS 301 as a prerequisite for HIS 401. HIS 301 and HIS 401 may not be taken during the same semester.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements.

Courses from other departments may count for history credit when they support the student's degree plan and are approved in advance.

## Online Degree Program

The Online History degree program is identical to the on-campus program except for admission requirements. The online program allows students to participate actively in dynamic, diverse, and

interactive online learning communities and to complete their degrees in their own time and at their own pace via the Internet. The online format enables them to complete course work using the latest networked information technologies for increased access to educational resources, advisers, and materials.

The History Online program invites applications from any students who live more than 50 miles from UIS, as well as students within the fifty-mile range who have a documented disability.

## Application Review Dates for Online History Students

Applications are reviewed on a rolling admission basis. Once an application is complete, it is delivered to the Department Chair for a decision.

## History Minor

To earn a minor in history, students must complete a minimum of 17 semester hours, including 14 hours of upper-division course work at UIS. Transfer credit is evaluated on a case-by-case basis through the Student Petition form. Students should consult with a History Department faculty member in designing and meeting the requirements for a minor.

### Lower-Division Requirements

One Course Emphasizing Historical Regions or Themes

Select one course from the following region or theme options: 3

#### World History

HIS 118 Making of the West

HIS 119 Gods & Heroes of Early Europe

#### Comparative Religion

HIS 150 Topics in Comparative Religion

#### Europe

HIS 202 European History

HIS 212 History of Russia: Peter I to Putin

#### United States

HIS 204 U.S. History to 1877

or HIS 205 U.S. History Since 1877

#### Middle East

HIS 160 Topics in Middle Eastern History

or HIS 161 Introduction to the Modern Middle East

or HIS 211 Women in the Middle East

#### East Asia

HIS 176 History of Premodern East Asia

or HIS 177 History of Modern East Asia

### Upper-Division Requirements

HIS 301 The Historian's Craft 3

Select one Upper-Division History Elective Course in non-U.S. History from the following: 4

HIS 360 Topics in Warfare

HIS 365 ECCE: Culture Wars/Europe

HIS 371 Islamic Civilization

HIS 373 ECCE: Reading Arab Past

HIS 375 ECCE: Conflict in the Middle East

HIS 378 ECCE: Christian-Muslim Encounters

HIS 411 ECCE: Democracy and Democratic Theory

HIS 412 Alexander the Great

HIS 414 ECCE: Cleopatra's Egypt

HIS 416 Rise of Rome

HIS 417 Caesar to Charlemagne

HIS 419 Egyptology

HIS 424 Ancient Sport and Spectacle

HIS 459/  
ENS 412 World Environmental Thought

HIS 460 Studies in Latin American History

HIS 461/  
PHI 459 Europe in the 18th Century: The Enlightenment

HIS 462 ECCE: Conflict in 19th Century Europe

HIS 463 Europe In The 20th Century

HIS 467 Renaissance and Reformation Europe

HIS 470 Topics in 20th Century World History

HIS 471 ECCE: The Pacific War: World War II in East Asia

HIS 472 Imperial Russia

HIS 473 History of the Soviet Union

HIS 475 ECCE: Nationalism and Imperialism

HIS 476 Modern China

HIS 477 Premodern Japan

HIS 478 Modern Japan

HIS 479 ECCE: From Vikings to Hackers: A Pirate's World History

HIS 480 Topics in Pre-Modern World History

HIS/WGS 481 Women in Chinese and Japanese History

HIS 482 Samurai in History and Romance

HIS 483 Anime, History, and Memory

HIS 485 Cold War and the Middle East

HIS 487 History of Christmas

HIS 488 Eastern Christianity

### Upper-Division History Electives

Options: Any 300-level or 400-level HIS course not used to fulfill another HIS minor requirement 7

Total Hours 17

## Grading Policy

History courses for which the student has attained a grade of C or better will be applied toward the HIS minor (grades of C- or lower will not be counted). History courses taken as CR/NC will be applied toward the minor if a grade of CR is attained. Courses may be repeated for grade improvement only once without seeking department approval.

## Information Systems Security

### Bachelor of Science

csc.uis.edu/

Email: csc@uis.edu

Office Phone: (217) 206-6770

Office Location: UHB 3100

## Departmental Goals and Objectives

In the Bachelor of Science in Information Systems Security, housed in the Department of Computer Science, students will learn the fundamentals of information security including design and implementation of secure systems, security assessment, and computer security ethics. Students will utilize a variety of cutting edge technologies and labs in many hands-on learning activities. Following completion of the B.S. in Information Systems Security degree students will:

1. exhibit understanding of the crucial concepts of information systems security;
2. demonstrate and communicate best security practices and ethics; and
3. be able to design and implement secure systems. The B.S. in ISS will be offered in both on-ground and online formats.

Graduates of the B.S. in Information Systems Security program will have the necessary skill set to enter into security-centric careers in network and computer administration, system analysis, computer support, and the like. In addition, students will be equipped to enter into related graduate level programs in Computer Science.

Students have access to an outstanding variety of computing systems including a Sun fileserver, additional UNIX-based computers, a parallel processing cluster, microcomputers, and a hands-on network configuration laboratory. UIS has received national recognition as a partner in the NSF Center for Systems Security and Information Assurance (CSSIA) [www.cssia.org/](http://www.cssia.org/).

The UIS Computer Science Department is a Cisco Regional Networking Academy, serving as the instruction center for local academies at high schools, career centers, community colleges, and universities in central Illinois.

The Computer Science Department's curriculum is certified by the Committee of National Security Systems and the National Security Agency. The Computer Science Department has been designated as a National Center of Academic Excellence in Information Assurance Education. The National Security Agency (NSA) and the Department of Homeland Security (DHS) jointly sponsor the National Centers of Academic Excellence in Information Assurance Education (CAEIAE) Program.

Computer laboratories are open evenings and weekends; some systems are available 24 hours a day. On-campus students have high-speed, wired and wireless internet access.

## Assessment

The Computer Science Department assesses all students for communication skills and for knowledge of computer science. Assessment is intended to help students in their academic planning and their development as computer scientists.

The process begins in CSC 305 Entrance Assessment, which must be taken the first semester of enrollment as a Information Systems Security major. The entrance assessment is an examination of the student's knowledge of the core areas of computer science. During this course, students begin a portfolio to which selected assignments will be added from each of the core computer science courses. The process concludes with CSC 405 Exit Assessment, which must be taken the final semester before graduation. The exit assessment

helps students assess their progress and helps the faculty revise the curriculum.

## Internships

Students have the opportunity to gain credit toward the degree through internships (IPL). This is an excellent opportunity for students to gain practical in-the-field or on-the-job experience. Placements have included state agencies, insurance companies, the SIU School of Medicine, computer companies, and other businesses throughout central Illinois. Online students can arrange for local placements.

## The Bachelor's Degree

### Advising

On acceptance, students are assigned a member of the Computer Science faculty to serve as their academic advisor. Before registering for the first time, the student should discuss an appropriate course of study with their academic advisor.

### Grading Policy

CSC courses must be taken for a letter grade. A cumulative grade point average of 2.0 is required to graduate.

### Transfer Courses

Transfer courses for the Information Systems Security BS are evaluated on a case-by-case basis and approved by Student Petition.

## Degree Requirements

The core curriculum provides a strong foundation in information systems security. CSC electives are chosen in consultation with the student's academic advisor, to ensure depth of knowledge in topics of particular interest to the student.

### Core Courses <sup>1</sup>

CSC 305	Entrance Assessment	0
CSC 368	Systems Programming Languages	4
CSC 405	Exit Assessment	0
CSC 421	Introduction to Computer Networks	4
CSC 430	Foundations of Network Security and Information Assurance	4
CSC 431	Network Security & Computer Ethics	4
CSC 438	Systems Security and Information Assurance Capstone	4
CSC 465	Windows Network Administration	4

### Elective Courses <sup>2</sup>

CSC Information Systems Security Electives	12
Total Hours	36

<sup>1</sup> Core courses must be taken at UIS. Exceptions may be requested.

<sup>2</sup> Applicable CSC electives are numbered CSC 350 or higher and must be chosen in consultation with a CSC academic advisor. Courses numbered CSC 410, CSC 442 or CSC courses that include "ECCE" in the title may not be counted as a ISS Elective.

Students should consult with advisors in the major for specific guidance regarding completion of general education requirements.

## Degree Plan\*

\*Listed below is a **SUGGESTED** Degree Plan. For **OFFICIAL** program information, please refer to the catalog content above and consult your academic advisor.

Recommended Course Schedule - UIS Gen Ed

### Year 1

Fall	Hours
ENG 101 <sup>2</sup> Rhetoric and College Writing	3
Freshman Seminar (Humanities or Soc Sci) <sup>2</sup>	3
CSC 225 <sup>1</sup> Computer Programming Concepts I	3
MAT 113 Business Calculus or 115 <sup>1</sup>	4
CSC 305 <sup>4</sup> Entrance Assessment	0
Hours	13

### Spring

ENG 102 <sup>2</sup> College Writing and Civic Engagement	3
CSC 275 <sup>1</sup> Computer Programming Concepts II	3
CSC 302 <sup>2</sup> Discrete Structures	4
Social Science <sup>2</sup>	3
Comparative Societies (Humanities or Soc Sci) <sup>2</sup>	3
Hours	16

### Year 2

Fall	Hours
CSC 421 <sup>4</sup> Introduction to Computer Networks	4
COM 112 <sup>2</sup> Oral Communication	3
Social/Behavioral Science course <sup>2</sup>	3
Science without lab (Life or Physical Sci) <sup>2</sup>	3
Visual/Performing Arts Humanities Requirement <sup>2</sup>	3
Hours	16

### Spring

CSC 430 <sup>4</sup> Foundations of Network Security and Information Assurance	4
Science with lab (Life or Physical Sci) <sup>2</sup>	4
Social/Behavioral Science course <sup>2</sup>	3
Humanities GE <sup>2</sup>	3
UNI 301 <sup>3</sup> ECCE: Speakers Series	1
Hours	15

### Year 3

Fall	Hours
CSC 442 ECCE: Internet in American Life (ECCE U.S. Communities) <sup>4</sup>	4
CSC 431 <sup>4</sup> Network Security Computer Ethics	4
ISS Elective <sup>4</sup>	4
MAT 121 <sup>1</sup> Applied Statistics <sup>2</sup>	3
Hours	15

### Spring

ISS Elective <sup>4</sup>	4
ECCE Global Awareness Elective	4
CSC 368 <sup>4</sup> Systems Programming Languages	4

Lower or upper division elective OR minor course <sup>5</sup>	4
Hours	16

### Year 4

#### Fall

CSC 465 <sup>4</sup> Windows Network Administration	4
ISS Elective <sup>3</sup>	4
ECCE Elective <sup>3</sup>	1
Upper-division elective OR minor course <sup>3</sup>	2
Lower or upper division elective OR minor course <sup>5</sup>	4
Hours	15

#### Spring

CSC 438 <sup>4</sup> Systems Security and Information Assurance Capstone	4
Lower or upper division elective OR minor course (Calc II recommended) <sup>5</sup>	4
Lower or upper division elective OR minor course <sup>5</sup>	3
Lower or upper division elective OR minor course <sup>5</sup>	3
CSC 405 <sup>4</sup> Exit Assessment	0
Hours	14
Total Hours:	120

<sup>1</sup> Math and CSC Courses Required in Addition to the Core CSC - 17 Hours

<sup>2</sup> These Courses Fulfill General Education Requirements- 39 Hours  
If Freshman Seminar = Humanities then Comparative Societies = Social Science and visa versa.

<sup>3</sup> Students need to complete ECCEs in at least two of the three ECCE categories - U.S. Communities, Global Awareness, Engagement - per major requirements in addition to Speaker Series - 10 Hours. You may repeat UNI 301 Speaker Series for one additional hour of ECCE (requires a petition of approval). You may choose to take IPL 300 for three hours and meet both the ECCE one hour and the two hours of general electives requirement.

<sup>4</sup> ISS Major course work- 36 Hours

<sup>5</sup> These courses may be lower or upper division electives or minor courses. You will need to make sure you have at least 48 hours of upper division credits.

## Online Degree

UIS offers the B.S. in Information Systems Security online. Applicants to the online degree program must have at least 30 semester hours of college-level transfer credit with a cumulative grade point average of at least 2.00 on a 4.00 scale. The online Computer Science degrees have the same requirements as the on-campus degrees, allowing students to actively participate in dynamic, diverse, and interactive online learning. The online format enables them to complete course work using the latest networked information technologies for increased interaction with educational resources, advisors, and materials. Applicants to either the online or on campus B.S. degree are accepted each spring and fall semester. The Computer Science Department may, at its own discretion, accept new students in other terms.

## Liberal Studies

**Bachelor of Arts in Liberal Studies**  
**Undergraduate Minor in Liberty Studies**

Master of Arts in Liberal and Integrative Studies (p. 165)

[www.uis.edu/liberalstudies/](http://www.uis.edu/liberalstudies/)

**Email:** [lis@uis.edu](mailto:lis@uis.edu)

**Office Phone:** (217) 206-6962

**Office Location:** UHB 3038

## Departmental Goals and Objectives

Through careful self-assessment and goal-setting, Liberal Studies students design individual degree plans in consultation with their advisor/instructor in LIS 301 where students identify learning needs and strategies for meeting those needs. Students pursue their degree through course work selected from throughout the university as well as independent studies, service learning, and credit for prior learning. In order to plan a balanced degree, students choose electives that address the following seven broad subject categories: identity, work, nature, institutions, language, heritage, and art.

Although degree plans must be broad enough to meet the interdisciplinary goals of the degree, students may choose a thematic focus for their degrees, such as international studies or human resource development. In addition, students may have a minor such as African-American Studies, Business, Liberty Studies, Philosophy, or Women and Gender Studies. Online students should be aware that not all of the areas available to students taking classes on campus are available online.

Students can complete the curriculum in the classroom, entirely online via the Internet, or in combination. Learners have a good chance for success in the Liberal Studies degree if they are self-directed, able to plan ahead and meet deadlines, disciplined enough to organize individualized programs of study, and able to work independently to set and meet goals. In addition, students who choose to participate in Liberal Studies online should be comfortable using networked information technologies, navigating the Internet, using email, and learning from a distance.

## The Bachelor's Degree

The structure of the Bachelor of Arts in Liberal Studies emphasizes the integration of key learning categories with a variety of instructional methods to form a well-rounded and individualized academic experience. Through customized learning activities, the degree assists students in enhancing critical thinking and problem-solving skills, living as engaged and responsible citizens, considering ethics and consequences of actions, and being familiar with a broad and integrated core of knowledge.

The Liberal Studies degree formally begins with LIS 301, which should ideally be taken during the first semester of a student's junior year, or during the second semester of his/her sophomore year. Prior to this, students should work with their academic advisors to ensure that they have completed (or will soon complete) the required general education curriculum and the prerequisites necessary to enter their junior year. Campus-based students who begin their degrees at UIS should complete the general education curriculum before taking LIS 301.

## Admission Requirements

Students seeking admission to the Liberal Studies program must meet all campus requirements for undergraduate admission. Information about these requirements is available from the Office of Admissions. The department requires no additional application for admission.

## Online Admission

Students seeking admission to the online Liberal Studies must meet all campus requirements for undergraduate admission. In addition, applicants must have completed at least 30 hours of transfer credit prior to admission into the online program. The department recommends that applicants to the online program consider the following items before deciding to apply.

The department encourages applicants to the online program to have completed Illinois General Education requirements before applying.

If you have not completed Illinois General Education, the department recommends that you work with the LIS Program Coordinator to determine your needs and to discuss how the program may, or may not, be able to serve your General Education needs in an online format.

Liberal Studies is a writing intensive degree. Online applicants must have successfully completed at least two semesters of freshman-level composition for admission into the program.

## Transfer Courses

There are no special prerequisite courses for this major.

## Advising

On completion of LIS 301, degree plans are approved by the department, although it is expected that the degree plan will change as new courses or ideas emerge for the student.

Revisions are approved by the academic adviser or Program Director. Final department approval of a student's degree is granted through the successful completion of LIS 451 Senior Seminar.

Students should consult with advisers in the major for specific guidance regarding the completion of general education requirements. The Department's online coordinator can advise students on most matters and answer many questions, while faculty within the program and the Program Director can offer definitive departmental advice on academic matters.

## Grading Policy

The following courses are offered only on a CR/NC basis: LIS 301, LIS 342, LIS 380 and LIS 451.

## Communication Skills

All competencies necessary to attain the student's goals, including communication skills, are addressed in the degree plan. Assessment of written communication skills occurs throughout LIS 301 culminating in the student's degree plan. Communication skills are further developed as documented by the student's degree plan. Completion of the degree plan constitutes certification of communication skills as required by UIS. This certification of the communication skills is again earned when a student successfully completes LIS 451 Senior Seminar.

## Designated Boyer Area Courses

In order to plan a balanced degree program, students must choose electives that address the following seven Boyer categories, at least one upper-division course in each of the seven areas listed is required:



- Identity, the search for meaning
- Work, the value of vocation
- Nature, ecology of the planet
- Institutions, the social web
- Language, the crucial connection
- Heritage, the living past
- Art, the esthetic dimension

Specific Boyer area courses will be determined during the student's enrollment in LIS 301 with the development of their personalized degree plan. The LIS program must approve all changes to this plan.

## Degree Requirements

### Core Courses

LIS 301	Self-Directed Learning	4
LIS 451	Senior Seminar	3

At least 12 hours of interdisciplinary course at the 300 or 400 level, 0-12 which includes any LIS, AAS, or WGS prefix courses, except for LIS 301 and LIS 451. Interdisciplinary courses with other course prefixes may be petitioned.<sup>1</sup>

### Boyer Category Courses: At least three hours of 300 or 400 level courses must be completed in each Boyer area

#### Art 3

Any 300- or 400-level ART, MUS, or THE course

AAS 335	ECCE: Black Women in Film History
AAS 375	ECCE: African American Popular Culture
COM 323	Voice and Movement
COM 337	Digital Media: Print
COM 338	Digital Media: Web
COM 352	Visual Storytelling and Reporting
COM 373	Intermediate Acting
COM 459	The Beatles: Popular Music and Society
ENG 342	Playing Shakespeare
ENG 381	Graphic Novel
LIS 344	ECCE: Serving up Art
LIS 366	ECCE: European Cinema
LIS 431	The Beatles: Popular Music and Society
LIS 432	ECCE: Expatriate Paris
LIS 447	ECCE: Symbolist Movement in Europe: 1850 - 1920
LNG 382	Spanish for the Arts
PHI 432	Philosophy of Art
PSY 332	Sport Psychology
SOA 319	ECCE: Music and Social Justice
SOA 335	Jazz in American Culture
SOA 419	ECCE: American Musics
TEP 425	Methods of Elementary Social Studies and Humanities

#### Heritage 3

Any 300- or 400-level AAS course

ART 366	ECCE: European Cinema
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ART 419	Egyptology
ART 463	Modern Art History
ART 464	Contemporary Art History
ART 465	Women in Art: Discovering Her Story
CAP 352	ECCE: Colonial and Post Colonial Identity in South Asia
CCJ 347	ECCE: Race, Class, and Social Justice
CCJ 463	Introduction to Human Rights
COM 424	Gender Communication
COM 425	ECCE: Intercultural Communication
COM 472	Political Communication in the United States
COM 478	ECCE: Communicating About Race
ECO 408	History Of Economic Thought
ENG 321	ECCE: From China to Chinese America
ENG 324	Contemporary African Literature
ENG 330	Topics in American Literature I
ENG 331	ECCE: Asian American Women
ENG 332	Women Playwrights
ENG 334	The American Novel, 1865-1915
ENG 337	ECCE: American Souths
ENG 351	The British Victorian Novel
ENG 365	Children's and Young Adult Literature
ENG 404	History of English Language
ENG 434	Literature and Culture of Early America
ENG 435	American Literature 1820-1865
ENG 437	American Literature Between the Wars
ENG 438	African-American Literature
ENG 440	Major Figures in American Literature Since 1900
ENG 445	Midwestern Literature
ENG 448	The Shakespeare Project
ENG 449	The British Romantics
ENG 450	Topics in British Literature II
ENG 453	Poetry and Prose of the Victorian Age
ENG 461	Major Women Writers
ENG 464	Literature and the Bible
ENG 481	Memoirs Across Cultures
GBL 325	ECCE: Latina/o USA
GBL 442	Mexican Migration to the U. S.
GBL 464	Introduction to Human Rights
HIS 325	ECCE: Latina/o USA
HIS 345	ECCE: US Women's History
HIS 352	History of American Law
HIS 360	Topics in Warfare
HIS 371	Islamic Civilization
HIS 375	ECCE: Conflict in the Middle East
HIS 378	ECCE: Christian-Muslim Encounters
HIS 412	Alexander the Great
HIS 416	Rise of Rome
HIS 417	Caesar to Charlemagne
HIS 419	Egyptology
HIS 422	ECCE: Politics and Religion: Culture Wars
HIS 424	Ancient Sport and Spectacle

HIS 427	African-American History	PSC 423	ECCE: Women and Politics
HIS 429	ECCE: Civil Rights Movement of the Twentieth Century	PSC 435	ECCE: American Political Thought
HIS 431	Colonial America	PSC 465	ECCE: Latina/o USA
HIS 432	Revolutionary America	PSC 442	Mexican Migration to the U. S.
HIS 433	United States, 1790-1840	PSY 338	Psychological Aspects of Diversity
HIS 434	United States, 1840-1890	SOA 325	ECCE: Latina/o USA
HIS 435	United States, 1890-1945	SOA 434	ECCE: Women and Work
HIS 436	United States, 1945-Present	SOA 442	Mexican Migration to the U. S.
HIS 437	The Sixties	SOA 481	North American Indians: Culture and Ecology
HIS 438	American Environmental History	WGS 345	ECCE: US Women's History
HIS 439	American Agricultural History	WGS 454	ECCE: History of the Family
HIS 440	Topics In U.S. History	<b>Identity</b>	<b>3</b>
HIS 441	The Civil War and Reconstruction	AAS 301	ECCE: African American Studies
HIS 442	American Urban History	AAS 324	ECCE: Contemporary African Literature
HIS 445	Intellectual Origins of the American Revolution	AAS 375	ECCE: African American Popular Culture
HIS 449	American Westward Expansion	AAS 455	ECCE: African American Popular Culture
HIS 450	Major Figures in History	AAS 464	Women's Spirituality
HIS 452	American Revivalism and Christian Religion	ART 471	Philosophy of Art
HIS 453	ECCE: Women of Color and Minority Women	BUS 331	Business, Ethics, and Society
HIS 454	ECCE: History of the Family	BUS 333	ECCE: Business Ethics
HIS 460	Studies in Latin American History	CAP 352	ECCE: Colonial and Post Colonial Identity in South Asia
HIS 461	Europe in the 18th Century: The Enlightenment	COM 468	Persuasion
HIS 462	ECCE: Conflict in 19th Century Europe	LIS 458	ECCE: Memoirs Across Cultures
HIS 470	Topics in 20th Century World History	MPH 441	Human Well Being
HIS 473	History of the Soviet Union	PSC 325	Introduction to Political Philosophy
HIS 475	ECCE: Nationalism and Imperialism	PSC 326	Ideas, Ethics, and Public Policy
HIS 476	Modern China	PSC 433	Feminist Theories
HIS 479	ECCE: From Vikings to Hackers: A Pirate's World History	PSY 311	Cognitive Psychology
HIS 487	History of Christmas	PSY 321	Life-span Developmental Psychology
HIS 488	Eastern Christianity	PSY 322	Child Development
LES 352	History of American Law	PSY 323	Adolescence
LES 435	ECCE: American Political Thought	PSY 339	Psychology of Gender
LES 464	Introduction to Human Rights	PSY 352	Multicultural Counseling
LIS 315	Individualism and Self-Reliance in America	PSY 413	Psychology of Learning and Memory
LIS 325	ECCE: Latina/o USA	PSY 416	Psychology Of Motivation
LIS 421	Baseball: An Interdisciplinary Approach	PSY 441	Theories of Personality
LIS 424	Ancient Sport and Spectacle	PSY 454	Theories of Psychotherapy
LNG 321	Spanish Civilization and Culture	SOA 301	ECCE: Introduction to Women and Gender Studies
LNG 368	Spanish-Speaking Communities	SOA 322	ECCE: Gay and Lesbian Studies
LNG 396	Spanish for Educators	SOA 408	Feminist Theories
MUS 319	ECCE: Music and Social Justice	SOA 457	ECCE: Masculinities
MUS 335	Jazz in American Culture	WGS 301	ECCE: Introduction to Women and Gender Studies
MUS 419	ECCE: American Musics	WGS 322	ECCE: Gay and Lesbian Studies
PAD 434	ECCE: The Changing American Family and Public Policy	WGS 411	Feminist Theories
PHI 358	Classical Greek Wisdom	WGS 418	Queer Theory
PHI 421	Ancient & Medieval Philosophy	WGS 452	Sociology of Gender
PHI 425	History of Modern Philosophy	WGS 457	ECCE: Masculinities
PHI 459	Europe in the 18th Century: the Enlightenment	WGS 463	Native American Women's Literature and Culture
PSC 404	ECCE: African Americans and American Politics	WGS 464	Women's Spirituality
PSC 422	ECCE: Politics and Religion: Culture Wars	WGS 484	History of Sexuality in America

WGS 486	Childhood's Past		ECO 422	Economics for Managerial Decisions
<b>Institutions</b>		<b>3</b>	ECO 431	Financial Economics
AAS 432	ECCE: African Americans and American Politics		ECO 437	Securities Markets
AAS 433	ECCE: Civil Rights Movement of the Twentieth Century		ECO 445	Economic Development
ACC 454	ECCE: Regulation and the American Economy		ECO 447	International Trade and Finance
BUS 303	Current Issues in Business: A Liberal Studies Perspective		ECO 449	International Business
BUS 331	Business, Ethics, and Society		ECO 456	Public Finance
BUS 332	Legal Environment of Business		ECO 461	Industrial Organization
BUS 356	Franchising		ECO 485	Business Cycles
BUS 381	Business and Developing Countries		ENG 362	ECCE: Interdisciplinary Study of Work
BUS 483	Business Policy		ENG 368	ECCE: Creative Writing, Publishing, and Community
BUS 445	Financial Institution Management		ENS 311	ECCE: Global Change in Local Places
CCJ 312	ECCE: Policing In America		ENS 446	Population and Public Policy
CCJ 313	Correctional Systems		ENS 461	Geopolitics: Geographical Aspects of International Affairs
CCJ 316	Crime & Sentencing Policy		ENS 476	Environmental Ethics
CCJ 323	Physical Evidence Processing		ENS 488	China's Environment and the World
CCJ 324	Issues of Intervention: Law Enforcement and Human Services		EXR 352	Health Promotion and Disease Prevention
CCJ 337	Corrections and the Mass Media		GBL 301	Introduction to Global Studies
CCJ 343	ECCE: Women and Criminal Justice		GBL 439	Transition in Central and Eastern Europe
CCJ 346	ECCE: International Criminal Justice Systems		GBL 464	Introduction to Human Rights
CCJ 349	Alternatives to Incarceration		HDC 446	Family Law
CCJ 351	Contemporary Issues in Law Enforcement		HIS 375	ECCE: Conflict in the Middle East
CCJ 352	Community Policing		HIS 378	ECCE: Christian-Muslim Encounters
CCJ 354	Critical Incident Resources and Response		HIS 411	ECCE: Democracy and Democratic Theory
CCJ 363	Gangs, Crime, and Justice		HIS 422	ECCE: Politics and Religion: Culture Wars
CCJ 364	ECCE: Communities, Fear, and Crime Control		HIS 424	Ancient Sport and Spectacle
CCJ 411	Crime Myths and Moral Panic		HIS 429	ECCE: Civil Rights Movement of the Twentieth Century
CCJ 414	Criminology of Sport		HIS 475	ECCE: Nationalism and Imperialism
CCJ 415	ECCE: Crime and Sentencing: Global Issues		IPL 306	ECCE: Working for Women: Service-Learning and Gender Inequality
CCJ 416	Law Enforcement Challenges: Terrorism		IPL 325	ECCE: Charity to Change
CCJ 417	Criminal Procedure		IPL 361	Social Responsibility and Leadership Development Capstone
CCJ 418	Substantive Criminal Law		IPL 362	ECCE: Social Change and Leadership
CCJ 419	Justice and Juveniles		LES 303	American Law in Comparative Perspective
CCJ 428	Juvenile Law		LES 307	Law and Society
CCJ 433	Probation Supervision Programs		LES 333	ECCE: Sexual Orientation and Public Policy
CHE 362	Science and World Religions		LES 334	ECCE: Sexuality, Law, and Politics
CHE 363	Energy and the Environment		LES 351	The American Jury
COM 404	Media Law And Ethics		LES 354	Philosophy of Law
COM 445	ECCE: Children, Adolescents, and the Media		LES 414	American Constitution: Government Powers and Institutions
COM 471	Communication Ethics		LES 415	The Supreme Court and Judicial Politics
COM 472	Political Communication in the United States		LES 416	The American Constitution and Civil Liberties
COM 478	ECCE:Communicating About Race		LES 419	Environmental Law
CSC 315	RoboEthics		LES 420	National Security Issues and the U.S. Constitution
CSC 442	ECCE: Internet in American Life		LES 422	ECCE: Politics and Religion: Culture Wars
ECO 301	Managerial Economics		LES 446	Family Law
ECO 302	Macroeconomics in a Global Economy		LES 447	Women in American Law
ECO 314	Analytical Decision Making for BUS and ECO			
ECO 315	Economics for Administration			
ECO 335	Money, Banking, and Financial Markets			
ECO 421	Comparative Economic Systems			

LES 448	Juvenile Law	PSC 371	Introduction to Comparative Politics
LES 449	Employment Discrimination Law	PSC 373	Introduction to International Relations
LES 451	Law, Film and Popular Culture	PSC 402	Legislative Politics
LES 453	The Politics of Reproduction	PSC 403	Public Opinion
LES 455	The Politics of Prosecution	PSC 405	Illinois Government and Politics
LES 462	International Law and Organizations	PSC 406	The American Presidency
LES 463	Labor Law	PSC 408	American Political Behavior
LES 473	The Law of Military Conflict	PSC 409	Political Parties and Interest Groups
LES 474	Law of Evidence	PSC 410	Policy Analysis and Implementation
LES 475	Government Regulations and Administrative Law	PSC 414	Appellate Advocacy: Moot Court
LES 477	Criminal Procedure	PSC 415	The Supreme Court and Judicial Politics
LES 478	Substantive Criminal Law	PSC 416	The American Constitution and Civil Liberties
LES 488	ECCE: Conviction of the Innocent	PSC 419	Environmental Law
LIS 344	ECCE: Serving up Art	PSC 420	National Security Issues and the U.S. Constitution
LIS 362	ECCE: Interdisciplinary Study of Work	PSC 421	Law and Inequality
LIS 366	ECCE: European Cinema	PSC 425	ECCE: Democracy and Democratic Theory
LIS 411	Liberty Struggles	PSC 428	Globalization and the Future of Democracy
LIS 417	Free Market Philosophies	PSC 437	Marxist Philosophy: Past, Present, Future
LIS 424	Ancient Sport and Spectacle	PSC 438	Postmodern Theory: Politics and Possibility
LIS 447	ECCE: Symbolist Movement in Europe: 1850 - 1920	PSC 451	Empirical Political Analysis
LNG 355	Spanish for Healthcare	PSC 453	The Politics of Reproduction
MGT 310	Managing Organizational Behavior	PSC 455	The Politics of Prosecution
MGT 371	Social Responsibility and Ethics: Corporate and Public	PSC 458	Global Social Change and Transnational Movements
MGT 441	Organization Development	PSC 462	International Law and Organizations
MGT 444	ECCE: Work, Family and Community: A U. S. Perspective	PSC 463	International Political Economy
MGT 461	Organization Theory	PSC 464	ECCE: Latin American Politics
MPH 301	Global Environmental Health	PSC 470	Terrorism and Public Policy
MPH 402	ECCE: Food, Health, and Public Policy	PSC 472	The Law of Military Conflict
MPH 419	Environmental Law	PSC 474	American Foreign Policy
MPH 450	Chemicals and the Citizen	PSC 476	International Politics of the Middle East
MPH 478	ECCE: Crisis in Environmental Health	PSC 477	Russian Politics
MPH 482	Food Safety Practice and Policy	PSC 478	National Model United Nations
MPH 484	ECCE: Environmental Policies: Air Quality	PSC 483	Model United Nations
MPH 486	ECCE: Solid and Hazardous Wastes Policy	PSY 326	Family Psychology
MUS 319	ECCE: Music and Social Justice	PSY 341	Industrial-Organizational Psychology
MUS 419	ECCE: American Musics	PSY 433	Political Psychology
PAD 434	ECCE: The Changing American Family and Public Policy	SOA 301	ECCE: Introduction to Women and Gender Studies
PAD 452	Employment Discrimination Law	SOA 302	Understanding Cultures
PAD 475	Government Regulations and Administrative Law	SOA 304	Human Evolution: Biological and Cultural
PAR 404	Media Law And Ethics	SOA 305	Women and Work in India and the US
PHI 315	Comparative Philosophy of Religion	SOA 319	ECCE: Music and Social Justice
PHI 428	Globalization and the Future of Democracy	SOA 331	ECCE: Introduction to the Barrio
PHI 437	Marxist Philosophy: Past, Present, Future	SOA 333	ECCE: Sexual Orientation and Public Policy
PHI 448	Moral Values in Political Philosophy	SOA 334	ECCE: Sexuality, Law, and Politics
PHI 485	Social Philosophy	SOA 405	Sociocultural Theories
PSC 333	ECCE: Sexual Orientation and Public Policy	SOA 425	Law and Inequality
PSC 334	ECCE: Sexuality, Law, and Politics	SOA 428	ECCE: Culture, Health, and Power
PSC 351	The American Jury	SOA 431	Sociology of Organizations
PSC 354	Philosophy of Law	SOA 432	ECCE: Culture and Education

SOA 435	ECCE: Immigrants, Public Opinion, and Public Policy	ENG 455	Modern British Literature
SOA 441	ECCE: Global Social Stratification	ENG 456	Contemporary British Literature
SOA 454	Family Law	ENG 471	Creative Writing: Nonfiction
SOA 455	Women in Political Movements: A Cross-Cultural Perspective	ENS 479	Writing and the Environment
SOA 458	Global Social Change and Transnational Movements	LNG 332	Spanish for Public Affairs
SOA 464	Sociology of Mental Health/Illness	LNG 344	Spanish for Business
SOA 465	Religion, Society, and the Individual	LNG 355	Spanish for Healthcare
SWK 366	Culture, Diversity, and Social Work	LNG 371	Spanish for Communication
SWK 414	Child Welfare: Issues and Practice	LNG 396	Spanish for Educators
TEP 425	Methods of Elementary Social Studies and Humanities	MGT 430	Managerial Communication Skills
TEP 429	Social Studies Methods Grades 5-8	MGT 422	Negotiation
TEP 438	Social Studies Methods for Middle and Secondary Levels	MGT 463	Report Writing For Managers
WGS 305	Women and Work in India and the US	PAR 410	Critical and Persuasive Writing for Journalists
WGS 324	Working Class and Poor Women	PHI 301	Critical Thinking
WGS 333	ECCE: Sexual Orientation and Public Policy	PHI 401	Logic
WGS 334	ECCE: Sexuality, Law, and Politics	PHI 481	Philosophy of Language
WGS 338	ECCE: Sex, Gender, and Popular Culture	TEP 423	Methods of Elementary Reading and Language Arts
WGS 343	ECCE: Women & Criminal Justice	TEP 427	English Language Arts Methods Grades 5-8
WGS 365	ECCE: Black Women in Film History	TEP 435	English Methods for Middle and Secondary Levels
WGS 366	Culture, Diversity, and Social Work	UNI 369	Writing/Speaking for International Students
WGS 445	Law and Inequality	<b>Nature</b>	<b>3</b>
WGS 446	Family Law	Any 300 or 400 level ASP, BIO, CHE, or CLS course	
WGS 447	Women in American Law	ENS 311	ECCE: Global Change in Local Places
WGS 449	Employment Discrimination Law	ENS 331	ECCE: Evolution and Creationism
WGS 454	ECCE: History of the Family	ENS 404	Fundamentals of Geographic Information Systems
WGS 473	The Politics of Reproduction	ENS 405	Fundamentals of Remote Sensing
<b>Language</b>	<b>3</b>	ENS 412	World Environmental Thought
AAS 362	ECCE: Multicultural American Novels	ENS 418	American Environmental History
AAS 368	ECCE: African American Popular Fiction	ENS 419	Environmental Law
ART 372	Visual Storytelling and Reporting	ENS 421	Environmental Economics
BUS 301	Marketing Communications	ENS 422	Environmental Sociology
COM 302	Introduction to Interpersonal/Organizational Communication	ENS 425	Ecological Issues
COM 303	Introduction to Mass Media	ENS 444	Aquatic Ecology
COM 411	Computer-Mediated Interpersonal Communication	ENS 445	Biology Of Water Pollution
COM 421	Interpersonal Communication	ENS 447	Environmental Chemistry
COM 422	Small Group Communication	ENS 448	Sustainable Food Systems
COM 423	Dating and Relating	ENS 463	Our Changing Climate
COM 463	Organizational Communication	ENS 464	Paleoecology
ENG 308	Non-Fiction Writing	ENS 465	Water Resources and Society
ENG 311	Literary Study and Research	ENS 468	Environmental Geology
ENG 312	Rhetoric and Composing Theories	MPH 301	Global Environmental Health
ENG 371	Creative Writing Poetry	MPH 408	ECCE: Addiction
ENG 409	Rhetoric and Composition in Digital Media	MPH 438	ECCE: Monsters, Medicine, and Myths
ENG 410	Topics in Composition or Linguistics	MPH 449	Environmental Toxicology
ENG 443	Chaucer and His Era	MPH 450	Chemicals and the Citizen
ENG 444	Milton	MPH 471	Emerging Diseases
		MPH 478	ECCE: Crisis in Environmental Health
		PHI 312	Philosophy and Animals
		PHI 313	Animals and Human Civilization
		PHI 352	Perspectives on Human Nature

PHI 471	Philosophy of Science
PHI 472	Introduction to Metaphysics and Epistemology
PSY 335	Health Psychology
PSY 412	Introduction To Biopsychology
TEP 426	Methods of Elementary Science
TEP 430	Science Methods Grades 5-8
TEP 437	Science Methods for Middle and Secondary Levels
<b>Work</b>	<b>3</b>
Any 300 or 400 level ACC, BUS, CSC, MGT, or MKT course	
CCJ 311	Law and Legal Processes
CCJ 312	ECCE: Policing In America
CCJ 313	Correctional Systems
CCJ 323	Physical Evidence Processing
CCJ 342	Statistics for Criminal Justice
CCJ 354	Critical Incident Resources and Response
CCJ 424	Forensic Evidence in Criminal Law
CCJ 445	Organizational Crime
CCJ 447	Investigative Concepts and Analysis
COM 312	Multimedia Reporting
COM 313	Introduction to Radio
COM 362	Introduction to Public Relations
COM 403	Feature Writing
COM 405	Editing
COM 443	Electronic Media Management
COM 444	Advanced Media Writing
COM 448	Advertising
COM 453	Advanced Visual Field Reporting
COM 462	Writing For Public Relations
COM 465	Interviewing
COM 471	Communication Ethics
ENG 362	ECCE: Interdisciplinary Study of Work
ENG 368	ECCE: Creative Writing, Publishing, and Community
IPL 300	ECCE: Internship Applied Learning
IPL 305	ECCE: Undergraduate Prior Learning Portfolio Development
IPL 306	ECCE: Working for Women: Service-Learning and Gender Inequality
IPL 325	ECCE: Charity to Change
IPL 361	Social Responsibility and Leadership Development Capstone
IPL 362	ECCE: Social Change and Leadership
LNG 332	Spanish for Public Affairs
LNG 344	Spanish for Business
MPH 401	Introduction to the US Health System
MPH 482	Food Safety Practice and Policy
MPH 488	Occupational Safety and Health Policy
PAD 481	Perspectives on Child Maltreatment and Advocacy
PAD 482	Global Child Advocacy Studies
PSY 452	Introduction to Clinical Psychology

PSY 466	Working with Victims of Sexual Assault and Abuse
MPH 488	Occupational Safety and Health Policy
TEP 401	Middle School Methods, Concepts, and Practices
SWK 344	Social Work Practice I
SWK 355	Social Welfare Policies and Services

Total Hours	28-40
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<sup>1</sup> This requirement may be satisfied using 300 and 400 level subject area courses the student has taken.

## Online Students Admission Requirements

Students seeking admission to the online Liberal Studies must meet all campus requirements for undergraduate admission. In addition, applicants must have completed at least 30 hours of transfer credit prior to admission into the online program. The department recommends that applicants to the online program consider the following items before deciding to apply.

The department encourages applicants to the online program to have completed Illinois General Education requirements before applying.

If you have not completed Illinois General Education, the department recommends that you work with the LIS Program Coordinator to determine your needs and to discuss how the program may, or may not, be able to serve your General Education needs in an online format.

Liberal Studies is a writing intensive degree. Online applicants must have successfully completed at least two semesters of freshman-level composition for admission into the program.

- Liberty Studies Minor (p. )
- Social Responsibility and Leadership Development Minor (p. )

## Liberty Studies Minor

The Liberty Studies minor is a course of study focusing on the foundations, meanings, and implications of what it is to be free. It poses the fundamental question of "What can I do with my life?" It questions the power of institutions and the legitimacy of the constraints they impose. It explores freedom and liberty from multiple perspectives, including minorities and women in our own culture, and indigenous people of other times and places. Liberty Studies examines the costs and benefits of free human interaction, the need of naturally social animals to be left alone, and ultimately wrestles with the questions of what freedom and liberty are and should be.

The Liberty Studies minor approaches the study of liberty in relation to three subject areas commonly addressed in the literature: economic activity, government, and cultural influences. The study of these three areas is integrated both in how individual courses relate to each other individually and are tied together by the required courses. This minor can be taken on campus or online.

## Requirements of the Minor

Students must take LIS 211 and either PHI 341 or PHI 441. Then students must take one course in each of the following three categories:

1. Liberty and Commerce
2. Liberty and Authority
3. Liberty and Culture

### Required Courses

LIS 211	Liberty Studies	3
PHI 341	Ethics	3
or PHI 441	Moral Theory	

Select one course from each of the three categories listed below: 10-11

### Liberty and Commerce

LIS 319	Philosophy of Business
LIS 417	Free Market Philosophies
PHI 447	Rationality and Moral Choice

### Liberty and Authority

AAS 433	ECCE: Civil Rights Movement of the Twentieth Century
HIS 445	Intellectual Origins of the American Revolution
LIS 411	Liberty Struggles
PHI 485	Social Philosophy

### Liberty and Culture

LIS 315	Individualism and Self-Reliance in America
PHI 425	History of Modern Philosophy
SOA 222	American Society

Total Hours 16-17

## Social Responsibility and Leadership Development Minor

The Social Responsibility and Leadership Development minor is an interdisciplinary program that includes both theoretical and experiential components. The three core courses will be taught on a rotating basis (a minimum of one core course per semester including summer) online. The two electives can be taken online or on campus depending on how they are offered and the needs of the student. The major objective of the program is to educate students for and about social responsibility and leadership and to help them acquire leadership positions in their community and profession. The minor complements a wide variety of academic programs, such as business, management, and accounting; political science and legal studies; communication; environmental studies; sociology/anthropology; criminology and criminal justice; women and gender studies; African American studies; health professions; etc. Any prerequisites or course restrictions on courses taken as electives for the minor will be honored.

### Required Core Courses

IPL 210	Introduction to Leadership Theory and Practice	3
IPL 361	Social Responsibility and Leadership Development Capstone	3
IPL 362	ECCE: Social Change and Leadership	3

Two Electives <sup>1</sup>	6-8
Total Hours	15-17

<sup>1</sup> Two Electives (six - eight hours) can, but do not have to be in the student's major. Students must request approval from the Social Responsibility and Leadership Development advisor for elective courses. In the case where courses are outside IPL courses, the SRLD advisor will consult with the chair of the appropriate academic program for approval.

## Mathematical Sciences

### Bachelor of Arts Undergraduate Minor

[www.uis.edu/math/](http://www.uis.edu/math/)

Email: [mat@uis.edu](mailto:mat@uis.edu)

Office Phone: (217) 206-8405

Office Location: WUIS 13

The Mathematical Sciences Department is designed to meet the ever-increasing demands for diverse quantitative skills.

By making different choices from technical electives, students can tailor their degrees to prepare for these various careers. Those who plan to teach mathematics or work in engineering or the physical sciences should choose mathematics courses. Those who wish to apply mathematical methods to life sciences, social sciences, actuarial sciences or business fields should choose statistics courses. Any of these choices provide excellent preparation for graduate work in fields that need quantitative skills.

A minor in mathematical sciences augments a student's background in mathematics by increasing knowledge of mathematics, operations research, or statistics -- knowledge that is useful in careers in teaching, research, industry, or management.

There are two options for studying mathematics at UIS: on campus or online.

### Enrollment Capacity

The Mathematical Science Department will accept new students each fall and spring semester. For best consideration, students should submit application materials as early as possible prior to the semester in which they would like to attend. Contact the online coordinator for specific information.

## The Bachelor's Degree

The B.A. in Mathematical Sciences is designed to prepare students for careers using mathematics, operations research, and statistics in the fields of teaching, research, industry, insurance, and management or for graduate study in mathematical sciences or related areas.

### Advising

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements.

### Grading Policy

Required core and elective MAT courses must be numbered 330 or higher, and must be taken for a letter grade. The CR/NC option is not

acceptable. Transfer credit for upper-division course work is evaluated on a case-by-case basis through the Student Petition process.

## Degree Requirements

MAT 330	Entrance Assessment	0
<b>Core Courses</b>		
MAT 332	Linear Algebra	4
MAT 415	Advanced Calculus	4
MAT 431	Mathematical Statistics I	4
MAT 444	Operations Research Methods	4
MAT 491	Exit Assessment	0
Select from one of the following two clusters:		16
<b>Cluster A</b>		
MAT 403	Abstract Algebra	
MAT 404	Geometry	
Two MAT elective courses (8 hours)		
<b>Cluster B</b>		
MAT 421	Statistical Methods	
MAT 432	Mathematical Statistics II	
Two MAT elective courses (8 hours)		
Total Hours		32

## Online Degree

Formal application to both the university and the Mathematical Sciences department is required for admission. Students must complete a UIS Application for Admission (visit [www.uis.edu/admissions/](http://www.uis.edu/admissions/) for more information), and pay the required application fee.

## Mathematical Sciences Minor

To earn a minor in Mathematical Sciences, students must complete a minimum of 24 semester hours, at least 12 hours of which must be upper-division course work taken at UIS. Transfer credit for lower-division course work and for upper-division mathematics courses is evaluated on a case-by-case basis through the Student Petition process. Upon completing the core course requirements, students must then select an area of specialization (mathematics, operations research, or statistics) and complete 12 semester hours as detailed below.

<b>Core Courses</b>		
MAT 115	Calculus I	4
MAT 116	Calculus II	4
MAT 332	Linear Algebra	4
Select from one of the following three specializations:		12
<b>Mathematics Specialization Requirements</b>		
MAT 403	Abstract Algebra	
MAT 404	Geometry	
One elective course (4 hours) <sup>1</sup>		
<b>Operations Research Specialization Requirements</b>		
MAT 442	Probability Modeling and Computer Simulation	
MAT 444	Operations Research Methods	
MAT 403	Abstract Algebra	
or MAT 404	Geometry	
<b>Statistics Specialization Requirements</b>		

MAT 421	Statistical Methods	
MAT 431	Mathematical Statistics I	
MAT 403	Abstract Algebra	
or MAT 404	Geometry	
Total Hours		24

Students wishing to minor in Mathematical Sciences should select an academic advisor from among the Mathematical Sciences faculty who will help ensure that all requirements for the minor are met.

## Modern Languages

### Language courses offered in:

Chinese and Spanish

### Spanish Minor

[www.uis.edu/languages/](http://www.uis.edu/languages/)

Email: [lng@uis.edu](mailto:lng@uis.edu)

Office Phone: (217) 206-6779

Office Location: UHB 3050

The University of Illinois at Springfield offers classes in Chinese and Spanish. A minor in Spanish is also offered.

Modern Languages classes are kept small to ensure individual attention. Course offerings in Modern Languages are listed in the current course schedule under the LNG course prefix. Permission of the instructor is required to enroll.

## Central Illinois Foreign Language and International Studies Consortium

UIS students may also apply to study (for UIS credit) the foreign languages offered at Lincoln Land Community College, Benedictine University, Illinois College, and MacMurray College through the Central Illinois Foreign Language and International Studies Consortium. Please contact the Modern Languages office for information.

## Proficiency Testing

Students can obtain proficiency credit by completing a proficiency exam conducted by Modern Languages faculty. Proficiency testing is available in the languages that we typically offer, but is ultimately contingent upon the availability of faculty in those languages. Students seeking proficiency testing in languages that our program does not offer will be responsible for arranging for an examiner to work with our office to complete the testing.

## Grading Policy

Students must obtain a grade of C or higher (grades of C- or lower will not be accepted) to advance to the next level of language course work.

## Modern Language Courses

**Note:** Language availability is subject to change on a semester-by-semester basis. Students should consult with the department to determine availability.

LNG 295	Foreign Language Competency	4
<b>Chinese Courses</b>		
LNG 141	Elementary Chinese I	3



LNG 142	Elementary Chinese II	3
LNG 241	Intermediate Chinese I	4
LNG 242	Intermediate Chinese II	4

#### Spanish Courses

LNG 121	Elementary Spanish I	3
LNG 122	Elementary Spanish II	3
LNG 221	Intermediate Spanish I	4
LNG 222	Intermediate Spanish II	4
LNG 225	Spanish Language Immersion and Latinoamerican Cultures	4

## Spanish Minor

Students pursuing the Spanish minor will make cross-cultural connections with their own disciplines of studies. The Spanish minor focuses on Spanish for the professions, a focus that follows nationwide trends in order to enhance students' academic and career opportunities. Spanish for the professions intertwines established minors/majors such as business, communication, criminal justice, health, English, global studies, teaching, theatre, and social services. This approach ensures that students will compete in the twenty-first century global economy with the required language skills that employers consider vital in today's job market.

To earn a minor in Spanish, students need to complete a total of 17 credit hours.

#### Prerequisite Course <sup>1</sup>

LNG 222	Intermediate Spanish II	4
or LNG 295	Foreign Language Competency	

#### Required Course

LNG 321	Spanish Civilization and Culture	4
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#### Elective Courses

Select three of the following: 9

LNG 332	Spanish for Public Affairs	
LNG 344	Spanish for Business	
LNG 355	Spanish for Healthcare	
LNG 368	Spanish-Speaking Communities	
LNG 371	Spanish for Communication	
LNG 382	Spanish for the Arts	
LNG 396	Spanish for Educators	

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Total Hours 17

<sup>1</sup> Only these two course options will count as prerequisites for the Spanish minor. LNG 121, LNG 122, and LNG 221 do not count toward the Spanish minor.

## Music

#### Music courses offered in:

Ethnomusicology, music history, music theory, music technology, performance ensembles, chamber music, guitar, and piano.

[www.uis.edu/music/](http://www.uis.edu/music/)

Email: [music@uis.edu](mailto:music@uis.edu)

Office Phone: (217) 206-6240

Office Location: VPA 62

## Departmental Information

The Department of Art, Music, and Theatre includes academic programs of study in the disciplines of Art, Music, and Theatre. Art offers a BA in Visual Arts, as well as a Minor in Visual Arts. Theatre offers a BA and a Minor in Theatre, and Music provides various curricular and co-curricular offerings. The Department of Art, Music, and Theatre fosters study in the practical application of the various arts disciplines, as well as study in the historical, cultural and philosophical underpinnings of each discipline. Art classes are listed in the course schedule under Visual Arts, with the prefix, ART. Music classes are listed in the course schedule under MUS, and Theatre classes are listed in the course schedule under THE. Please refer to each discipline's catalog entry or website for information about courses, degree offerings, and co-curricular opportunities.

## Music Program Information

The University of Illinois at Springfield offers music courses that fulfill requirements in the UIS General Education curriculum, particularly in the areas of Humanities and Visual, Creative, and Performing Arts.

Students may also take music classes for general elective credit.

Our curriculum includes classes in ethnomusicology, music history, music theory, music technology, performance ensembles, chamber music, and more.

Although UIS does not offer a music degree, music studies are integral to a liberal arts curriculum. These courses offer students the opportunity to develop skills in reading, creating, performing, and thinking critically about music.

Music course offerings are listed in the current course schedule under the MUS course prefix.

## Music Minor

The UIS Music minor is designed to help students increase their general music knowledge and acquire a basic understanding of diverse methodologies of music study. It introduces students to a range of musical instruments, styles, methodologies and career options. Students may plan a broad-based minor that includes courses in music performance, ethnomusicology, musicology, music theory, and music technology, or they may tailor their degree to focus on one particular aspect of music study. Currently, the music program maintains strong course offerings in the areas of ethnomusicology and fundamental questions about the role of music in human social life focusing on diverse issues like cultural relativity, national identity, globalization, and social justice. Music performance courses help students advance their technical proficiency, engage in critical thinking about music as text, and hone their collaborative skills in a variety of world music traditions. The Music minor is open to students in any field.

## Admission Requirements:

There are no special requirements for admission into the Music minor.

## Advising:

Students should see their academic advisor and consult with a faculty member who teaches in the Music minor in order to assess their curricular needs.

## Grading Policy:

Students must earn a grade of C or better in all courses that apply toward the degree. Grades of C- or lower will not be accepted toward the Music minor.

## Requirements of the minor:

To earn a minor in Music, students must complete a minimum of 15 semester hours. Two lower-division courses are required for the minor. Nine hours of electives are required for the minor, and six of these elective hours must be upper division courses taken at UIS. The program may approve transfer credit of no more than two courses. Students should consult with an academic advisor to ensure that they have understood the minor requirements.

Select one of the following courses: <sup>1</sup>		3
MUS 191	Musics of the World	3
SOA 191	Musics of the World	3
MUS 281	Music, Technology, and Culture	3
SOA 281	Music, Technology, and Culture	3
Select one of the following courses: <sup>1</sup>		
MUS 111	Fundamentals of Music Theory	3
MUS 121	Music Appreciation	3
Select nine hours of electives, six hours of which must be upper division		9
MUS 101	Vocal Music Ensemble <sup>2</sup>	1
MUS 105	Instrumental Music Ensemble <sup>2</sup>	1
MUS 131	Beginning Class Guitar	3
MUS 133	Beginning Class Piano	3
MUS 141	Individual Music Lessons I <sup>2</sup>	1,2
MUS 151	Arts & Identity: Japan & U.S.	3
MUS 181	Introduction to Music Technology	3
MUS 301	Vocal Music Ensemble <sup>3</sup>	1-2
MUS 305	Instrumental Music Ensemble <sup>3</sup>	1-2
MUS 319	ECCE: Music and Social Justice	4
SOA 319	ECCE: Music and Social Justice	4
MUS 335	Jazz in American Culture	4
SOA 335	Jazz in American Culture	4
MUS 341	Individual Music Lessons II <sup>3</sup>	1,2
MUS 367	ECCE: Arts and Identity in Pacific Island Cultures	4
SOA 367	ECCE: Arts and Identity in Pacific Island Cultures	4
MUS 380	Topics in Music	4
MUS 419	ECCE: American Musics	4
SOA 419	ECCE: American Musics	4
MUS 499	Tutorial	1-12
<b>Total Hours</b>		<b>15</b>

<sup>1</sup> Any of the courses listed in this section can count as an elective towards the minor if not selected as a required course for the minor.

<sup>2</sup> A combined maximum of 3 credit hours from the following lower level performance classes may be applied to the minor: MUS 101, MUS 105, MUS 141.

<sup>3</sup> A combined maximum of 3 credit hours from the following upper level performance classes may be applied to the minor: MUS 301, MUS 305, MUS 341.

## Philosophy

### Bachelor of Arts Undergraduate Minor

[www.uis.edu/philosophy/](http://www.uis.edu/philosophy/)

Email: [phi@uis.edu](mailto:phi@uis.edu)

Office Phone: (217) 206-6790

Office Location: UHB 3010

## Departmental Goals and Objectives

The Philosophy Department at UIS strives to be a national leader in offering advanced undergraduate education online while serving the entire UIS student population, undergraduate and graduate. The curriculum focuses on the areas of core analytic philosophy (metaphysics, epistemology, and related areas) and values (ethics, aesthetics, and political philosophy) while providing a sound background in the history of philosophy.

The objectives of the Philosophy major include providing students with basic knowledge in the main areas of philosophy (theory of knowledge, values, and history of philosophy); increasing their awareness of ethical issues; improving their analytical skills; and assisting them in developing problem-solving experience in at least one of the main areas of philosophy.

## Individualized Graduate Degree

Graduate students can enroll in 400- and 500-level philosophy courses. While 500-level courses are open only to graduate students, in exceptional circumstances advanced undergraduate students may petition to be admitted. Graduate students enrolled in 400-level classes are required to complete additional assignments, and should identify themselves to the instructor at the beginning of the course.

Through the Liberal and Integrative Studies Department (LNT), graduate students can pursue an individualized degree that includes philosophy as its major component. Philosophy faculty will assist these students in developing a learning proposal and establishing a degree committee. For details, consult the Liberal and Integrative Studies Graduate section of this catalog.

## The Bachelor's Degree

The Bachelor of Arts degree in Philosophy is offered online and on-campus. Courses for the degree can be taken entirely online within two years. Students who take the major on-campus may need to take some classes online. Online enrollment is competitive. The admission process to the online major takes quality and diversity into account.

## Advising

Students should consult with their academic advisor for specific guidance regarding completion of general education requirements.

## Grading Policy

The Philosophy program does not have a grading policy which differs from that of the campus policy.

## Three Main Areas of Study

Students must take a minimum of two classes in the following three areas: 1) core analytical philosophy, 2) history of philosophy, and 3) values.

1. In order to gain analytical skills, students must take at least two classes (eight hours) in the area of core philosophy, such as philosophy of mind, philosophy of language, philosophy of science, and analytical metaphysics.
2. In order to gain a comprehensive outlook on the history of philosophy, students must take one class in ancient and medieval philosophy (such as PHI 421) and one class in the history of modern philosophy (such as PHI 425) or department approved comprehensive equivalents of at least seven credit hours.
3. In order to gain familiarity with value theory, students are required to take at least two classes (at least eight hours) in the areas of ethics, aesthetics, or political philosophy. This includes at least one course devoted specifically to ethics, satisfied by PHI 242 or PHI 341 or PHI 447 or an equivalent approved by the department.

## Area of Specialization

Currently, students may specialize in the area of core analytic philosophy or in the area of values. In addition to the eight hours required of all majors, students specializing in either core analytic philosophy (Area 1) or values (Area 3) must take one advanced class in the area of specialization and a senior seminar associated with the chosen area of specialization. Students should note that advanced courses have at least four hours of Area 1 or Area 3 courses as prerequisites.

## Philosophy Electives

In order to gain a broad philosophical perspective, every student needs to take four hours of philosophy electives (an extra class in any area of philosophy, including topics not covered in the main major, such as continental, feminist, or Asian philosophy; American pragmatism; or philosophy of religion).

## Degree Requirements

### Core Courses

Matriculation module <sup>1</sup>	0
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### Logic/Critical Thinking

PHI 301	Critical Thinking (or equivalent transfer course)	4
or PHI 401	Logic	

### Area 1 (Core Analytical Philosophy)

Select eight hours from the following:	8
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PHI 353	Person, Identity, and Dignity
PHI 470	Topics in Analytic Philosophy
PHI 471	Philosophy of Science
PHI 472	Introduction to Metaphysics and Epistemology
PHI 473	Philosophy of Mind
PHI 481	Philosophy of Language
PHI 482	Metaphysics of Things

### Area 2 (History of Philosophy)

Select two of the following:	8
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PHI 421	Ancient & Medieval Philosophy
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PHI 425	History of Modern Philosophy
PHI 480	Readings in the History of Philosophy

### Area 3 (Values) <sup>2</sup>

Select eight hours from the following:	8
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PHI 242	Ethics, Love & Goals of Life
PHI 336	Contemporary American Political Philosophy
PHI 341	Ethics
PHI 432	Philosophy of Art
PHI 434	Aesthetics
PHI 441	Moral Theory
PHI 442	Applied Ethics:Computer Ethics
PHI 447	Rationality and Moral Choice
PHI 448	Moral Values in Political Philosophy
PHI 460	Topics in Normative Philosophy
PHI 485	Social Philosophy

### Philosophy Elective 4

Any PHI class

### Advanced class in specialization

Select one of the following:	4
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PHI 460	Topics in Normative Philosophy
PHI 470	Topics in Analytic Philosophy
PHI 480	Readings in the History of Philosophy
PHI 481	Philosophy of Language
PHI 482	Metaphysics of Things
PHI 485	Social Philosophy

### Capstone 4

PHI 495	Senior Seminar in Philosophy
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Total Hours	40
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<sup>1</sup> Note: The Matriculation Module must be completed before the last 16 semester hours of philosophy courses are taken.

<sup>2</sup> All majors must take PHI 242 or PHI 341 or PHI 447

NOTE: Students may have seven hours in any or all of Areas 1, 2, 3, and three hours in the elective, with additional hours in another area.

## Admission Requirements Online Program

In addition to qualifying for admission to UIS, priority consideration will be given to applicants with a cumulative grade point average of 3.0 or better on a 4.0 scale, and those with prior course work in philosophy from an accredited college or university. Note that when circumstances justify it, students with lower GPAs may be accepted into the program.

Applicants who meet these formal qualifications will be in the strongest position to be accepted by the department. However, students wishing to be evaluated on characteristics and accomplishments beyond the grade point average, or previous course work in philosophy, should address the diverse ways they might contribute to the UIS Philosophy Department in their statement of purpose (see below) and present reasons why they believe they would be successful as a philosophy major. Consideration will be given to students with backgrounds and strong abilities in philosophy as documented by writing samples, statements of purpose, and letters of recommendation.

Applicants must submit the following materials to the Philosophy Department to be formally accepted into the Philosophy major:

1. A brief sample of the student's writing, preferably on a philosophical topic.
2. A brief statement of purpose (300 to 500 words) presenting the student's reasons for selecting the online philosophy major at UIS.

In addition, applicants may submit the following materials:

1. One to three reference letters from individuals who can attest to the student's ability for successful academic study.
2. Any additional documentation the applicant feels will strengthen his or her application.

While there are no firm application deadlines, prospective students should bear in mind that it takes time to process an application. Consequently, students should apply well in advance of the semester in which they wish to enroll.

## Philosophy Minor

The minor in Philosophy is open to all undergraduate students at UIS, both online and on-campus. The minor consists of four classes (at least 15 hours), at least eight hours of which must be upper-division classes taken in Philosophy at UIS, with at least one course in each of the following areas:

<b>Critical Thinking or Logic</b>	3-4
PHI 301 Critical Thinking	
PHI 401 Logic	
PHI 447 Rationality and Moral Choice	
<b>Values (Ethics, Aesthetics, Political Philosophy)</b>	2-4
PHI 242 Ethics, Love & Goals of Life	
PHI 336 Contemporary American Political Philosophy	
PHI 341 Ethics	
PHI 432 Philosophy of Art	
PHI 434 Aesthetics	
PHI 441 Moral Theory	
PHI 442 Applied Ethics:Computer Ethics	
PHI 447 Rationality and Moral Choice	
PHI 448 Moral Values in Political Philosophy	
PHI 460 Topics in Normative Philosophy	
PHI 485 Social Philosophy	
<b>History of Philosophy</b>	4
PHI 353 Person, Identity, and Dignity	
PHI 421 Ancient & Medieval Philosophy	
PHI 425 History of Modern Philosophy	
PHI 480 Readings in the History of Philosophy	
<b>Elective (Any class or independent study in philosophy)</b>	3-4
Total Hours	15

Students who wish to minor in Philosophy must formally declare their minor and consult with a philosophy faculty member to ensure that they are meeting their individual needs and program requirements.

## Pre-Medical

### Undergraduate Minor

[www.uis.edu/premed/](http://www.uis.edu/premed/)

Email: [premed@uis.edu](mailto:premed@uis.edu)

Office Phone: (217) 206-6589

Office Location: HSB 314

### Goals and Objectives

This minor is only open to students who are NOT majoring in chemistry, biology, or clinical lab science. Students in those majors should consult the pre-medical concentrations for those majors.

The goal of the pre-medical minor curriculum offered by the Natural Sciences Division is to prepare undergraduate students for professional program in medicine, pharmacy, dentistry, ophthalmology, veterinary medicine and other careers in the health-sciences. Students who want to pursue a career in a medicine must specially prepare themselves for admission to a graduate program in their area of interest. To pursue this goal they do not need to pursue a science oriented degree. However they must develop a strong background in science and math. The purpose of this minor is to provide the minimum background that a non-science major must have to complete a successful application to medical, pharmacy, veterinary, and dental school as well as professional programs in other health sciences.

### Pre-Medical Minor

#### Admission Requirements

There are no special admission requirements for the undergraduate Pre-Medical minor beyond those required for admission to UIS.

#### Advising

Students are expected to meet with a pre-professional health science advisor before beginning the minor. At that meeting, the student and advisor will prepare a course plan to ensure that all requirements will be met. Advising will also help students focus their career goals, identify admissions requirements to post-graduate programs that are not satisfied by the pre-med minor and navigating the process of applying to post-graduate health science programs.

#### Grading Policy

There is no minimum GPA requirement for this minor. However most post-graduate professional health science programs have stringent minimum GPA requirements that students must meet in order to earn admission.

To earn a Pre-Medical minor, students must complete **36** credit hours. Students are expected to meet with a preprofessional health sciences advisor before beginning the minor.

#### Required Courses

ASP 201	University Physics I	4
ASP 202	University Physics II	4
BIO 141	Unity of Living Organisms	4
BIO 241	Biology of Organisms in the Environment	4
CHE 141	General Chemistry I	4
CHE 142	General Chemistry II	4

CHE 267	Organic Chemistry I	3
CHE 268	Organic Chemistry I Laboratory	1
CHE 269	Organic Chemistry II	3
CHE 271	Organic Chemistry II Lab	1
MAT 115	Calculus I	4
Total Hours		36

Students are permitted to count any of the required courses for the minor simultaneously for any other graduation requirement. For example a student may use BIO 141 and CHE 141 to satisfy their lower-division general education science requirement. Or MAT 115 could be used for a general education math requirement or toward a requirement in the student's major, in addition to counting toward the Pre-Medical minor.

Any course that meets the Illinois Articulation Initiative standards for the above courses may be transferred to count for this minor by Student Petition form. A minimum of 12 credit hours in this minor must be completed at UIS. Students should also be aware that some of the most selective post-graduate programs require their applicants to take these courses at accredited four-year colleges or universities.

The courses in this minor represent the intersection of the minimum requirements for admission to most medical schools. Individual professional schools may have additional requirements that are not met by this minor. Students are advised to take courses beyond the minor requirements to prepare for entrance exams such as the MCAT and DCAT. It is critical that students pursuing a Pre-Medical minor regularly meet with their advisor to help ensure that in addition to completing the minor, they are informed about additional courses that are recommended to prepare them for admission to the post-graduate professional health science program of their choice.

## Psychology

### Bachelor of Arts Undergraduate Minor

[www.uis.edu/psychology/](http://www.uis.edu/psychology/)

Email: [psy@uis.edu](mailto:psy@uis.edu)

Office Phone: (217) 206-6696

Office Location: UHB 3144

### Departmental Goals and Objectives

Psychology is the scientific study of the complexities of human and animal behavior. This complexity is reflected by the fact that the American Psychological Association has over 50 divisions, each representing a general area of interest or expertise and each having its own set of theoretical and research publications. In addition, there are at least 240 separate areas of specialization represented by these divisions.

The goal of the Psychology curriculum is to help students become familiar with common theoretical and research perspectives while also studying topics of particular interest and value. To accomplish this goal, the Psychology curriculum contains two core courses that address the problem solving, critical thinking, and communication skills common to psychology as a whole (i.e., Research Methods in Psychology and Senior Seminar). Course concentrations allow

students to further develop and apply these skills within particular content areas and with specific personal or career goals in mind.

A major in Psychology provides students with the fundamental liberal arts perspective and understanding of basic psychological issues appropriate for many entry-level positions in business, government, industry, health care, and education. For example, Psychology students planning to pursue an advanced degree in a helping field should follow the Clinical/Counseling Psychology concentration. Students planning to participate in the Teacher Education Program to obtain teacher certification should follow the Educational Psychology concentration. Students planning to obtain a position in business, government, or industry may choose to follow the Experimental Psychology concentration or, if they have an interest in a particular topic, they may decide to pursue any one of the other concentrations. Students taking courses for their own benefit or pleasure may wish to pursue the Individualized concentration and choose appropriate courses in consultation with their academic advisors. The Individualized concentration is offered online.

For students interested in the helping professions, a career in higher education, or doing research in the field, it must be emphasized that such activities generally require a graduate degree (M.A., M.S.W., Ph.D., Psy.D. or Ed.D.). Although the required core courses and recommended course concentrations are designed to offer an education appropriate for continued study at the graduate level, students may want to tailor their course selections to the particular admission requirements of a specific institution or profession. Psychology majors who plan to pursue advanced studies are strongly encouraged to consult with their academic advisors to design an appropriate undergraduate course plan.

The Psychology curriculum is structured to encourage students to pursue electives outside psychology as part of a broad liberal arts education. In addition, UIS requirements contribute to a broad educational experience. For example, internships provide students with an opportunity to integrate classroom learning and practical field experience, as well as to gain experience that may be useful in later decisions about employment or training. Placements have included local mental health centers, other mental health and community service organizations, and research positions.

### The Bachelor's Degree

The Psychology department offers five concentrations within the major (listed below). Requirements for each concentration are linked.

- Clinical/Counseling Psychology Concentration (p. 96)
- Developmental Psychology Concentration (p. 96)
- Educational Psychology Concentration (p. 96)
- Experimental Psychology Concentration (p. 96)
- Individualized Concentration (p. 97)

### Advising

All Psychology majors and minors should consult with the department advisor before registering for courses. The advisor helps students with the following issues:

- Course scheduling (e.g., planning courses to take for upcoming semesters)
- Petitions (e.g., waive a required course or request for upper-division credit)

Progress toward degree  
 Appeals (e.g., Appeal of Academic Suspension or Satisfactory Academic Progress Appeal Form)

All Psychology majors should consult with their faculty advisor on the following issues:

Graduate school counseling (e.g., choosing the right graduate degree and program, the application process)  
 Career counseling (e.g., what job opportunities are there post-BA?)  
 Internship possibilities (e.g., should I do an internship? What internships are available?)

## Admissions Requirements

Students at UIS with 30 or more credit hours and a cumulative grade-point average of at least 2.50 on a 4.0 scale qualify for full admission to the Psychology major. Transfer GPA is used for students entering UIS with 30+ transferable hours. Institutional GPA at 30 hours is used for all other students. Students with a GPA between 2.00 and 2.49 can be granted conditional admission to the major, which permits enrollment in up to 12 semester hours of 300-level psychology courses during the first semester. The final decision on admission to the major for conditionally admitted students is made after completion of 12 hours of psychology courses at UIS. Those 300-level courses should be completed within two semesters of the conditional admission. The 2.5 GPA requirement is for entrance to the major. There is no required GPA to maintain the Psychology major.

## Grading Policy

Psychology majors and minors must earn a grade of C or better in all Psychology courses to use them for completion of degree requirements (grades of C- or lower will not be accepted).

## Assessment of Learning within the Discipline

All Psychology majors are required to complete, at program entry and exit, an assessment designed to evaluate scientific critical thinking skills, as well as a broad range of content knowledge and skill application within the discipline. PSY 301 Orientation and Entrance Assessment is a non-credit course used to track assessment completion at entry. Students must register for PSY 301 during their first semester of enrollment as Psychology majors. Students who do not complete the entrance assessment during their first semester will not be allowed to register for additional Psychology course work until the assessment has been completed. Students will complete the assessment a second time as part of the required, credit-bearing, capstone course PSY 471 Senior Seminar. Exit assessment scores are used for Psychology Department curriculum review and planning, and do not impact progress toward graduation.

## Ethical Conduct

The Psychology department supports and adheres to the UIS Academic Integrity Policy (which can be found online at [uis.edu/academicintegrity/](http://uis.edu/academicintegrity/)). Students aware of cheating or plagiarism by others should report it to their advisors, another member of the department faculty, or the department chairperson. Possible sanctions for students who have been found to violate the Academic Integrity Policy are outlined in the policy.

## Course Waiver Policy

### Lower-division courses

Because academic work at the University of Illinois is considered to be a continuation of the student's previous education, students who have earned a grade of B or better (grades of B- or lower will not be accepted) in a lower-division psychology course beyond an introductory psychology course at another institution (and have taken the course within the past six years) may petition to use it to waive the *required course* in a Psychology concentration. A waiver based on lower-division course work does not reduce the total number of credit hours required in the major.

## Transfer Policy

### Upper-division courses

Students must take at least 16 hours of psychology credit from UIS. Students who have earned a grade of C or better (grades of C- or lower will not be accepted) in upper-division psychology courses at other institutions within the past six years may, in consultation with an academic advisor, use those upper-division credits to reduce the total number of credit hours required for the Psychology major at UIS.

## Degree Requirements

Psychology majors are required to take a minimum of 36 hours in Psychology. Eight of these hours must be PSY 302 Research Methods In Psychology (or its equivalent) and PSY 471 Senior Seminar. It is strongly recommended that PSY 302 be taken during the first semester and that PSY 471 be taken during the final semester. Students must save graded writing assignments from their courses for further use in PSY 471. The additional 28 hours will vary depending on the concentration selected or the individualized concentration designed by each student. All Psychology majors must declare their concentration selection by completing a Change of Curriculum form and submitting it to Records and Registration.

## Degree Plan\*

**\*Listed below is a SUGGESTED Degree Plan. For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

Year 1	
Fall	Hours
ENG 101 <sup>2</sup> Rhetoric and College Writing	3
Freshman Seminar (Humanities) <sup>2</sup>	3
Visual/Performing Arts Humanities Requirement <sup>2</sup>	3
Math Skills <sup>2</sup>	3
General Education Requirement or Elective	3
Hours	15
Spring	
ENG 102 <sup>2</sup> College Writing and Civic Engagement	3
Comparative Societies (Social Sciences) <sup>2</sup>	3
Humanities <sup>2</sup>	3
COM 112 <sup>2</sup> Oral Communication	3
PSY 201 <sup>1</sup> Principles Of Psychology	3
Hours	15
Year 2	
Fall	

Lab Science (life or physical science) <sup>2</sup>	4
Social Science <sup>2</sup>	3
PSY 301 <sup>1</sup> Orientation and Entrance Assessment	0
PSY Elective <sup>4</sup>	4
ECCE U.S. Communities <sup>3</sup>	3
Hours	14

**Spring**

Social Science <sup>2</sup>	3
Math Applied <sup>2</sup>	3
PSY 302 <sup>4</sup> Research Methods In Psychology	4
ECCE Global Awareness <sup>3</sup>	3
Non-lab Science (life or physical science) <sup>2</sup>	3
Hours	16

**Year 3****Fall**

Core Concentration Course <sup>4</sup>	4
Core Concentration Course <sup>4</sup>	4
PSY Elective <sup>4</sup>	4
Upper division elective or minor course <sup>5</sup>	4
Hours	16

**Spring**

Core Concentration Course <sup>4</sup>	4
Upper division elective or minor course <sup>5</sup>	4
PSY 467 ECCE: Specialized Internship Applied Learning & IPL 300 <sup>3</sup>	3
UNI 301 <sup>3</sup> ECCE: Speakers Series	1
Elective	3
Hours	15

**Year 4****Fall**

PSY Elective <sup>4</sup>	4
Core Concentration Course <sup>4</sup>	4
Upper division elective or minor course <sup>5</sup>	3
Upper division elective or minor course <sup>5</sup>	4
Hours	15

**Spring**

PSY 471 <sup>4</sup> Senior Seminar	4
Elective or minor course <sup>5</sup>	3
Upper division elective or minor course <sup>5</sup>	4
Upper division elective or minor course <sup>5</sup>	4
Hours	15

Total Hours:	121
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<sup>1</sup> These courses are Lower Division Foundation course requirements - 3 hours

<sup>2</sup> These courses fulfill General Education requirements - 43 Hours

<sup>3</sup> Students must complete ECCEs in at least two of the three ECCE categories - U.S. Communities, Global Awareness, Engagement Experience, in addition to Speakers Series - 10 Hours

<sup>4</sup> Psychology Major course work - 36 Hours

<sup>5</sup> Upper Division Electives - minimum 12 hours that can be selected to earn a minor and can be outside of major

## Psychology B.A. Degree Online

The Bachelor of Arts degree in Psychology is offered in an online format. Students admitted into the online Psychology B.A. program are required complete the Individualized Concentration online. The individualized concentration is intended to give students the greatest flexibility in obtaining a general background in Psychology.

Admission to the online Psychology B.A. program is competitive. The online program has a separate admission process. The number of students admitted each term is limited by enrollment capacity. Applications are evaluated for admission in the fall and spring semesters. The admissions criteria include:

1. A minimum overall GPA of 3.0 (on 4.0 scale), and
2. A minimum of 30 semester hours of undergraduate course work.

To apply, applicants are also required to present a rationale for pursuit of the online degree format as well as discuss their access to the Internet and their possession of relevant technological/computer skills.

Preference for admission will be given to applicants who:

1. Effectively demonstrate that they are unable to attend on-ground classes because of distance, work or care giving issues, or other circumstances that are incompatible with regularly scheduled on-ground class offerings.
2. Have either completed at least 60 hours of undergraduate course work or earned an Associate of Arts degree.
3. Have completed the following courses at the time of application: Introductory Psychology, English Composition I & II, Mathematics general education.

## Individualized Concentration Online

Students who are enrolled in the online Psychology B.A. program are required to complete the Individualized Concentration online. It is recommended that students consult with their academic advisor to discuss course planning and goals for the concentration.

**Core Courses**

PSY 301	Orientation and Entrance Assessment	0
PSY 302	Research Methods In Psychology	4
PSY 471	Senior Seminar	4

**Core Concentration Courses**

Select 28 hours of upper division course work to fulfill the requirements of this concentration.	28
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Total Hours	36
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## Psychology Minor

The entrance prerequisite course work for the Psychology minor is the same as for the major (PSY 201 or equivalent with a grade of C or better). To earn a minor in Psychology, students must complete a minimum of 16 semester hours, at least 12 of which must be upper-division course work taken at UIS. Four of these hours must be PSY 302 Research Methods In Psychology or its equivalent. Students who have earned a grade of C or better (grades of C- or lower will not be accepted) in upper-division psychology courses at another institution may use those courses as the basis for a reduction of up to four hours in the total hours required for a minor. PSY 302 is the only

required course for a minor in Psychology. The remaining 12 hours may be selected from any upper-division psychology course offerings.

## Clinical/Counseling Psychology Concentration

### Core Courses

PSY 301	Orientation and Entrance Assessment	0
PSY 302	Research Methods In Psychology	4
PSY 471	Senior Seminar	4

### Core Concentration Courses

Select four of the following (PSY 351 is required): 16

PSY 303	Statistics for the Behavioral Sciences	
PSY 311	Cognitive Psychology	
PSY 315	Psychoactive Drugs	
PSY 321	Life-span Developmental Psychology <sup>2</sup>	
PSY 331	Social Psychology	
PSY 351	Abnormal Psychology <sup>1,2</sup>	
PSY 352	Multicultural Counseling	
PSY 412	Introduction To Biopsychology	
PSY 441	Theories of Personality	
PSY 452	Introduction to Clinical Psychology	
PSY 453	Psychological Foundations for Helping	
PSY 454	Theories of Psychotherapy	
PSY 457	Behavior Modification: Principles and Techniques	
PSY 458	Psychological Tests and Measurements	

### Psychology Electives

Any upper division (300- or 400-level) Psychology courses at UIS will fulfill this requirement. 12

Total Hours 36

<sup>1</sup> PSY 351 is a required course in this concentration.

<sup>2</sup> Prerequisites for admission to the Human Development Counseling M.A. Program at UIS include PSY 351 and one of the following: PSY 321, PSY 322 or PSY 323.

## Developmental Psychology Concentration

### Core Courses

PSY 301	Orientation and Entrance Assessment	0
PSY 302	Research Methods In Psychology	4
PSY 471	Senior Seminar	4

### Core Concentration Courses

Select four of the following (PSY 321 is required): 16

PSY 303	Statistics for the Behavioral Sciences	
PSY 311	Cognitive Psychology	
PSY 321	Life-span Developmental Psychology <sup>1</sup>	
PSY 322	Child Development	
PSY 323	Adolescence	
PSY 324	Exceptional Child	
PSY 326	Family Psychology	

PSY 331	Social Psychology	
PSY 412	Introduction To Biopsychology	
PSY 413	Psychology of Learning and Memory	
PSY 416	Psychology Of Motivation	

### Psychology Electives

Any upper division (300- or 400-level) Psychology courses at UIS will fulfill this requirement. 12

Total Hours 36

<sup>1</sup> PSY 321 is a required course in this concentration.

## Educational Psychology Concentration

### Core Courses

PSY 301	Orientation and Entrance Assessment	0
PSY 302	Research Methods In Psychology	4
PSY 471	Senior Seminar	4

### Core Concentration Courses

Select four of the following (PSY 327 is required): 16

PSY 311	Cognitive Psychology	
PSY 321	Life-span Developmental Psychology	
PSY 322	Child Development <sup>2</sup>	
PSY 323	Adolescence	
PSY 324	Exceptional Child <sup>2</sup>	
PSY 326	Family Psychology	
PSY 327	Educational Psychology <sup>1,2</sup>	
PSY 413	Psychology of Learning and Memory	
PSY 416	Psychology Of Motivation	
PSY 457	Behavior Modification: Principles and Techniques	
PSY 458	Psychological Tests and Measurements	

### Psychology Electives

Any upper division (300- or 400-level) Psychology courses at UIS will fulfill this requirement. 12

Total Hours 36

<sup>1</sup> PSY 327 is a required course in this concentration.

<sup>2</sup> This is the appropriate concentration for elementary and secondary education candidates. PSY 322, PSY 324, and PSY 327 can fulfill requirements for the elementary education major of the Teacher Education Program at UIS.

## Experimental Psychology Concentration

### Core Courses

PSY 301	Orientation and Entrance Assessment	0
PSY 302	Research Methods In Psychology	4
PSY 471	Senior Seminar	4

### Core Concentration Courses

Select five of the following (PSY 303 is required): 20

PSY 303	Statistics for the Behavioral Sciences <sup>1</sup>	
PSY 311	Cognitive Psychology	



PSY 314	Sensation and Perception
PSY 315	Psychoactive Drugs
PSY 321	Life-span Developmental Psychology
PSY 331	Social Psychology
PSY 351	Abnormal Psychology
PSY 412	Introduction To Biopsychology
PSY 413	Psychology of Learning and Memory
PSY 416	Psychology Of Motivation
PSY 417	Perceptual Learning
PSY 441	Theories of Personality
PSY 458	Psychological Tests and Measurements

### Psychology Electives

Any upper division (300- or 400-level) Psychology courses at UIS will fulfill this requirement. 8

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Total Hours 36

<sup>1</sup> PSY 303 is a required course in this concentration.

## Individualized Concentration

Students who want to tailor course selections for personal interest, or to meet requirements for admission to a specific institution or profession, should consider the Individualized Concentration. It is recommended that students interested in the Individualized Concentration consult with their academic advisor to discuss course planning and goals for the concentration.

### Core Courses

PSY 301	Orientation and Entrance Assessment	0
PSY 302	Research Methods In Psychology	4
PSY 471	Senior Seminar	4

### Core Concentration Courses

Select 28 hours or upper division course work to fulfill the requirements of this concentration. 28

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Total Hours 36

## Sociology/Anthropology

### Bachelor of Arts

#### Undergraduate Minors

Anthropology

Sociology

[www.uis.edu/sociologyanthropology/](http://www.uis.edu/sociologyanthropology/)

Email: [soa@uis.edu](mailto:soa@uis.edu)

Office Phone: (217) 206-6962

Office Location: UHB 3038

## Departmental Goals and Objectives

Sociologists and anthropologists are interested in how people live together in this world--in our neighborhoods, across the country, and around the globe. We study people now and in the past, how they relate to each other, and all that they think, do, and make--food, music, families, nations, tools, houses, institutions... We are particularly interested in the way race, class, gender, sexuality, and other elements of identity affect peoples' experiences and opportunities, and what can be done to promote greater social justice.

The interdisciplinary BA in Sociology/Anthropology (SOA) allows students to cultivate skills and tools from both disciplines, preparing them for a broad range of careers and future studies. Core courses in the SOA major cover both disciplines, and students are free to specialize in either anthropology or sociology through electives or through a minor.

The SOA Department offers an Honors Track in the major. For further information, please see Bachelors Curriculum.

## The Bachelor's Degree

### Advising

Campus policy requires each student to have an academic advisor. Students declaring the SOA major are assigned an initial faculty advisor by the department. Before beginning the major, students are expected to consult with their academic advisors concerning department requirements and individual goals. Department faculty members assist students in designing individualized academic programs to meet their interests and career goals.

### Grading Policy

The Sociology/Anthropology program does not have a grading policy that differs from that of the campus policy.

## Communication Skills and Assessment

The department highly values critical thinking and reading skills, oral and written communication, and disciplinary knowledge. These are developed and assessed throughout the curriculum, and at the departmental level through capstone work in SOA 410 Senior Seminar.

## Degree Requirements

Through core courses, students become familiar with the basic approaches and insights of both sociology and anthropology. Core courses are offered day or night in alternate years, to accommodate students' work and family schedules. Students are free to take electives in anthropology and/or sociology as desired, according to interest. All students become familiar with the basic theoretical issues surrounding the study of the social world and acquire the skills necessary to interpret research and carry out small-scale projects.

To earn a BA in Sociology/Anthropology, students must complete a minimum of 30 credit hours, which includes five core courses, one course in the Diversity/Inequalities category, and a minimum of two elective courses. The department does allow courses to count toward both ECCE and SOA major/minor requirements. Students are expected to meet with an SOA academic advisor before beginning the major, and periodically throughout the program to make sure they are working effectively toward their goals.

### Core Courses

SOA 302	Understanding Cultures	4
SOA 304	Human Evolution: Biological and Cultural	4
SOA 405	Sociocultural Theories	4
SOA 410	Senior Seminar	3
SOA 411	Social Research Methods	4

### Diversity/Inequalities Requirement

Select one of the following:	3-4
SOA 231	ECCE: Introduction to Race & Ethnicity in the U.S.

SOA 235	ECCE: Working USA and the 99%
SOA 301	ECCE: Introduction to Women and Gender Studies
SOA 432	ECCE: Culture and Education
SOA 441	ECCE: Global Social Stratification

**Electives**

Students are required to take at least two elective courses in SOA. 7-8 At least one course must be at the 400-level.

<b>Total</b>	<b>30</b>
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**Honors Track**

The SOA Honors Track provides students an opportunity to pursue their interests, strengthen their skills, and enhance their resumes by incorporating independent projects into courses they are already taking, as well as 2-4 credit hours of SOA 491 ECCE Undergraduate Research. To participate, students must find an interested core or affiliated SOA faculty member to serve as an Honors Sponsor and to support them in proposing--in their Sophomore or Junior year--a plan to satisfy the honors requirements. Visit the SOA website or talk to an SOA faculty member or advisor for complete information regarding the Honors Track requirements, which include:

- GPA requirements: A minimum overall GPA of 3.25 and a GPA of 3.6 in the major.
- Two Enhanced Courses: An upper-division core course or elective in the major with an approved independent project resulting in a written document of 10-20 pages. Students may choose to replace one enhanced course with participation in a study abroad program or demonstrate by testing or successful completion of four semesters of college level foreign language, an intermediate competency in a spoken language other than their native tongue.
- Closure Project: Students develop an independent project, enroll in 2-4 credit hours of SOA 491 ECCE Undergraduate Research, produce a 15-25 page written document, and give a public presentation at STARS or another venue.

**Degree Plan\***

\*Listed below is a SUGGESTED Degree Plan. For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.

**Year 1**

Fall	Hours
ENG 101 <sup>1</sup> Rhetoric and College Writing	3
Freshman Seminar <sup>1</sup>	3
COM 112 <sup>1</sup> Oral Communication	3
Science with lab (either life or physical science) <sup>1</sup>	4
<b>Hours</b>	<b>13</b>

**Spring**

ENG 102 <sup>1</sup> College Writing and Civic Engagement	3
Comparative Societies (Humanities) <sup>1</sup>	3
Humanities <sup>1</sup>	3
Social/Behavioral Science course <sup>1</sup>	3

MAT 111 Quantitative Reasoning (Math Skills) <sup>1</sup>	3
<b>Hours</b>	<b>15</b>

**Year 2**

**Fall**

Science without lab (life or physical science) <sup>1</sup>	3
Social/Behavioral Science course <sup>1</sup>	3
Visual/ Creative/Performing Arts Humanities <sup>11</sup>	3
SOA 101 Introduction to Sociology or 221 <sup>1</sup>	3
SOA 302 Understanding Cultures (OR SOA elective) <sup>3</sup>	4
<b>Hours</b>	<b>16</b>

**Spring**

Applied Math <sup>1</sup>	3
SOA 304 Human Evolution: Biological and Cultural (OR SOA elective) <sup>3</sup>	4
Elective or minor course <sup>4</sup>	4
Elective or minor course <sup>4</sup>	4
<b>Hours</b>	<b>15</b>

**Year 3**

**Fall**

ECCE Global Issues <sup>2</sup>	3
SOA Diversity/Inequalities Elective <sup>3</sup>	4
SOA 302 Understanding Cultures (OR SOA elective) <sup>3</sup>	4
Elective or minor course <sup>4</sup>	4
<b>Hours</b>	<b>15</b>

**Spring**

SOA 304 Human Evolution: Biological and Cultural (OR SOA elective) <sup>3</sup>	4
SOA 411 <sup>3</sup> Social Research Methods	4
Elective or minor course <sup>4</sup>	4
Elective or minor course <sup>4</sup>	4
<b>Hours</b>	<b>16</b>

**Year 4**

**Fall**

SOA 405 <sup>3</sup> Sociocultural Theories	4
Elective or minor course <sup>4</sup>	4
Elective or minor course <sup>4</sup>	4
ECCE U.S. Communities <sup>2</sup>	3
<b>Hours</b>	<b>15</b>

**Spring**

SOA 410 <sup>3</sup> Senior Seminar	3
ECCE IPL <sup>2</sup>	3
Elective or minor course <sup>4</sup>	4
Elective or minor course <sup>4</sup>	4

UNI 301 <sup>2</sup> ECCE: Speakers Series	1
Hours	15
Total Hours:	120

- <sup>1</sup> This course fulfills General Education requirements- 48 Hours
- <sup>2</sup> Students must complete ECCEs in at least two of the three ECCE categories - U.S. Communities, Global Awareness, Engagement - per major requirements in addition to Speakers Series - 10 Hours
- <sup>3</sup> Soc/Ant Major course work- 31 Hours
- <sup>4</sup> Electives- minimum 12 hours that can be selected to earn a minor and can be outside of major.

## Anthropology Minor

To earn a minor in Anthropology, students must complete a minimum of **15** credit hours, including two core courses and at least two elective courses. Classes used to complete the minor cannot also be used to satisfy degree requirements in the student's major, but they may indeed count toward ECCE requirements.

### Core Courses

SOA 302	Understanding Cultures	4
SOA 304	Human Evolution: Biological and Cultural	4

### Elective Courses

Select at least two elective courses in SOA, one of which must be 7-8 chosen from the list below. At least one elective must be at the 300 or 400 level.

SOA 102	World Cultures
SOA 103	Introduction to Anthropology
SOA 106	Peoples of the Past
SOA 131	Latin American Expressions
SOA 133	Women and Gender in Mexico and the US
SOA 205	Introduction To Archaeology
SOA 231	ECCE: Introduction to Race & Ethnicity in the U.S.
SOA 281	Music, Technology, and Culture
SOA 301	ECCE: Introduction to Women and Gender Studies
SOA 312	ECCE: Perspectives on Poverty
SOA 325	ECCE: Latina/o USA
SOA 335	Jazz in American Culture
SOA 371	Prehistoric America
SOA 372	ECCE: Nature, History, and Human Action
SOA 408	Feminist Theories
SOA 419	ECCE: American Musics
SOA 426	ECCE: Teen Talk-Culture and Adolescence
SOA 428	ECCE: Culture, Health, and Power
SOA 442	Mexican Migration to the U. S.
SOA 451	ECCE: Women of Color and Minority Women
SOA 459	ECCE: Women Across Cultures
SOA 472	European Prehistory
SOA 473	Archaeological Field Course/Germany
SOA 480	Topics in Sociology/Anthropology
SOA 481	North American Indians: Culture and Ecology
SOA 482	Hunters And Gatherers

SOA 501	Feminist Theories II
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## Sociology Minor

To earn a minor in Sociology, students must complete a minimum of **15** credit hours, including two core courses and at least two elective courses. Classes used to complete the minor cannot also be used to satisfy degree requirements in the student's major, but they may indeed count toward ECCE requirements.

### Core Courses

SOA 101	Introduction to Sociology	3
or SOA 221	Social Problems	
SOA 405	Sociocultural Theories	4
or SOA 411	Social Research Methods	

### Elective Courses

Select at least two elective courses in SOA, one of which must be 7-8 chosen from the list below. At least one elective must be at the 300 or 400 level.

SOA 221	Social Problems
SOA 222	American Society
SOA 231	ECCE: Introduction to Race & Ethnicity in the U.S.
SOA 232	Juvenile Delinquency
SOA 301	ECCE: Introduction to Women and Gender Studies
SOA 312	ECCE: Perspectives on Poverty
SOA 322	ECCE: Gay and Lesbian Studies
SOA 325	ECCE: Latina/o USA
SOA 338	ECCE: Sex, Gender, and Popular Culture
SOA 405	Sociocultural Theories
SOA 408	Feminist Theories
SOA 411	Social Research Methods
SOA 421	Criminological Theory
SOA 422	Environmental Sociology
SOA 425	Law and Inequality
SOA 431	Sociology of Organizations
SOA 432	ECCE: Culture and Education
SOA 435	ECCE: Immigrants, Public Opinion, and Public Policy
SOA 441	ECCE: Global Social Stratification
SOA 442	Mexican Migration to the U. S.
SOA 451	ECCE: Women of Color and Minority Women
SOA 452	Sociology of Gender
SOA 454	Family Law
SOA 457	ECCE: Masculinities
SOA 461	Social Psychology: Sociological Perspectives
SOA 465	Religion, Society, and the Individual
SOA 480	Topics in Sociology/Anthropology
SOA 501	Feminist Theories II
SOA 563	Sociology of Death, Dying, and Bereavement

## Theatre

### Bachelor of Arts

**Undergraduate Minor**[www.uis.edu/theatre/](http://www.uis.edu/theatre/)Email: [theatre@uis.edu](mailto:theatre@uis.edu)

Office Phone: (217) 206-6240

Office Location: VPA 62

**Departmental Goals and Objectives**

The mission of the UIS Theatre program is to offer UIS students the opportunity to further develop their talents as theatre artists, by working with great dramatic literature in the classroom and on the stage. The program fosters the idea that theatre is a vital artistic event, which brings people together to respond to one another's experiences/stories and to the world in which we live. The program exposes students to the work of the world's great theatre artists. As students develop an effective and reliable process of working in the theatre, they gain an appreciation of how theatre works and how its history is made. In addition, students participating in theatre also develop a strong sense of teamwork, as the process of creating theatre is largely collaborative. The program provides the aspiring theatre student with a professional setting in which to work as an actor, a director, a playwright, a stage manager, a dramaturg, a designer, a make-up artist, or as a lighting, sound, or props technician. In addition, the program believes that the study of theatre becomes more enjoyable when students apply in the lab (the theatre) what they learn in the classroom. Students who graduate from UIS with work accomplished in our theatre program not only become more sophisticated theatre patrons, but for some, a career in the theatre may begin.

**The Bachelor's Degree****Required Courses**

THE 108	Principles of Stagecraft <sup>1</sup>	4
THE 109	Production Support I <sup>2</sup>	0
THE 201	Script Analysis	3
THE 208	Principles of Costume Construction and Stage Makeup	3
THE 209	Production Support II <sup>2</sup>	0
THE 273	Principles of Acting <sup>1</sup>	4
THE 308	Principles of Theatre Design	3
THE 381	Theatre History I	3
THE 475	Theatre Practicum	1,2
THE 489	Senior Capstone	2
<b>Electives</b>		<b>12</b>

Up to four additional THE 475 hours may be counted towards Theatre Major electives for an overall total possible 6 hours.

THE 274	Introduction to Theatre <sup>1</sup>	
THE 310	Topics in Theatre Production	
THE 320	Topics in Dramatic Literature	
THE/COM 323	Voice and Movement	
THE 325/ ENG 332/ WGS 332	Women Playwrights	
THE 327	Playwriting	
THE/COM 373	Intermediate Acting	

THE/COM 476	Directing for the Theatre
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THE 477/ ENG 342	Playing Shakespeare
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THE 370	Topics in Performance
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THE 375	Stage Combat
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Total Hours	35-36
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<sup>1</sup> These courses fulfill Visual, Creative, and Performing Arts or Humanities requirements in the UIS General Education Curriculum.

<sup>2</sup> All majors must complete THE 109/THE 209 in or after the semester in which they are enrolled in THE 108/THE 208, respectively.

**Transfer Courses for the B.A. in Theatre**

Students may submit a Student Petition form to have theatre courses that were completed at a comparable institution count towards the B.A. in Theatre at UIS. UIS Theatre will make the determination if the courses are equivalent to UIS course work. Please contact a theatre faculty member for details.

Theatre practicum credits from other institutions will not transfer to the major.

**Grading Policy for the B.A. in Theatre**

Students must earn a grade of C or better in all THE courses that apply towards the B.A. degree in Theatre (grades of C- or lower will not be accepted). Courses taken on a CR/NC basis will not count toward the degree. The course grading policy is determined by each instructor as appropriate to the individual course and is announced at the beginning of the term. THE courses may be repeated for grade improvement only once.

**Course Repetition for the B.A. in Theatre**

Each Topics course (310, 320, etc...) may be taken for credit for the major no more than four times, provided the topic is different each time. THE 499 (Tutorial/Independent Study) may be taken for up to six hours. THE 475 (Production Practicum) may be repeated for up to a total of six hours.

**Theatre Minor****Advising**

Upon declaring a minor in Theatre, the student will be assigned a Theatre faculty advisor. Theatre minors are encouraged to consult with their advisor as they plan their course of study.

**Transfer Courses**

Students may petition to have theatre courses that were completed at a comparable institution count towards a UIS minor in Theatre. No more than two courses may transfer towards the UIS minor in Theatre. UIS Theatre will make the determination if the courses are equivalent to UIS course work. Please contact a Theatre faculty member for details. Theatre/Production practicum credits from other institutions will not transfer to the minor.

## Grading Policy

Students must earn a grade of C or better in all THE courses that apply toward the minor in Theatre (grades of C- or lower will not be accepted). Courses taken on a CR/NC basis will not count toward the minor in Theatre. The course grading policy is determined by each instructor as appropriate to the individual course and is announced at the beginning of the term. THE courses may be repeated for grade improvement only once.

## Minor Requirements

The Theatre minor is available to all UIS majors. Required course work includes an introductory course, a performance course, a technical theatre course, and a theatre practicum course. Elective courses include a continuation of the acting course, a design course, and various other survey and studio courses for a total of 18-19 credit hours.

### Required Courses

THE 108	Principles of Stagecraft <sup>1</sup>	4
THE 273	Principles of Acting <sup>1</sup>	4
THE 274	Introduction to Theatre <sup>1</sup>	3
THE 475	Theatre Practicum	1-2
<b>Total</b>		<b>12-13</b>

### Elective Courses

Select from the following courses. Please note, additional eligible courses may be added.

THE 308	Principles of Theatre Design (3 hours)	
THE 310	Topics in Theatre Production (3-4 hours)	
THE 320	Topics in Dramatic Literature (3 hours)	
THE/COM 323	Voice and Movement (4 hours)	
THE 325/ ENG 332/ WGS 332	Women Playwrights (3 hours)	
THE 327	Playwriting	
THE/COM 373	Intermediate Acting (4 hours)	
THE 381	Theatre History I (3 hours) <sup>1</sup>	
THE 475	Theatre Practicum (2-3 hours) <sup>2</sup>	
THE 476	Directing for the Theatre (4 hours)	
THE 477/ ENG 342	Playing Shakespeare (4 hours)	
<b>Total Hours</b>		<b>30-32</b>

<sup>1</sup> These courses fulfill either Visual, Creative, and Performing Arts or Humanities requirements in the UIS General Education Curriculum.

<sup>2</sup> No more than four credit hours of THE 475 Theatre Practicum may be counted towards the minor.

## Visual Arts

### Bachelor of Arts Undergraduate Minor

[www.uis.edu/visualarts/](http://www.uis.edu/visualarts/)  
Email: [art@uis.edu](mailto:art@uis.edu)

Office Phone: (217) 206-6240

Office Location: VPA 62

## Departmental Goals and Objectives

The Department of Art, Music, and Theatre includes academic programs of study in the disciplines of Art, Music, and Theatre. Art offers a B.A. and a minor in Visual Arts. Minors are also offered in Theatre and Music. The Department of Art, Music, and Theatre fosters study in the practical application of various arts disciplines, as well as study in the historical, cultural, and philosophical underpinnings of each discipline. Visual Arts courses are listed in the course schedule with the prefix ART. Music courses are listed in the course schedule with the MUS prefix, and Theatre courses are listed in the course schedule with the prefix THE. Please refer to each discipline's catalog entry or website for information about courses, degree offerings, and co-curricular opportunities.

In Visual Arts courses, faculty and students work together in a professional and creative learning environment. The Bachelor of Arts curriculum allows students to tailor a course of study suited to their professional and personal ambitions. Students have the option to focus their studies in one media area, or sample a broad range of art and design perspectives. Visual Arts offers a variety of courses in the areas of painting, drawing, printmaking, ceramics, sculpture, graphic design, digital media, three-dimensional modeling, photography, art history, and art.

As an extension of classroom teaching, the department sponsors exhibitions of regionally and nationally recognized artists in the Visual Arts Gallery located on the second floor of the Health and Sciences Building. Students are expected to attend openings and concurrent workshops to gain exposure to contemporary art and access to the technical expertise of professional artists. Student participation is encouraged both in installation and management of the art gallery. Visual Arts majors culminate their study at UIS with the presentation of their own work at the Senior Exhibition held every spring at the Visual Arts Gallery. In addition, the Art Students League, a student group, organizes and curates exhibitions in the Access Gallery, an art space in the Visual and Performing Arts Building.

The Daniel Lesh Memorial Scholarship, the Glosecki Memorial Scholarship, the H. Albert Inkel Memorial Scholarship, and the Schnirring Dungan Scholarship are awarded to students pursuing a degree in Visual Arts. Additionally, students may apply for the Student Studio Award on an annual basis.

## Assessment

It is recommended that students meet regularly with their advisor, typically once per term, to assess their progress. In the fall term of the senior year, Visual Arts majors are required to present works of art for preliminary review by Visual Arts faculty. Students that pass the preliminary review are approved for enrollment the following spring in the Visual Arts capstone course, ART 482 ECCE: Professional Skills. Students in ART 482 ECCE: Professional Skills are required to produce a finished body of work for exhibition at the end of the spring term. In addition to works of art, students produce artist's statements, a professional portfolio, and other supporting materials as specified by the instructor of record for the class. Finally, a committee consisting of the UIS Visual Arts faculty and one outside assessor conducts an oral defense for each capstone student and makes an assessment regarding the quality and professionalism of all presented materials.

## The Bachelor's Degree

### Advising

All Visual Arts students are assigned an academic advisor upon declaration of the Visual Arts major. It is recommended that students meet with their assigned academic advisor and submit examples of their artwork for informal critique within their first term. Academic advisors work with students to ascertain career goals, to assess preparation and deficiencies, and to make a plan of study. Students are urged to consult their faculty advisor before registering each semester, particularly before registering for the last semester of classes. These meetings outline requirements for graduation and ensure the student has planned his/her schedule to take all necessary courses in order to graduate on time. Failure to meet with an academic advisor and to take requirements when they are available could lead to a delay of one semester or more in graduation.

### Grading Policy

Students must earn a grade of C (2.0) or better in all ART courses that apply toward the major or minor (grades of C- or lower will not be accepted). A grade of C (2.0) or better must also be earned in all prerequisite courses. Courses taken on a CR/NC basis will not count toward the Visual Arts major or minor requirements.

### Degree Requirements

Requirements for the UIS B.A. degree in Visual Arts are as follows:

#### Prerequisite Courses - Must be completed before enrolling in any upper division Visual Arts courses.

ART 102	Two Dimensional Design	3
ART 112	Three Dimensional Design	3
ART 113	Drawing 1	3
Introductory level studio course (ART 203, ART 211, ART 215, ART 236, or ART 251)		3
ART 261 & ART 262	History of Art I and History of Art II	6

#### Course Requirements

Upper-division Art History courses (ART 300- or 400-level) * See course list below.	12
Upper-division Studio Art courses (ART 300- or 400-level) **See course list below.	24
ART 482 and ECCE requirements - ART 482 ECCE: Professional Skills is a required course for the major and fulfills three hours of the required 10 hours of ECCE: Engaged Citizenship Common Experience	10
<b>Total Hours</b>	<b>64</b>

Students should consult with their academic advisor for specific guidance regarding completion of general education requirements. An Advanced Placement (AP) score of three or higher in the Drawing, Two-Dimensional Design, and Three-Dimensional Design examinations can be used to fulfill the prerequisite courses ART 113 Drawing 1, ART 102 Two Dimensional Design, and ART 112 Three Dimensional Design.

### Upper Division Art History Courses\*

**Art Majors - Select three of the following upper division art history courses - Total of 12 hours**

ART 365	ECCE: Women and Art in America	4
ART 366	ECCE: European Cinema	4
ART 419	Egyptology	4
ART 431	ECCE: Symbolist Movement in Europe: 1850 - 1920	4
ART 432	ECCE: Expatriate Paris	4
ART 463	Modern Art History	4
ART 464	Contemporary Art History	4
ART 465	Women in Art: Discovering Her Story	4
ART 468	Visual Literacy	4
ART 470	Special Art History Studies	4
ART 471	Philosophy of Art	2,4

### Upper Division Studio Art Courses\*\*

**Art Majors - Select six of the following upper division art studio courses - Total of 24 hours**

ART 306	Photography II	4
ART 312	Painting II	4
ART 321	Life Drawing	4
ART 332	Etching	4
ART 333	Screen Printing	4
ART 337	Digital Media: Print	4
ART 338	Digital Media: Web	4
ART 339	Digital Media: Animation	4
ART 341	Sculpture I	4
ART 342	Sculpture II	4
ART 352	Ceramics II	4
ART 372	Visual Storytelling and Reporting	4
ART 410	Special Studies In Ceramics	4
ART 411	Painting III	4
ART 412	Painting IV	4
ART 413	Printmaking II	4
ART 414	Printmaking III	4
ART 420	Special Studies In Sculpture	4
ART 422	Contemporary Drawing	4
ART 437	Digital Media: Typography	4
ART 441	Sculpture III	4
ART 442	Sculpture IV - Contemporary	4
ART 451	Ceramics III	4
ART 452	Ceramics IV	4
ART 455	Multi-Media Studio	4
ART 473	Advanced Visual Field Reporting	4
ART 480	Special Studio Studies	4

### Degree Plan\*

**\*Listed below is a SUGGESTED Degree Plan. For OFFICIAL program information, please refer to the catalog content above and consult your academic advisor.**

#### Year 1

Fall	Hours
ENG 101 <sup>2</sup> Rhetoric and College Writing	3
Freshman Seminar (Humanities or SS) <sup>2,5</sup>	3

Math Skills <sup>2</sup>	3
ART 102 <sup>1</sup> : Two Dimensional Design <sup>2</sup>	3
Hours	12

**Spring**

ENG 102 <sup>2</sup> College Writing and Civic Engagement	3
Comparative Societies (Humanities or SS) <sup>2</sup>	3
Social/Behavioral Science course <sup>2</sup>	3
COM 112 <sup>2</sup> Oral Communication	3
ART 112 <sup>1</sup> : Three Dimensional Design <sup>2</sup>	3
Hours	15

**Year 2****Fall**

Life Science (Students must complete 1 lab science in either life or physical science science) <sup>2</sup>	4
Social/Behavioral Science course <sup>2</sup>	3
Applied Math <sup>2</sup>	3
Elective or minor course	3
ART 261 <sup>1</sup> History of Art I	3
Hours	16

**Spring**

Physical Science (Students must complete 1 lab science course in either life or physical science) <sup>2</sup>	3
ART 113 <sup>1</sup> Drawing 1	3
ART 262 <sup>1</sup> History of Art II	3
Introductory Level Art Studio Course <sup>1,6</sup>	3
UNI 301 <sup>3</sup> ECCE: Speakers Series	1
Elective or minor course	3
Hours	16

**Year 3****Fall**

Elective or minor course	4
Upper-division Art History Course <sup>4</sup>	4
Upper-division Studio Course <sup>4</sup>	4
ECCE U.S. Communities or Global Awareness <sup>3</sup>	3
Hours	15

**Spring**

ECCE U.S. Communities or Global Awareness <sup>3</sup>	3
Upper-division Studio Course <sup>4</sup>	4
Upper-division Studio Course <sup>4</sup>	4
Elective or minor course	4
Hours	15

**Year 4****Fall**

Upper-division Art History Course <sup>4</sup>	4
Upper-division Studio Course <sup>4</sup>	4
Upper-division Studio Course <sup>4</sup>	4
Elective or minor course	4
Hours	16

**Spring**

ART 482 <sup>3</sup> ECCE: Professional Skills	3
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Upper-division Studio Course <sup>4</sup>	4
Upper-division Art History Course <sup>4</sup>	4
Elective or minor course	4
Hours	15
Total Hours:	120

<sup>1</sup> These courses are Lower Division prerequisite course requirements- 18 Hours

<sup>2</sup> This course fulfills General Education requirements

<sup>3</sup> Students must complete ECCEs in at least two of the three ECCE requirements-U.S. Communities, Global Awareness, or Engagement Experience in addition to UNI 301-Speakers Series. ART 482 ECCE: Professional Skills fulfills three hours of Engagement Experience. Students must be enrolled in at least one studio course during the preceding term to qualify for enrollment in ART 482.

<sup>4</sup> Visual Arts Major course work

<sup>5</sup> If you take a Freshman Seminar that is not a Humanities or SS, work with your advisor to adjust this plan to account for all General Education requirements

<sup>6</sup> ART 203, ART 211, ART 215, ART 236, or ART 251

## Visual Arts Minor

To earn a minor in Visual Arts, students must complete a minimum of 15 semester hours, which includes 12 hours of studio art courses and three to four hours of art history. Up to three hours of studio or art history transfer credit may be accepted. Students should consult with a visual arts academic advisor to ensure that they are meeting requirements as well as their individual needs.

## Minor Requirements

Students must earn a grade of C or better in all courses for the minor. Grades of C- or lower will not be accepted.

At least **one upper-division** ART course must be selected from either the studio or art history options.

### Art History Courses

Select one of the following: 3-4

ART 261 History of Art I

ART 262 History of Art II

ART 365 ECCE: Women and Art in America

ART 366 ECCE: European Cinema

ART 419 Egyptology

ART 431 ECCE: Symbolist Movement in Europe: 1850 - 1920

ART 432 ECCE: Expatriate Paris

ART 463 Modern Art History

ART 464 Contemporary Art History

ART 465 Women in Art: Discovering Her Story

ART 468 Visual Literacy

ART 470 Special Art History Studies

ART 471 Philosophy of Art

### Studio Art Courses

Select 12 hours from the following: 12

ART 102 Two Dimensional Design

ART 112	Three Dimensional Design
ART 113	Drawing 1
ART 203	Introduction to Ceramics
ART 211	Introduction to Painting
ART 215	Photography I
ART 236	Introduction to Digital Media
ART 251	Digital 3D Modeling
ART 306	Photography II
ART 312	Painting II
ART 321	Life Drawing
ART 332	Etching
ART 333	Screen Printing
ART 337	Digital Media: Print
ART 338	Digital Media: Web
ART 339	Digital Media: Animation
ART 341	Sculpture I
ART 342	Sculpture II
ART 352	Ceramics II
ART 372	Visual Storytelling and Reporting
ART 410	Special Studies In Ceramics
ART 411	Painting III
ART 412	Painting IV
ART 413	Printmaking II
ART 414	Printmaking III
ART 420	Special Studies In Sculpture
ART 422	Contemporary Drawing
ART 437	Digital Media: Typography
ART 441	Sculpture III
ART 442	Sculpture IV - Contemporary
ART 451	Ceramics III
ART 452	Ceramics IV
ART 455	Multi-Media Studio
ART 473	Advanced Visual Field Reporting
ART 480	Special Studio Studies

Total Hours 15-16

## Women and Gender Studies

### Undergraduate Minor

Graduate Certificate (p. 166)

[www.uis.edu/womenandgenderstudies/](http://www.uis.edu/womenandgenderstudies/)

Email: [wgs@uis.edu](mailto:wgs@uis.edu)

Office Phone: (217) 206-6962

Office Location: UHB 3038

Students in UIS' Women and Gender Studies minor and graduate certificate explore the construction, experience and questioning of gender and sexuality as key facets of human identity. Students investigate history, culture, society, psychology, science, communication, or art to see how human activities are produced, experienced, and interpreted by gendered subjects of different races, classes, nationalities, sexual orientations, religions, generations, and historical periods. Our interdisciplinary approach works well in combination with majors and master's degrees. The particular strengths of our department are our feminist and queer approaches

to women's studies; critical men's studies or masculinities; LGBTQ studies; critical race studies; and social class studies from both US and global perspectives.

In the classroom, WGS faculty are committed to creating participatory learning environments. We emphasize student-centered and cooperative learning, critical thinking, openness to ideas and discussion, and respect for others. Students are encouraged to make connections between thought and action, the academy and the community, theory and practice. The department provides interested students with opportunities for internships, community-based projects, and research.

### Minor and Certificate Opportunities

Students in all programs may take WGS courses as electives or they may pursue a minor. We also offer a graduate certificate, which may be incorporated into a graduate degree or taken as a free standing certificate. For more information, please refer to the Graduate Certificate in Women and Gender Studies (p. 166) section of this catalog.

Graduate students enrolled in 400-level WGS courses will be expected to demonstrate graduate-level competencies (especially in communication, research, analysis, and integrative skills) and to complete extended and advanced projects and/or readings.

WGS minor and graduate certificate students must select an academic advisor from among the department faculty and should regularly consult that advisor as they move toward their degree.

### Degree Opportunities

Students can design their own degrees focusing on sex, gender, and sexuality through the Liberal Studies Department (B.A.) or the Liberal and Integrative Studies Department (M.A.). Students create their own curriculum by working with a degree committee that includes WGS, LIS/LNT and other faculty and peers. Students have designed degrees combining the study of gender and sexuality in areas such as media, arts, social services, law, criminal justice, and mental health.

### Women and Gender Studies Minor

To earn a minor in Women and Gender Studies, students must complete a minimum of 15 semester hours. The program may approve the transfer of no more than two lower-division courses, and at least seven hours must be upper-division course work taken at the University of Illinois at Springfield. Students must take at least one course in each area outlined below (foundation, diverse voices, theory, and elective).

### Course Requirements

<b>Foundation</b>	3-4
Select one of the following:	
WGS/SOA 133	Women and Gender in Mexico and the US
WGS/SOA 301/SWK 382	ECCE: Introduction to Women and Gender Studies
<b>Diverse Voices</b>	3-4
WGS/SOA 322	ECCE: Gay and Lesbian Studies
WGS 324	Working Class and Poor Women



WGS 365/ AAS 335	ECCE: Black Women in Film History	
WGS/AAS 403/SOA 451/ SWK 462	ECCE: Women of Color and Minority Women	
WGS/SOA 457	ECCE: Masculinities	
WGS/PSC/ SOA 459	ECCE: Women Across Cultures	
WGS/AAS 465	ECCE: Black Women Writers	
<b>Theory</b>		<b>4</b>
WGS/PHI 411/PSC 433/ SOA 408	Feminist Theories	
<b>Elective</b>		<b>3-4</b>
An elective approved by your WGS advisor by petition		
<b>Total Hours</b>		<b>15-16</b>

All substitutions must be approved by your WGS academic advisor.

## College of Public Affairs and Administration

[www.uis.edu/cpaa/](http://www.uis.edu/cpaa/)

Office Phone: (217) 206-6523

Email: [cpaa@uis.edu](mailto:cpaa@uis.edu)

Office Location: PAC 430

Dr. Robert W. Smith, Dean

The faculty and staff of the College of Public Affairs and Administration serve UIS students through a tradition of excellence and emphasize the interdisciplinary, experiential, and professional natures of education in the public affairs fields. We serve the capital city, the state of Illinois, the nation, and the world instilling in our students a commitment to lifelong learning, civic engagement, and public service. The faculty members of the College are innovators of the pedagogy and scholarship of public affairs. We are dedicated to excellent teaching, leading-edge scholarship, and public service, all of which further the public discourse, improve governmental processes, and enhance the quality of public policy outcomes.

The College offers educational opportunities for students at all levels, undergraduate through doctoral. We offer both degree and certificate programs in traditional classroom environments and through both fully-online and blended programs.

## Criminology and Criminal Justice

Bachelor of Arts  
Undergraduate Minor

[www.uis.edu/criminaljustice/](http://www.uis.edu/criminaljustice/)

Email: [crj@uis.edu](mailto:crj@uis.edu)

Office Phone: (217) 206-6301

Office Location: PAC 384

### Departmental Goals and Objectives

Criminology and Criminal Justice is an interdisciplinary field that studies crime and the ways society responds to crime. The Criminology and Criminal Justice curriculum examines the nature and causes of crime, the purposes and activities of the criminal justice system, and the impact of crime on victims and society. Since crime is a social problem, many courses include the study of community-based programs and social service agencies as well as the components of the criminal justice system. The Criminology and Criminal Justice Department, located within the College of Public Affairs and Administration, emphasizes the study of public policy and change efforts as an essential part of its curriculum. Students may have the opportunity to participate in public affairs research projects conducted by department faculty.

The Criminology and Criminal Justice degree is designed for students interested in the general study of crime and the administration of justice and those pursuing professional careers in criminology, criminal justice or related fields. The degree also prepares students for entrance into graduate or professional schools in criminology, criminal justice, law, public administration, social work, and the social sciences.

The Criminology and Criminal Justice major provides an integrated curriculum that emphasizes problem-solving and analytical skills, an approach favored by many criminal justice agencies and employers. The curriculum reflects the multidisciplinary character of the field, drawing on a variety of liberal arts and professional areas of expertise. Faculty associated with the department have degrees in fields such as criminal justice, criminology, law, political science, psychology, and sociology. Student majors take a core curriculum that familiarizes them with a range of perspectives, methods, and content areas of the criminal justice field. They may use their electives to take additional courses or to minor in another field.

All majors participate in an ECCE Engagement Experience through Internships and Prior Learning (IPL). Students have the opportunity to work with state agencies and training centers as well as local criminal justice and social service agencies.

## The Bachelor's Degree

### Advising

All declared CCJ majors and minors are assigned a department faculty advisor. Faculty advisor contact information is included in the CCJ department welcome email sent to each student as soon as they have declared CCJ as their major or minor. CCJ majors and minors should contact their assigned advisor each semester prior to enrolling in classes.

### Grading Policy

Criminology and Criminal Justice majors must receive a grade of C (2.0) or better in all required core courses. Grades of C- or lower will not be accepted in these courses.

### Transfer Courses

Transfer courses will be evaluated on a case-by-case basis.

## Degree Requirements

### Core Courses

CCJ 239	Introduction to Criminal Justice	3
CCJ 315	Critical Thinking in Criminal Justice	3
CCJ 342	Statistics for Criminal Justice	3
CCJ 345	Research Methods in Criminal Justice	3
CCJ 421	Criminological Theory	3
CCJ 489	Senior Seminar	3

### CCJ electives

Students are required to complete at least 17 hours at the 300- or 400-level, which can include 300-400 level transfer courses. The remaining 6 hours may be taken at the 100, 200, 300, or 400 level and can include transfer courses.

### Non-CCJ electives

Students are required to complete 9 hours of 300- or 400-level course work that is not CCJ and can include 300 or 400 level transfer courses.

### Other CCJ and University requirements

Experiential learning in the CCJ field	6
Global Awareness (ECCE) or U. S. Communities (ECCE) <sup>1</sup>	3
ECCE Speaker Series	1

Total Hours	60
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<sup>1</sup> May be taken through the CCJ Department, in addition to the required CCJ elective requirements.

Students should consult with their academic advisor in the major for specific guidance regarding completion of any general education and ECCE requirements.

## Communication Skills

To satisfy the UIS communication skills requirement, students prepare a portfolio of written work from 300-level core courses, with the final assessment occurring in senior seminar.

## Criminology and Criminal Justice Minor

### Grading Policy

Criminology and Criminal Justice minors must receive a grade of C (2.0) or better in all required core courses. Grades of C- or lower will not be accepted in these courses.

### Transfer Courses

Transfer courses will be evaluated on a case-by-case basis.

To earn a minor in Criminology and Criminal Justice, students must complete a minimum of 15 semester hours.

#### Core Course

CCJ 239	Introduction to Criminal Justice <sup>1</sup>	3
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#### CCJ Electives

Requires 9 hours of 300- or 400-level course work. The remaining 3 hours may be taken at the 100, 200, 300, or 400 level and can include a transfer course.	12
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Total Hours	15
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<sup>1</sup> Or transfer equivalent

## Environmental Studies

### Bachelor of Arts in Environmental Studies

#### Undergraduate Minor in Environmental Studies

Master of Arts – Environmental Studies (p. 169) (offered on campus and online)

Master of Science – Environmental Sciences (p. 170)

Graduate Certificate (p. 169)

[www.uis.edu/ens/](http://www.uis.edu/ens/)

Email: [ens@uis.edu](mailto:ens@uis.edu)

Office Phone: (217) 206-6720

Office Location: PAC 309

## Departmental Goals and Objectives

The mission of the Department of Environmental Studies is to provide students with the advanced interdisciplinary training necessary for solving environmental problems. Graduates of the department are prepared for diverse careers in the environmental field. Students will acquire knowledge and skills based on three broad learning outcomes:

1. competency in scientific concepts when studying the environment;
2. capacity to critically examine environmental issues and apply contributions from the natural sciences, social

sciences, and the humanities for understanding and resolution of environmental issues and concerns; and

3. ability to demonstrate and integrate knowledge of natural resource policy, regulations, and the current issues in natural resource management.

Completion of the BA in Environmental Studies at UIS will allow students to

- Identify the link between healthy ecosystems (air, water, and land) and healthy human populations.
- Recognize the major components of the Earth's systems and explain how they function.
- Demonstrate literacy in and apply the scientific method.
- Recognize the interrelationships between human systems and natural systems.
- Demonstrate holistic analysis of the social and natural world.
- Acquire a measure of logical skill in working through ethical and moral challenges dealing with environmental issues.
- Assess the modern challenges related to sustainability.
- Evaluate the complex processes driving anthropogenic impacts on the environment.
- Analyze the important effects of political, economic, and educational forces on environmental policy and planning.
- Assess the patterns of unequal distribution of resources and environmental consequences worldwide.

### Curricular Requirements.

The Bachelor of Arts in Environmental Studies at UIS includes a multi-disciplinary curriculum with interdisciplinary learning goals, incorporating the natural sciences, social sciences, and the humanities.

To earn their degree, students must complete a minimum of 34 credit hours, which include four core courses and seven elective courses. The four required core courses are ENS 251 Introduction to Environmental Sciences, ENS 271 Introduction to Sustainability, ENS 451 Undergraduate Capstone, and ENS 476 Environmental Ethics.

Because this is an interdisciplinary major, students must select at least two elective courses from each of three thematic areas: Environmental Policy/Law/Planning, Environmental Sciences, and Environmental Social Sciences/Humanities. At least four elective courses must be at the 400 level; two of the remaining electives must be either 300 or 400 level. Students must earn at least a C in the four required courses and a C average in the elective courses. Students are expected to meet with an ENS advisor before beginning the major.

### Undergraduate Departmental Honors in Environmental Studies

#### 1. What is Departmental Honors?

Departmental Honors is distinguished from "Undergraduate Honors" which is awarded at graduation for designated GPAs and are labeled *summa cum laude*, *magna cum laude*, and *cum laude*. Departmental Honors is also separate from the Capital Scholars Honors Program, which has its own set of requirements. Each academic program may

define the requirements for Departmental Honors involving three elements:

- Course work or closure requirements
- Independent, high-quality research/scholarly/creative work
- Specific grade point average requirements

## 2. What are the requirements?

Students pursuing Departmental Honors in ENS will complete the same Undergraduate Capstone closure course as other majors.

However, the Capstone project must be the student's research/scholarly/creative (R/S/C) work, which will necessarily be more substantive than the projects pursued by students not seeking Departmental Honors. Students must enroll in at least 1 credit of ENS 425 Undergraduate Research to document their R/S/C work.

Topics encompassed by environmental studies are broad, and student R/S/C works will similarly be diverse. Student R/S/C work might take the form of *discovery*, *integration*, *application*, or *teaching*. (Please refer to Ernest Boyer's *Scholarship Reconsidered* for detailed discussion of these terms.) Students must present their results/products at a professional symposium or in a refereed medium before graduation. Students will work directly with ENS faculty who will serve as the primary supervisor; if appropriate, other ENS faculty can assist. Faculty supervisors will

- Work collaboratively with students in developing and refining the R/S/C work
- Advise the student regarding resources and/or course work needed to accomplish the R/S/C work
- Advise the student regarding the Institutional Review Board, Institutional Committee for the Care and Use of Animals, and/or other units providing research oversight, if necessary for the particular R/S/C work
- Read and critique the written component of the R/S/C work
- Help the student find a forum for dissemination of the results; this may take the form of a professional symposium or publication in a refereed medium.

There are no *a priori* length minima or maxima for the written document that must be approved by the faculty supervisor; instead the length should be dictated by the topic. Students should follow APA style unless there is a compelling reason the faculty supervisor requests another style (such as writing in the style of a particular journal where the manuscript will be submitted for publication). The final written document must be approved by the faculty supervisor and the Undergraduate Capstone instructor; in the case where those positions are held by the same person, the department chair or designee will be the second approver. This document must be approved before the week of final exams in the semester during which the student will graduate.

With the approval of the faculty supervisor, students may petition to apply up to four credits of ENS 425 Undergraduate Research based on their R/S/C work toward electives required for the major in Environmental Studies. Those credits can be applied toward the total required number of upper division hours for a degree from UIS. With an approved Individualized Course Title form, ENS 425 can be listed

on the student's transcripts with a more descriptive name representing the specific work being done.

To receive Departmental Honors students must graduate with a cumulative undergraduate, UIS, and ENS GPA of at least 3.5. Students may apply to the Department Honors program for provisional admission provided that each of those GPAs are at least 3.25 and it is mathematically possible to bring them to 3.5 by the time of graduation.

## 3. Application to Department Honors

Students interested in pursuing Department Honors must work individually with faculty to identify a feasible R/S/C work. An application must be completed and approved by the faculty supervisor and department chair; a copy of the application will be retained by the department and by the Office of Undergraduate Education. Applications must be approved by 15 March of the spring before the Undergraduate Capstone is taken. This allows at least one year to complete the research, including time to seek funding (if necessary) and prepare for presentation at a symposium or publication. This application can be found on the department website.

## The Bachelor's Degree

To earn a Bachelor of Arts in Environmental Studies, students must complete four core courses and seven elective courses (22 credit hours of electives) with a minimum of two courses from each focus area. Of the elective courses, a minimum of four must be at the 400 level; two of the remaining electives must be either 300 or 400 level. In addition, students must complete all general education requirements in the UIS undergraduate curriculum. Up to nine semester hours of lower-division courses may be transferred from an accredited institution; the decision to accept transferred hours will be made on an individual basis by the department. Students are expected to meet with an ENS advisor soon after declaring the major.

## Degree Requirements

### Core Course Requirements

ENS 251	Introduction to Environmental Sciences	3
ENS 271	Introduction to Sustainability	3
ENS 451	Undergraduate Capstone	3
ENS 476	Environmental Ethics <sup>1</sup>	3-4

### List of thematic categories and appropriate electives

The 100- to 300-level elective courses listed below are each three credit hours. Undergraduate students enrolling in 400-level courses listed as "three or four hours" must enroll in the three-credit hour section. 400-level courses counted toward an undergraduate degree cannot be taken again and counted for credit toward a graduate degree.

Environmental Policy/Law/Planning		
ENS 301	Environmental Justice in America	
ENS 304	Mapping our Physical and Social World	
ENS 381	Foundations of Environmental Policy	
ENS 401	ECCE: Environmental Justice: Science, Policy, and Activism	
ENS 403	Transportation: Problems and Planning Procedures	
ENS 404	Fundamentals of Geographic Information Systems	
ENS 419	Environmental Law	

ENS 420	Key Concepts and Cases in Environmental Law
ENS 446	Population and Public Policy
ENS 449	Agricultural Politics & Policy
ENS 483	Environmental Policies: National Environmental Policy Act
ENS 485	Environmental Policies: Water Quality
MPH 486	ECCE: Solid and Hazardous Wastes Policy
<b>Environmental Social Sciences/Humanities</b>	
ENS 101	Women and the Environment
ENS 201	Literature and the Environment
ENS 311	ECCE: Global Change in Local Places
ENS 331	ECCE: Evolution and Creationism
ENS 411	ECCE: Introduction to Environmental Education
ENS 412/ HIS 459	World Environmental Thought
ENS 418/ HIS 438	American Environmental History
ENS 421	Environmental Economics
ENS/SOA 422	Environmental Sociology
ENS 448	Sustainable Food Systems
ENS 461	Geopolitics: Geographical Aspects of International Affairs
ENS 471	Culture and Conservation
ENS 475	Political Ecology AKA The Political Life of Trees, Trash, & Turtles
ENS 479	Writing and the Environment
ENS 481	Forest Policy & Management
ENS 488	China's Environment and the World
<b>Environmental Sciences</b>	
BIO 371	Principles Of Ecology
CHE 361	Global Greening for a Sustainable Future
CHE 363	Energy and the Environment
ENS 151	Earth Science
ENS 262	Environmental Physical Geography
ENS 405	Fundamentals of Remote Sensing
ENS 425	Ecological Issues
ENS/BIO 444	Aquatic Ecology
ENS/BIO 445	Biology Of Water Pollution
ENS 447/ CHE 431	Environmental Chemistry
ENS 463	Our Changing Climate
ENS 464	Paleoecology
ENS 465	Water Resources and Society
ENS 468	Environmental Geology
ENS 472	Urban Environments
ENS 477	Renewable Energy
Total Hours	34

<sup>1</sup> Students must enroll in the three-credit hour section.

With approval of a Student Petition form that specifies the elective category, students may count up to four hours of ENS 440 Topics in Environmental Studies.

The Department offers an Integrated BA/MA program in Environmental Studies. Students who complete a BA in Environmental Studies at UIS with a minimum GPA of 3.3 in ENS courses and a GPA of 3.0 in cumulative undergraduate course work can be accepted into our MA in Environmental Studies with 8 credit hours of course work waived. This requires approval by the Department Chair, College Dean, and campus Associate Vice Chancellor for Graduate Education.

## Environmental Studies Minor

To earn a minor in Environmental Studies, students must complete a minimum of **16** credit hours, which includes two core courses and a minimum of three elective courses. Students are required to take at least three elective courses. At least one elective must be at the 400-level. No more than two electives may be taken from any one of the categories listed below. The Department of Environmental Studies may approve up to seven semester hours of lower- and upper-division transfer credits toward the undergraduate minor in Environmental Studies. Students are expected to meet with an ENS advisor before beginning the minor.

### Required Core Courses

ENS 251	Introduction to Environmental Sciences	3
ENS 271	Introduction to Sustainability	3

The 100- to 300-level elective courses listed below are each three credit hours. Undergraduate students enrolling in 400-level courses listed as "three or four hours" must enroll in the three-credit hour section. 400-level courses counted toward an undergraduate degree cannot be taken again and counted for credit toward a graduate degree.

### Environmental Policy/Law/Planning

ENS 301	Environmental Justice in America	
ENS 304	Mapping our Physical and Social World	
ENS 381	Foundations of Environmental Policy	
ENS 401	ECCE: Environmental Justice: Science, Policy, and Activism	
ENS 403	Transportation: Problems and Planning Procedures	
ENS 404	Fundamentals of Geographic Information Systems	
ENS 419	Environmental Law	
ENS 420	Key Concepts and Cases in Environmental Law	
ENS 446	Population and Public Policy	
ENS 449	Agricultural Politics & Policy	
ENS 481	Forest Policy & Management	
ENS 483	Environmental Policies: National Environmental Policy Act	
ENS 485	Environmental Policies: Water Quality	

### Environmental Social Sciences/Humanities

ENS 101	Women and the Environment	
ENS 201	Literature and the Environment	
ENS 311	ECCE: Global Change in Local Places	
ENS 331	ECCE: Evolution and Creationism	
ENS 411	ECCE: Introduction to Environmental Education	
ENS 412/ HIS 459	World Environmental Thought	
ENS 418/ HIS 438	American Environmental History	

ENS 421	Environmental Economics
ENS/SOA 422	Environmental Sociology
ENS 448	Sustainable Food Systems
ENS 461	Geopolitics: Geographical Aspects of International Affairs
ENS 471	Culture and Conservation
ENS 475	Political Ecology AKA The Political Life of Trees, Trash, & Turtles
ENS 476	Environmental Ethics
ENS 479	Writing and the Environment
ENS 488	China's Environment and the World
<b>Environmental Sciences</b>	
ENS 151	Earth Science
ENS 262	Environmental Physical Geography
ENS 405	Fundamentals of Remote Sensing
ENS 425	Ecological Issues
ENS/BIO 444	Aquatic Ecology
ENS/BIO 445	Biology Of Water Pollution
ENS 447/ CHE 431	Environmental Chemistry
ENS 463	Our Changing Climate
ENS 464	Paleoecology
ENS 465	Water Resources and Society
ENS 468	Environmental Geology
ENS 472	Urban Environments
ENS 477	Renewable Energy
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Total Hours	16

With approval of a student petition that specifies the elective category, students may count up to four hours of ENS 440 Topics in Environmental Studies.

## Global Studies

### Bachelor of Arts – Global Studies Undergraduate Minor

[www.uis.edu/globalstudies/](http://www.uis.edu/globalstudies/)

Email: [gbl@uis.edu](mailto:gbl@uis.edu)

Office Phone: (217) 206-6646

Office Location: PAC 350

## Departmental Goals and Objectives

The world of the twenty-first century is one of both great promise and great danger; one in which technological changes promise to bring us closer together, but ideological, cultural and religious diversity threaten to pull us apart. The task of a university in this complex era must be to produce students, who, as citizens and community leaders, can provide an informed public that can make the difficult policy choices future generations will face.

Global Studies examines the interactions and inter-relations among countries and peoples across the globe; studies particular regions and cultures in a comparative and interactive way; and considers issues affecting more than one country. The curriculum is designed to provide students with the tools necessary to understand how

other peoples see the world and the issues confronting the global community. The degree uses an interdisciplinary approach that emphasizes political science, history, economics, sociology/anthropology, communications, gender studies, and environmental studies. Within these disciplines, as well as across them, students learn a variety of theoretical approaches for understanding global issues such as war and peace, globalization, and development.

## The Bachelor's Degree

### Advising

Majors in Global Studies are advised by faculty appointed to the program. However, majors are welcome to seek the advice of associated faculty who teach courses in the program as well. Particular care is required in choosing courses in the upper division concentrations, and one of the tracks (the self-designed concentration) requires the written approval of an advisor.

### Grading Policy

Global Studies majors must receive a grade of C (2.0) or better in GBL 301 and in GBL 491.

### Transfer Courses

Transfer courses will be evaluated on a case-by-case basis.

### Communication Skills

Every Global Studies student is required to demonstrate, by testing or successful completion of four semesters of college-level foreign language, an intermediate competency in a spoken language other than their native tongue.

### Degree Requirements

The overarching theme of Global Studies is an integrated, interdisciplinary approach to global learning. This is carried out primarily through courses at the introductory level and the capstone. These courses are designed to introduce students to thinking about the world in an interdisciplinary fashion, and at the end of their major to help them understand how all of the parts they have studied interrelate with each other. In between, majors are required to take a core curriculum in economics, history, political science, and world cultures. Once the core curriculum is completed, students have the choice of taking one of several concentrations: Globalization, Politics and Diplomacy, or a self-designed concentration agreed upon between the student and his/her advisor.

A second element of the major requires each student to take course work that introduces both international and comparative methods of analysis. This is done explicitly in the core courses on international relations, comparative politics, and world cultures. As a result, students learn not only the power of interdisciplinary, but also how these disciplines can be applied in a variety of ways to understand relationships and focus on both similarities and differences among nations and societies.

### Core Courses

ECO 201	Introduction to Microeconomics	3
ECO 202	Introduction to Macroeconomics	3
GBL 301	Introduction to Global Studies	3
GBL 491	Global Studies Capstone	3

PSC 371	Introduction to Comparative Politics	3
PSC 373	Introduction to International Relations	3
<b>Select one of the following Regional History courses:</b>		<b>3</b>
HIS 118	Making of the West	
HIS 160	Topics in Middle Eastern History	
HIS 161	Introduction to the Modern Middle East	
HIS 176	History of Premodern East Asia	
HIS 177	History of Modern East Asia	
HIS 202	European History	
<b>Select one of the following Culture courses:</b>		<b>3-4</b>
ENG 152	Introduction to World Literature	
GBL 331	ECCE: Cultural Geography	
SOA 302	Understanding Cultures	
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Total Hours		24-25

After completion of the the first seven core courses above, students then focus on one of a number of topical concentrations (12 to 16 hours). Two of those concentrations are Globalization, and International Politics and Diplomacy. A third option allows for a self-designed concentration (with advisor approval) that focuses on a thematic topic such as the Environment & Development, Women Across Cultures, etc.

- Globalization Concentration (p. 112)
- Politics and Diplomacy Concentration (p. 112)
- Self-Designed or Topical Concentration (p. 113) (advisor approval required)

The final course in the curriculum, GBL 491-Global Studies Capstone, is designed to help students to weave together the components of their curriculum.

While theory is important, Global Studies majors also have the opportunity to put their learning to the test of experience. One of these ways could include participating in the Model United Nations (MUN) simulation (by taking PSC 478 and PSC 483), which requires students to represent a country (usually not the US) at the UN, learn UN procedures, practice the diplomatic arts of persuasion and coalition building, and learn about the issues facing their adopted country. A second way that students can learn from experience is by participating in one of our study-abroad programs. Special encouragement is given to students to enhance their foreign language skills by choosing to study abroad in a country where the foreign language of their choice is spoken. Finally, each Global Studies major is required to do a three - six hour "civic engagement" experience. In addition to Study Abroad, this might include doing an internship at the US headquarters of a multinational corporation, or for a non-governmental organization (NGO) dealing with human rights or the environment.

## Global Studies Minor

The Global Studies minor provides students with the tools necessary to better understand the complex and changing world of the twenty-first century. The learning objectives of the minor are to convey knowledge not only of global issues, but also of comparative methods of analysis (i.e., the similarities and differences between and among states, societies, and cultures); and to provide an interdisciplinary approach that integrates the knowledge and methods that history, political

science, economics, sociology/anthropology, women and gender studies, and geography/environmental studies have to offer.

To earn a minor in Global Studies, students must complete a minimum of 15 or 16 semester hours of upper-division course work at UIS. In exceptional cases, a student may submit a Student Petition form to have up to eight hours of transfer credit accepted toward the minor. Transfer students still must take the core course and follow distribution requirements.

The required core for the minor is GBL 301. In addition, electives, totaling 12-16 semester hours, must be taken from two areas:

1. Two courses (six - eight credits) that provide an international perspective, and
2. Two courses (six - eight credits) that provide a comparative perspective

Students may not take more than one course in their major field of study to fulfill the Global Studies minor requirements. Students should consult with a Global Studies faculty member to ensure that they are meeting their individual needs and the requirements for the major.

### Core Course

GBL 301	Introduction to Global Studies	3
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### International courses 6-8

ECO 447	International Trade and Finance	
ECO 449	International Business	
ENS 488	China's Environment and the World	
HIS 371	Islamic Civilization	
HIS 373	ECCE: Reading Arab Past	
HIS 375	ECCE: Conflict in the Middle East	
HIS 378	ECCE: Christian-Muslim Encounters	
HIS 443	American Foreign Relations in the 20th Century	
HIS 460	Studies in Latin American History	
HIS 463	Europe In The 20th Century	
HIS 470	Topics in 20th Century World History	
HIS 471	ECCE: The Pacific War: World War II in East Asia	
HIS 473	History of the Soviet Union	
HIS 476	Modern China	
HIS 478	Modern Japan	
LES 465	International Human Rights Law: Skills and Advocacy	
MGT 485	International Management	
PSC 373	Introduction to International Relations	
PSC 428	Globalization and the Future of Democracy	
PSC 452	ECCE: Economic Analysis	
PSC 462	International Law and Organizations	
PSC 463	International Political Economy	
PSC 464	ECCE: Latin American Politics	
PSC 466	Politics of Western Europe	
PSC 470	Terrorism and Public Policy	
PSC 473	War and Peace	
PSC 474	American Foreign Policy	
PSC 476	International Politics of the Middle East	
PSC 477	Russian Politics	

PSC 478	National Model United Nations	
PSC 483	Model United Nations	
SOA 442	Mexican Migration to the U. S.	
<b>Comparative courses</b>		<b>6-8</b>
BUS 381	Business and Developing Countries	
CCJ 346	ECCE: International Criminal Justice Systems	
CCJ 415	ECCE: Crime and Sentencing: Global Issues	
COM 425	ECCE: Intercultural Communication	
ECO 302	Macroeconomics in a Global Economy	
ECO 421	Comparative Economic Systems	
ECO 445	Economic Development	
ENS 311	ECCE: Global Change in Local Places	
ENS 412	World Environmental Thought	
ENS 446	Population and Public Policy	
ENS 461	Geopolitics: Geographical Aspects of International Affairs	
ENS 463	Our Changing Climate	
GBL 331	ECCE: Cultural Geography	
HIS 365	ECCE: Culture Wars/Europe	
HIS 459	World Environmental Thought	
HIS 475	ECCE: Nationalism and Imperialism	
HIS 479	ECCE: From Vikings to Hackers: A Pirate's World History	
HIS 483	Anime, History, and Memory	
HIS 485	Cold War and the Middle East	
MPH 301	Global Environmental Health	
MPH 471	Emerging Diseases	
PHI 315	Comparative Philosophy of Religion	
PHI 416	Continental Philosophy	
PSC 331	ECCE: Political Ideas and Ideologies	
PSC 371	Introduction to Comparative Politics	
PSC 372	Global Issues	
PSC 468	Foreign Policy Analysis	
SOA 302	Understanding Cultures	
SOA 325	ECCE: Latina/o USA	
SOA 428	ECCE: Culture, Health, and Power	
SOA 441	ECCE: Global Social Stratification	
SOA 455	Women in Political Movements: A Cross-Cultural Perspective	
SOA 456	Global Masculinities	
SOA 458	Global Social Change and Transnational Movements	
SOA/WGS 459	ECCE: Women Across Cultures	
<b>Total Hours</b>		<b>15-19</b>

Other programs associated with Global Studies include the following:

**Model United Nations (MUN)** is designed to teach students how the United Nations fosters peace in the international system. The MUN courses (PSC 478 and PSC 483) allow students to participate in committee simulations where world problems are debated and solutions are presented. Students learn how to operate in a caucus environment while role-playing a country that is not their native homeland. The courses are specifically designed to prepare UIS

students to compete at the National Model United Nations Conference held annually in New York City.

The **Global Experience Program** includes UIS study-abroad seminars and exchange programs, as well as programs administered by other universities and educational institutions. UIS has developed short-term study-abroad programs in a number of countries; yearly offerings vary. UIS has also signed exchange agreements with a range of universities across the world. These exchange agreements permit UIS students to study at the partner institutions for a semester or year paying UIS tuition. For more information regarding Study Abroad contact [intprog@uis.edu](mailto:intprog@uis.edu). (intprog@uis.edu) Other UIS partnerships to promote global studies include the Sister Cities Association of Springfield and the World Affairs Council of Central Illinois.

## Globalization Concentration

<b>Select four of the following Electives:</b>		<b>12-16</b>
BUS 381	Business and Developing Countries	
COM 425	ECCE: Intercultural Communication	
ECO 302	Macroeconomics in a Global Economy	
ECO 421	Comparative Economic Systems	
ECO 445	Economic Development	
ECO 447	International Trade and Finance	
ECO 449	International Business	
ENS 311	ECCE: Global Change in Local Places	
ENS 461	Geopolitics: Geographical Aspects of International Affairs	
MGT 485	International Management	
PSC 372	Global Issues	
PSC 428	Globalization and the Future of Democracy	
PSC 463	International Political Economy	
SOA 441	ECCE: Global Social Stratification	
SOA 458	Global Social Change and Transnational Movements	
<b>Total Hours</b>		<b>12-16</b>

## Politics and Diplomacy Concentration

<b>Select four of the following Electives:</b>		<b>12-16</b>
ENS 461	Geopolitics: Geographical Aspects of International Affairs	
HIS 371	Islamic Civilization	
HIS 375	ECCE: Conflict in the Middle East	
HIS 378	ECCE: Christian-Muslim Encounters	
HIS 443	American Foreign Relations in the 20th Century	
HIS 463	Europe In The 20th Century	
HIS 470	Topics in 20th Century World History	
HIS 475	ECCE: Nationalism and Imperialism	
HIS 476	Modern China	
HIS 478	Modern Japan	
HIS 485	Cold War and the Middle East	
LES 303	American Law in Comparative Perspective	



LES 465	International Human Rights Law: Skills and Advocacy
PSC 331	ECCE: Political Ideas and Ideologies
PSC 372	Global Issues
PSC 422	ECCE: Politics and Religion: Culture Wars
PSC 452	ECCE: Economic Analysis
PSC 462	International Law and Organizations
PSC 464	ECCE: Latin American Politics
PSC 466	Politics of Western Europe
PSC 468	Foreign Policy Analysis
PSC 470	Terrorism and Public Policy
PSC 473	War and Peace
PSC 474	American Foreign Policy
PSC 476	International Politics of the Middle East
PSC 477	Russian Politics
PSC 478 & PSC 483	National Model United Nations and Model United Nations
SOA 458	Global Social Change and Transnational Movements
SOA/WGS 459	ECCE: Women Across Cultures
Total Hours	12-16

## Self-Designed Regional or Topical Concentration

*With advisor approval, students may create a thematic or regional concentration.*

<b>Select four of the following Electives:</b>	12-16
BUS 381	Business and Developing Countries
CCJ 346	ECCE: International Criminal Justice Systems
CCJ 415	ECCE: Crime and Sentencing: Global Issues
COM 425	ECCE: Intercultural Communication
ECO 302	Macroeconomics in a Global Economy
ENS 311	ECCE: Global Change in Local Places
ENS 412	World Environmental Thought
ENS 446	Population and Public Policy
ENS 461	Geopolitics: Geographical Aspects of International Affairs
ENS 463	Our Changing Climate
ENS 475	Political Ecology AKA The Political Life of Trees, Trash, & Turtles
ENS 488	China's Environment and the World
HIS/SOA 325	ECCE: Latina/o USA
HIS 365	ECCE: Culture Wars/Europe
HIS 371	Islamic Civilization
HIS 373	ECCE: Reading Arab Past
HIS 375	ECCE: Conflict in the Middle East
HIS 378	ECCE: Christian-Muslim Encounters
HIS/LES/PSC 422	ECCE: Politics and Religion: Culture Wars
HIS 463	Europe In The 20th Century
HIS 471	ECCE: The Pacific War: World War II in East Asia

HIS 473	History of the Soviet Union
HIS 475	ECCE: Nationalism and Imperialism
HIS 476	Modern China
HIS 478	Modern Japan
HIS 479	ECCE: From Vikings to Hackers: A Pirate's World History
HIS 485	Cold War and the Middle East
LES 303	American Law in Comparative Perspective
LES 465	International Human Rights Law: Skills and Advocacy
LNG 321	Spanish Civilization and Culture
MGT 485	International Management
MPH 301	Global Environmental Health
MPH 471	Emerging Diseases
PAD 482	Global Child Advocacy Studies
PHI 315	Comparative Philosophy of Religion
PHI 416	Continental Philosophy
PSC 331	ECCE: Political Ideas and Ideologies
PSC 372	Global Issues
PSC 422	ECCE: Politics and Religion: Culture Wars
PSC 428	Globalization and the Future of Democracy
PSC 452	ECCE: Economic Analysis
PSC 462	International Law and Organizations
PSC 463	International Political Economy
PSC 464	ECCE: Latin American Politics
PSC 466	Politics of Western Europe
PSC 468	Foreign Policy Analysis
PSC 470	Terrorism and Public Policy
PSC 473	War and Peace
PSC 474	American Foreign Policy
PSC 476	International Politics of the Middle East
PSC 477	Russian Politics
PSC 478	National Model United Nations
PSC 483	Model United Nations
SOA 302	Understanding Cultures
SOA 325	ECCE: Latina/o USA
SOA 428	ECCE: Culture, Health, and Power
SOA 441	ECCE: Global Social Stratification
SOA 442	Mexican Migration to the U. S.
SOA 455	Women in Political Movements: A Cross-Cultural Perspective
SOA 456	Global Masculinities
SOA 458	Global Social Change and Transnational Movements
SOA/WGS 459	ECCE: Women Across Cultures
Total Hours	12-16

## Legal Studies

**Bachelor of Arts  
Undergraduate Minor**  
Master of Arts (p. 170)

[www.uis.edu/legalstudies/](http://www.uis.edu/legalstudies/)

Email: [les@uis.edu](mailto:les@uis.edu) or [les-online@uis.edu](mailto:les-online@uis.edu)

Office Phone: (217) 206-6535

Office Location: PAC 350

## Departmental Goals and Objectives

The Department of Legal Studies at UIS offers students an exceptional opportunity to study and experience law in action. Springfield is the seat of the Illinois legislature, the Illinois Circuit Court for Sangamon County, the Illinois Appellate Court for the Fourth District, the Illinois Supreme Court, and the United States District Court for the Central District of Illinois. Legal Studies students have the opportunity to interact with both the legislature and the state and federal courts in their classes and through internships. The Legal Studies department emphasizes law in a societal context within a broad-based liberal arts curriculum. The department seeks to develop the student's knowledge and understanding of the legal system and to enhance skills in analytical thinking, research, and writing. The department also seeks to develop professional and scholarly skills that graduates will need in law-related careers or graduate-level studies. Students are encouraged to participate in several experiential learning opportunities, including working with the Illinois Innocence Project, competing with the Mock Trial Club, and participating in the Pre-Law Society.

Knowledge of law and the legal system is important for individuals in a wide array of careers, including politics, government, law enforcement, social work, lobbying, legislative work, legal analysis, nonprofit work, corrections, human resources, and court administration. Many professionals, especially in the public sector, need a comprehensive understanding of what the legal system is, how it works, how it interrelates with social change, and how it assists people in asserting their rights.

The objectives and outcomes for the B.A. graduate are:

1. To develop analytical skills necessary to appreciate law as a social phenomenon;
2. To develop an understanding of how law is created, applied, interpreted, and changed;
3. To impart knowledge of substantive areas of the law;
4. To provide clinical or direct working experience in legal environments;
5. To perfect student skills in legal research, writing, and analysis; and
6. To provide an interdisciplinary liberal arts education.

Students interested in learning more about legal studies or preparing to designate legal studies as an academic major should contact the Legal Studies Department. For advice on what kinds of classes provide good preparation for law school or information about how legal studies prepares students for law, students should contact the Pre-Law Center at (217) 206-4529 or [prelawcenter@uis.edu](mailto:prelawcenter@uis.edu).

## The Bachelor's Degree

A major in Legal Studies provides students with a fundamental knowledge of law and legal systems, helping them evaluate legal issues and make assessments of the way law operates in society through a balanced, interdisciplinary study of theory and practice. The Legal Studies curriculum offers a flexible course of matriculation that provides the professional and scholarly skills necessary for many law-related careers, law school, or further graduate study.

Law-related careers include consultants, court administrators and clerks, data analysts, state and federal law enforcement officers and agents, government relations, hospital administrators, human resource managers, investigators, labor relations directors, legal consultants, legislators and legislative liaisons, lobbyists, policy developers, politicians, public service administrators, reporters, social workers, superintendents and unions representatives, to name a few.

The department is strong in the study of US and comparative law; constitutional law; legal issues of race, gender, and class; international law and issues of immigration; corporate law; legal history; law and the humanities, law and the social sciences; law and government; issues of criminal and social justice; legal philosophy; and teaching legal skills. Faculty are active in the Illinois Innocence Project, Mock Trial, the Pre-Law Center, and the UIS Immigration Task Force.

One distinctive advantage of the program is its location in Springfield, affording students the opportunity to participate directly in many legal institutions including local, state and federal courts, public and private law offices and clinics, and the state legislature.

## Advising

A professional undergraduate advisor is assigned to each student after the student has been fully admitted to the LES Department. The advisor helps students plan their overall course of undergraduate study. The advisor provides advice and assists the student if any difficulties arise during his or her UIS career. Advisors are required to sign off on a variety of forms, including applications for clinical education or thesis studies. Students should talk to their advisor at least once each semester.

Students are also assigned a faculty advisor. Faculty advisors help students focus their courses within the legal studies curriculum, assess opportunities for experiential learning, and plan for their careers after UIS. If a student wishes to select a specific faculty advisor, a student may file a form for this purpose, available through the department office.

## Grading Policy

The Legal Studies program has no grading policy different from that used by the UIS campus.

## Honors in Legal Studies

Students may apply for participation in the department's honors program. To graduate with Honors in Legal Studies, students must successfully complete the Honors section of LES 489 Closing Seminar and graduate with a 3.5 UIS grade point average.

## Degree Requirements

A Legal Studies Degree allows students the flexibility to focus on the knowledge and skills they will need to be successful in their future career plans.

The degree entails required core and elective courses. Required courses give students the opportunity to acquire essential legal background and to develop needed skills. Elective courses allow students to focus their program of study in a specific area.

Students should be aware that required courses are not offered every semester. Students are strongly advised to consult with their academic advisor or faculty advisor before registering. To ensure that all course

work is properly integrated, students are encouraged to work out plans for their academic careers in conjunction with their LES advisor.

The Legal Studies B.A. degree requires each student to take a minimum of three hours of internship for their ECCE Engagement Experience requirement. Students may take up to six hours of internship; any hours beyond three will be credited as elective hours. Double majors may have different internship requirements and should consult with their LES and other major advisor.

When necessary and advisable, students may waive the program's three-hour internship requirement and substitute another ECCE course in its place. Waivers are given only in exceptional cases.

Students who double-major in Legal Studies and Political Science may count cross-listed courses with a PSC prefix as electives in Legal Studies.

#### Core courses – required of all undergraduate students

LES/PSC 202	Introduction to the American Legal System	3
LES 303	American Law in Comparative Perspective	3
LES 307	Law and Society	3
LES 352	History of American Law	3
LES 401	Legal Research And Citation	4
LES 414	American Constitution: Government Powers and Institutions	3
LES/PSC 416	The American Constitution and Civil Liberties	3
LES 489	Closing Seminar: Ethics and Current Legal Questions	3
<b>LES Electives</b>		<b>9</b>
<b>Total Hours</b>		<b>34</b>

## Communication Requirement

UIS requires that students demonstrate proficiency in writing skills before attaining a degree. Each student's writing skills are initially assessed by instructors in legal studies courses. Students who are identified as having writing difficulties are required to develop a plan of improvement with their advisor.

Certification of communication skills for LES majors occurs through an assessment of the student in both LES 303 American Law in Comparative Perspective and LES 307 Law and Society. Students must demonstrate competency in standard written English by passing the writing portion of the courses with a grade of C or better (grades of C- or lower will not be accepted) to meet this campus requirement. Students who do not demonstrate adequate written communication skills will be required to take one or more lower division writing courses to address the writing deficiencies before being allowed to graduate.

## Closure Requirement

Students must complete a minimum of 48 upper-division hours and fulfill all department and general education requirements to graduate. Each student must submit a completed graduation application by the deadline date designated by the Office of Records and Registration for the applicable semester.

Graduation application instructions are available on the Office of Records and Registration website.

## Legal Studies Minor

Students from on-campus and online majors throughout UIS will benefit from the preparatory law-related classes offered as part of the Legal Studies minor. Knowledge of the law and the legal system is important for individuals in a wide array of careers, from financial advisors to computer scientists, from health administrators to social workers, from news reporters to novelists, from union representatives to personnel administrators, from law enforcement officials to court administrators, as well as lobbyists, politicians, and beyond. Students interested in going on to law school will especially benefit from this minor, achieving a foundational background in law and legal systems.

The academic objectives, goals and outcomes of this minor for students are:

- To gain a basic understanding of the American legal system
- To engage in critical analysis of the way law operates in society
- To be able to answer the questions of how law is created, applied, interpreted, and changed

## Grading Policy

LES minors must receive a grade of C (2.0) or higher in all required core courses. A grade of C- or lower will not be accepted in these courses.

## Minor in Legal Studies Requirements:

To earn a minor in Legal Studies, students must complete a minimum of 15 semester hours.

LES/PSC 202	Introduction to the American Legal System (Core Course)	3
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#### LES Electives

Requires 9 hours of 300- or 400-level coursework. The remaining 3 hours may be taken at the 100, 200, 300, or 400 level.

<b>Total Hours</b>		<b>15</b>
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## Political Science

### Bachelor of Arts

#### Integrated B.A. / M.A.

#### Undergraduate Minor

Master of Art (p. 174)s

Graduate Certificate (p. 175)

[www.uis.edu/politicalscience/](http://www.uis.edu/politicalscience/)

**Email:** [pos@uis.edu](mailto:pos@uis.edu)

**Office Phone:** (217) 206-6646

**Office Location:** PAC 350

## Departmental Goals and Objectives

The State of Illinois has one of the nation's more interesting political cultures. Located in Springfield, the hub of Illinois political activity, UIS is able to provide a laboratory for the study of government and politics, enriched with internship opportunities for practical experience.

UIS students get a rigorous academic program in a highly engaged Political Science, where practical politics brings theoretical studies to life. Political Science at UIS emphasizes the practical importance of theory and the academic importance of practice. Opportunities for experiential learning are available through a legislative internship

program for undergraduate majors and through internships and assistantships for graduates. By focusing electives in particular areas of interest, students are able to develop research skills and acquire broad academic backgrounds reflecting the rich political resources readily available in the capital city.

Students are encouraged to participate in special activities related to their course of study. The Political Science Department is directly involved in Model Illinois Government and, with faculty and students in Global Studies, in Model United Nations. Students and faculty in Political Science also regularly attend and present their work at public forums and conferences.

The B.A. program can be taken fully on-campus or fully online, and on-campus students may use a blended approach of mixing on-campus and online course work.

## The Bachelor's Degree

A major in Political Science provides students with a systematic knowledge of political life, helping them evaluate public issues and make decisions through a balanced program of study in which philosophical, empirical, and policy concerns complement one another. The Political Science curriculum offers a flexible course of study that provides a solid foundation for a career in law, politics, public service, research, or teaching. The department is strong in the study of American national and state politics, politics and law, political philosophy, comparative and international politics, and political behavior. Individual faculty have special competencies in such topics as public opinion, elections and election reform, voting behavior, legislative politics, state politics and policy, human rights, women's rights, sexuality and politics, globalization, critical theory, international political economy, and American foreign policy. Faculty are also active in the UIS Institute for Legal, Legislative, and Policy Studies and participate in several internship programs sponsored by UIS.

## Advising

Entering students are assigned to an undergraduate college advisor when they declare Political Science as their major field of study. They will also be assigned a faculty advisor. After their first semester, when students are acquainted with the faculty and are more knowledgeable about the department and the campus, they may wish to select a specific faculty advisor. The course of study for the B.A. is planned jointly with the college advisor, so students should consult with their advisor before each registration and from time-to-time during the semester.

One distinct advantage of the program is its location in Springfield, affording opportunities to participate directly in politics. Cooperation between UIS and governmental and private agencies provides many opportunities for experiential learning in public affairs research and politics.

## Grading Policy

The Political Science department has no grading policy different from that used by the UIS campus.

## Honors in Political Science

Students with at least 15 completed hours in Political Science courses with a minimum 3.50 GPA in those courses may apply for participation in the department's honors program. To graduate with Honors in Political Science, students must successfully complete an independent

research project in PSC 486 Honors Closing Seminar. Students are also able to take a graduate-level course in Political Science as an elective. (Please be aware that any graduate-level course counted toward credit in a student's undergraduate degree cannot later be counted toward a graduate degree.)

## Communication Skills

Both the study and the practice of politics require that students/citizens speak, write, and read well. These skills are also critical for successful careers in government, law, and business.

## Degree Requirements

Following is a list of required courses. Students who believe that they have had a comparable course at their four-year or community colleges may submit a Student Petition form to department to waive the course requirements. Students may submit a Student Petition form to count a maximum of four courses as transfer credit toward the PSC major. Students are encouraged to take the foundation courses, including PSC 451, before taking other 400-level courses.

### Core Courses

PSC/LES 201	Introduction to the American Political System	3
PSC 325	Introduction to Political Philosophy	3
PSC 371	Introduction to Comparative Politics	3
PSC 373	Introduction to International Relations	3
PSC 451	Empirical Political Analysis	3
PSC 485	Closing Seminar	2
or PSC 486	Honors Closing Seminar	

### Political Science electives <sup>1</sup>

Must be at the 300- and 400-level.	15
<b>Total Hours</b>	<b>32</b>

<sup>1</sup> Core courses may not be used to fulfill this requirement.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements. Students seeking a double major in Political Science and Legal Studies may count cross-listed courses with a Legal Studies (LES) prefix as electives in Political Science and may count cross-listed courses with a Political Science (PSC) prefix as electives in Legal Studies. These students may also use PSC 451 toward the Legal Studies' requirement LES 472.

## Engagement Experience/ECCE

Students are required to complete a minimum of 10 semester hours of Engaged Citizenship Common Experience (ECCE) requirements in the areas of U.S. Communities, Global Awareness, Engagement Experience, and ECCE Speaker Series.

In political science, all majors must complete six hours of Engagement Experience – an internship program which emphasizes improvement of the student's ability to learn from experience, career assessment, relationships between theory and practice, and realistic appreciation of public affairs. The PSC department requires that students use six hours of ECCE credit toward the Engagement Experience. Students fulfill this requirement by enrolling in IPL 300 for six credit hours.

If a student can justify a different distribution of the 10-hour requirement, (s)he may claim an exception to the rule by petitioning the Political Science department.

Students must also take a three or four hour U. S. Communities Course as a part of completing ECCE requirements.

## Degree Plan\*

\*Listed below is a **SUGGESTED Degree Plan**. For **OFFICIAL program information, please refer to the catalog content above and consult your academic advisor**.

### Year 1

Fall	Hours
ENG 101 <sup>2</sup> Rhetoric and College Writing	3
Visual/Performing Arts Humanities Requirement <sup>2</sup>	3
Non-lab Science (life or physical science) <sup>2</sup>	3
Freshman Seminar <sup>2</sup>	3
Elective (lower division 100/200) <sup>1</sup>	3
Hours	15

### Spring

ENG 102 <sup>2</sup> College Writing and Civic Engagement	3
Humanities Course <sup>2</sup>	3
PSC 201 Introduction to the American Political System (Social Science) <sup>2</sup>	3
Comparative Societies (Humanities or Social Science) <sup>2</sup>	3
Math Skills <sup>2</sup>	3
Hours	15

### Year 2

Fall	Hours
COM 112 <sup>2</sup> Oral Communication	3
Social Science Course <sup>2</sup>	3
Lab science (life or physical science) <sup>2</sup>	4
PSC 325, Introduction to Political Philosophy 371, or 373 <sup>1</sup>	3
Elective (lower division 100/200) <sup>1</sup>	3
Hours	16

### Spring

Math Applied <sup>2</sup>	3
PSC 325, Introduction to Political Philosophy 371, or 373 <sup>1</sup>	3
ECCE U.S. Communities <sup>3</sup>	3
Elective (lower division 100/200) <sup>1</sup>	3
Elective (lower division 100/200) <sup>1</sup>	3
Hours	15

### Year 3

Fall	Hours
300-400 level PSC Elective <sup>4</sup>	3
PSC 325, Introduction to Political Philosophy 371, or 373 <sup>1</sup>	3
PSC 451 <sup>1</sup> Empirical Political Analysis	3

300-400 level PSC Elective <sup>4</sup>	3
300-400 level General Elective <sup>5</sup>	3
Hours	15

### Spring

300-400 level General Elective <sup>5</sup>	3
300-400 level General Elective <sup>5</sup>	3
300-400 level General Elective <sup>5</sup>	3
300-400 level PSC Elective <sup>4</sup>	3
300-400 level General Elective <sup>5</sup>	3
Hours	15

### Year 4

Fall	Hours
300-400 level PSC Elective <sup>4</sup>	3
300-400 level General Elective <sup>5</sup>	3
ECCE Speaker Series <sup>3</sup>	1
IPL 300 <sup>3</sup> ECCE: Internship Applied Learning	6
300-400 level General Elective <sup>5</sup>	3
Hours	16

### Spring

300-400 level General Elective <sup>5</sup>	3
300-400 level PSC Elective <sup>4</sup>	3
300-400 level PSC Elective <sup>4</sup>	3
300-400 level General Elective <sup>5</sup>	3
PSC 485 <sup>4</sup> Closing Seminar	2
Hours	14
Total Hours:	121

<sup>1</sup> These courses are Lower Division Foundation course requirements- 24 Hours

<sup>2</sup> This course fulfills General Education requirements- 43 Hours

<sup>3</sup> Students must complete ECCEs in at least two of the three ECCE categories - U.S. Communities, Global Awareness, Engagement - per major requirements in addition to Speakers Series - 10 Hours

<sup>4</sup> Political Science Major course work- 20 Hours

<sup>5</sup> Upper Division electives- minimum 12 hours that can be selected to earn a minor and can be outside of major.

## Online Political Science Bachelor's Degree Program

Students in the online Political Science BA Degree Program complete all of their courses and degree requirements 100% online. Both the on-campus Political Science Bachelor's Degree Program and the online program have identical curricular requirements.

In order to be admitted to the online BA program in Political Science, students must have a minimum of 3.0 GPA and reside at least 50 miles outside of Springfield. Students should apply directly through the Office of Admissions.

***The University of Illinois is not authorized to offer online distance education programs to students in the State of Maryland.***

To graduate with a BA in political science, students must complete 32 credit hours consisting of 17 core hours, including the closing seminar, and 15 elective hours. Students must also complete the

ECCE requirements. Core courses and electives are offered online. Some elective choices may not be offered online.

Online BA students are able to complete their internship where they reside; course work and field visits can be completed online and by phone respectively.

### Integrated B.A./M.A. Program

This special curriculum is designed for undergraduates who know early on that they would like to complete a Political Science Master’s Degree. It is an academic program that makes it possible for a major in political science to complete the B.A. and M.A. degrees in a shortened time period when undertaking full-time study.

Students in the B.A./M.A. curriculum must satisfy all the requirements for the B.A. in political science.

### Admission to the Integrated B.A./M.A. Program

Students must first be admitted to UIS. Qualifications for admission include a GPA of at least 3.0 for all previous college work and completion of a basic course in American government or PSC 201 Introduction to the American Political System.

Undergraduate Political Science majors may apply for admission any time before registering for the internship. However, interested students are encouraged to apply as soon as possible after being admitted to UIS.

### Integrated B.A./M.A. Curriculum

Upon graduation with the B.A. degree, students are evaluated for admission to continue on in the M.A. phase of the curriculum. Students in the B.A./M.A. program still need to apply to the M.A. program through UIS Admissions.

The requirements for the M.A. phase of the B.A./M.A. curriculum are the same as those for the M.A. program, except that the number of elective courses will be reduced by two. The integrated B.A./M.A. plan includes an enhanced internship counting for graduate-level elective credit. With those reductions, the number of hours required for the M.A. phase is 32.

The integrated B.A./M.A. program is available to both on-campus and online students.

### Political Science Minor

To earn a minor in Political Science, students must complete a minimum of 15 semester hours.

#### Core Courses

Select two of the following:	6
PSC/LES 201 Introduction to the American Political System	
PSC 325 Introduction to Political Philosophy	
PSC 371 Introduction to Comparative Politics	
PSC 373 Introduction to International Relations	

#### PSC Electives <sup>1</sup>

Courses must be selected at the 300- or 400-level.	9
<b>Total Hours</b>	<b>15</b>

<sup>1</sup> Courses selected as part of the core course requirements for the PSC minor cannot be used as PSC electives.

## Public Administration

### Bachelor of Arts

- Master of Public Administration (p. 177)
- Doctor of Public Administration (p. 179)
- Joint Graduate Degree – MPA/MPH (p. 178)
- Graduate Certificates (p. 179)

[www.uis.edu/publicadministration/](http://www.uis.edu/publicadministration/) or [www.uis.edu/dpa/](http://www.uis.edu/dpa/)

Email: [mpa@uis.edu](mailto:mpa@uis.edu) or [dpa@uis.edu](mailto:dpa@uis.edu)

Office Phone: (217) 206-6310

Office Location: PAC 420

### Departmental Goals and Objectives

Public Administration is a field of study that prepares students to serve as managers in local, state, and federal government as well as the nonprofit sector. This interdisciplinary field applies the theories and methods of the social sciences to solve problems of governance and public service. Areas of study include the principles of public administration, management, organization theory, public policy, public budgeting, financial management, law, ethics and social science research methods.

#### Department of Public Administration Mission:

To contribute to improvement in the public and nonprofit sectors by:

- Preparing students for public service through quality Bachelor, Master and Doctoral degrees and graduate certificates;
- Developing, sharing and applying knowledge

The UIS Bachelor of Arts in Public Administration degree program is designed to prepare students to advance the public interest and civic engagement. Students are prepared through an integration of theory and practice. The program seeks to capitalize on the University’s location in the state capitol, and traditional focus on Public Affairs. The program features opportunities for practical learning through access to state government and historical sites, faculty with experience in government, and internship experiences which are coordinated through the Internship and Prior Learning Program. In addition to required core courses, the program provides students an opportunity to specialize in tracks that are of particular interest to individual students given their career goals including Nonprofit Management and Philanthropy, State and Local Government Management, and Management of Public Policy.

Program outcomes:

By the time students graduate they should be able to:

- Demonstrate an understanding of the role of public administration in government
- Demonstrate an understanding of the principles of management and administration of public service organizations
- Demonstrate an understanding of the fundamentals of public policy
- Demonstrate an understanding of the basic principles of organizational theory

- Demonstrate an understanding of the importance of public service ethics
- Demonstrate an understanding of the role and value of diversity
- Apply critical thinking skills to public administration and policy problems
- Employ research methods in the public administration context
- Demonstrate an ability to work collaboratively
- Demonstrate professional oral and written communication skills

## The Bachelor's Degree

Management of Public Policy Track Degree Requirements (p. 120)  
 Nonprofit Management and Philanthropy Track Degree Requirements  
 State and Local Government Management Track Degree Requirements

## Advising

Students will be assigned an initial faculty advisor when they declare Public Administration as their major field of study. The course of study is planned jointly with the academic advisor. Students should consult with their advisors before registration and at times during the semester.

The program seeks to make use of the University's location in the state capital, and its traditional focus on Public Affairs. The program features opportunities for practical learning through access to state government and historical sites, faculty with experience in government, and applied study experiences such as internships. For students without professional experience, it is highly recommended that they participate in an internship or other applied study experience. Public Administration internship experiences are coordinated through the Internship and Prior Learning Program. Students apply up to six hours of credit for up to two courses in individual field experience through IPL 300, or individual project IPL 301. The Internship course can count as one of the elective courses in any area of focus.

## Grading Policy

The department has no grading policy different from that used by the UIS campus.

## Writing Competence

Faculty may identify writing deficiencies during courses and refer students to the Learning Hub.

## AAS/ BA in Public Administration transfer completion degree program

The AAS/BA in Public Administration completion option seeks to offer students with Associate of Applied Science degrees in career and technical fields the opportunity to attain a baccalaureate degree that will enable them to capitalize on their specialized field while preparing them for management and supervisory positions in public service and nonprofit organizations. The program employs the reverse funnel stackable credential approach in which AAS degree holders complete their general education requirements after transfer to the baccalaureate granting institution. Typically, a student who has earned an AAS degree has earned 15 hours of general education credit and will then complete their remaining general education courses at UIS. Upon transfer into the Public Administration program, the student with a 60+ semester hour AAS degree from an accredited institution would need to complete at least 60 hours at UIS for the BA in Public Administration. Of these 60, the remaining general education credits

needed to complete their general education requirements would include nine credits (ECO 201, MAT 121 (or MAT 122), and PSC 201 (or LES 201)) that would also satisfy part of the Public Administration program core. Thus, after transfer, most AAS degree holders would complete 60 hours at UIS, 27 of which would typically be general education hours with nine overlapping in the public administration core, leaving 27 more public administration courses and six electives to complete the degree. ECCE hours also need to be included in this total (10 more hours).

## Integrated BPA/MPA in Public Administration

This curriculum is designed to reduce time to completion of a master's degree for undergraduates who wish to prepare for a career in public administration. It is an integrated program that makes it possible for a student majoring in public administration to complete course work that can be applied to the master's degree, thus reducing their time to completion.

For students in the Integrated BPA/MPA program, all MPA program prerequisites will have been met as a part of meeting the requirements of the BPA program, and PAD 501 will be waived given that the students will already have experienced an introduction to the profession through the acquisition of the BPA. BPA students can also take up to six hours of 400 level elective credit that will be applied to the MPA. Thus, the integrated BPA/MPA student would complete at least 24 post-baccalaureate hours depending on how many 400 level electives are taken, including the following:

PAD 502	Organization Dynamics	3
PAD 503	Analytical Tools	3
PAD 504	Budget And Finance	3
PAD 505	Human Resource Management	3
PAD 506	Public Policy for Managers	3
PAD 507	Information for Decision Making	3
PAD 571	Capstone Seminar	3
Electives (up to four hours can be internship) <sup>1</sup>		12

<sup>1</sup> At least six hours of elective courses must be selected from Public Administration (PAD) courses. Any combination of PAD 400- or 500-level courses may count toward the MPA degree. Only one 400-level elective from a program outside the Department of Public Administration may be counted toward the MPA. A student in the integrated BPA/MPA may take up to six 400 level hours of electives and apply these toward the MPA.

## Management of Public Policy Track

The following is a list of required courses. Students who believe they have had a comparable course at a four-year university or community college may submit a Student Petition form to the department to waive the course requirements. Students may submit a Student Petition form to count a maximum of four courses as transfer credit toward the Public Administration major. Students are encouraged to take the foundation courses before taking other 400-level courses.

Degree requirements include 24 core hours and 12 elective hours totaling 36 hours in the major and 120 credits overall.

**Required Core Courses (9 as part of general education)** 24

ECO 201	Introduction to Microeconomics
PAD 301	Introduction to Public Service Management
PAD 302	Leadership and Management of Public Organizations
PAD 303	Public Policy for Managers
PAD 470	Research Methods and Management
PAD 471	Public Administration Senior Capstone
PSC 201	Introduction to the American Political System
or LES 201	Introduction to the American Political System
MAT 121	Applied Statistics
or MAT 122	Contemporary Statistics

**Public Administration Management of Public Policy Track Electives** 12

PAD 432	State and Local Community Development
PAD 434	ECCE: The Changing American Family and Public Policy
PAD 441	Contemporary Issues in Policy
PAD 475	Government Regulations and Administrative Law
or LES 475	Government Regulations and Administrative Law
PAD 496	Diversity and Policy
PSC 373	Introduction to International Relations
PSC 405	Illinois Government and Politics
PSC 470	Terrorism and Public Policy

## Nonprofit Management and Philanthropy Track

The following is a list of required courses. Students who believe they have had a comparable course at a four-year university or community college may submit a Student Petition form to the department to waive the course requirements. Students may submit a Student Petition form to count a maximum of four courses as transfer credit toward the Public Administration major. Students are encouraged to take the foundation courses before taking other 400-level courses.

Degree requirements include 24 core hours and 12 elective hours totaling 36 hours in the major and 120 credits overall.

**Required Core Courses (9 as part of general education)** 24

ECO 201	Introduction to Microeconomics
PAD 301	Introduction to Public Service Management
PAD 302	Leadership and Management of Public Organizations
PAD 303	Public Policy for Managers
PAD 470	Research Methods and Management
PAD 471	Public Administration Senior Capstone
PSC 201	Introduction to the American Political System
or LES 201	Introduction to the American Political System
MAT 121	Applied Statistics
or MAT 122	Contemporary Statistics

**Public Administration Nonprofit Management and Philanthropy Track Electives** 12

COM 362	Introduction to Public Relations
MGT 422	Negotiation

MIS 352	Principles of Management Information Systems
PAD 310	Nonprofit Sector and Society
PAD 411	Contemporary Issues in Nonprofit Management
PAD 431	Operations Research Methods
or MAT 444	Operations Research Methods
PAD 432	State and Local Community Development

## State and Local Government Management Track

The following is a list of required courses. Students who believe they have had a comparable course at a four-year university or community college may submit a Student Petition form to the department to waive the course requirements. Students may submit a Student Petition form to count a maximum of four courses as transfer credit toward the Public Administration major. Students are encouraged to take the foundation courses before taking other 400-level courses.

Degree requirements include 24 core hours and 12 elective hours totaling 36 hours in the major and 120 credits overall.

**Required Core Courses (9 as part of general education)** 24

ECO 201	Introduction to Microeconomics
PAD 301	Introduction to Public Service Management
PAD 302	Leadership and Management of Public Organizations
PAD 303	Public Policy for Managers
PAD 470	Research Methods and Management
PAD 471	Public Administration Senior Capstone
PSC 201	Introduction to the American Political System
or LES 201	Introduction to the American Political System
MAT 121	Applied Statistics
or MAT 122	Contemporary Statistics

**Public Administration State and Local Government Management Track Electives** 12

COM 362	Introduction to Public Relations
ECO 301	Managerial Economics
MIS 352	Principles of Management Information Systems
PAD 431	Operations Research Methods
or MAT 444	Operations Research Methods
PAD 432	State and Local Community Development
PAD 475	Government Regulations and Administrative Law
or LES 475	Government Regulations and Administrative Law
PAD 485	Administrative Law and Management
PSC 405	Illinois Government and Politics

## Public Health

**Undergraduate Minor**

Master of Public Health (p. 184) (General) (p. 185)

Master of Public Health (Environmental Health Concentration (p. 185))

Joint Graduate Degrees – MPH/MPA and MPH/HMS (p. 182)

Graduate Certificates (p. 182)

[www.uis.edu/publichealth/](http://www.uis.edu/publichealth/)

Email: [mph@uis.edu](mailto:mph@uis.edu)



**Office Phone: (217) 206-6720**

**Office Location: PAC 309**

## Public Health Minor

A minor in Public Health is designed for students who wish to develop an introductory awareness and preparation for dealing with critical local, state, national and global issues important to improving population health. Because public health practice requires a foundation in the social and natural sciences, a minor in public health pairs well with a number of the undergraduate majors at UIS (e.g., biology, chemistry, biochemistry, nursing, sociology, psychology, environmental studies, global studies, and liberal studies or students pursuing the pre-med track or allied health professions). A minor in public health will help students in these majors understand the application of their major in the betterment of environmental and public health.

The public health minor uses a foundation of policy, administration, environmental health, community health, and epidemiology for comparing and contrasting local and global public health issues and prepare the student for advanced study in program development and intervention. Students completing the minor in Public Health will be able to understand the basic principles of public health; assessment, policy development, and assurance; the role of population, poverty, and pollution on the well-being of populations; and methods for studying disease occurrence and patterns in populations.

To earn an undergraduate minor in Public Health, students must complete a minimum of 15 hours in public health courses (two core and three electives). Electives should be selected in consultation with a Public Health faculty member. Please contact [mph@uis.edu](mailto:mph@uis.edu).

### Required Core Courses

MPH 222	Global Public Health: Population, Poverty and Pollution	3
MPH 224	Epidemiology - Science of Disease Discovery	3

### Electives

Select three of the following, or a minimum of 9 hours 9

MPH 221	Environmental Facts and Fictions: The Mystery Genre	
MPH 301	Global Environmental Health	
MPH 402	ECCE: Food, Health, and Public Policy	
MPH 408	ECCE: Addiction	
MPH 438	ECCE: Monsters, Medicine, and Myths	
MPH 441	Human Well Being <sup>1</sup>	
MPH 450	Chemicals and the Citizen	
MPH 471	Emerging Diseases <sup>1</sup>	
MPH 478	ECCE: Crisis in Environmental Health	
MPH 484	ECCE: Environmental Policies: Air Quality <sup>1</sup>	
MPH 486	ECCE: Solid and Hazardous Wastes Policy <sup>1</sup>	

Total Hours 15

<sup>1</sup> PH minor students should select the three-hour option of this course to meet the minor requirements.

## Public Policy

**Bachelor of Arts**

[www.uis.edu/politicalscience/](http://www.uis.edu/politicalscience/)

**Email: [pos@uis.edu](mailto:pos@uis.edu)**

**Office Phone: (217) 206-6646**

**Office Location: PAC 350**

The Public Policy B.A. program at UIS is located within the department of Political Science and instructed by faculty and practitioners with diverse public policy expertise. The Public Policy Bachelor's Degree curriculum offers comprehensive training in the field of public policy, including applied policy implementation and program evaluation, which is especially important given the program's location in the state capital of Illinois.

Students interested in careers as lawmakers, policy analysts, legislative aides, community activists, lobbyists, graduate study of public policy, and attorneys are encouraged to apply. The program's two-track BA degree option offers an emphasis in American Public Policy or Comparative/International Public Policy, equipping students with the specialized skills desired to pursue advanced studies in public policy, political science, law, and public management.

The Public Policy Bachelor's Degree curriculum addresses questions surrounding the ethics of policy-making, the conditions in which policies are made, how programs should be implemented, and whether they are effective. Courses provide in-depth consideration of health, education, labor law, social welfare, environmental, or agricultural policy while equipping students with the tools to participate in the advocacy, drafting, and analysis of public policy.

Practical experience is enhanced by the degree requirement that students complete a six credit-hour internship with a local government or policymaking agency as part of the Public Policy Bachelor's Degree curriculum. Internships are designed to introduce students to various post-graduate professional options and can be tailored to students' unique policy interests. Students will be assisted in obtaining internship opportunities.

## The Bachelor's Degree

American Track Degree Requirements (p. 122)

Comparative/International Track Degree Requirements

## Advising

Entering students are assigned to our undergraduate college advisor when they declare Public Policy as their major field of study. They are also assigned a faculty advisor. After their first semester, when they are acquainted with the faculty and are more knowledgeable about the department and the campus, students may wish to select a specific faculty advisor. The course of study for the B.A. is planned jointly with the college advisor, so students should consult with their advisor before each registration and from time-to-time during the semester.

One distinct advantage of the program is its location in Springfield, affording opportunities to participate directly in public policy work. Cooperation between UIS and governmental and private agencies provides many opportunities for experiential learning in public affairs and public policy.

## Grading Policy

The Public Policy program has no grading policy different from that used by the UIS campus.

## Honors in Public Policy

Students with at least 15 completed hours in Public Policy courses with a minimum 3.50 GPA in those courses may apply for participation in the department’s honors program. To graduate with Honors in Public Policy, students must successfully complete an independent research project in PSC 488 Honors Closing Seminar. Students are also able to take a graduate-level course in Political Science as an elective. (Please be aware that any graduate-level course counted toward credit in a student’s undergraduate degree cannot later be counted toward a graduate degree.)

## Communication Skills

Both the study and the practice of public policy require that students/citizens speak, write, and read well. These skills are also critical for successful careers in government, law, and business.

## Engaged Citizenship Common Experience (ECCE) Requirements

Students are required to complete a minimum of 10 semester hours of Engaged Citizenship Common Experience (ECCE) requirements in the areas of U.S. Communities, Global Awareness, Engagement Experience, and ECCE Speaker Series.

In Public Policy, all majors must complete six hours of Engagement Experience – an internship program which emphasizes improvement of the student’s ability to learn from experience, career assessment, relationships between theory and practice, and realistic appreciation of public policy. The department requires that students use six hours of ECCE credit toward the Engagement Experience.

If a student can justify a different distribution of the 10-hour requirement, he/she may claim an exception to the rule by submitting a Student Petition form to the Political Science department.

Students must also take a U.S. Communities course as a part of completing ECCE requirements.

## Public Policy American Track

Following is a list of required courses. Students who believe they have had a comparable course at a four-year university or community college may submit a Student Petition form to the department to waive the course requirements. Students may submit a Student Petition form to count a maximum of four courses as transfer credit toward the Public Policy major.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements. Students seeking a double major in Public Policy and Political Science (highly recommended) may count some of the prerequisites (201 and 371) and core (451) with Political Science.

<b>Required Prerequisites</b>	9
ECO 201 Introduction to Microeconomics	3
PSC 201 Introduction to the American Political System	3
ECO 202 Introduction to Macroeconomics	3
<b>Required Core Courses</b>	17
PSC 311 Introduction to Public Policy	3
PSC 326 Ideas, Ethics, and Public Policy	3
PSC 410 Policy Analysis and Implementation	3,4

PSC 451 Empirical Political Analysis	3,4
PSC 452 ECCE: Economic Analysis	3
PSC 487 Public Policy Closing Seminar / Capstone	2
or PSC 488 Honors Public Policy Closing Seminar / Capstone	
<b>Public Policy American Track Electives (choose three)</b>	9
PSC 402 Legislative Politics	
PSC 403 Public Opinion	
PSC 406 The American Presidency	
PSC 408 American Political Behavior	
PSC 409 Political Parties and Interest Groups	
PSC 415 The Supreme Court and Judicial Politics	
PSC 420 National Security Issues and the U.S. Constitution	
PSC 444 Gender, Politics, and Public Policy	
PSC 470 Terrorism and Public Policy	
Additional Electives (six hours of PSC courses) <sup>1</sup>	6
<b>Total Hours</b>	41

<sup>1</sup> Three hours may be from outside of PSC with approval of advisor  
<sup>2</sup> Hours may be taken in the major

## Public Policy Comparative/International Track

Following is a list of required courses. Students who believe they have had a comparable course at a four-year university or community college may submit a Student Petition form to the department to waive the course requirements. Students may submit a Student Petition form to count a maximum of four courses as transfer credit toward the Public Policy major.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements. Students seeking a double major in Public Policy and Political Science (highly recommended) may count some of the prerequisites (201 and 371) and core (451) with Political Science.

<b>Required Prerequisites</b>	9
ECO 201 Introduction to Microeconomics	3
ECO 202 Introduction to Macroeconomics	3
PSC 371 Introduction to Comparative Politics	3
<b>Required Core Courses</b>	17
PSC 311 Introduction to Public Policy	3
PSC 326 Ideas, Ethics, and Public Policy	3
PSC 410 Policy Analysis and Implementation	3,4
PSC 451 Empirical Political Analysis	3,4
PSC 452 ECCE: Economic Analysis	3
PSC 487 Public Policy Closing Seminar / Capstone	2
or PSC 488 Honors Public Policy Closing Seminar / Capstone	
<b>Public Policy Track Electives (choose three)</b>	9
PSC 444 Gender, Politics, and Public Policy	
PSC 462 International Law and Organizations	
PSC 463 International Political Economy	
PSC 464 ECCE: Latin American Politics	
PSC 470 Terrorism and Public Policy	

PSC 474	American Foreign Policy	
PSC 476	International Politics of the Middle East	
Additional Electives (six hours of PSC courses) <sup>1</sup>		6
<b>Total Hours</b>		<b>41</b>

<sup>1</sup> Three hours may be from outside of PSC with approval of advisor

<sup>2</sup> Hours may be taken in the major

## Undergraduate Education

- Capital Scholars Program (p. 124)
- Center for Academic Success (p. 125)
- University Courses (p. 127)

## Capital Scholars Honors Program

### A Unique UIS Baccalaureate Experience

[www.uis.edu/caphonors/](http://www.uis.edu/caphonors/)

Email: [capitalscholars@uis.edu](mailto:capitalscholars@uis.edu)

Office Phone: (217) 206-7246

Office Location: LRH 101

The Capital Scholars Honors Program (CSHP) is a four-year baccalaureate experience open to a small number of highly qualified college students. The CSHP curriculum includes an integrated core of honors-level lower- and upper-division courses, UIS general education requirements, and any of the undergraduate majors offered by UIS. Academically well-prepared and motivated students in the program have a unique opportunity to develop creative thinking, problem-solving, global awareness, and leadership skills through a high-quality educational experience grounded in the liberal arts. Focusing on the student's total growth in the personal, academic, social, and civic arenas, the Capital Scholars Honors Program features interdisciplinary and collaborative learning and is designed to develop student talents through small classes that encourage lively exchange between students and professors. Students learn actively, applying their skills to real community concerns. Critical-thinking and research skills are emphasized throughout the program.

At the heart of the Capital Scholars Honors Program is an understanding that the problems facing today's world are complex, and often cannot be adequately understood or resolved from narrow disciplinary perspectives. Instead, a broad perspective and the application and integration of knowledge from multiple disciplines are needed. For that reason, the program focuses on teaching and learning of interdisciplinary research and writing strategies. Development of leadership skills, collaborative learning, global awareness, and cultural competency are also major emphases in the CSHP. Skills learned in UIS Honors courses can be applied via numerous internship opportunities in community agencies and organizations.

Lincoln Residence Hall is the focal point for a living-learning community during the first year, where students, faculty, and community members come together for enrichment activities. Founders Residence Hall contains the Honors living-learning community during the second year and continues with the student developmental process. Students have opportunities for travel to cultural and educational events in St. Louis and throughout central Illinois. A wide range of campus social events and entertainment enliven the hours students spend away from their studies.

## Admission

Admission is selective, but open to students who demonstrate high academic achievement and a potential for creativity and leadership. Students admitted to the Capital Scholars Honors Program are expected to have English proficiency, excellent written and oral

communication skills, and a desire for a challenging intellectual experience in their college education. To be considered for admission as a Capital Scholars Honors student, applicants must meet the minimum academic course work requirements for general admission. Additional course work is recommended in the following areas:

- Mathematics including introductory through advanced algebra, geometry, and trigonometry (four years recommended)
- Laboratory science (four years recommended)
- Foreign language (two years recommended)

Students with these qualifications are selected based on an overall evaluation of the following: grade point average; College Board or ACT score; class rank; personal and academic statement; and creative or leadership potential. Applications that contain an ACT composite of 24 or higher and a high school CGPA of 3.0 or higher, will automatically be considered for admission to the Honors Program. A personal or telephone interview with a member of the admissions committee may also be a component of the selection process.

ACT/SAT scores are waived for international students who meet other specific criteria related to language proficiency.

Honors, Advanced Placement (AP), and/or International Baccalaureate (IB) course work make a stronger application.

## Requirements

To graduate from the Capital Scholars Honors Program at UIS, students must complete 120 hours of course work, including the CSHP Integrated Core curriculum; Honors Global Awareness requirement; UIS ECCE and general education requirements; a major; and electives or a minor.

The student's final, overall, UIS cumulative GPA at the time of graduation must be a minimum of 3.0 to be eligible to graduate with the CAP Honors designation.

### CSHP Integrated Core Curriculum

CAP 102	Introduction to Honors	2
CAP 111	Honors Composition	3
CAP 115	Interdisciplinary Writing	3
CAP 141 & CAP 142	Biology and Chemistry of the Environment I and Biology and Chemistry of the Environment II	8 1

The "Question" Courses (Interdisciplinary humanities and social sciences)

CAP 122	Who Am I? Exploring Identity and Community	12
CAP 123	How Do You Know? Exploring Human Knowledge	
CAP 225	What Is Good? Exploring Values and Tradeoffs	
CAP 226	What Is Power? Exploring Control, Cooperation, and Self-Determination	
CAP 402	Senior Seminar	

### Honors Global Awareness Requirement

14-16

The Honors Global Awareness Requirement is met through various courses, such as Modern Languages, Study Abroad, and ECCE Global Awareness courses. One of the CAP Global Awareness courses must be taken to meet three hours of the Honors Global Awareness Requirement. Students may take multiple CAP Global Awareness courses, but may not repeat the same course for additional credit. Course work for the Honors Global Awareness Requirement is determined in consultation with the CSHP advisor and must be approved by the CSHP Director. Electives are determined in consultation with the CSHP advisor, approved by the Director, and submitted by student petition to the Office of Records and Registration.

Examples of CAP global awareness courses from which students should select to fulfill at least three hours of Honors Global Awareness Requirement include the following: 3

CAP 253	ECCE: For Better and For Worse	
CAP 254	Walls	
CAP 255	How the World Works	
CAP 352	ECCE: Colonial and Post Colonial Identity in South Asia	
CAP 355	ECCE: The Pacific War: World War II in East Asia	
Other CSHP advisor-approved electives		11-13
<b>General Education Requirements in CSHP Integrated Core Curriculum</b>		
Oral Communication		3
Mathematics (applied)		3-4
Mathematics (skills)		3-4
Social Science		3
Visual/Creative/Performing Arts		3
<b>Total Hours</b>		<b>58-62</b>

<sup>1</sup> CAP 141 & CAP 142 are waived for science majors who take and pass other science courses (such as BIO 141 and CHE 141).

## Center for Academic Success

[www.uis.edu/cas/](http://www.uis.edu/cas/)

**Email:** *see below*

**Office Phone:** *see below*

**Office Location:** *see below*

The Center for Academic Success is an integrated set of student support services designed to maximize the capacity of students to complete their degrees at UIS. Six units make up the Center and the five listed below offer course work. The sixth unit, Testing Services, provides academic support and does not offer course work.

- Intensive English Program (p. 125)
- International Programs (p. 125)
- Internships and Prior Learning (p. 126)
- The Learning Hub (p. 126)
- Advising Services (OASIS) (p. 126)
- Testing Services (p. 127)

Integrating these units into a single Center capitalizes on the strengths of our support units to provide enhanced quality of services, to promote greater awareness of and access to important academic support

services for undergraduate and graduate students from all four UIS colleges, and to ensure cost-effective delivery of services.

Several of the units offer courses designed to meet UIS graduation requirements or to maximize student success and retention. Such courses provide specialized knowledge and skills in academic areas. Many of these courses are labeled university (UNI) courses, although other prefixes include LNG and IPL. Some UNI courses offered at UIS are not specifically related to the Center for Academic Success, but are offered through the Office of Undergraduate Education. Examples include UNI 301 ECCE: Speakers Series and UNI 312 Scholarships & Awards Workshop .

## Intensive English Program

### Contact Information

Phone: (217) 206-8356

Location: BRK 460

Email: [esl@uis.edu](mailto:esl@uis.edu)

Website: [www.uis.edu/esl/curriculum/intensiveenglish/](http://www.uis.edu/esl/curriculum/intensiveenglish/)

The Intensive English Program (English Language Support Services) is an academic, intensive English program that aims at assisting international students to develop their English language proficiency to the level needed to pursue their education at UIS. The curriculum follows the guidelines and standards set forth by the CEA (Commission on English Language Program Accreditation). The curriculum also promotes students' acquisition of communicative competence by providing cultural learning opportunities outside the classroom. The program also offers university bridge courses which offer university credit and act as a transition from the IEP to the university.

English as a Second Language courses are offered through this unit under the LNG prefix and include the following:

LNG 091	ESL Reading and Writing	2-4
LNG 092	ESL Speaking and Listening	2-4
LNG 101	ESL Advanced Oral and Written Communication	2-4

## International Programs

### Contact Information

Phone: (217) 206-8319/8318

Location: BRK 480 and 483

Email: [intprog@uis.edu](mailto:intprog@uis.edu)

Website: [www.uis.edu/internationalprograms/](http://www.uis.edu/internationalprograms/)

International Programs encompasses three distinct areas: study abroad; support for international faculty and staff including visa and permanent resident applications; and working with faculty, departments and colleges on international initiatives. The Office offers many student abroad opportunities, including short-term study programs, full semester and year-long exchange programs, and the means to take advantage of programs offered by other universities and program providers. The Office supports visiting and permanent international faculty and staff in applying for visas and permanent residency. International Programs is also involved in international online education, collaborative efforts with universities outside the USA, and in the creation of affiliation agreements between universities.

Students completing courses offered under the auspices of this unit receive ECCE Engagement Experience credit and may request ECCE

Global Awareness credit by submitting a Student Petition form. These courses include:

UNI 460	ECCE: Global Experience Seminar	3-12
UNI 470	ECCE: Global Experience Exchange	4-18
UNI 480	ECCE: Global Experience Program	4-18
UNI 490	ECCE: Global Experience Exchange ISEP	4-16
UNI 499	Tutorial	1-12

## Internships and Prior Learning

### Contact Information

Phone: (217) 206-6640

Location: BRK 482

Email: [ipl@uis.edu](mailto:ipl@uis.edu)

Website: [www.uis.edu/ipl/](http://www.uis.edu/ipl/)

The Internships and Prior Learning Program stresses practical experience, professional development, and the value of self-directed learning. Three programs are housed within Internships and Prior Learning: Internships, Service-Learning and Prior Learning Assessment.

### Internship Services

Internships stress practical experience, professional development, and self-directed learning by providing an academically sponsored learning experience through internships or projects that provide an opportunity to learn from the community. Only degree-seeking UIS students can participate. Internships are available at local businesses, non-profit organizations, health service organizations, state agencies, legislative offices, and educational institutions. Some programs have their own experiential component integrated into the curriculum.

These internships fulfill portions of the Engaged Citizenship Common Experience.

These experiences allow students to apply theory, expand knowledge, determine additional learning needs, explore careers, and develop public awareness. The program emphasizes self-directed learning, providing extremely useful opportunities for students including:

- Career exploration
- Exploration of additional learning needs (i.e., Do I want to go to grad school?)
- Development of skills and experience that can be added to a resume
- Networking opportunities with professionals in the field
- Increased awareness of community, diversity, and public affairs

To earn credit, students must enroll in a class with an IPL prefix while completing the internship or project.

### Service-Learning

Service-Learning courses combine learning with providing service to communities in need. The service that students perform is combined with self-reflection, self-discovery, and new learning skills and knowledge. Not only do service-learning courses enrich students' learning experience, but they also fulfill portions of the Engaged Citizenship Common Experience.

## Prior Learning Assessment

Prior Learning Assessment allows qualified students to earn academic credit for college-level learning acquired outside the classroom and is particularly valuable to those with an extensive background in a profession, in workshops or seminars, in community service and volunteer work, in relevant travel or hobbies, and/or in independent research. The office also houses service-learning course work that increases student awareness of community issues and require students to complete volunteer service hours. The UIS Prior Learning Assessment program guides students through the development of this experiential learning portfolio. Prior Learning Assessment may fulfill course work in lower-division general education requirements and in the Engaged Citizenship Common Experience.

Students create their first model portfolio and can earn three to six credit hours for successful completion. Prior Learning also facilitates the assessment process of additional experiential learning portfolios in some majors. Students may create additional portfolios for up to 12 additional credit hours, for a total of up to 16 credit hours of experiential learning, depending on the academic program. Credit hours earned will be posted at the end of the applicable semester to official UIS academic transcripts with the designation of CPL (Credit for Prior Learning).

## The Learning Hub

### Contact Information

Phone: (217) 206-6503

Location: BRK 462

Email: [ctl@uis.edu](mailto:ctl@uis.edu)

Website: [www.uis.edu/thelearninghub/](http://www.uis.edu/thelearninghub/)

The Learning Hub offers free help to students in improving skills in writing, math and statistics, accounting/economics, science, academic/study skills, and, through a peer tutoring program, virtually any subject taught on the campus. The Hub offers help to students at UIS in a variety of ways, including one-on-one appointments, both in person and online; supplemental instruction; online, in-class, or on-ground workshops; walk-in writing events; handouts and tutorials on the Hub website; and many more.

The Learning Hub sponsors UNI courses that assist students with skills development, such as UNI 307 Directed Study Skills.

## OASIS (Advising Services)

### Contact Information

Phone: (217) 206-7471

Location: BRK 472

Email: [uisuaac@uis.edu](mailto:uisuaac@uis.edu)

Website: [www.uis.edu/advising/](http://www.uis.edu/advising/)

OASIS, the Office of Advising Services, Information, and Support, serves entering first year students, some sophomores, and undeclared transfer students. Academic advisors help students determine courses each semester, monitor student progress, and connect students with other services on campus. OASIS serves as a resource to other academic and student service units on campus, as well as to college and faculty advisors. OASIS administers the Starfish early alert system, providing a campus-wide early identification and intervention program. OASIS also hosts a living-learning community, STARS, and a peer advising program that provides support to help new

students transition into college life through individual and small group interactions with a peer leader.

OASIS sponsors UNI 103 Academic Success Workshop, a course designed to assist freshmen and sophomores on probation to return to good academic standing.

## Testing Services

Located in the Human Resources Building (HRB) Room 112, Testing Services is available for placement testing, exam proctoring, and certification exams.

## University Courses

**Email:** [dply2@uis.edu](mailto:dply2@uis.edu)

**Office Phone:** (217) 206-7413

**Office Location:** PAC 519

In addition to regular disciplinary courses, UIS offers a variety of university (UNI) courses. UNI courses provide specialized knowledge and skills in academic areas that augment the established components of the UIS curriculum, e.g., UNI 301 ECCE: Speakers Series .

# Graduate Students

## Graduate Programs

For a complete list of all graduate majors, please see the Degrees Offered (p. 21) page in this catalog.

## Other Academic Opportunities

Graduate (Post-Baccalaureate) Certificates, Professional Development Sequences, and Post-Master's Certificates represent courses of study that constitute less than a full graduate degree and provide specialized knowledge and skills for the professional. Admission decisions and advising are provided by the departments that supervise these options. Course prerequisites may be waived if the student can present evidence of advanced career experience. Proficiency examination, transfer, and Prior Learning Assessment may not be used because of the limited number of courses required and the need for course content to logically integrate. Grade requirements that must be met for the graduate certificate to be awarded are specified by each department and are detailed in the information listed.

## Academic Information for Master's Degree Students

Goals for Graduate Study at UIS:

A graduate student should develop intellectual autonomy within a chosen field and demonstrate the ability to analyze, synthesize, and evaluate relevant knowledge. The graduate student, furthermore, assumes some responsibility for increasing and/or applying knowledge within the chosen field.

Graduate education assumes the acquisition of specific content knowledge, and encompasses comprehension of the intellectual history, methods of inquiry, and standards of judgment used in a given field.

Students should also understand the ethical standards of research in a discipline or a profession.

A student receiving a master's degree will demonstrate the ability to:

- Analyze ideas in a logical manner by breaking down material into constituent parts, organizing ideas and relationships between ideas, expressing these relationships, recognizing unstated assumptions, distinguishing facts from hypotheses, and distinguishing statements of cause from statements of effect;
- Synthesize diverse ideas to form an integrated whole relevant to a field of study by arranging and combining elements and parts into patterns or structures. The parts to be integrated may, to the extent necessary, come from a variety of disciplines;
- Make judgments about the value of relevant material, including the appropriateness and adequacy of any qualitative and quantitative methods used in its compilation, by employing a standard of internal and/or external appraisal. In evaluating evidence or arguments, a student will use an integration of theories, works of recognized excellence, facts and generalizations germane to a field; and

- The student will be able to develop a proposal or plan of work that includes ways of testing hypotheses, analyzing the factors involved, modifying the hypotheses based on new factors or considerations, and then making generalizations based on findings. The student will then have the ability to communicate both this process and subsequent findings to others.
- Please consult academic departments for specific learning objectives for graduate degree programs.

## Admission to Graduate Study

Students who have earned a bachelor's degree from a regionally accredited college or university are eligible to apply for admission to master's level study at UIS. Full admission to master's studies may be granted to those who earned a baccalaureate degree with a cumulative undergraduate grade point average of at least 2.50 on a 4.0 scale. Applicants must also have met all entrance requirements specific to the chosen UIS program; some programs require higher cumulative grade point averages and/or prerequisites. Refer to the individual programs for information on specific requirements. (For a complete list of all graduate majors, please see the Degrees Offered (p. 21) page in this catalog.)

Conditional admission may be granted to students with lower cumulative GPAs. Conditionally admitted students must complete a certain number of semester hours at UIS (exclusive of prerequisites) with a grade point average of no less than 3.0. The program will specify which courses must be completed to satisfy the conditions of admission.

All college/university transcripts, including verification of the bachelor's degree and transcripts of all graduate work taken beyond the bachelor's degree, must be submitted to the UIS Office of Admissions.

To receive maximum consideration for graduate admission, applicants should apply at least three months prior to the desired term start. Please note: Some academic programs have earlier deadlines.

Application forms can be submitted online at [www.uis.edu/admissions/applyToday/](http://www.uis.edu/admissions/applyToday/).

To request a paper application, you may write to:  
UIS Office of Admissions  
University of Illinois at Springfield  
One University Plaza, MS UHB 1080  
Springfield, IL 62703-5407

## Admission to a Specific Master's Program

Admission to graduate study is granted by the academic program, not by the UIS Office of Admissions. Each program has established admission requirements that comply with campus policy; these requirements may exceed the general minimum requirements for admission to the campus. Some graduate programs require scores from the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT). Applications are processed by both the degree program and the UIS Office of Admissions – they are submitted to the UIS Office of Admissions, and then forwarded to the student's selected graduate degree program for processing.



## Admission for International Students Seeking Master's Degrees

To be admitted to a UIS graduate program, international applicants must have completed the equivalent of a U.S. bachelor's degree; bachelor's degrees earned abroad may or may not meet this requirement. Full admission to graduate study requires a minimum cumulative undergraduate grade point average (GPA) equivalent to a U.S. GPA of 2.50 on a 4.0 scale. Applicants must also have met all entrance requirements specified by their chosen UIS degree program. An I-20 AB or DS 2019 (formerly called IAP 66) certificate of eligibility cannot be issued until the student has been accepted by a degree program and all required documents have been received.

International students seeking admission to the University of Illinois at Springfield are encouraged to apply as early as possible. The annual application deadline for the Graduate Assistantship (GA) and Graduate Public Service Internship (GPSI) programs is March 15. In order to be considered for a GA or GPSI position, students must be admitted to a UIS graduate program and issued an I-20. Therefore, international students who want to be considered for a GA or GPSI position are encouraged to apply for admission into a UIS graduate program at least nine months prior to the March 15 deadline.

## Non-Degree Admission

Students who hold a bachelor's degree may enroll for courses at UIS as a non-degree seeking graduate student. These students will be asked to define their educational goals before exceeding 12 semester hours. Non-degree students are subject to the same academic probation and suspension policies as degree-seeking students.

Non-degree students who choose to become degree candidates must complete regular admissions procedures, including acceptance into the chosen degree program. When formal admission is granted, the course work completed as a non-degree seeking student is evaluated by the intended academic program and may or may not apply toward that program's graduation requirements. UIS accepts a maximum of 12 semester hours of such credit toward a graduate degree. A non-degree declaration form must be on file for continued enrollment as a non-degree student beyond 12 hours. Non-degree students typically are not eligible for financial assistance.

## General Requirements for a Graduate Certificate

To earn a graduate (post-baccalaureate or post-master's) certificate from the University of Illinois at Springfield, students must:

1. Earn the amount of graduate credit required by the chosen academic program, all of which must be earned at UIS.
2. Complete course work with a UIS institutional grade point average in certificate courses of at least 3.0.
3. Complete a graduation application and pay the mandatory, non-refundable graduation application fee.

## General Requirements for a Master's Degree

To earn a master's degree from the University of Illinois at Springfield, students must:

- Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at UIS.
- Complete course work with a UIS institutional grade point average of at least 3.0 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 3.0.
- Complete the program closure requirements.
- Complete a graduation application and pay the mandatory, non-refundable graduation application fee.

## Grades Acceptable Toward Graduate Certificates

*Grades Acceptable Toward Graduate (Post-Baccalaureate and Post-Master's) Certificates*

The minimum acceptable grade for each course is a C provided students have earned a minimum of a 3.0 GPA at the time of certificate completion. Individual academic programs may require higher minimum grades, so graduate students should check with their academic advisor and/or department regarding individual program requirements to determine if more stringent grading rules apply.

## Grades Acceptable Toward Master's Degrees

Campus policy allows master's degree students to apply a maximum of eight hours of C grade (grades of C- or lower are not allowed) toward a degree, provided they have earned a minimum of a 3.0 GPA at the time of graduation. To approve the use of C graded courses, students must complete a Student Petition and have it signed by the student's advisor and department chair indicating the course(s) to be used. Individual academic programs may require a higher minimum grade for graduate credit, so graduate students should check with their academic advisor and/or department regarding individual program requirements to determine if a grade of C is acceptable. Credit for courses in which grades below C (including grades of C-) are earned will not count toward master's degree requirements.

## Closure Exercises and Continuing Enrollment Requirement

Master's degree candidates are required to complete a closure exercise demonstrating mastery of some area within their major field of study. The exact nature and format of these exercises – including theses, projects, and capstone courses – are determined by individual programs, but all of them must have an identifiable academic focus and must include a written component.

UIS has a continuous enrollment policy which states that once the student begins a closure exercise, the student must continue to enroll in the closure exercise each fall and spring semester until the exercise is complete, including semesters in which the student “stops out” of other courses. Enrollment in the summer semester is not required unless mandated by the student’s academic program. If the student does not finish the closure exercise during the number of hours set forth by the student’s program, the student will be required to enroll in the program’s continuous enrollment course in all subsequent semesters (excluding summer) until the exercise is complete. If a leave of absence is granted for a current or future semester, the student will be exempt from this requirement for that semester. Failure to obtain a leave of absence will, in most cases, require retroactive registration in the closure exercise (or continuous enrollment course) for each semester in which the student was out of compliance.

Some programs have specific requirements concerning how the student should register and complete the closure exercise. The student’s program should be consulted to discuss specific program closure requirements.

## Time Limitation

All graduate credit earned at UIS to be applied toward the completion of a master’s degree must be taken within six consecutive years of the first graduate course taken at UIS in pursuit of that degree. This does not include transfer credit earned before the first term of graduate enrollment, credit granted for prior learning, and prerequisites; however, it does include closure requirements. Exceptions may be granted by degree programs on a case-by-case basis, and programs may also grant leaves of absence.

## Transfer Credit at the Master's Level

### Residency Requirement

UIS may accept up to 12 semester hours of graduate-level work completed at other accredited institutions. However, only hours earned with a grade of B or better and accepted by the program will also be accepted by UIS (grades of B- or lower will not be accepted).

Requests to transfer credit for courses bearing a grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that the work was of at least B quality.

### Time Limit on Transfer Credit

All transfer credit to be applied to a master’s degree must have been earned within five years of the first graduate course taken at UIS in pursuit of that degree. Exceptions may be granted by programs on a case-by-case basis.

## Academic Information for Doctoral Students

UIS offers one doctoral degree in Public Administration. The mission of the Doctor of Public Administration program is to advance the education of experienced practitioners interested in improving their understanding of public management and public policy. These individuals can make a significant contribution, bridging the worlds of

practice and scholarship, by developing a capacity to bring experience from the practitioner community to the scholarly community and translating the contributions of the scholarly community into the world of practitioners.

## Admissions Requirements

Students are admitted on a cohort basis. Contact the Doctorate of Public Administration (DPA) Department for more information. Admission to the program is competitive. Students must submit an application portfolio to the DPA Department in addition to the application for graduate admission submitted to the UIS Office of Admissions. The portfolio **submitted to the DPA Department** must include:

1. Educational and professional goals statement of at least 600 words, including possible research interests, written by the applicant,
2. Three letters of recommendation,
3. At least one sample of professional writing written solely by the applicant, and
4. Current vita detailing evidence of significant work experience in a public affairs field.

Applicants are encouraged, but not required, to submit GRE scores as part of their portfolios. GRE scores can provide useful information about an applicant’s readiness for program course work.

To be eligible for serious consideration, the application portfolio must also provide evidence of:

- A completed master’s degree (this is confirmed by providing official transcripts to the UIS Office of Admissions).
- A minimum cumulative GPA of 3.25 for all graduate-level work.
- Excellent oral and written communication skills.
- A good fit between the applicant’s educational aspirations, the curricular offerings of the program, and the expertise of the faculty.
- The quality of the applicant’s previous graduate performance.
- The applicant’s ability to complete doctoral-level work.
- Significant professional achievement or promise of significant achievement in a public affairs field.

In some cases, the selection process may include an interview with DPA faculty members.

## Doctoral Closure Guidelines

A Doctorate of Public Administration degree will be awarded to students who have satisfactorily completed the dissertation closure requirements prescribed by the Public Administration program.

Entry into closure will occur after the student has passed qualifying exams, completed all course work, and complied with any other programmatic requirements, thereby permitting the student to enter the proposal and dissertation phases of study. Students must be continuously enrolled from this point forward. Generally, this is accomplished by enrolling in dissertation hours.

Dissertation closure exercises shall carry a minimum of 12 semester hours of credit. The dissertation closure exercises must include a written component prepared in accordance with the effective formatting and style guidelines of the Office of Graduate Education. Formatting and style guidelines are developed by the Associate Vice Chancellor for Graduate Education in consultation with the UIS Graduate Council and the Dean of the Library, or their designees. Upon final approval, a hard copy of the dissertation shall be housed in University Archives. An electronic copy may be submitted and made available through an approved online repository in accordance with UIS procedures and exceptions for restricting availability to external parties.

The dissertation closure exercises must also have an oral component in defense of the written component.

Approval by the dissertation committee members shall indicate passing of the dissertation closure exercises. The committee determination on substantive quality and acceptability of the dissertation is final. The student may appeal a negative committee decision based only on procedural issues. The appeal is made to the Dean of Public Affairs and Administration.

## Dissertation Committee

All dissertation closure exercises must be approved by a Dissertation Closure Committee that will consist of at least three full-time (at the time the committee is constituted) faculty. The three faculty members shall meet the criteria of graduate faculty within the College of Public Affairs and Administration and include the student's dissertation advisor and two or more additional faculty members. One of the faculty members must be appointed by the Dean of the College of Public Affairs and Administration after consultation with the closure advisor. (The dean's representative shall serve the primary purpose of ensuring that the closure process is maintained. In addition, the dean's representative may serve to provide additional disciplinary expertise important to the advising and review of the student's dissertation.) In consultation with the dissertation advisor, a student may request additional committee members from within or outside the university representing disciplinary expertise important to advising the student on dissertation research.

Membership in the Dissertation Committee shall be for the entire dissertation process. A faculty committee member may become emeritus, move into an administrative position, or leave employment of the university and retain membership on the committee with the approval of the DPA program and the Dean of the College of Public Affairs and Administration. It is recognized that there may be circumstances meriting changes in the Dissertation Committee. Requested membership changes shall be made in writing to the DPA Director. Final committee membership and/or changes in membership shall be approved by the CCAA Dean.

## Dissertation Closure Approval Forms

The Dissertation Closure Approval Form documents that the dissertation has been successfully completed by the student. The Closure Committee appropriate to the dissertation closure shall be documented on the Dissertation Closure Approval Form. Collectively, the committee members shall determine the quality of the dissertation and determine whether the dissertation has been satisfactorily completed.

Signatures required include:

- Dissertation work – The Dissertation Closure Committee is constituted to approve the dissertation closure exercise in both its initial developmental stage and in its final form. The developmental work must be approved in writing by the Dissertation Closure Committee which shall meet prior to action. When all elements of the dissertation closure exercise have been satisfactorily completed, each member of the committee shall sign the Dissertation Closure Approval Form which is attached to the written portion of the closure exercise and submitted for archiving.
- The committee-signed Dissertation Closure Approval Form shall then be processed administratively through the DPA Director who verifies that the form is completed accurately.
- The written dissertation, along with the Dissertation Closure Approval Form signed by the committee and the DPA Director, shall then be sent to the College of Public Affairs and Administration Dean's Office. Once that review is complete, the documents are sent to the Associate Vice Chancellor for Graduate Education, or designee, for final review of compliance with university dissertation copy standards. The dissertation is then sent to University Archives, and a copy of the Dissertation Closure Approval Form is forwarded to the UIS Office of Records and Registration for final processing.

## Doctoral Closure and Continuous Enrollment Requirement

Doctoral degree candidates are required to complete a dissertation closure exercise.

UIS has a continuous enrollment policy which states that once the student begins a dissertation closure exercise, the student must continue to enroll in the closure exercise each fall and spring semester until the exercise is complete, including semesters in which the student "stops out" of other courses. Enrollment in the summer semester is not required unless mandated by the student's academic program. If the student does not finish the dissertation closure exercise during the number of hours set forth by the student's program, the student will be required to enroll in the program's continuous enrollment course in all subsequent semesters (excluding summer) until the exercise is complete. If a leave of absence is granted for a current or future semester, the student will be exempt from this requirement for that semester. Failure to obtain a leave of absence will, in most cases, require retroactive registration in the dissertation closure exercise (or continuous enrollment course) for each semester in which the student was out of compliance.

## Grades Acceptable Toward the Doctoral Degree

The minimum acceptable grade for each course used toward the doctoral degree is a B (courses in which a grade of B- or lower is earned will not count toward the degree). Grades of B- or below, though not counting toward the DPA degree, must be balanced with higher course grades to maintain the required cumulative GPA. All students are required to maintain a B (3.0 on a 4.0 scale) or higher cumulative GPA. Students may submit a Student Petition form to use up to 12 hours of transfer credit for post-master's graduate work deemed appropriate for the DPA.

## **Time Limitation**

All credit earned at UIS to be applied toward the completion of a doctoral degree must be taken within eight consecutive years of the first doctoral course taken at UIS in pursuit of that degree. This does not include prerequisites; however, it does include closure requirements. Exceptions may be granted by the degree program on a case-by-case basis, and the program may also grant leaves of absence.

## **Transfer Credit**

No more than 12 hours of approved credit may be transferred to UIS for doctoral credit. To be considered, all transfer credit must have been earned with a grade of B or better (grades of B- or lower will not be accepted), and must have been earned within five years of the first graduate course taken at UIS in pursuit of the doctorate. Requests to transfer credit for courses bearing a letter grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that the work was of at least B quality.

## College of Business and Management

[www.uis.edu/cbam/](http://www.uis.edu/cbam/)

Office Phone: (217) 206-6533

Peoria Center: (309) 999-4847

Email: [cbm@uis.edu](mailto:cbm@uis.edu)

Office Location: UHB 4000

James Ermatinger, Interim Dean

The College of Business and Management embodies the UIS mission to offer students a select number of degree programs that prepare students for careers and positions in the private and public sectors, or for advancement in their career. Through its curriculum, faculty, and student support, the college fulfills the needs of a diverse student population throughout the region, the state of Illinois, and increasingly beyond.

### College Mission

Our mission is to prepare students for successful business related careers in the public, nonprofit, and private sectors. Our emphasis is on undergraduate and graduate business education that serves traditional on campus students as well as non-traditional students in Illinois and beyond. Access for students outside of Central Illinois is extended via online degree offerings and outreach to select international student populations.

Student learning is the highest priority of the college. We achieve this through our continuous review of curricular offering, an emphasis on student engagement and effective pedagogy, as well as through a variety of delivery methods such as online, face-to-face, and blended. Our faculty members are academically and/or professionally qualified with appropriate degrees, recent intellectual contributions, generally focused on applied research, and/or professional experience. The college encourages and supports faculty in teaching and scholarship as well as service activities. The college supports academic organizations and outreach at the local, regional, national, and international levels.

### Accreditation

The College of Business and Management is accredited by AACSB International.

## Accountancy

Master of Arts

Bachelor of Arts (p. 32)

Undergraduate Minor (p. 34)

[www.uis.edu/accountancy/](http://www.uis.edu/accountancy/)

Email: [ACC@uis.edu](mailto:ACC@uis.edu)

Office Phone: (217) 206-6541

Office Location: UHB 4093

### Graduate Learning Objectives

After completing the Master's in Accountancy, graduates will be able to:

- Have technical competency in financial accounting, managerial accounting, tax accounting, accounting information systems, and auditing.
- Be able to effectively analyze and solve problems and make decisions in the functional areas of accounting.
- Have effective business communication skills.
- Have a foundation for ethical reasoning and will know the professional code of conduct for an accountant, including the core values of integrity, objectivity, and independence.
- Understand group dynamics, and be able to effectively work in teams.

### Continuing Professional Education

The UIS College of Business and Management is officially recognized by the state of Illinois as a sponsor of continuing professional education (CPE) courses for accountants. Information about specific courses and CPE credit can be obtained by contacting the Accountancy Department.

### The Master's Degree

In addition to providing advanced studies in professional accountancy, the master's degree provides course work in research methods and related disciplines chosen by the student based on his or her objectives. The degree is largely taught in the seminar and case study format, which serves to enhance communication and critical thinking skills. The master's degree enables students to achieve professional careers in accountancy, as well as to assume leadership roles in both the public and private sectors. It also serves students who wish to meet the 150-hour requirement to sit for the CPA examination.

### Admissions Requirements

Students can be admitted conditionally until all admissions requirements are met. Students receiving financial aid must be fully admitted after one year in order to maintain their eligibility.

Applicants must complete the following course work:

- introductory courses in financial and managerial accounting,
- college math through business calculus<sup>1</sup>,
- principles of economics (micro and macro),
- statistics.

<sup>1</sup> Although the GMAT is not required for admission to the ACC MA program, MAT 113 will be waived if proof of a GMAT score is provided which reflects results above the 90th percentile in the quantitative section. The GMAT must have been taken within the last five years.

Students interested in sitting for the Illinois CPA examination should be aware of the Illinois Board of Examiners' requirement of 24 hours of business courses. Further information about the exam can be found at <http://www.ilboe.org/>.

### Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree

Audit System throughout their college career to verify that degree requirements are being met.

## Grading Policy

An overall GPA of 3.0 is required in degree-required courses to earn the master's degree in Accountancy.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Degree requirements

### Prerequisite Courses

The following undergraduate Accountancy courses or their equivalents are required prerequisites:

ACC 321 & ACC 322 & ACC 324	Intermediate Financial Accounting I and Intermediate Financial Accounting II and Intermediate Financial Accounting III (or equivalent)	9
ACC 335	Accounting Information Systems (or equivalent)	3
ACC 433	Intermediate Managerial Accounting (or equivalent)	3
ACC 443	Federal Income Taxation (or equivalent)	3
ACC 464	Auditing Concepts and Responsibilities (or equivalent)	3
Total Hours		21

An overall GPA of 2.70 in Accountancy prerequisite courses is required for full admittance into the master's degree program.

### Core Courses

#### Required Accounting Courses

ACC 523	Advanced Financial Accounting	3
ACC 524	Advanced Auditing	3
ACC 544	Advanced Corporation and Partnership Taxation	3
ACC 563	Commercial Law I	3
ACC 583	Accountancy Capstone	3

#### Graduate Accountancy Electives

Options include any 500-level ACC course except ACC 509<sup>2</sup> 9-12

#### Graduate Business and Administrative Topics

Options include any 500-level BUS (except BUS 501), MGT, and/  
or MIS course, or any 500-level PAD or HMS course approved by  
the ACC department 3-6

Total Hours 30

<sup>2</sup> ACC 509 is a core requirement for the MBA program and is not accepted as meeting requirements toward the Accountancy graduate degree.

## Master's Closure

Students must satisfy all UIS requirements and complete ACC 583 Accountancy Capstone. University policy requires students who do not complete ACC 583 in one semester to enroll in ACC 584 Accountancy Capstone Continuing Enrollment (zero credit hours, one billable hour) each fall and spring semester until the capstone course requirements are met.

# Business Administration - MBA

## Master of Business Administration

[www.uis.edu/mba/](http://www.uis.edu/mba/)

Email: [MBA@uis.edu](mailto:MBA@uis.edu)

Office Phone: (217) 206-7920

Office Location: UHB 4049

Bachelor of Business Administration (concentration options)

BBA – Comprehensive (p. 35)

BBA - Finance (p. 36)

BBA – Management Concentration (p. 37)

BBA – Marketing Concentration (p. 38)

BBA - Sport Management Concentration (p. 39)

Undergraduate Minors

Business Administration (p. 40)

Finance (p. 40)

Marketing (p. 40)

Sport Management (p. 41)

## Departmental goals and objectives

The Master of Business Administration (MBA) is a professional graduate degree for individuals who aspire to positions of significant managerial and leadership responsibilities in organizations. The goals of the degree are to:

1. Introduce students to contemporary managerial theory and practice;
2. Strengthen analysis, problem solving, and leadership skills; and
3. Provide a basis for lifelong growth and development as professional managers.

Consistent with the career aspirations of our students, the MBA curriculum focuses on four objectives. Students shall:

1. Understand key concepts and contemporary management theory and practice in the functional areas of business, including accounting, finance, information systems, marketing, operations management, organizational behavior, and research methods;
2. Understand the importance and demonstrate the use of cross-functional approaches to solving organizational problems;
3. Demonstrate disciplined managerial skills, including analysis, planning, and implementation, while considering the impacts of technology, globalization, emerging markets, and diversity in organizations;
4. Build a foundation for constructive assessment and exercise of leadership, decision-making, team management, power, and communication skills.

## The Master's Degree

### Advising

New students must contact the department office for initial advising to plan a program of study that reflects their interests and satisfies degree requirements. All students are strongly encouraged to consult

an academic advisor before enrolling in course work for any academic term.

## Grading Policy

To be eligible to graduate with a Master's in Business Administration degree, a cumulative GPA of 3.0 or better is required for all MBA core and elective course work (36 total credit hours).

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129), section of this catalog.

## Degree Requirements

Required courses for the MBA degree include completion of prerequisite course work typically covered in under-graduate business courses (or their equivalents) and at least 36 hours of core course work and electives covering advanced business topics, issues, and applications.

### Prerequisite Courses

ACC 311	Administrative Uses of Accounting <sup>1</sup>	4-6
or ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	
ECO 315	Economics for Administration <sup>1</sup>	4-6
or ECO 201 & ECO 202	Introduction to Microeconomics and Introduction to Macroeconomics	

### Core Courses

ACC 509	Management Accounting	3
BUS 501	Business Perspectives <sup>2</sup>	3
BUS 502	Managerial Finance	3
BUS 512	Marketing Management	3
BUS 522	Production and Operations Management	3
BUS 541	Organizational Behavior	3
BUS 583	Business Strategy <sup>3</sup>	3
MIS 525	Information Technology Management	3

### Elective Courses

Select four 500-level courses <sup>4</sup>	12
Total Hours	36

<sup>1</sup> Each completed with a grade of C- or better.

<sup>2</sup> Must be taken during student's first semester of core course work. Prerequisites must be completed prior to or concurrently with BUS 501.

<sup>3</sup> Preferably taken during student's final semester of course work, and all core course work must be completed.

<sup>4</sup> At least three electives must be from the College of Business and Management (ACC/BUS/MGT/MIS). One elective may be from another college but must be graduate-level (500) course work. Any elective from another college requires a Student Petition form. MIS 513 is not an acceptable elective.

## Master's Closure

Students must complete BUS 583 at UIS with a grade of B (3.0) or better. A grade of B- or lower is not acceptable in this course.

BUS 583 is the graduate closure course consistent with campus policy on completion of a master's degree. This policy requires that students not completing BUS 583 must continue to enroll in BUS 584 (zero

credit hours, one hour billable) each regular semester (fall/spring) until the course requirements are met.

## Graduate Certificates

- Applied Finance (p. 135)
- Healthcare Management (p. 136)
- Operations and Supply Chain Management (p. 136)

## Graduate Certificate in Applied Finance

*This certificate is available on campus.*

The purpose of the Graduate Certificate in Applied Finance is to provide financial service professionals or graduate students aspiring to pursue careers in financial institutions and/or financial management units within for-profit or non-profit organizations, mainly in the Central Illinois area, with knowledge of the managerial aspects of institutional/personal finance. The graduate-level analytical skills of financial planning, budgeting and risk management are the core areas of knowledge to be covered.

The certificate will focus on the delivery of courses in the area of financial management that will help students develop their knowledge and skills in the following areas:

1. Knowledge on the history, evolution and the basic concepts central to the financial service industry, financial market environment, and professional ethics.
2. Knowledge of regulatory issues in the financial environment.
3. Knowledge of the design and decision-making of financial operations, capital budgeting and planning, and risk management.

## Entrance and Course Requirements

*Students who have already been admitted* into a UIS graduate degree program will automatically be admitted in the the certificate program upon receipt of the degree-seeking application and fee (with the certificate also designated), or a Change of Curriculum Form.

*Applicants not currently admitted* into a UIS graduate degree program must provide the following:

1. A graduate non-degree seeking application (with the certificate designated); and
2. Official undergraduate transcript(s) with degree documentation and any prerequisite documentation.
3. A 3.0 cumulative undergraduate GPA or better, or substantial experience and responsibility in a field related to the area of study, as documented by a current resume.

Candidates for the certificate will be expected to complete course requirements with a cumulative GPA of 3.0 or better.

### Prerequisite Requirements <sup>1</sup>

ACC 311	Administrative Uses of Accounting	4-6
or ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	
ECO 315	Economics for Administration	4-6

or ECO 201 & ECO 202	Introduction to Microeconomics and Introduction to Macroeconomics	
BUS 501	Business Perspectives <sup>2</sup>	3
<b>Total Prerequisite Hours</b>		8-15
<b>Required Courses</b>		
BUS 502	Managerial Finance	3
BUS 505	Investments	3
BUS 510	Topics In Finance	3
Choose one of the following:		3
ACC 579	Fiduciary Tax	
MIS 578	Information Security	
	Another BUS/MGT 500-level course approved by advisor <sup>3</sup>	
<b>Total Required Courses Hours</b>		12

<sup>1</sup> Prerequisites may be completed previously or concurrently with starting certificate course work. Preferably, prerequisites should be completed within seven years of application to the certificate program. Each prerequisite must be completed with a C- or better. Any prerequisite exceptions must have instructor approval.

<sup>2</sup> MBA students only.

<sup>3</sup> This course must be documented with a Student Petition form.

## Graduate Certificate in Healthcare Management

*This certificate is available on campus.*

The purpose of the Graduate Certificate is to provide healthcare professionals or graduate students aspiring to pursue careers in healthcare organizations with an array of business knowledge in Marketing, Organizational Behavior, Leadership, and Operations Management in the context of healthcare organizations. Besides these core competencies, students of this certificate will understand the healthcare environment, its regulatory framework and relevant public health issues.

Upon successful completion of this certificate program, students will be able to:

1. Understand the history, evolution and the basic concepts central to the healthcare industry and healthcare environment;
2. Design and manage healthcare operations and processes;
3. Apply motivational methods and techniques required to successfully manage healthcare teams; and
4. Apply marketing methods and techniques to understand consumers of healthcare services in order to create and deliver customer value.

### Entrance and Course Requirements

*Students who have already been admitted* into a UIS graduate degree program will automatically be admitted to the certificate program upon receipt of the degree-seeking application and fee (with the certificate designated), or a Change of Curriculum Form.

*Applicants not currently admitted* into a UIS graduate degree program must provide the following:

1. A graduate non-degree seeking application (with the certificate designated);
2. Official undergraduate transcript(s) with degree documentation.
3. A 3.0 cumulative undergraduate GPA or better, or substantial experience and responsibility in a field related to the area of study, as documented by a current resume.

Candidates for the certificate will be expected to complete course requirements with a cumulative GPA of 3.0 or better.

### Required Courses

BUS 537	Survey of U.S. Healthcare System	3
BUS 538	Managing Healthcare Operations	3
BUS 539	Leadership and Customer Insights	3
Choose one of the following:		4
MPH 531	Public Health Policy and Administration	
MPH 575	Health Economics	
<b>Total Required Hours</b>		13

## Graduate Certificate in Operations and Supply Chain Management

*This certificate is available on campus.*

The purpose of this certificate is to train professionals and students in the knowledge and skills of contemporary operations and supply chain management. Participants will learn to design and manage operational processes and supply chain solutions that are efficient, flexible, and resilient in order to meet customer expectations consistently and reliably. The certificate is intended to appeal to professionals in all industries such as retail, health care, manufacturing, logistics, banking, and nonprofit organizations such as universities and government agencies.

Upon successful completion of this certificate program, a student will:

1. Understand the essential role of operations and supply chain management in relation to productivity, quality, and efficiency;
2. Be able to use adequate qualitative and quantitative methods to make operational adjustments that will improve organizational performance;
3. Understand the key factors that drive the performance of a supply chain;
4. Be able to design a supply chain solution that integrates uncertainty, risk, lead times and economies of scale;
5. Understand the Lean and Six Sigma methodologies; and
6. Be able to apply lean principles and tools to enhance organizational performance.

### Entrance and Course Requirements

*Students who have already been admitted* into a UIS graduate degree program will automatically be admitted to the certificate program upon receipt of the degree-seeking application and fee (with the certificate designated also), or a Change of Curriculum Form.



Applicants not currently admitted into a UIS graduate degree program must provide the following:

1. A graduate non-degree seeking application (with the certificate designated);
2. Official undergraduate transcript(s) with degree documentation and any prerequisite documentation; and
3. A 3.0 cumulative undergraduate GPA or better, or substantial experience and responsibility in a field related to the area of study, as documented by a current resume.

Candidates for the certificate will be expected to complete course requirements with a cumulative GPA of 3.0 or better

## Required Courses

### Prerequisite Requirements <sup>1</sup>

#### Prerequisite Option 1:

ACC 311	Administrative Uses of Accounting	4-6
or ACC 211 & ACC 212	Introduction to Financial Accounting and Introduction to Managerial Accounting	
ECO 315	Economics for Administration	4-6
or ECO 201 & ECO 202	Introduction to Microeconomics and Introduction to Macroeconomics	
BUS 501	Business Perspectives <sup>2</sup>	3

#### Prerequisite Option 2:

BUS 322	Principles of Operations Management	3
<b>Total Prerequisite Hours</b>		3-15

#### Required Courses

BUS 522	Production and Operations Management	3
BUS 528	Supply Chain and Logistics Management	3
BUS 529	Quality Systems and Lean Operations	3
<b>Total Required Courses Hours</b>		9

<sup>1</sup> ACC 311 (or ACC 211 and ACC 212) and ECO 315 (or ECO 201 and ECO 202) and BUS 501 may be completed concurrently with starting certificate course work. BUS 322 must be completed before starting certificate course work. Preferably, prerequisites should be completed within seven years of application to the certificate program. Each prerequisite must be completed with a C- or better. Any prerequisite exceptions must have instructor approval.

<sup>2</sup> MBA students only

## Management

### Graduate Certificates - 2

#### Contact Information

Phone: (217) 206-6712

Email: [MGT@uis.edu](mailto:MGT@uis.edu)

Website: [www.uis.edu/management/](http://www.uis.edu/management/)

## Graduate Certificates

- Graduate Certificate in Entrepreneurship (p. 137)
- Graduate Certificate in Human Resource Management (p. 138)

## Graduate Certificate in Entrepreneurship

*This certificate is available on campus.*

The purpose of this certificate is to provide students, small business owners and managers of organizations with knowledge about starting up new businesses and the creation and discovery of opportunities. Students will study the field of entrepreneurship, small business management, issues related to family businesses and the financing needs of entrepreneurs.

Upon successful completion of this certificate program a student will:

1. Be able to demonstrate an integrated understanding of business functional areas such as accounting, finance, marketing and management.
2. Be able to appreciate the unique role of entrepreneurship in the business world and also develop entrepreneurial thinking as a distinct approach towards identifying and acting on entrepreneurial opportunities.
3. Be able to understand the distinctive characteristics of managing a small business, growth of a small business, family business succession and nurturing entrepreneurship beyond the first generation.
4. Be able to analyze the financing needs and choice of financing for new ventures beginning from the startup stage to IPO stage.

## Entrance and Course Requirements

Admission to the entrepreneurship certificate is granted by the department faculty on the basis of an evaluation of an applicant's complete file. Admission is limited by enrollment capacity. Students who have already been admitted into a UIS graduate degree program will automatically be admitted into the certificate program upon receipt of the Change of Curriculum form. Students who are not currently admitted into a UIS graduate degree program must provide the following:

1. The UIS application for graduate admission, with fee;
2. Official undergraduate transcripts; and
3. Official GMAT scores, GRE scores, or substantial experience and responsibility in a field related to the area of study, as documented by a current resume.

Candidates for the certificate will be expected to complete course requirements with a cumulative GPA of 3.0 or better.

## Required Courses

BUS 501	Business Perspectives	3
MGT 550	Entrepreneurship	3
MGT 555	Small Business and Family Business Management	3
MGT 556	Entrepreneurial Finance	3
<b>Total Hours</b>		12

# Graduate Certificate in Human Resource Management

*This certificate is available online.*

The purpose of this certificate is to equip students with the knowledge and background for the human resource management strategic roles of the future. Students will study the body of human resource management knowledge including staffing, training and development, total compensation, employee relations, and labor relations.

Upon successful completion of this certificate program a student will:

1. Be able to demonstrate an understanding of key human resource areas including strategic human resource planning, job analysis, recruitment, selection, orientation, training, career development, performance appraisal, compensation, incentives, union-management relations, diversity, succession planning and the role of human resources in the global organization.
2. Be able to articulate the strategic role of human resources and its role and impact on organizational success.
3. Be able to prepare professional level written documents for multiple organizational purposes and directed to a variety of stakeholders.
4. Be able to systematically analyze organizational issues from a human resource perspective and recommend appropriate human resource solutions.
5. Understand and articulate the impact of an organization’s external environment on human resource management and be able to articulate how human resource management can help an organization respond to challenges from the external environment.

## Entrance and Course Requirements

Admission to the Human Resource Management certificate is granted by the department faculty on the basis of an evaluation of an applicant’s complete file. Admission is limited by enrollment capacity. Students who have already been admitted into a UIS graduate degree program will automatically be admitted into the certificate program upon receipt of the Change of Curriculum form. Students who are not currently admitted into a UIS graduate degree program must provide the following:

1. The UIS application for graduate admission, with fee;
2. Official undergraduate transcripts; and
3. A 3.0 cumulative undergraduate GPA or better, or substantial experience and responsibility in a field related to the area of study, as documented by a current resume.

Candidates for the certificate will be expected to complete course requirements with a cumulative GPA of 3.0 or better.

## Required Courses\*

MGT 531	Acquiring and Developing Talent	3
MGT 532	Performance Management	3

MGT 538	Strategic Human Resource Management	3
Total Hours		9

\*A prerequisite course is required. The prerequisite is MGT 431 or BUS 541 , or an equivalent course.

# Management Information Systems

## Master of Science Graduate Certificates – 3

- Bachelor of Science (p. 45)
- Bachelor of Science with Health Care Informatics Concentration (p. 47)
- Undergraduate Minor (p. 47)

[mis.uis.edu/](http://mis.uis.edu/)  
**Email:** MIS@uis.edu  
**Office Phone:** (217) 206-6067  
**Office Location:** UHB 4021

## Department Goals and Objectives

After completing the Master of Science degree in Management Information Systems, graduates will be able to demonstrate:

- A core of information systems management and technology knowledge.
- Ability to integrate information systems and business foundations knowledge.
- Communication, interpersonal, and teamwork skills.
- Analytical and critical thinking skills.

## The Master's Degree

The Management Information Systems degree is designed to provide the professional administrator/manager a balance between technical expertise and organizational knowledge in everything from the application of information technology to solving business problems. The M.S. degree in Management Information Systems may be earned online, on campus, or through a combination of online and on-campus courses.

## Curricular Practical Training (CPT)

The following MIS graduate level courses, MIS 542, MIS 552, MIS 573, MIS 576, MIS 583, MIS 584, and MIS 585 , require a project or internship as part of the class. CPT is available to complete the internship. Students are eligible to apply for a CPT after two consecutive semesters of full-time study toward their M.S. in Management Information Systems; summer does not count as a semester. Each student may do one CPT during their entire degree program (CPT is allowed for only one semester for one course). If the student does not complete the course while they are doing their CPT, they are not eligible for another CPT if they re-take the course. A CPT will be considered a practical internship project as part of the course. Students who elect to do a CPT are required to submit a report to the course instructor at the end of the semester for evaluation as a part of the course. Students who decide on a CPT must enroll full-time

(registering for at least three graduate level MIS courses) during the semester they do the CPT, unless they require fewer credit hours to graduate. In addition, students need approval from the International Student Services Office as well as the course instructor of the class the CPT is associated with.

## Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements. Students are also required to access the Degree Audit System throughout their college career to verify that degree requirements are being met.

## Grading Policy

At least a C- grade is mandatory in all prerequisites to the program (including ACC 311, BUS 322, MAT 121 or ECO 213, and CSC 225 and CSC 275, etc.). MIS department majors must maintain at least a 3.0 grade-point average in order to earn an MIS degree. Two successive semesters of probation may lead to a one-year suspension. Only one C or C+ in the Program is acceptable (a grade of C- or lower is not acceptable in the 500-level classes). To earn a M.S. in MIS degree, a minimum grade point average of 3.0 in all graduate level courses taken towards the degree completion is required. A MIS master's degree candidate may not take any of the hours required for the degree on a CR/NC basis. A grade of B (3.0) or better is required in either the MIS Capstone (MIS 584), or in the project course (MIS 583), or in the thesis course (MIS 585) to graduate (grades of B- or lower will not be accepted).

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Communication Skills

Entering students are required to pass a diagnostic writing examination administered by the Center for Teaching and Learning. Students with deficiencies in writing may be required to take ENG 309 Professional and Technical Writing.

## Degree Requirements

MIS 502	Technical Foundations of Information Systems	3
MIS 513	Management Information Systems	3
MIS 523	Fundamentals of Business Analytics	3
MIS 542	Management of Database Systems	3
MIS 552	System Analysis And Design	3
MIS 564	Data Communications and Networking	3
MIS 567	Business Process Modeling and IT Governance	3
MIS 568	Business Process Management and Innovation	3
MIS 573	Project and Change Management	3
MIS 577	MIS Design and Research Methods	3
One approved MIS elective <sup>1</sup>		3
MIS 584	Capstone <sup>2</sup>	3
or MIS 583	Graduate Project And Seminar	
MIS 585	Thesis And Seminar <sup>3</sup>	6
<b>Total Hours</b>		<b>36</b>

<sup>1</sup> Students who select the Thesis option are not required to complete the MIS elective

<sup>2</sup> At least 27 credit hours of graduate-level course work must be completed before enrolling in MIS 584.

<sup>3</sup> MIS 585 is another closure option (which can be taken INSTEAD of MIS 584 or MIS 583). If the Thesis option is chosen the MIS elective is not required.

## Important Course Notes:

**Electives:** Either MIS 576 or MIS 578 must be taken as a MIS elective.

## Graduation Requirements

1. Selection or assignment of a management information systems faculty advisor.
2. Fulfillment of all the prerequisites for the M.S. in MIS.
3. A minimum B average (3.0) in MIS 502, MIS 513, and MIS 523.

At least 24 hours of the courses required for the degree must be completed following matriculation into the department.

## Master's Closure

All MIS graduates must complete MIS 584, or MIS 583, or MIS 585. The nature of the graduate project is contingent on the individual's career goals and may or may not include a practicum experience.

Projects may involve, for example, design/analysis of an information system for an existing organizational need; development of one or more databases for a potential organizational need; analysis of managerial needs or uses for information that is accessible in an existing database; or analysis, design, security, and management of networks. If the project/thesis is not completed during these initial three or six hours, students must register for MIS 586/MIS 587 (zero credit hours, one billable hour) each fall and spring semester until the capstone/project/thesis is complete.

UIS policy precludes students who are not registered from using campus resources. If a leave of absence is requested and approved, continuous registration is not required. Failure to obtain a leave of absence will require retroactive registration of one credit hour per semester.

## The Online Degree

The Management Information Systems degree is designed to provide the professional administrator/manager a balance between technical expertise and organizational knowledge in everything from the application of information technology to solving business problems. The M.S. degree in Management Information Systems may be earned online, on campus, or through a combination of online and on-campus courses.

## Graduate Certificates

- Business Analytics (p. 140)
- Business Process Management (p. 140)
- IT Project Management (p. 140)

## Graduate Certificate in Business Analytics

*This certificate is available both online and on campus.*

### Contact Information

**Phone:** (217) 206-6067

**Email:** mis@uis.edu

**Website:** mis.uis.edu/

The Certificate in Business Analytics provides business and technology practitioners and other professionals with the knowledge and skills necessary to collaborate in the design, development, and adoption of Business Analytics applications in organizations. Business Analytics refers to a broad category of applications, technologies, and processes for gathering, storing, accessing, and analyzing internal and external data to help decision-makers analyze business situations and make fact-based, informed decisions which will trigger improvement actions.

### Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificate will be expected to complete course requirements with a grade of B (3.0) or better (a grade of B- or lower is not acceptable).

### Required Courses

MIS 513	Management Information Systems <sup>1,2</sup>	3
MIS 542	Management of Database Systems	3
MIS 576	Data Mining for Business Analytics	3
Total Hours		9

<sup>1</sup> If MIS 513 has been taken as part of another MIS graduate certificate, the student must substitute an additional UIS Management Information Systems course, not included as a required course in another certificate.

<sup>2</sup> All MBA students may use MIS 525 as a substitute for MIS 513 since the course content for MIS 525 is similar to MIS 513.

## Graduate Certificate in Business Process Management

*This certificate is available both online and on campus.*

### Contact Information

**Phone:** (217) 206-6067

**Email:** mis@uis.edu

**Website:** mis.uis.edu/

The Certificate in Business Process Management provides information systems practitioners and business professionals with the fundamental knowledge needed to be able to successfully analyze, define, and design organizational processes and to effectively apply information technology to these processes. This certificate is awarded upon completion of the required course work. Individuals may work on the certificate part time without being formally enrolled in a degree

program, or may complete it as part of the M.S. degree in Management Information Systems, or as a part of the MBA degree program.

### Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificate will be expected to complete course requirements with a grade of B (3.0) or better (a grade of B- or lower is not acceptable).

### Required Courses

MIS 513	Management Information Systems <sup>1,2</sup>	3
MIS 567	Business Process Modeling and IT Governance	3
MIS 568	Business Process Management and Innovation	3
Total Hours		9

<sup>1</sup> If MIS 513 has been taken as part of another MIS graduate certificate, the student must substitute an additional UIS Management Information Systems course, not included as a required course in another certificate.

<sup>2</sup> All MBA students may use MIS 525 as a substitute for MIS 513 since the course content for MIS 525 is the same as MIS 513.

## Graduate Certificate in IT Project Management

*This certificate is available both online and on campus.*

### Contact Information

**Phone:** (217) 206-6067

**Email:** mis@uis.edu

**Website:** mis.uis.edu/

The Certificate in IT Project Management provides information systems practitioners and business professionals with the fundamental knowledge needed to manage information technology projects. This certificate is awarded on completion of the required course work. Individuals may work on the certificate part-time without being formally enrolled in a degree program, or may complete it as a part of the M.S. degree in Management Information Systems or as part of the MBA degree program.

### Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificate will be expected to complete course requirements with a grade of B (3.0) or better (a grade of B- or lower is not acceptable).

### Required Courses

MIS 513	Management Information Systems <sup>1,2</sup>	3
MIS 552	System Analysis And Design	3
MIS 573	Project and Change Management	3
Total Hours		9

- <sup>1</sup> If MIS 513 has been taken as part of another MIS graduate certificate, the student must substitute an additional UIS Management Information Systems course, not included as a required course in another certificate.
- <sup>2</sup> All MBA students may use MIS 525 a substitute for MIS 513 since the course content for MIS 525 is the same as MIS 513.

## College of Education and Human Services

[www.uis.edu/cehs/](http://www.uis.edu/cehs/)

**Office Phone: (217) 206-6784**

**Email: [cehs@uis.edu](mailto:cehs@uis.edu)**

**Office Location: BRK 363**

**Hanfu Mi, Dean**

Faculty of the college take full advantage of UIS' location in the state capital by maintaining close ties with the Illinois State Board of Education and the Illinois Department of Human Services. Faculty serve on a variety of professional advisory boards and on the boards of local social service delivery agencies. Due to the large number of state government employees, educators, and human service professionals in Springfield, the college's academic programs are vital to the city's economic and employment base.

Students enrolled in the college's programs prepare for professional careers as consultants, counselors, gerontologists, prevention specialists, public professionals, researchers, school administrators and teacher-leaders.

The Educational Leadership Department serves graduate students seeking one of two distinct degrees: the M.A. in Educational Leadership (Principal Endorsement) or the M.A. in Education (online). The M.A. in Educational Leadership prepares future elementary and secondary school administrators who are highly qualified to lead their schools in meeting state and national standards and adopting school reform initiatives. The M.A. in Education (MAE) program prepares teacher-leaders who excel in teaching and non-administrative roles in their organizations and communities.

The Human Development Counseling department is nationally accredited by the Council for Accreditation Counseling and Related Educational Programs (CACREP). Students earn a master of arts degree in one of three concentrations: Clinical Mental Health Counseling; Marriage, Couple, and Family Counseling; and School Counseling. Graduates are prepared for licensure as a School Counselor in K-12 settings, licensure as a Clinical Professional Counselor, or licensure as a Marriage and Family Therapist.

The Human Services department prepares graduate students for employment in the fastest growing segment of society, including providing direct services to senior centers and nursing homes, administering and evaluating service-delivery systems for the elderly, and assisting in legislative bodies that serve older persons. Graduates of this program are also qualified to be case managers, human services grant writers, substance abuse counselors, and many other human service professionals. Students earn a Master of Arts degree in one of four concentrations: Alcohol and Substance Abuse; Child and Family Studies; Gerontology; and Social Services Administration (online).

College faculty use a variety of innovative teaching strategies and technologies in the classroom and apply their research and scholarship to the course work that they teach. Many of the faculty have national and international reputations in their areas of expertise.

## Educational Leadership

**Master of Arts in Educational Leadership**

**Master of Arts in Education (online)**

Graduate Certificates – 5

Post-Master's Certificates – 1 certificate/2 options (1 online)

Illinois State Board of Education Endorsement Programs – 6 options (4 online)

[www.uis.edu/edl/](http://www.uis.edu/edl/) or [www.uis.edu/mae/](http://www.uis.edu/mae/)

**Email: [edl@uis.edu](mailto:edl@uis.edu) or [masterinedu@uis.edu](mailto:masterinedu@uis.edu) ([mtl@uis.edu](mailto:mtl@uis.edu))**

**Office Phone: (217) 206-6306 or (217) 206-7516**

**Office Location: BRK 377**

The purpose of the Educational Leadership Department is to prepare collaborative, proactive educational leaders committed to improving the quality of leadership in a variety of organizational contexts. This is achieved by assuming leadership positions or roles within educational organizations and class-rooms, engaging in scholarly inquiry about school and classroom leadership, meeting state and national standards and school reform initiatives, as well as improving practices within educational arenas.

The Educational Leadership Department is characterized by an integration of a wide variety of scholarly and clinical activities oriented toward practical application of intellectual, democratic, and ethical aspects of school and classroom leadership. These include formal courses, clinical experiences, research, and the master's closure activities. Educational Leadership offers two master's degrees: M. A. in Educational Leadership and M. A. in Education (online).

The Educational Leadership Department also offers a post-master's certificate leading to a Superintendent Endorsement and/or a Chief School Business Official's Endorsement. The post-master's courses for Superintendent Endorsement are offered on a cohort basis, with a group of students going through the set sequence of courses together.

### The Master's Degree

- Master of Arts in Educational Leadership (p. 143)
- Master of Arts in Education (p. 144) (available online)

### Graduate Certificates, Post-Master's Certificate Concentrations, and Illinois State Endorsement Programs

The Educational Leadership Department offers five graduate certificates and a post-master's certificate in two concentrations.

#### Graduate Certificates

- Graduate Certificate in Educational Technology (p. 146) (24 Hours) - available online
- Graduate Certificate in English as a Second Language (p. 147) (20 Hours) – available online
- Graduate Certificate in Higher Education Online Pedagogy (p. 147) (12 Hours) - available online
- Graduate Certificate in Leadership and Learning (p. 147) (16 hours) – available online

- Graduate Certificate in Legal Aspects of Education (p. 148) (18 Hours) – available online

## Post-Master's Certificate Concentrations

Options for the post-master's certification include:

- School Superintendent Endorsement (p. 146)<sup>1</sup> (36 Hours)
- Chief School Business Official (p. 146)<sup>1</sup> (34 Hours) – available online

## Illinois State Board of Education (ISBE) Endorsement Programs

- **Educational Technology**<sup>1</sup> (24 Hours) - available online
- **Principalship** (p. 144)<sup>1</sup> (32 Hours)
- **English as a Second Language** (p. 147) (20 Hours) – available online
- **Learning Behavior Specialist 1 (LBS1)** (p. 145)<sup>1</sup> (16 Hours) – available online

<sup>1</sup> Candidates must take and pass Teacher Licensure Exam(s) in (a) specific area(s) to qualify for Illinois entitlement.

## Master of Arts in Educational Leadership

[www.uis.edu/edl/](http://www.uis.edu/edl/) or [www.uis.edu/mae/](http://www.uis.edu/mae/)

Email: [edl@uis.edu](mailto:edl@uis.edu) or [masterinedu@uis.edu](mailto:masterinedu@uis.edu) (mtl@uis.edu)

Office Phone: (217) 206-6306 or (217) 206-7516

Office Location: BRK 377

The M.A. in Educational Leadership is designed to meet the professional growth and professional development needs of Illinois educators. The EDL concentration provides for a carefully planned set of experiences designed to develop the knowledge, skills, and competencies needed for elementary and secondary administrative leadership positions. Courses in the program are appropriate for classroom teachers, State Board of Education personnel, central administrative staff, and school board members.

The curriculum provides an opportunity to obtain the M.A. in Educational Leadership, as well as an option to fulfill state requirements for the principal endorsement. The master's degree requires the completion of 36 semester hours of EDL courses.

## Advising

A student is assigned an academic advisor when he or she is admitted to the EDL Program. The student is expected to contact the academic advisor during the first semester of enrollment. The academic advisor will assist the student in planning his/her program of study and is also available to provide career counseling.

## Grading Policy

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C-

or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Communication and Library Skills

Oral and written communication skills are practiced and evaluated in most EDL courses. Satisfactory completion of the master's closure activities fulfills the UIS communication skills requirement. Completion of EDL 505 or EDL 541 satisfies the library skills requirement.

## Degree Requirements

The EDL master's degree requires completion of 36 semester hours. There are four core area requirements for the educational leadership degree. These are:

### Research

EDL 505	Introduction To Research	4
or EDL 541	Educational Research Methods	

### Educational Leadership

EDL 509	Organizational Dynamics	4
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### Curriculum

EDL 511	School Improvement	4
Other recommended certification requirements		20

### Master's Closure

EDL 531	Capstone I <sup>1</sup>	2
EDL 532	Capstone II	2

Total Hours		36
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<sup>1</sup> Concurrent enrollment in EDL 526 is required.

## Endorsement Requirements

Individuals interested in obtaining administrative positions in Illinois public schools must be properly endorsed. General requirements for the principal endorsement established by the State Licensure Board include a master's degree, or admission into a master's degree program at the same time as admission to courses for endorsement, two years of documented successful full-time teaching or four years of documented school service personnel experience upon admission, 32 semester hours of required graduate courses, which include four hours of internship experiences. Four more hours are required if the student wants the master's degree.

To be admitted to the principal endorsement program applicants will also be required to:

1. turn in a portfolio which contains a letter of recommendation from the applicant's employer (school district), a letter of intent from the district that assures that at the appropriate point in the the program the student will receive a placement as an intern in the district and will be permitted to complete his/her internship experiences, documents illustrating current leadership activities and skills, illustrations of using data to solve problems, and strategies used to improve student achievement, a current resume, a copy of the applicant's teaching license or the page from the Illinois Educator's Licensing Information System (ELIS) that shows current licensure, and the page from ELIS that shows proof of passing the Basic Skills Test (BST) or Test of Academic Proficiency (TAP) and
2. complete an interview with EDL faculty. Courses

required for the principal endorsement can be completed in the EDL master's degree concentration. Detailed information about course requirements is available from the program office. All students desiring principal endorsement from the ISBE must apply for admission to the endorsement program. Internship experiences are required for principal endorsement.<sup>3</sup>

## Internship Requirements

Prior to enrollment in the first of the internship courses, candidates must successfully complete a specific set of required courses and submit the Special Approval Request Form for EDL 526 and/or EDL 531. (EDL 531 and EDL 532 are required for students seeking the MA in EDL degree and are taken simultaneously with their internship courses.) During the internship orientation, candidates will submit the Principal Internship Agreement for EDL 526. Before licensure, candidates must show proof of passing both ISBE principal exams. Please refer to the Illinois Licensure Testing System (ILTS) website for the testing schedule (<http://www.il.nesinc.com>).

Students seeking the principal endorsement must complete the following course work (28 hours) to be eligible to register for the Principal Internship courses (EDL 526 and EDL 527):

EDL 502	School Finance	4
EDL 503	School Law	4
EDL 505	Introduction To Research	4
EDL 509	Organizational Dynamics	4
EDL 511	School Improvement	4
EDL 519	The Principalship	4
EDL 525	Supervision Of Instruction	4
Total Hours		28

## Master's Closure

All educational leadership degree candidates are required to complete master's closure activities in order to graduate. EDL 531 and EDL 532 will be conducted during the internship experience at the school site. Students will work with an assigned Capstone Professor and Internship University Supervisor on this process.

## Master of Arts in Education

[www.uis.edu/edl/](http://www.uis.edu/edl/) or [www.uis.edu/mae/](http://www.uis.edu/mae/)

Email: [edl@uis.edu](mailto:edl@uis.edu) or [masterinedu@uis.edu](mailto:masterinedu@uis.edu) (mtl@uis.edu)

Office Phone: (217) 206-6306 or (217) 206-7516

Office Location: BRK 379

## (Available Online)

The M.A. in Education is designed specifically for teachers who wish to assume leadership roles within and beyond the classroom but who are not interested in obtaining a principal endorsement. It is conducted entirely online and is characterized by lectures, text reading, discussions, and projects, with emphasis on reflection, application, and writing. Courses include studies in teaching, leadership, research, curriculum/instruction, methodology, best practices, school improvement, technology use, and a master's closure project. M.A. in Education courses meet the requirement for teacher certificate renewal. The master's degree requires the completion of 40 semester credit hours of course work.

## Advising

Advising is conducted by the M.A. in Education Coordinator in consultation with the department chair. Initial advising must be completed by the end of the student's first semester. The M.A. in Education Coordinator assists the student in planning his/her program of studies and is also available to provide career counseling. See [www.uis.edu/mae](http://www.uis.edu/mae) for further details.

## Grading Policy

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Degree Requirements

There are four core area requirements for the M.A. Education degree:

### Research

EDL 541	Educational Research Methods	4
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### Educational Leadership

EDL 585	Foundations of Online Learning	4
EDL 542	Action Research for Leadership	4

### Curriculum

EDL 543	Assessment for Learning	4
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### Master's Closure

EDL 586	Capstone Project	4
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Approved electives		20
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Total Hours		40
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## Illinois State Board of Education Endorsements

- Principalship Endorsement (p. 144)<sup>1</sup>
- Educational Technology Specialist (p. 145)<sup>1</sup>
- English as a Second Language (p. 145)
- Learning Behavior Specialist 1 (p. 145)<sup>1</sup>
- **Superintendent's Endorsement**<sup>1</sup>
- **Chief School Business Official**<sup>1</sup>

<sup>1</sup> Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for state of Illinois entitlement.

## Principalship Endorsement

This program prepares future elementary and secondary school administrators (Principals, Assistant Principals, Deans and Department Chairs) who are highly qualified to hold leadership positions in K-12 schools. The program was designed to provide a rigorous set of experiences to develop the knowledge, skills, dispositions, and competencies needed by educational leaders at the local and state



level. The UIS principal preparation program has been approved by the Illinois State Board of Education.<sup>1</sup>

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

Please see the sections on endorsement and internship requirements under the Master of Arts in Educational Leadership page.

EDL 502	School Finance	4
EDL 503	School Law	4
EDL 505	Introduction To Research	4
or EDL 541	Educational Research Methods	
EDL 509	Organizational Dynamics	4
EDL 511	School Improvement	4
EDL 519	The Principalship	4
EDL 525	Supervision Of Instruction	4
EDL 526	Principal Internship I	2
EDL 527	Principal Internship II	2
Total Hours		32

<sup>1</sup> Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for state of Illinois entitlement.

## Educational Technology

The K-12 Educational Technology Specialist endorsement is designed for practicing teachers and administration who are interested in learning more about integrating digital technologies into classroom teaching and learning. The six courses cover the knowledge and skills required for an ISBE Technology Specialist Endorsement which qualifies those who hold it for building and/or district level technology coordinator positions. A total of six courses, as well as passing the ISBE Technology Specialist (178) test are required if you are seeking the ISBE endorsement.

A passing grade in a MAE course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

### Required Courses

EDL 515	Online Teaching and Learning	4
EDL 516	Instructional Design for Technology	4
EDL 517	Education Technology Leadership	4
EDL 518	Educational Technology Systems	4
EDL 547	Technology in the Curriculum	4
EDL 555	Foundation for Technology in the Curriculum	4
Total Hours		24

Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for Illinois entitlement.

## English as a Second Language

### English as a Second Language (online)

**Serving Diverse Students** The ESL program prepares educational leaders to meet the needs of diverse non-English speaking students in K-12 classrooms.

**Endorsement** The ESL certificate program is approved by the Illinois State Board of Education and graduates are eligible to apply for an English as a Second Language Endorsement to be added to their active Illinois teaching license.

**Graduate degree opportunity** Combine the graduate certificate with an additional 20 credit hours of required course work to fulfill requirements for a Master of Arts in Education degree.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

### Required Courses

EDL 550	Theoretical Foundations of Teaching English as Second Language	4
EDL 584	Assessment of ESL Students	4
EDL 592	Linguistics	4
EDL 593	Cross Cultural Studies for ESL	2
EDL 594	Methods and Materials for ESL	4
EDL 595	ESL Clinical Experience <sup>1</sup>	2
Total Hours		20

<sup>1</sup>This class may not be required for students who have met the clinical experience requirement of the Illinois State Board of Education for English as a Second Language Letter of Approval/Endorsement.

## Learning Behavior Specialist I

*This endorsement is offered online.*

The Learning Behavior Specialist 1 (LBS1) endorsement is sought after by PK-12 teachers for the purpose of gaining an additional endorsement to be qualified to teach in a special education setting. The course titles and descriptions have been approved by the Illinois State Board of Education. The student populations with which they will be endorsed to work are diagnosed with specific learning disabilities, social emotional disorders, mental retardation, physically handicapped, autism, and traumatic brain injury. Each course may be taken for elective credit in the Masters of Education degree program.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

EDL 554	Characteristics of Exceptional Children	4
EDL 573	Survey of Exceptional Children	4
EDL 558	Strategies for Teaching Children with Special Needs I	2
EDL 559	Strategies for Teaching Children with Special Needs II	2
EDL 553	Assessment of Students' Learning Difficulties and Disabilities	4
Total Hours		16

Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for state of Illinois entitlement.

## Post Master's Certificate Concentrations

### Contact Information

**Phone:** (217) 206-6306

**Email:** edl@uis.edu

**Website:** www.uis.edu/edl

- Superintendent Endorsement (p. 146)
- Chief School Business Official Endorsement (p. 146)

The Post-Master's Certificate Program in Educational Leadership has two concentrations. The Superintendent Endorsement is designed to meet the professional growth needs of Illinois educators who are practicing building principals who wish to be prepared for central office leadership positions. The Chief School Business Official (CSBO) Endorsement is designed to prepare Illinois educators for advanced study and preparation in the organization and administration of the management of fiscal, physical, and human resources of a public school district in Illinois. Courses in this concentration are appropriate for candidates who currently hold central office business positions or those seeking the CSBO Endorsement.

Courses include a carefully planned set of standards-based experiences designed to develop knowledge, skills, and dispositions necessary to meet candidates' needs and interest in the areas of the Superintendent Endorsement and/or Chief School Business Official Endorsement. Candidates may work to meet the endorsement requirements for both concentrations within the Post-Master's Certificate Program.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

## School Superintendent Endorsement

The Post-Master's Certificate Program leading to the Superintendent Endorsement requires the completion of 36 semester hours of course work, which includes 32 hours of EDL courses and two semesters (two credit hours each) of internship experiences.

EDL 603	Advanced Seminar on Law and Public Policy	4
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EDL 604	Politics of Education: Federal, State and Local Politics and Policies	4
EDL 605	Research in Educational Leadership	4
EDL 611	Superintendent as Instructional Leader	4
EDL 612	Management of Educational Funds and Facilities	4
EDL 621	Superintendent and Central Staff/Personnel Management	4
EDL 626	Clinical Experiences/Internship I	2
EDL 627	Clinical Experiences/Internship II	2
EDL 635	Organizational Theory and Leadership	4
EDL 640	Business Application Revenues	4
Total Hours		36

Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for the state of Illinois entitlement.

## Chief School Business Official (CSBO) Endorsement

The Chief School Business Official (CSBO) Endorsement is taught in an online mode of delivery which requires the completion of 34 semester hours of course work, including 28 hours of EDL courses and three semesters (two credit hours each) of internship experiences.<sup>1</sup>

EDL 541	Educational Research Methods <sup>2</sup>	4
EDL 543	Assessment for Learning <sup>2</sup>	4
EDL 579	Collective and Interest-based Bargaining	2
EDL 582	Political Action And Advocacy	2
EDL 603	Advanced Seminar on Law and Public Policy	4
EDL 605	Research in Educational Leadership (on-campus) <sup>2</sup>	4
EDL 611	Superintendent as Instructional Leader (on-campus) <sup>2</sup>	4
EDL 612	Management of Educational Funds and Facilities	4
EDL 621	Superintendent and Central Staff/Personnel Management	4
EDL 626	Clinical Experiences/Internship I	2
EDL 627	Clinical Experiences/Internship II	2
EDL 628	Clinical Experiences/Internship III	2
EDL 635	Organizational Theory and Leadership	4
EDL 640	Business Application Revenues	4
EDL 645	Business Application Expenditures	4
Total Hours		34

<sup>1</sup> Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for Illinois entitlement.

<sup>2</sup> If students are lacking in fundamentals because their master's degree was not in education (research or curriculum), they may be asked to make up for these deficiencies.

## Graduate Certificate in Educational Technology

This certificate is available online.

### Contact Information

**Phone:** (217) 206-7516  
**Email:** masterinedu@uis.edu (mtl@uis.edu)  
**Website:** www.uis.edu/mae/

The K-12 Educational Technology Specialist endorsement is designed for practicing teachers and administration who are interested in learning more about integrating digital technologies into classroom teaching and learning. The six courses cover the knowledge and skills required for an ISBE Technology Specialist Endorsement which qualifies those who hold it for building and/or district level technology coordinator positions. A total of six courses, as well as passing the ISBE Technology Specialist (178) test are required if you are seeking the ISBE endorsement.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration.

## Required Courses

EDL 515	Online Teaching and Learning	4
EDL 516	Instructional Design for Technology	4
EDL 517	Education Technology Leadership	4
EDL 518	Educational Technology Systems	4
EDL 547	Technology in the Curriculum	4
EDL 555	Foundation for Technology in the Curriculum	4
Total Hours		24

Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for state of Illinois entitlement.

## Graduate Certificate in English as a Second Language

*This certificate is available online.*

### Contact Information

**Phone:** (217) 206-7516  
**Email:** masterinedu@uis.edu (mtl@uis.edu)  
**Website:** www.uis.edu/mae/

**Serving Diverse Students** The ESL program prepares educational leaders to meet the needs of diverse non-English speaking students in K-12 classrooms.

**Endorsement** The ESL endorsement program is approved by the Illinois State Board of Education and graduates are eligible to apply for an English as a Second Language endorsement to be added to their active Illinois teaching license.

**Graduate degree opportunity** Combine the graduate certificate with an additional 20 credit hours of required course work to fulfill requirements for a Master of Arts degree in Education.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is

reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

## Required Courses

EDL 550	Theoretical Foundations of Teaching English as Second Language	4
EDL 584	Assessment of ESL Students	4
EDL 592	Linguistics	4
EDL 593	Cross Cultural Studies for ESL	2
EDL 594	Methods and Materials for ESL	4
EDL 595	ESL Clinical Experience <sup>1</sup>	2
Total Hours		20

<sup>1</sup> This class may not be required for students who have met the clinical experience requirement of the Illinois State Board of Education for English as a Second Language Letter of Approval/Endorsement.

## Graduate Certificate in Higher Education Online Pedagogy

*This certificate is available online.*

### Contact Information

**Phone:** (217) 206-7516  
**Email:** masterinedu@uis.edu (mtl@uis.edu)  
**Website:** www.uis.edu/mae/

The purpose of this certificate is to assist higher education faculty who would like to learn how to teach online. The set of courses will help them learn effective practices for teaching online, build course content, and to design quality assessments for their course.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration.

## Required Courses

EDL 508	Effective Practices in Online Teaching and Learning	4
or EDL 516	Instructional Design for Technology	
EDL 512	Student Assessment for Online Learning	2
EDL 515	Online Teaching and Learning	4
EDL 521	Current and Emerging Technologies in Education	2
Total Hours		12

Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for state of Illinois entitlement.

## Graduate Certificate in Leadership and Learning

*This certificate is available online.*

**Contact Information**

**Phone:** (217) 206-7516  
**Email:** masterinedu@uis.edu (mtl@uis.edu)  
**Website:** www.uis.edu/mae/

The purpose of the graduate certificate in Leadership and Learning is to provide advanced training in curriculum, assessment, and pedagogy. This program will help PK-12 teachers gain additional knowledge and skills in school improvement issues, enhancing teacher performance in addressing student needs, and the use of data-driven decision making. By completing the prescribed 16 hours, the courses have a two-fold purpose:

1. for teachers who are looking for advanced online training without taking an entire degree, or
2. for teachers who want the courses to be applied toward the M.A. in Education degree program.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration.

**Required Courses**

EDL 541	Educational Research Methods	4
EDL 542	Action Research for Leadership	4
EDL 543	Assessment for Learning	4
EDL 585	Foundations of Online Learning	4
Total Hours		16

**Graduate Certificate in Legal Aspects of Education**

*This certificate is available online.*

**Contact Information**

**Phone:** (217) 206-7516  
**Email:** masterinedu@uis.edu (mtl@uis.edu)  
**Website:** www.uis/mae/

**Legal Framework:** This online certificate program offers educators advanced training in the fundamental legal issues that impact schools and introduces recent legal development that school teachers and administrators are likely to encounter. Educators seeking career advancement in administration or union/school board leadership will especially benefit from this series of courses.

The ten courses offered in this certificate program are the same courses our students seeking a master's degree take as electives.

By completing nine of the ten courses in the Legal Aspects of Education online course series, students can receive a special graduate certificate.

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

**Required Course Options**

Select nine of the following: 18

EDL 574	Critical Legal Issues in Education
EDL 575	Legal Aspects of Special Education
EDL 576	Minimizing Legal Risks in the Education Workplace
EDL 577	Schools In The Legal System
EDL 578	Educational Workplace Employability Issues
EDL 579	Collective and Interest-based Bargaining
EDL 580	Teacher, Parent, and Student Rights
EDL 581	Legal Responsibilities for the Education Workplace
EDL 582	Political Action And Advocacy
EDL 583	Teaching Law In K-12 Schools

Each course is two credit hours  
 Total Hours 18

Candidates must take and pass ISBE Licensure Exam(s) in their specific area(s) to qualify for state of Illinois entitlement.

**Human Development Counseling**

**Master of Arts**

**www.uis.edu/hdc/**  
**Email:** hdc@uis.edu  
**Office Phone:** (217) 206-6504  
**Office Location:** BRK 332

The Department of Human Development Counseling offers three concentrations accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP):

1. Community Counseling Concentration (now Clinical Mental Health Counseling (p. 149))
2. Marriage, Couple, and Family Counseling Concentration (p. 150)
3. School Counseling Concentration (p. 150)

These concentrations allow graduates to provide counseling and consulting services at a professional level in a wide variety of environments. Career options for graduates in the clinical mental health and marriage, couple, and family counseling concentrations include counseling in mental health, correctional, social welfare, rehabilitative, and human relations agencies, institutions, and environments. The school counseling concentration is approved by the Illinois State Board of Education and prepares candidates for a Professional Educator License with a School Counseling endorsement. Since opportunities for employment within each of these concentrations vary widely, prospective students should consult an advisor before choosing a career option.

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) has accredited the community counseling (now clinical mental health counseling), school counseling, and marriage, couple and family counseling concentrations. Successful completion of the curriculum for these concentrations leads to eligibility for certification through the National Board of Certified Counselors, and/or State of Illinois licensure.

HDC students are encouraged to join the American Counseling Association (ACA), and the Illinois Counseling Association (ICA). Students preparing for a career in mental health counseling are encouraged to join the American Mental Health Counseling Association (AMHCA). Students preparing for a career in school counseling are encouraged to join the American School Counselor Association (ASCA) and/or the Illinois School Counselor Association (ISCA). Students who are pursuing or have completed the M.A. degree in the marriage, couple and family counseling concentration may apply for membership in the International Association of Marriage and Family Counselors (IAMFC), the American Association for Marriage and Family Therapy (AAMFT), and/or licensure as a marriage and family therapist. Consultation with the department's marriage, couple and family counseling concentration coordinator is required.

## The Master's Degree

### Advising

Academic advising for HDC students is very important, and students should contact their advisors regularly. An advisor will be assigned by the department upon successful completion of the admissions process.

### Grading Policy

HDC department majors must earn grades of B- or better in HDC 501, HDC 511, HDC 512, and HDC 513. If a C+ grade or lower is earned in any of these courses, the course must be retaken. HDC majors must also maintain a cumulative GPA of at least 3.0. In other courses, a maximum of six hours of C grades is allowed provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition is on file in the Office of Records and Registration.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

### Expected Professional Competencies

Before graduating, degree candidates must demonstrate competencies and dispositions related to personal development, such as the ability to communicate effectively with others; professional development, such as the ability to conceptualize client concerns and to provide appropriate intervention through an individual or group relationship; and social development, such as the ability to collaborate effectively within a treatment team context.

In addition to these general competencies, students are expected to develop specific CACREP core-related knowledge and skills necessary for the client populations with which, or for the settings in which, they intend to work. Such specialized knowledge may be obtained through projects designed to meet individual course requirements.

Each department course may contain an applied or experiential component in addition to the didactic component, and some courses specifically emphasize experiential learning. These courses require application of professional skills in simulated and/or real settings. Students should, therefore, expect to demonstrate understanding of ethical behavior in the counseling profession as well as evidence of effective interaction skills with clients. All master's candidates must be familiar with the HDC policy on clinical experience and should consult their advisors about satisfying its provisions. All degree candidates must demonstrate graduate-level performance in reading, writing, and speaking English.

## Degree Requirements

Community Counseling Concentration (now Clinical Mental Health Counseling (p. 149))

Marriage, Couple, and Family Counseling Concentration (p. 150)  
School Counseling Concentration (p. 150)

A total of **61** semester hours is required for a master's degree in Human Development Counseling in all three concentrations:

HDC 501	Fundamental Issues and Ethics in Counseling <sup>1</sup>	3
HDC 511	Theories of Counseling	3
HDC 512	Prepracticum	3
HDC 513	Group Counseling	3
HDC 515	Multicultural Counseling	3
HDC 521	Developmental Counseling	3
HDC 524	Career/Lifestyle Counseling	3
HDC 525	Alcoholism and Substance Abuse	3
HDC 533	Family Dynamics	3
HDC 543	Consultation and Crisis Intervention	3
HDC 546	Psychopathology and the DSM	3
HDC 575	Appraisal Techniques in Counseling	3
HDC 577	Research Methods	3
HDC 585	Comprehensive Examination Registration	1
HDC 587	Professional Experience: Practicum	3
HDC 590	Professional Experience: Internship	1-10
Concentration		12
Total Hours		61

<sup>1</sup> HDC 501 must be taken during the student's first semester.

### Master's Closure

In addition to course requirements, students are required to pass a comprehensive examination that tests knowledge from the department's required course work. Completion of the closure requirement is satisfied once a student registers for the comprehensive exam (HDC 585), and passes both the multiple choice and clinical case presentation portions of the examination. Students must register for the comprehensive exam during the last semester of their internship, and after completion of required HDC courses. Students must consult their advisors for further information on the master's closure requirement.

Students who take HDC 585 and do not pass both the multiple choice and clinical case presentation portion of the exam while enrolled must register for HDC 586 (zero credit hours, one billable hour) each fall and spring until the exam is passed. Students who do not pass the clinical case presentation portion of the exam must also enroll in one credit hour of HDC 590 and provide additional professional counseling services at an approved clinical site.

## Clinical Mental Health Counseling Concentration

Students pursuing careers in clinical mental health counseling should begin to explore relevant populations and settings when enrolled in HDC 501. Course assignments thereafter should be designed to develop knowledge and skills specific to the emphasis chosen.

In order to develop and demonstrate skills unique to their selected concentration, clinical mental health counseling students must take HDC 542, HDC 544, and two elective courses within the department curriculum. Clinical experience placements for clinical mental health counseling students will take place in approved community agencies.

The Clinical Mental Health Counseling (CMHC) concentration within the HDC department includes four additional courses (12 credit hours) beyond the core curriculum of 49 credit hours for a total of 61 required credit hours.

**Core Curriculum**

HDC 501	Fundamental Issues and Ethics in Counseling	3
HDC 511	Theories of Counseling	3
HDC 512	Prepracticum	3
HDC 513	Group Counseling	3
HDC 515	Multicultural Counseling	3
HDC 521	Developmental Counseling	3
HDC 524	Career/Lifestyle Counseling	3
HDC 525	Alcoholism and Substance Abuse	3
HDC 533	Family Dynamics	3
HDC 543	Consultation and Crisis Intervention	3
HDC 546	Psychopathology and the DSM	3
HDC 575	Appraisal Techniques in Counseling	3
HDC 577	Research Methods	3
HDC 585	Comprehensive Examination Registration	1
HDC 587	Professional Experience: Practicum	3
HDC 590	Professional Experience: Internship	1-6

**Concentration Requirements**

HDC 542	Foundations of Clinical Mental Health Counseling	3
HDC 544	Social Justice and Advocacy in Counseling	3
Two elective HDC courses <sup>1</sup>		6
<b>Total Hours</b>		<b>61</b>

<sup>1</sup> Elective courses will be HDC courses selected in consultation with the student’s academic advisor, and will be courses that do not count toward the core or closure curriculum requirements.

## Marriage, Couple, and Family Counseling Concentration

Students pursuing careers in marriage, couple, and family counseling should begin to explore relevant populations and settings when enrolled in HDC 501. Course assignments thereafter should be designed to develop knowledge and skills specific to the emphasis chosen. In order to develop and demonstrate skills unique to their selected concentration, marriage, couple and family counseling students must take four specialization courses that emphasize working systemically within relational contexts. Clinical experience placements for marriage, couple, and family counseling students will take place in approved community agencies. Students enrolled in the marriage, couple, and family counseling concentration must complete a minimum of 120 hours of direct service in marriage, couple, or family counseling during their practicum and internship (combined). Consultation with the marriage, couple, and family counseling concentration coordinator is

required to ensure curricular and clinical experience requirements are met.

The Marriage, Couple, and Family Counseling (MCFC) concentration within the HDC department includes four additional courses (12 credit hours) beyond the core curriculum of 49 credit hours for a total of 61 required credit hours.

**Core Curriculum**

HDC 501	Fundamental Issues and Ethics in Counseling	3
HDC 511	Theories of Counseling	3
HDC 512	Prepracticum	3
HDC 513	Group Counseling	3
HDC 515	Multicultural Counseling	3
HDC 521	Developmental Counseling	3
HDC 524	Career/Lifestyle Counseling	3
HDC 525	Alcoholism and Substance Abuse	3
HDC 533	Family Dynamics	3
HDC 543	Consultation and Crisis Intervention	3
HDC 546	Psychopathology and the DSM	3
HDC 575	Appraisal Techniques in Counseling	3
HDC 577	Research Methods	3
HDC 585	Comprehensive Examination Registration	1
HDC 587	Professional Experience: Practicum	3
HDC 590	Professional Experience: Internship	1-6

**Concentration Requirements**

HDC 534	Introduction To Family Counseling	3
HDC 537	Couple Counseling	3
HDC 545	Sexual Dysfunction and Family Violence	3
HDC 558	Theories of Family Counseling	3

<b>Total Hours</b>		<b>61</b>
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All course work should emphasize specialized knowledge and skills needed for a particular setting or client population.

## School Counseling Concentration

School counseling students seeking licensure as a school counselor in Illinois must successfully complete the ISBE-approved HDC master’s degree in school counseling in order to receive the department’s endorsement. Additionally, students must present passing scores on the Test of Academic Proficiency (or equivalent) and the School Counselor Content Test (i.e., Test #181) as per department policy.

The School Counseling concentration within the HDC department includes four additional HDC courses (12 credit hours) beyond the core curriculum of 49 credit hours for a total of 61 required credit hours.

**Core Curriculum**

HDC 501	Fundamental Issues and Ethics in Counseling	3
HDC 511	Theories of Counseling	3
HDC 512	Prepracticum	3
HDC 513	Group Counseling	3
HDC 515	Multicultural Counseling	3
HDC 521	Developmental Counseling	3
HDC 524	Career/Lifestyle Counseling	3

HDC 525	Alcoholism and Substance Abuse	3
HDC 533	Family Dynamics	3
HDC 543	Consultation and Crisis Intervention	3
HDC 546	Psychopathology and the DSM	3
HDC 575	Appraisal Techniques in Counseling	3
HDC 577	Research Methods	3
HDC 585	Comprehensive Examination Registration	1
HDC 587	Professional Experience: Practicum	3
HDC 590	Professional Experience: Internship <sup>1</sup>	1-6
<b>Concentration Requirements</b>		
HDC 531	Developmental School Counseling	3
HDC 535	Child and Adolescent Counseling	3
Two elective HDC courses <sup>2</sup>		6
Total Hours		61

<sup>1</sup> Within a school/K-12 setting.

<sup>2</sup> Elective courses will be HDC courses selected in consultation with the student's academic advisor, and will be courses that do not count toward the core or closure curriculum requirements.

In addition to required HDC course work, an applicant seeking initial school counselor licensure must complete a course in mental hygiene and/or personality dynamics (this can be met by the abnormal psychology prerequisite), a practicum in a school setting, and a 600-hour internship in a school setting. Students who wish to pursue this course of study should contact the school counseling concentration coordinator immediately upon acceptance into the program.

For students without a valid state of Illinois teaching license, the following four additional courses (or equivalent courses) are required to obtain the HDC department's endorsement:

TEP 207	Foundations of American Education	3
Select one of the following:		3-4
TEP 222	Child Development for Teachers	
TEP 223	Adolescent Development for Teachers	
EDL 539	Adolescent Dev and Learn	
EDL 575	Legal Aspects of Special Education	2
TEP 315	Managing the Diverse Classroom	3
Total Hours		11-12

## Human Services

### Master of Arts in Human Services

Graduate Certificate – 1

[www.uis.edu/humanservices/](http://www.uis.edu/humanservices/)

Email: [hms@uis.edu](mailto:hms@uis.edu)

Office Phone: (217) 206-6687

Office Location: BRK 332

### Professional Development Sequence in Gerontology (blended format)

The Human Services Department offers a 16-hour professional development sequence in gerontology. The sequence is designed for individuals who already have one graduate degree and are working in some capacity with the elderly or who otherwise desire or need

basic graduate-level course work in gerontology. Contact the Human Services Program for more information.

### Certificate in Alcohol and Substance Abuse (blended format)

The department offers a graduate certificate in Alcohol and Substance Abuse to provide education to individuals who wish to become certified in the substance abuse counseling profession, but who do not wish to complete a formal degree program. On completion of the required 20 semester hours of courses, students may take the Certified Alcohol and Other Drug Abuse Counselor (CADC) exam through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

### Online or Blended Curriculum

The Social Service Administration concentration is offered online; the Alcohol and Substance Abuse, Child and Family Studies, and Gerontology concentrations are offered in a blended format.

- Alcoholism and Substance Abuse Concentration (p. 153)
- Child and Family Studies Concentration (p. 153)
- Gerontology Concentration (p. 153)
- Social Services Administration Concentration (p. 154)

*Note: All courses are required unless otherwise noted.*

### The Master's Degree

The M.A. degree in Human Services (HMS) provides advanced professional education for students who have an undergraduate education in human services or who have completed specific prerequisite courses to prepare them for study in the field. It is a multidisciplinary degree that prepares students to become competent as human services professionals for multiple roles and settings.

The degree contains core courses that teach skills and concepts needed by all human services professionals and integrates content from several academic concentrations to allow students to develop specific expertise. The concentrations are:

1. alcoholism and substance abuse,
2. child and family studies,
3. gerontology, and
4. social services administration.

Students are prepared to practice with competency and confidence within all concentrations. Study in this degree program requires that students examine aspects of their past lives and family experiences in an effort to understand their beliefs, values, and biases. This self-awareness is necessary when working with vulnerable populations.

The degree program teaches students to appreciate contemporary and historic human characteristics, issues, and problems and to plan for the delivery of human services in the future. Courses teach students to design, assess, treat, plan for, advocate for, counsel with, manage, and collaborate with individuals, groups, or agencies needing and using human services.

## Accreditation

The Human Services Alcohol and Substance Abuse concentration is accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

## Advising

The Human Services faculty has a professional and ethical obligation to conduct continual assessment with students so they are aware of limitations that may impede their future success. Moreover, the faculty has an obligation not to admit or to remove from candidacy any student who does not meet these requirements.

## Grading Policy

Graduate students must earn a grade of B (3.0) or better in each course (grades of B- or lower will not be accepted).

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Internship

The four-credit hour internship is designed to provide an opportunity for students to integrate knowledge and skills gained in courses into direct practice. The internship consists of intensive work experiences with supervision (100 work hours for each academic hour) in a human services environment (500 hours are required for students in the Alcoholism and Substance Abuse Concentration).

Students with three years of supervised full-time experience in their designated human services field may, with approval of their academic advisor, submit a Student Petition form to substitute four hours of regular course work for the internship.

## Degree Requirements

A master's degree in Human Services requires 44 hours of graduate-level course work, including 24 hours of core course work, plus 20 hours earned in a concentration selected from one of four options outlined.

### Prerequisite Courses (*two courses*) or the *equivalent*

1. A course in either human behavior in the social environment or a course in life-span developmental psychology, **and**
2. A course in either research methods or a course in statistics.

#### Core Requirements <sup>1</sup>

HMS 501	Critical Perspectives in Human Services	4
HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 511	Social Policy and Human Services	4
HMS 516	Ethics and Professional Development	4
HMS 550	Internship	4
HMS 585	HMS Capstone	4
HMS 586	HMS Capstone Continuing Enrollment <sup>2</sup>	0
Total Hours		24

<sup>1</sup> Offered online each fall and spring semester.

<sup>2</sup> Zero credit hour/one billable hour each fall and spring semester until completion.

HMS 580 is available with permission from the HMS department for those students who enrolled in the graduate degree program during the time when the project/thesis were used as the closure options.

## Master's Closure

Taken during the last semester of studies, HMS 585 helps students complete their Capstone. It integrates learning from core and concentration courses and further prepares students to use best practices. To receive credit, students must present their Capstone project to a faculty committee, and obtain formal committee approval.

HMS 580 is available **with permission** from the HMS department for those students who enrolled in the graduate degree program during the time when the project/thesis were the closure options.

## Online or Blended Curriculum

The Social Service Administration concentration is offered online; the Alcohol and Substance Abuse, Child and Family Studies, and Gerontology concentrations are offered in a blended format.

## Joint Degree Option – Human Services/ Public Health (HMS/MPH)

The UIS Departments of Public Health and Human Services have an articulation agreement that allows interested students to obtain a joint master's degree in Public Health and Human Services (MPH/HMS). Although many courses are offered online, the MPH/HMS joint degree is classified as an on campus joint degree. The HMS/MPH joint degree is a 68 credit hour master's degree option that requires students to take 32 credit hours from both departments, plus a four hour internship from one of the departments. Students take core classes from both HMS and MPH, as well as elective courses. Closure exercises from both departments are required. Students must apply to both graduate departments to be eligible for the joint degree. All prerequisites from each department apply. Interested students must meet with an academic advisor prior to enrolling.

## Degree Requirements

### Core Requirements

HMS Core Courses		
HMS 501	Critical Perspectives in Human Services	4
HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 511	Social Policy and Human Services	4
HMS 516	Ethics and Professional Development	4
MPH Core Courses		
MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4

### Internship Requirement

HMS 550	Internship	4
or MPH 581	Internship	



**Elective Courses**

## HMS Electives

Select three courses from one of the following concentrations: 12

## Alcohol and Substance Abuse (blended curriculum)

HMS 521	Advanced Interviewing and Intervention
HMS 525	Alcoholism and Substance Abuse
HMS 527	Assessment and Treatment of Substance Abuse
HMS 528	Dual Diagnosis and Relapse Prevention

## Child and Family Studies (blended curriculum)

HMS 521	Advanced Interviewing and Intervention
HMS 525	Alcoholism and Substance Abuse
HMS 533	Child Abuse And Neglect
HMS 537	Treating Children from Diverse Populations
HMS 567	Family Dynamics and Intervention

## Gerontology (blended curriculum)

HMS 508	Psychology Of Aging
HMS 529	Perspectives on Aging
HMS 563	Sociology of Death, Dying, and Bereavement
HMS 582	Aging And The Human Services

## Social Service Administration (online curriculum)

HMS 514	Staff Development and Supervision
HMS 538	Social Services Administration
HMS 584	Introduction to Nonprofit Management
HMS 588	Grant Writing in Human Services

## MPH Electives

Select two 500-level MPH courses <sup>1</sup> 8**Closure Requirement**

## HMS Closure

HMS 585 HMS Capstone 4

MPH Closure <sup>2</sup> 0

Total Hours 68

<sup>1</sup> In consultation with and approval by the academic advisor. The student's career path should be considered for the best selection of these electives.

<sup>2</sup> Students complete the MPH comprehensive examination. No credit hours are awarded for completion of the exam. Students who do not complete the examination during their final semester of study must enroll in MPH 583 (zero credit hours, one billable credit hour) each regular semester (fall/spring) until they pass the exam.

- Graduate Certificate in Alcohol and Substance Abuse (p. 154)

## Alcoholism and Substance Abuse Concentration

*This concentration is available in a blended format.*

The Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc., has accredited the alcohol and substance abuse concentration in the M.A. in Human Services. Students who successfully complete this concentration may be eligible to take the certifying examination for IAODAPCA. Students seeking admission to this concentration must have a two-year history of sobriety.

**Core Requirements** <sup>1</sup>

HMS 501	Critical Perspectives in Human Services	4
HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 511	Social Policy and Human Services	4
HMS 516	Ethics and Professional Development	4
HMS 550	Internship	4
HMS 585	HMS Capstone	4
HMS 586	HMS Capstone Continuing Enrollment <sup>2</sup>	0
<b>Concentration Requirements</b>		
HMS 521	Advanced Interviewing and Intervention	4
HMS 525	Alcoholism and Substance Abuse	4
HMS 527	Assessment and Treatment of Substance Abuse	4
HMS 528	Dual Diagnosis and Relapse Prevention	4
Elective <sup>3</sup>		4
Total Hours		44

<sup>1</sup> Offered online each fall and spring semester.

<sup>2</sup> Zero credit hour/one billable hour each fall and spring semester until completion.

<sup>3</sup> Students must receive approval from their academic advisor for elective courses.

## Child and Family Studies Concentration

*This concentration is available in a blended format.*

**Core Requirements** <sup>1</sup>

HMS 501	Critical Perspectives in Human Services	4
HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 511	Social Policy and Human Services	4
HMS 516	Ethics and Professional Development	4
HMS 550	Internship	4
HMS 585	HMS Capstone	4
HMS 586	HMS Capstone Continuing Enrollment <sup>2</sup>	0
<b>Concentration Requirements</b>		
HMS 521	Advanced Interviewing and Intervention	4
HMS 525	Alcoholism and Substance Abuse	4
HMS 533	Child Abuse And Neglect	4
HMS 537	Treating Children from Diverse Populations	4
HMS 567	Family Dynamics and Intervention	4
Total Hours		44

<sup>1</sup> Offered on line each fall and spring semester.

<sup>2</sup> Zero credit hour/one billable hour each fall and spring semester until completion.

## Gerontology Concentration

*This concentration is available in a blended format.*

**Core Requirements** <sup>1</sup>

HMS 501	Critical Perspectives in Human Services	4
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HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 511	Social Policy and Human Services	4
HMS 516	Ethics and Professional Development	4
HMS 550	Internship	4
HMS 585	HMS Capstone	4
HMS 586	HMS Capstone Continuing Enrollment <sup>2</sup>	0

**Concentration Requirements**

HMS 508	Psychology Of Aging	4
HMS 529	Perspectives on Aging	4
HMS 563	Sociology of Death, Dying, and Bereavement	4
HMS 582	Aging And The Human Services	4
Elective <sup>3</sup>		4
<b>Total Hours</b>		<b>44</b>

- <sup>1</sup> Offered online each fall and spring semester.
- <sup>2</sup> Zero credit hour/one billable hour each fall and spring semester until completion.
- <sup>3</sup> Students must receive approval from their academic advisor for elective course.

The Human Services Program also offers a 16-hour professional development sequence in gerontology consisting of the following courses:

HMS 508	Psychology Of Aging	4
HMS 529	Perspectives on Aging	4
HMS 563	Sociology of Death, Dying, and Bereavement	4
HMS 582	Aging And The Human Services	4
<b>Total Hours</b>		<b>16</b>

## Social Services Administration Concentration

This concentration is available in an online format.

**Core Requirements <sup>1</sup>**

HMS 501	Critical Perspectives in Human Services	4
HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 511	Social Policy and Human Services	4
HMS 516	Ethics and Professional Development	4
HMS 550	Internship	4
HMS 585	HMS Capstone	4
HMS 586	HMS Capstone Continuing Enrollment <sup>2</sup>	0

**Concentration Requirements**

HMS 514	Staff Development and Supervision	4
HMS 538	Social Services Administration	4
HMS 584	Introduction to Nonprofit Management	4
HMS 588	Grant Writing in Human Services	4
Elective <sup>3</sup>		4
<b>Total Hours</b>		<b>44</b>

- <sup>1</sup> Offered online each fall and spring semester.

- <sup>2</sup> Zero credit hour/one billable hour each fall and spring semester until completion.
- <sup>3</sup> Students must receive approval from their academic advisor for this elective course.

## Graduate Certificate in Alcohol and Substance Abuse

This certificate is available on campus.

The Human Services Department offers a Graduate Certificate in Alcohol and Substance Abuse to provide education to individuals who wish to become certified in the substance abuse counseling profession, but who do not wish to complete a formal degree program. On completion of the required 20 semester hours of courses, students may take the Certified Alcohol and Other Drug Abuse Counselor (CADC) exam through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA). Students seeking admission to this certificate must have a two-year history of sobriety.

Students must earn a grade of B (3.0) or better in each course (grades of B- or lower will not be accepted).

**Required Courses <sup>1</sup>**

HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 525	Alcoholism and Substance Abuse	4
HMS 527	Assessment and Treatment of Substance Abuse	4
HMS 528	Dual Diagnosis and Relapse Prevention	4
HMS 550	Internship (500 hours)	4
<b>Total Hours</b>		<b>20</b>

- <sup>1</sup> Prerequisite course for this certificate program is a lifespan or human development course.

## College of Liberal Arts and Sciences

[www.uis.edu/clas/](http://www.uis.edu/clas/)

Office Phone: (217) 206-6512

Email: [clas@uis.edu](mailto:clas@uis.edu)

Office Location: UHB 3000

James Ermatinger, Dean

The College of Liberal Arts and Sciences contains 23 disciplines, representing many of the fundamental building blocks of human knowledge. These disciplines are traditionally clustered into the Arts, Humanities, Social Sciences, Mathematics and Computer Science, and the Natural Sciences.

What binds all of these varied ways of knowing together is the common intellectual skills they stress - the ability to think deeply and systematically about significant questions, to communicate well, and to reach well-researched and sustainable conclusions. The liberal arts and sciences also hold this central academic value: freeing the human mind from prejudice and parochialism through reasoned discourse. The college contributes many of the courses in the UIS general education curriculum. This curriculum offers many opportunities for personal enrichment and exploration, and contains as its organizing principle the concept of engaged citizenship, from local to global. Over one-third of the faculty have significant international experience and bring these perspectives to the classroom. College faculty are dedicated teacher-scholars. Teaching is a central concern and many have been recognized for their excellence in the classroom. Faculty have also produced many books and articles as well as exhibits and performances. They also are involved in mentoring both undergraduate and graduate students in research projects. The college offers some exceptional classroom, studio, laboratory, and field facilities. These include new state-of-the-art classrooms and computer labs in University Hall, two astronomy observatories, a biology field station on the Illinois River at Emiquon, and access to science lab equipment, such as a DNA sequencer, that is unusual in an undergraduate education.

In addition to its newest initiative in providing a first-class education to traditional-aged students, the college is proud of its long and innovative record in providing educational access for more mature students. In 1974, faculty were founding members of the Council for Adult and Experiential Learning. The Liberal Studies Department gives students the opportunity to design their own degrees. Through Prior Learning Assessment, students can gain credit for college-level reasoning acquired through life experiences. The Prior Learning Assessment and Internship programs are national pioneers in linking the theoretical insights gained in the classroom with the world of work and service through internships (some of them paid) with businesses, state agencies, and community organizations. Our nationally-recognized online degrees, taught primarily by our regular professors, provide college access to time- and place-bound students, using the most modern technologies to continue our historical mission.

The college also supports co-curricular activities such as the Visual Arts Gallery, music and theater programming, the Verbal Arts Festival, field trips, and a variety of department-based student clubs and academic honor societies. The Learning Hub offers freshmen supplemental instruction in mathematics, English, biology, and chemistry and academic assistance to all students in many subjects

through one-to-one tutoring, workshops, presentations, and online tutoring. The Learning Hub holds its sessions one-to-one, in the classroom, and online through advanced computer technology.

## Communication

### Master of Arts

Bachelor of Arts (p. 66)

Undergraduate Minor (p. 68)

[www.uis.edu/communication/](http://www.uis.edu/communication/)

Email: [com@uis.edu](mailto:com@uis.edu)

Office Phone: (217) 206-6790

Office Location: UHB 3010

The graduate program in Communication has two main objectives:

1. Guide students in an intensive exploration of the structure and function of communication, and
2. Educate students in the methods and theory of communication inquiry.

## The Master's Degree

Although 400-level courses are open to both B.A and M.A. candidates, graduate students enrolled in 400-level courses should expect more stringent grading standards and/or more assignments (and perhaps differently structured assignments) than undergraduates enrolled in the same courses.

## Advising

It is recommended each new graduate student should consult with a faculty advisor before initial registration. Academic advisors work with students to develop a tentative plan of study based on department requirements and on the students' personal interests.

## Grading Policy

No grade below B- in a Communication course may be applied toward the degree, and students who do not maintain a cumulative 3.0 GPA will be placed on academic probation. Communication courses to be counted toward the degree requirements may not be taken on a CR/NC basis except for COM 501.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Degree Requirements

### Required Courses

Students must complete department-required courses (COM 501, COM 504, and COM 506) at UIS to graduate. No waivers or substitutions are accepted. Courses with a 300 course prefix number that advisors require of graduate students as prerequisites must be passed with a minimum grade of B (grades of B- or lower will not be accepted). Hours earned as prerequisites may not be counted toward the graduate degree.

All Communication M.A. candidates are required to complete at least 36 hours of graduate study in communication, including at least three 500-level graduate seminars. Graduate seminars are numbered 514 through 580.

No more than eight semester hours of graduate-level courses may be taken before taking COM 504, which is offered only in the fall semester. A student may not register for COM 501 until (s)he has registered for COM 506. COM 506 is offered only in the spring semester.

## Core Requirements

COM 504	Introduction to Graduate Study in Communication	4
COM 506	Research Methods in Communication	4
	500-level graduate seminars in Communication	12
	Graduate-level COM courses (400- or 500-level)	12
	Elective (400- or 500-level) <sup>1</sup>	4
COM 501	Closure Experience (minimum)	4
Total Hours		40

<sup>1</sup> If an elective is outside of Communication, it must be approved by Student Petition form with the Communication Department.

Additional courses may be required by the advisor, with department approval, in order to meet deficiencies. COM 599 credit may not be used to satisfy the 500-level seminar requirement.

## Important Course Information

Course Repetition: COM 570 and COM 580 may be taken for credit more than once provided the course topic is different each time. No more than eight semester hours of credit for COM 499 and COM 599 (tutorials) will be accepted for the degree. All other Communication courses may be repeated for grade improvement only once.

Course Offerings: Cross-listed courses may be accepted for the major. Students should be careful to register for the course with the appropriate department prefix (COM) to ensure that credit is received. Other courses may be accepted toward the major only through a Student Petition form with the Communication Department.

## Master's Closure

In accordance with campus requirements, all graduate students must complete a closure experience (COM 501) consisting of one of the following: a thesis, a project, or comprehensive exams. The proposed thesis or project must be approved by a faculty committee before it is started. Students must have completed a minimum of 32 (preferably 36) credit hours to be eligible for comprehensive exams. Students write comprehensive exams over five areas during a two-day period. Comprehensive exams will be offered once every semester at a regularly scheduled time. More specific guidelines on any of the three options listed above are available from the Communication Department or from COM faculty.

Students must enroll for a total of four hours credit in the closure experience; however, they may accrue the total in increments. Campus policy requires that students be enrolled in at least one semester hour of closure experience for each fall and spring semester after they have begun their graduate closure exercise until that exercise is completed. For Communication students, this means that if the closure experience (thesis/project/comprehensive exams) has not been completed by the end of four continuous credit hours of enrollment in COM 501, students must register for COM 502 (zero credit hours, one billable hour) each regular semester (excluding summer terms) until the closure experience is completed.

# Computer Science

## Master of Science

### Graduate Certificates – 2

Bachelor of Science in Computer Science (p. 69)

Undergraduate Minor (p. 70)

[csc.uis.edu/](http://csc.uis.edu/)

Email: [csc@uis.edu](mailto:csc@uis.edu)

Office Phone: (217) 206-6770

Office Location: UHB 3100

## The Master's Degree

The M.S. degree in Computer Science is offered in an on-campus and an online format. The online Computer Science graduate curriculum has the same requirements as the on-campus curriculum, allowing students to actively participate in dynamic, diverse, and interactive online learning communities and to complete their degrees on their own time via the Internet. The online format enables them to complete course work using the latest networked information technologies for increased interaction with educational resources, advisors, and materials. Applicants to the online M.S. degree are accepted in fall, spring and summer semesters. The Computer Science Department at its own discretion may consider accepting students under conditional admission, thereby allowing students whose baccalaureate degrees are in disciplines other than Computer Science to complete program entrance requirements. A placement exam measuring programming skills and knowledge of Java is required for all conditionally admitted students. The exam will be administered during the first week of the semester and will determine if students will be required to take CSC 501.

## Advising

On acceptance, students are assigned a member of the Computer Science faculty to serve as their academic advisor. Before registering for the first time, the student should discuss an appropriate course of study with the academic advisor.

## Grading Policy

Students must earn a grade of B- or better in all courses that apply toward the degree, and a cumulative 3.0 grade point average is required to graduate. In addition, graduate students who do not maintain a 3.0 grade point average will be placed on academic probation according to campus policy. Graduate students enrolled in 400-level courses should expect more stringent grading standards and/or additional assignments. Courses taken on a CR/NC basis will not count toward the degree.

## Transfer Courses

Transfer hours for the Computer Science MS are limited to a minimum and maximum of four graduate semester hours with a grade of B or better. They will be evaluated on a case-by-case basis and approved by Student Petition. Transferred hours will be counted in the 12 hours of 400 and above electives. Transfer students will be required to take a minimum of 16 hours of 500 level elective course work at UIS.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Degree Requirements

### Prerequisite Courses

Applicants are expected to have completed a program of study similar to that required for a bachelor's degree in Computer Science. Candidates who lack proper undergraduate background or who do not have an undergraduate minimum grade point average of 2.70 may be conditionally admitted to the program and must demonstrate competency by successfully completing specified prerequisite courses. The department prefers that the Java programming and mathematics requirements are already met. Remaining prerequisite courses may be taken at UIS or equivalent courses may be taken elsewhere. These courses will not count toward the graduate degree and must be completed before admission is granted.

CSC 302	Discrete Structures	4
or MAT 302	Discrete Mathematics	
or MAT 114	Finite Mathematics and Its Applications	
CSC 225	Computer Programming Concepts I	3
CSC 275	Computer Programming Concepts II	3
CSC 376	Computer Organization	4
CSC 385	Data Structures and Algorithms	4
CSC 388	Programming Languages	4
CSC 389	Introduction to Operating Systems	4
MAT 113	Business Calculus	4
or MAT 115	Calculus I	
MAT 121	Applied Statistics	3
Total Hours		33

### Core Courses

Students must complete 32 hours of approved courses. No more than 12 hours of graduate level course work may be taken before a student is fully admitted to the program. Course work must include:

#### CSC Electives<sup>1,2</sup>

500-level CSC Courses	16	
400-level or higher CSC Courses	12	
CSC 540	Graduate Research Seminar	4
Total Hours		32

<sup>1</sup> CSC electives must be approved by the student's academic advisor.

<sup>2</sup> Courses numbered CSC 410, CSC 442 or CSC courses that include "ECCE" in the title may not be counted.

### Master's Closure

Computer Science graduate students must complete a comprehensive closure exercise to demonstrate an ability to formulate, investigate, analyze, and report results on a problem in writing and orally. Computer Science master's degree candidates are expected to fulfill the campus closure requirement by earning a grade of B- or better in CSC 540. Students who have not made satisfactory progress in CSC 540 will be assigned a grade lower than B- and will have to re-register and re-take the course. Students who have made satisfactory progress in CSC 540, but who have not completed the final course documents can petition the department to complete the remaining documents by enrolling in CSC 541 (zero credit hours, one billable

hour) each fall and spring semester until the final course documents are completed.

## The Master's Degree

The M.S. degree in Computer Science is offered in an on-campus and an online format. The online Computer Science graduate curriculum has the same requirements as the on-campus curriculum, allowing students to actively participate in dynamic, diverse, and interactive online learning communities and to complete their degrees on their own time via the Internet. The online format enables them to complete course work using the latest networked information technologies for increased interaction with educational resources, advisors, and materials. Applicants to the online M.S. degree are accepted each fall semester. The Computer Science Department may, at its own discretion, accept new students in other semesters, and may consider accepting students under conditional admission, thereby allowing students whose baccalaureate degrees are in disciplines other than Computer Science to complete program entrance requirements during spring and fall terms.

### Advising

On acceptance, students are assigned a member of the Computer Science faculty to serve as their academic advisor. Before registering for the first time, the student should discuss an appropriate course of study with the academic advisor.

### Grading Policy

Students must earn a grade of B- or better in all courses that apply toward the degree, and a cumulative 3.0 grade point average is required to graduate. In addition, graduate students who do not maintain a 3.0 grade point average will be placed on academic probation according to campus policy. Graduate students enrolled in 400-level courses should expect more stringent grading standards and/or additional assignments. Courses taken on a CR/NC basis will not count toward the degree.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Degree Requirements

### Prerequisite Courses

Applicants are expected to have completed a program of study similar to that required for a bachelor's degree in Computer Science. Candidates who lack proper undergraduate background or who do not have an undergraduate minimum grade point average of 2.70 may be conditionally admitted to the program and must demonstrate competency by successfully completing specified prerequisite courses. The department prefers that the Java programming and mathematics requirements are already met. Remaining prerequisite courses may be taken at UIS or equivalent courses may be taken elsewhere. These courses will not count toward the graduate degree and must be completed before admission is granted.

CSC 302	Discrete Structures	4
or MAT 302	Discrete Mathematics	
or MAT 114	Finite Mathematics and Its Applications	
MAT 113	Business Calculus	4
or MAT 115	Calculus I	
MAT 121	Applied Statistics	3

CSC 225	Computer Programming Concepts I	3
CSC 275	Computer Programming Concepts II	3
CSC 376	Computer Organization	4
CSC 385	Data Structures and Algorithms	4
CSC 388	Programming Languages	4
CSC 389	Introduction to Operating Systems	4
Total Hours		33

## Core Courses

Students must complete 32 hours of approved courses. No more than 12 hours of graduate level course work may be taken before a student is fully admitted to the program. Course work must include:

### CSC Electives<sup>1,2</sup>

500-level CSC Courses	16
400-level or higher CSC Courses	12
CSC 540 Graduate Research Seminar	4
Total Hours	32

- <sup>1</sup> CSC electives must be approved by the student's academic advisor.
- <sup>2</sup> Courses numbered CSC 410, CSC 442 or CSC courses that include "ECCE" in the title may not be counted.

## Master's Closure

Computer Science graduate students must complete a comprehensive closure exercise to demonstrate an ability to formulate, investigate, analyze, and report results on a problem in writing and orally.

Computer Science master's degree candidates are expected to fulfill the campus closure requirement by earning a grade of B- or better in CSC 540. Students who have not made satisfactory progress in CSC 540 will be assigned a grade lower than B- and will have to re-register and re-take the course. Students who have made satisfactory progress in CSC 540, but who have not completed the final course documents can petition the department to complete the remaining documents by enrolling in CSC 541 (zero credit hours, one billable hour) each fall and spring semester until the final course documents are completed.

- Graduate Certificate in Information Assurance (p. 158)
- Graduate Certificate in Systems Security (p. 158)

## Graduate Certificates

The Computer Science Department offers a Graduate Certificate in Systems Security and a Graduate Certificate in Information Assurance.

The Computer Science certificates are designed to provide specialized knowledge and skills required for teaching information assurance and systems security at the college level. The curricula focus on developing a cadre of teachers qualified to teach information assurance and systems security classes at community colleges and universities. Certificates are awarded on completion of the course work. Information for each is available from the Computer Science Department.

These certificates are offered only in an online format and are open only to college faculty participating in faculty development courses

offered through the Center for Systems Security and Information Assurance (CSSIA), [www.cssia.org](http://www.cssia.org).

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificates will be expected to complete course requirements with a grade of B or better (grades of B- or lower will not be accepted).

Descriptions for courses leading to a certificate are available from the UIS online, dynamic course schedule found on the Records and Registration web site. Candidates for the certificates must choose a set of approved courses in consultation with their academic advisor.

## Graduate Certificate in Information Assurance

*This certificate is available online.*

### Required Courses

Students must select 500-level graduate Computer Science Information Assurance classes (a minimum of 12 credit hours). All CSC course work must be approved by the student's academic advisor by a Student Petition form.

## Graduate Certificate in Systems Security

*This certificate is available online.*

### Required Courses

Students must select 500-level graduate Computer Science Systems Security classes (a minimum of 12 credit hours). All CSC course work must be approved by the student's academic advisor by a Student Petition form.

## Data Analytics

### Master of Science

[www.uis.edu/dataanalytics/](http://www.uis.edu/dataanalytics/)

**Email:** [tnguy2@uis.edu](mailto:tnguy2@uis.edu)

**Office Phone:** (217) 206-8338

**Office Location:** WUIS #3

The M.S. in Data Analytics aims at providing an interdisciplinary approach to data analytics that covers both the foundational mathematical knowledge of data science and the computational methods and tools for preprocessing, interpreting, analyzing, representing, and visualizing data sets.

### The Master's Degree

The M.S. in Data Analytics is offered in on-campus, online, and blended formats. On-ground students will have the option of taking online or blended classes as well. Applicants to the online Data Analytics degree are accepted each fall semester. The Data Analytics program may, at its own discretion, accept new students in other semesters, and may consider accepting students under conditional admission, thereby allowing students to complete program entrance requirements during spring and fall terms.

## Advising

On acceptance, students are assigned a member of the Data Analytics faculty to serve as their academic advisor. Before registering for the first time, the student should discuss an appropriate course of study with the academic advisor.

## Grading Policy

Students must earn a grade of B- or better in all courses that apply toward the degree, and a cumulative 3.0 grade point average is required to graduate. In addition, graduate students who do not maintain a 3.0 grade point average will be placed on academic probation according to campus policy. Graduate students enrolled in 400-level courses should expect more stringent grading standards and/or additional assignments. Courses taken on a CR/NC basis will not count toward the degree.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Transfer Courses

Students are allowed to transfer a maximum of eight graduate semester hours with a grade of B or better. They will be evaluated on a case-by-case basis and approved by Student Petition form. Transfer students will be required to take a minimum of 28 credit hours of Data Analytics core and elective course work at UIS.

## Degree Requirements

Students must complete all prerequisites and 36 credit hours including 28 required credit hours and eight elective credit hours to earn the Data Analytics degree while maintaining a minimum GPA of 3.0 on a scale of 4.0 as listed below.

- 25 hours of prerequisites. The students will not receive graduate credit for prerequisite courses. The prerequisite courses must be completed with a minimum grade of B- before full admission to the Data Analytics program (see Admission Requirements (p. ) for details).
- 28 required credit hours with a minimum grade of B-.
- Eight elective credit hours with a minimum grade of B-.

<b>Prerequisite Courses</b>	25
CSC 225	Computer Programming Concepts I
CSC 275	Computer Programming Concepts II
CSC 302	Discrete Structures
CSC 385	Data Structures and Algorithms
DAT 332	Matrix Analysis and Numerical Optimization
MAT 113	Business Calculus
or MAT 115	Calculus I
MAT 121	Applied Statistics
<b>Required Courses</b>	28
CSC 472	Introduction to Database Systems
CSC 573	Data Mining
DAT 502	Introduction to Statistical Computation
DAT 550	Advanced Statistical Methods
DAT 552	Introduction to Machine Learning
or CSC 570	Advanced Topics in Computer Systems
DAT 553	Big Data Analytics

or CSC 570	Advanced Topics in Computer Systems	
DAT 554	Data Analytics Capstone <sup>1</sup>	
<b>Electives (choose two):</b>		8
CSC 561	NoSQL Databases	
CSC 562	Data Visualization	
CSC 572	Advanced Database Concepts	
DAT 444	Operations Research Methods	
or MAT 444	Operations Research Methods	
DAT 570	Advanced Topics in Data Analytics	
<b>Total Hours</b>		36

- <sup>1</sup> The capstone project will draw upon the knowledge and skills learned throughout the entire curriculum and will ask students to apply the appropriate methods and tools for data analysis in a real-world organizational setting. The capstone course provides the opportunity to exercise different techniques for data storage, preprocessing, integration and analysis covered throughout the M.S. in Data Analytics curriculum in order to address business challenges. The students must provide a well-written report and an oral presentation to effectively communicate their findings.

## The Master's Degree

The M.S. in Data Analytics is offered in on-campus, online, and blended formats. Applicants to the online Data Analytics degree are accepted each fall semester. The Data Analytics program may, at its own discretion, accept new students in other semesters, and may consider accepting students under conditional admission, thereby allowing students to complete program entrance requirements during spring and fall terms.

## Advising

On acceptance, students are assigned a member of the Data Analytics faculty to serve as their academic advisor. Before registering for the first time, the student should discuss an appropriate course of study with the academic advisor.

## Grading Policy

Students must earn a grade of B- or better in all courses that apply toward the degree, and a cumulative 3.0 grade point average is required to graduate. In addition, graduate students who do not maintain a 3.0 grade point average will be placed on academic probation according to campus policy. Graduate students enrolled in 400-level courses should expect more stringent grading standards and/or additional assignments. Courses taken on a CR/NC basis will not count toward the degree.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Transfer Courses

Students are allowed to transfer a maximum of eight graduate semester hours with a grade of B or better. They will be evaluated on a case-by-case basis and approved by student petition. Transfer students will be required to take a minimum of 28 credit hours of Data Analytics core and elective course work at UIS.

## Degree Requirements

Students must complete all prerequisites and 36 credit hours including 28 required credit hours and eight elective credit hours to earn the Data Analytics degree while maintaining a minimum GPA of 3.0 on a scale of 4.0 as listed below.

- 25 hours of prerequisites. The students will not receive graduate credit for prerequisite courses. The prerequisite courses must be completed with a minimum grade of B- before full admission to the Data Analytics program (see Admission Requirements (p. ) for details).
- 28 required credit hours with a minimum grade of B-.
- Eight elective credit hours with a minimum grade of B-.
- Capstone Course- DAT 554.
- Students must maintain a minimum GPA of 3.0 on a scale of 4.0.

Prerequisites		25
MAT 113	Business Calculus	
or MAT 115	Calculus I	
MAT 121	Applied Statistics	
CSC 302	Discrete Structures	
CSC 225	Computer Programming Concepts I	
CSC 275	Computer Programming Concepts II	
CSC 385	Data Structures and Algorithms	
DAT 332	Matrix Analysis and Numerical Optimization	
Required Courses		28
CSC 472	Introduction to Database Systems	
DAT 502	Introduction to Statistical Computation	
DAT 550	Advanced Statistical Methods	
CSC 573	Data Mining	
DAT 552	Introduction to Machine Learning	
DAT 553	Big Data Analytics	
DAT 554	Data Analytics Capstone <sup>1</sup>	
Electives		8
DAT 444	Operations Research Methods	
or MAT 444	Operations Research Methods	
CSC 561	NoSQL Databases	
CSC 562	Data Visualization	
CSC 572	Advanced Database Concepts	
DAT 570	Advanced Topics in Data Analytics	
Total Hours		36

<sup>1</sup> The capstone project will draw upon the knowledge and skills learned throughout the entire curriculum and will ask students to apply the appropriate methods and tools for data analysis in a real-world organizational setting. The capstone course provides the opportunity to exercise different techniques for data storage, preprocessing, integration and analysis covered throughout the M.S. in Data Analytics curriculum in order to address business challenges. The students must provide a well-written report and an oral presentation to effectively communicate their findings.

## English

www.uis.edu/english/  
Email: eng@uis.edu

Office Phone: (217) 206-6779

Office Location: UHB 3050

### Master of Arts in English Graduate Certificate in Teaching English

The department's goal is to help graduate students attain a mastery of analytic and technical skills associated with the humanistic endeavor of producing and analyzing texts in the English language. By choosing one of two concentrations, our students engage with the digital humanities and produce interesting, provocative, and useful projects for the public. A master's degree in English will prepare students to engage the issues that truly matter in our culture, as well as for doctoral study in the field of English and for jobs in the digital humanities within and outside of academia. Please click the tabs above to learn more.

## The Master's Degree

*This degree is available on-campus.*

The English Master's degree is a liberal arts degree in English Studies with a focus on digital research, writing, and dissemination of knowledge. Students will concentrate in one of two areas within the degree: Digital Pedagogy or Digital Publishing.

## Degree Requirements

- Digital Pedagogy Concentration
- Digital Publishing Concentration

## Entrance Requirements

- Candidates must meet UIS requirements for admission to graduate studies
- Candidates must have a Bachelor's Degree in English or another related area of study
- Candidates without a Bachelor's Degree in English must have completed the minimum course work equivalent to an English minor (15-16 credit hours in English beyond first-year composition)
- Candidates must have a cumulative GPA of 2.5 or higher and an English GPA of 3.0 or higher. Candidates who have earned a GPA lower than 3.0 in English, in some cases and in consideration of all application materials, may receive conditional admission. They may be required to complete additional course work.
- Candidates who are required to take the Test of English as a Foreign Language (TOEFL) or equivalent must receive a score of 580 or higher to be admitted.

## Admissions process

### UIS application

- UIS Online Graduate Application; UIS Downloadable Application (PDF)
- Complete transcripts from all colleges and universities attended

### English Department application

- English Department Application Form
- A cover letter (one-two pages) explaining your interest in the MA program
- Curriculum Vitae (two Pages)



- Names and contact information of three references, two of which need to be academic references
- Writing Sample
  - For Digital Publishing concentration – a creative writing sample (10-15 pages of poetry or prose) *and* an analytical writing sample (10-15 pages) illustrating a sustained argument built from primary and secondary sources
  - For Digital Pedagogy concentration – an analytic writing sample (10-15 pages) illustrating a sustained argument built from primary and secondary sources

**Graduate Assistantships:** Students are eligible to apply for Graduate Assistantships at UIS when admitted into a program. Students interested in an assistantship, which historically defrays some of the cost of tuition and fees and provides a stipend for living expenses, should indicate in the statement of intent their plans to apply for a GA position.

## Advising

An academic advisor is assigned to assist students in developing appropriate courses of study. All students should consult their academic advisors before enrolling in courses; a plan of study must be completed by the end of the first semester a student is enrolled as a graduate student. Students may choose a different academic advisor at any time.

## Grading Policy

Only courses in which students have earned a B- or better are accepted towards the M.A. degree in English

## Tutorial (Independent Study) Credits

Graduate students are limited to four tutorial hours. A student may take a tutorial only if a course (s)he needs to graduate is not being offered within a two-year time period from when a full-time student first enrolled in courses. The tutorial credits may be taken online or on-campus. Part-time students may anticipate more difficulty accommodating their schedules.

## Master's Closure

The master's degree program in English offers graduate students three closure options: the traditional thesis, a critical project, or a creative project. At closure, students must enroll in ENG 589 (one to four hours). This course may be repeated for a maximum of four credit hours. After initial registration in ENG 589, students must maintain enrollment until all four hours of closure credit have been accumulated. If the thesis or project is not completed by the time four hours of ENG 589 are accrued in continuing enrollment, students must register for ENG 590 (zero credit hours, one billable hour) in all subsequent fall and spring semesters until the thesis or project is complete.

- Graduate Certificate in Teaching English (p. 162)

## Digital Pedagogy Concentration

Graduate students taking 400-level courses for graduate credit are required to do extra, more intensive work for which they will receive four credit hours total for the course. Students may request by Student Petition form no more than two courses taken at another accredited English graduate program to be counted towards requirements.

Students must get pre-approval from the department for a non-UIS concurrent enrollment course to count towards the MA in English.

### Core Requirements

ENG 466	Digital Technologies in English Studies	3
ENG 501	Digital Humanities Research	4
ENG 502	Textual Criticism	4
ENG 550	Seminar: Topics in Teaching Writing	4
ENG 551	Teaching Literature	4
ENG 552	Sociolinguistics and English Studies	4
ENG 553	Teaching Practicum	2
ENG 554	Teaching Technologies in English Studies	4
ENG 589	Thesis or Creative Writing Project	4

Choose TWO Courses from the Following List: 6-8

ENG 420	Topics in World Literature II	
ENG 430	Topics in American Literature II	
ENG 434	Literature and Culture of Early America	
ENG 435	American Literature 1820-1865	
ENG 437	American Literature Between the Wars	
ENG 438	African-American Literature	
ENG 440	Major Figures in American Literature Since 1900	
ENG 443	Chaucer and His Era	
ENG 444	Milton	
ENG 445	Midwestern Literature	
ENG 447	Arthurian Literature	
ENG 448	The Shakespeare Project	
ENG 449	The British Romantics	
ENG 450	Topics in British Literature II	
ENG 453	Poetry and Prose of the Victorian Age	
ENG 455	Modern British Literature	
ENG 456	Contemporary British Literature	
ENG 460	Themes in Literature	
ENG 461	Major Women Writers	
ENG 463	Mythology	
ENG 464	Literature and the Bible	
ENG 481	Memoirs Across Cultures	
ENG 510	Seminar: Major Figures in British Literature 1700-1900	
ENG 540	Seminar: Topics in Literary Study	
ENG 560	Graduate Seminar: Literary Period	
ENG 580	Seminar: Literary Genres	

Total Hours 39-41

## Digital Publishing Concentration

Graduate students taking 400-level courses for graduate credit are required to do extra, more intensive work for which they will receive four credit hours total for the course. Students may request by Student Petition form no more than two courses taken at another accredited English graduate program to be counted towards requirements. Students must get pre-approval from the department for a non-UIS concurrent enrollment course to count towards the MA in English.

### Core Requirements

ENG 409	Rhetoric and Composition in Digital Media	3
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ENG 466	Digital Technologies in English Studies	3
ENG 501	Digital Humanities Research	4
ENG 502	Textual Criticism	4
ENG 570	Topics in Creative Writing III (Drama or Creative Non-Fiction) <sup>1</sup>	4
ENG 570	Topics in Creative Writing III (Fiction) <sup>1</sup>	4
ENG 570	Topics in Creative Writing III (Poetry) <sup>1</sup>	4
ENG 571	Business of Writing	4
ENG 589	Thesis or Creative Writing Project	4
Choose ONE Course from the Following List:		3-4
ENG 420	Topics in World Literature II	
ENG 430	Topics in American Literature II	
ENG 434	Literature and Culture of Early America	
ENG 435	American Literature 1820-1865	
ENG 437	American Literature Between the Wars	
ENG 438	African-American Literature	
ENG 440	Major Figures in American Literature Since 1900	
ENG 443	Chaucer and His Era	
ENG 444	Milton	
ENG 445	Midwestern Literature	
ENG 447	Arthurian Literature	
ENG 448	The Shakespeare Project	
ENG 449	The British Romantics	
ENG 450	Topics in British Literature II	
ENG 453	Poetry and Prose of the Victorian Age	
ENG 455	Modern British Literature	
ENG 456	Contemporary British Literature	
ENG 460	Themes in Literature	
ENG 461	Major Women Writers	
ENG 463	Mythology	
ENG 464	Literature and the Bible	
ENG 480	Topics in Genre Study	
ENG 481	Memoirs Across Cultures	
ENG 510	Seminar: Major Figures in British Literature 1700-1900	
ENG 540	Seminar: Topics in Literary Study	
ENG 560	Graduate Seminar: Literary Period	
ENG 580	Seminar: Literary Genres	
Total Hours		37-38

<sup>1</sup> Students must take three workshops: one workshop in poetry, one workshop in fiction, and one workshop in drama or creative non-fiction for a total of 12 hours.

## Graduate Certificate in Teaching English

*This certificate is available on-campus.*

This certificate is designed to provide specialized knowledge and skills concerning the teaching of English Studies in secondary institutions and at the college level. The curriculum is designed to provide both theoretical and applied knowledge of three specific content areas of English Studies vital to classroom instruction and curricular development: Composition, Literature, and Language. Upon

completion of the four required courses and a practicum, students will receive a certificate. Because the certificate requires classroom teaching experience, it is offered on-ground. The certificate may be taken without pursuing a master's degree, or it may be incorporated into the M. A. in English.

*Please note:* this certificate does not provide teaching certification, endorsement, or licensure for any state board of education. However, the course of study may be particularly valuable for teachers who are already certified or licensed, e.g., for those who have a master's degree and want to teach dual-credit courses at the high school level, and/or those who plan to teach English at the lower-division/community college level.

### Entrance Requirements

- Candidates must meet UIS requirements for admission to graduate studies.
- Candidates must have a Bachelor's Degree in English or another related area of study.
- Candidates without a Bachelor's Degree in English must have completed the minimum course work equivalent to an English minor (15-16 credit hours in English beyond first-year composition).
- Candidates must have a cumulative GPA of 2.5 or higher and an English GPA of 3.0 or higher.
- Candidates who have earned a GPA lower than 3.0 in English, in some cases and in consideration of all application materials, may receive conditional admission. They may be required to complete additional course work.
- Candidates who are required to take the Test of English as a Foreign Language (TOEFL) or equivalent must receive a score of 580 or higher to be admitted.

### Admissions process

#### UIS application

- Non-Degree Seeking Graduate Application (PDF), or apply online
- Complete transcripts from all colleges and universities attended

#### English Department application

- English Department Application Form (PDF)
- A cover letter (1-2 pages) explaining why they are interested in the Graduate Certificate program
- Curriculum Vitae (2 pages)
- Names and contact information of three references, two of which need to be academic references
- An analytical writing sample (10-15 pages) illustrating a sustained argument built from primary and secondary sources

### Required Courses

Candidates for the certificate will be expected to complete course requirements with a grade of C+ or better; however, the cumulative grade point average earned must be at least 3.0 for the certificate to be awarded. Descriptions for the following courses required for the certificate are available from the UIS online catalog.

ENG 501	Digital Humanities Research	4
ENG 550	Seminar: Topics in Teaching Writing	4
ENG 551	Teaching Literature	4

ENG 552	Sociolinguistics and English Studies	4
ENG 553	Teaching Practicum	2
Total Hours		18

## History

### Master of Arts

Bachelor of Arts (p. 75)

Undergraduate Minor (p. 77)

[www.uis.edu/history/](http://www.uis.edu/history/)

Email: [his@uis.edu](mailto:his@uis.edu) or [hisonline@uis.edu](mailto:hisonline@uis.edu)

Office Phone: (217) 206-6779

Office Location: UHB 3050

## The Master's Degree

The M.A. in History emphasizes the development of analytical research skills necessary for studying the past. The curriculum focuses on the comprehension and appraisal of historiographical perspectives and debates, the methodologies and practices of research in primary sources, and the development of skills necessary for the interpretation of the past for a public audience. The program offers a choice among three areas of concentration: American History, European and World History, and Public History. The curriculum is designed to serve students with a variety of goals, including those interested in teaching; those pursuing careers with business, labor, or community organizations; those seeking employment in historical agencies, museums, historical societies, or archives; those desiring the intellectual stimulation of a challenging discipline; and those interested in continuing advanced education.

## Degree Requirements

- American History Concentration (p. 163)
- European and World History Concentration (p. 164)
- Public History Concentration (p. 165)

## Advising

During the first semester of study, each student is assigned an initial academic advisor who assists in defining career goals, selecting courses, and developing an education plan. However, students are free to change advisors and are encouraged to select thesis and project advisors who most closely fit their interests and with whom they can work most effectively. Students are strongly encouraged to consult with their advisor regularly, especially before enrolling for their first and last semesters. Questions about advising may be directed to the Department by email ([his@uis.edu](mailto:his@uis.edu)) or by phone at (217) 206-6779.

## Grading Policy

Students must earn a grade of B or better in all courses counting toward the master's degree. History graduate students may repeat program courses for grade improvement only once. Students may also repeat a thesis or project defense only once.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Graduate Credit for 400-Level Courses

Graduate students in the American and the European and World History concentrations may use no more than 12 hours of 400-level

course work towards their degrees. Students in the Public History concentration may use no more than 4 hours of 400-level course work towards their degrees.

Graduate students enrolled in 400-level courses are expected to perform at a higher level than undergraduates and to complete extra work as defined by the instructor. Examples of such work include reading and reporting on material in addition to that required of undergraduate students, completing an annotated bibliography in the professional literature of the field, or meeting separately with the instructor to research a specified topic.

If a course has an "ECCE" designation, M.A. students need permission from the instructor to register and are encouraged to consult with their academic advisors about the suitability of the course.

## Master's Closure

To attain a master's degree, the student must complete a closure exercise appropriate to the chosen area of concentration. Candidates must successfully complete 12 hours of the core requirements (HIS 501, HIS 503, and one HIS 510 seminar) before enrolling in credit hours toward the closure requirement (HIS 560, HIS 570, or HIS 580).

The thesis (HIS 580) is a formal written presentation of historical research based on primary sources. The project (HIS 570) derives from an internship served with an historical agency or other entity. The position paper and historiography (HIS 560) is a thorough written examination and evaluation of the essential secondary sources devoted to a specifically defined topic.

The position paper and historiography is offered in the recognition that primary research facilities in European and world history topics pose difficulty of access. The student is encouraged to master the research and analysis undertaken by professional historians in these areas.

In each case, the student will defend the completed exercise before a committee comprised of at least three faculty members (two from the History Department, one from another academic program). The thesis or project must be successfully defended for the student to receive credit for the closure requirement. Students may repeat a defense only once, at the discretion of the committee.

## American History Concentration

The American History concentration stresses research and study of topics pertinent to the origins and development of the United States, the land, its people, and its place in the world.

### American History Concentration Core Requirements

HIS 501	Graduate History Colloquium	4
HIS 503	Researching and Writing History	4
HIS 510	Graduate Readings Seminar <sup>1</sup>	4
HIS 510	Graduate Readings Seminar <sup>1</sup>	4
HIS 580	Thesis	8
Select one of the following:		4
HIS 502	Public History Colloquium	
HIS 504	American Material Life	
HIS 505	Historic Environmental Preservation	
HIS 506	American Architectural History	
HIS 507	Museum and Society	

Additional HIS 510	
HIS 515	History and Digital Media
HIS 520	Oral History Methods
HIS 525	Policy History
Select three of the following: <sup>2</sup> 12	
HIS 427	African-American History
HIS 429	ECCE: Civil Rights Movement of the Twentieth Century
HIS 431	Colonial America
HIS 432	Revolutionary America
HIS 433	United States, 1790-1840
HIS 434	United States, 1840-1890
HIS 435	United States, 1890-1945
HIS 436	United States, 1945-Present
HIS 437	The Sixties
HIS 440	Topics In U.S. History
HIS 441	The Civil War and Reconstruction
HIS 442	American Urban History
HIS 443	American Foreign Relations in the 20th Century
HIS 444	The American Presidency
HIS 445	Intellectual Origins of the American Revolution
HIS 446	American Political Thought from the Revolution to the 20th Century
HIS 447	ECCE: Sports and US History
HIS 449	American Westward Expansion
HIS 450	Major Figures in History
HIS 452	American Revivalism and Christian Religion
HIS 453/ AAS 403/ SWK 462/ WGS 403	ECCE: Women of Color and Minority Women
HIS 454	ECCE: History of the Family
HIS 455	Fashion History
HIS 456	ECCE: Rebels and Revolutionaries: Female Activism in the United States
Additional HIS 510	
Elective History Course (European, World, or Public history) <sup>2</sup> 4	
Total Hours 44	

<sup>1</sup> HIS 510 must be taken a minimum of two times; course topics vary. Master's students are encouraged to take graduate seminars.

<sup>2</sup> No more than 12 hours may be at the 400 level.

## European and World History Concentration

The European and World History concentration enriches students' experiences with in-depth study of the histories of regions and cultures beyond the United States. It provides students with broad comparative contexts for understanding local and global histories, and helps students interpret the past through transnational, intercultural perspectives.

<b>European and World History Concentration Core Requirements</b>		
HIS 501	Graduate History Colloquium	4
HIS 503	Researching and Writing History	4
HIS 510	Graduate Readings Seminar <sup>1</sup>	4
HIS 510	Graduate Readings Seminar <sup>1</sup>	4
HIS 560	Position Essay and Historiography	8
or HIS 580	Thesis	
Select one of the following:		4
HIS 502	Public History Colloquium	
HIS 504	American Material Life	
HIS 505	Historic Environmental Preservation	
HIS 506	American Architectural History	
HIS 507	Museum and Society	
HIS 508	Archival Management	
HIS 510	Graduate Readings Seminar <sup>2</sup>	
HIS 511	Museum/Historic Sites Methods	
HIS 515	History and Digital Media	
HIS 520	Oral History Methods	
HIS 525	Policy History	
Select three of the following: <sup>3</sup>		12
HIS 411	ECCE: Democracy and Democratic Theory	
HIS 412	Alexander the Great	
HIS 414	ECCE: Cleopatra's Egypt	
HIS 416	Rise of Rome	
HIS 417	Caesar to Charlemagne	
HIS 419	Egyptology	
HIS 424	Ancient Sport and Spectacle	
HIS 461/ PHI 459	Europe in the 18th Century: The Enlightenment	
HIS 462	ECCE: Conflict in 19th Century Europe	
HIS 463	Europe In The 20th Century	
HIS 467	Renaissance and Reformation Europe	
HIS 470	Topics in 20th Century World History	
HIS 471	ECCE: The Pacific War: World War II in East Asia	
HIS 472	Imperial Russia	
HIS 473	History of the Soviet Union	
HIS 475	ECCE: Nationalism and Imperialism	
HIS 476	Modern China	
HIS 477	Premodern Japan	
HIS 479	ECCE: From Vikings to Hackers: A Pirate's World History	
HIS 480	Topics in Pre-Modern World History	
HIS/WGS 481	Women in Chinese and Japanese History	
HIS 482	Samurai in History and Romance	
HIS 483	Anime, History, and Memory	
HIS 485	Cold War and the Middle East	
HIS 487	History of Christmas	
HIS 488	Eastern Christianity	
HIS 510	Graduate Readings Seminar <sup>2</sup>	

Elective History Course (American or Public history) <sup>3</sup>	4
Total Hours	44

- <sup>1</sup> HIS 510 must be taken a minimum of two times; course topics vary. Master's students are encouraged to take graduate seminars.
- <sup>2</sup> Students may take up to two additional HIS 510 courses provided the topics are different.
- <sup>3</sup> No more than 12 hours may be at the 400 level.

*NOTE: UIS does not offer foreign language instruction sufficient to qualify students in the European or World History concentration for admission to most Ph.D. programs.*

## Public History Concentration

The Public History concentration stresses the blending of academic and applied history with intent to broaden public awareness of the value of studying the past.

### Public History Concentration Core Requirements

HIS 501	Graduate History Colloquium	4
HIS 502	Public History Colloquium	4
HIS 503	Researching and Writing History	4
HIS 510	Graduate Readings Seminar <sup>1</sup>	4
HIS 510	Graduate Readings Seminar <sup>1</sup>	4
HIS 515	History and Digital Media	4
HIS 570 or HIS 580	Public History Internship and Project Thesis	8
Select two of the following:		8
HIS 504	American Material Life	
HIS 505	Historic Environmental Preservation	
HIS 506	American Architectural History	
HIS 507	Museum and Society	
HIS 508	Archival Management	
HIS 511	Museum/Historic Sites Methods	
HIS 520	Oral History Methods	
HIS 525	Policy History	
Elective History Course (American, European, World or Public history)		4
Total Hours		44

- <sup>1</sup> HIS 510 must be taken a minimum of two times; course topics vary. Master's students are encouraged to take graduate seminars.

## Liberal and Integrative Studies

### Master of Arts in Liberal and Integrative Studies

Bachelor of Arts in Liberal Studies (p. 80)

Undergraduate Minor in Liberty Studies (p. 86)

[www.uis.edu/lnt/](http://www.uis.edu/lnt/)

Email: [lnt@uis.edu](mailto:lnt@uis.edu)

Office Phone: (217) 206-6962

Office Location: UHB 3038

Liberal and Integrative Studies is a graduate degree program built on more than 35 years of experience in individualized learning.

The curriculum offers students the opportunity to design a degree consistent with their own educational goals, using available institutional and area resources. The department's major purpose is to serve students whose needs and objectives are best met by combinations of courses or mixes of learning formats not available through established curricula.

The program structure emphasizes the integration of different disciplines using a variety of instructional methods to form a well-rounded and individualized academic experience. In addition to building essential skills and knowledge, the Liberal and Integrative Studies Department assists learners in deepening their understanding of the values, meanings, concerns, choices, and commitments that are fundamental for good citizenship and a flourishing life.

## The Master's Degree

On entering the Liberal and Integrative Studies program, students must take LNT 501 where they design individualized degree proposals and assemble their degree committee. Each degree proposal is an individualized plan that is tailored to fit the particular goals, needs, and interests of the student. All degree proposals must be approved by the student's LNT degree committee. Self-assessment, independent study, multidisciplinary courses/studies, and credit for prior learning assessment are all course options that may be integrated within individual degree proposals. Student degree proposals must be interdisciplinary but may also focus on an area such as human resource development, global education, philosophy, women and gender studies, African-American studies, Liberty Studies, technology, or society and the law.

## Admission Requirements

Admission to the graduate program is limited due to the individualized nature of the degree process. In addition to applying to UIS, students are required to complete a separate application packet to the LNT Department that includes:

1. an LNT application form,
2. a personal statement,
3. two letters of reference, and
4. a conversation with an LNT faculty member at the department's discretion

Deadlines are April 15 for fall semester, and November 15 for spring semester. Admissions are continuous until an incoming class is filled.

If a graduate applicant has a cumulative undergraduate grade point average of less than 2.50, (3.0 for the online degree), full admission to the program requires the completion of eight hours of course work at the graduate level with grades of B or better (grades of B- or lower will not be accepted). The department may stipulate whether these hours must be completed before enrolling in LNT 501. For such students, full admission to the program requires the successful completion of eight hours of work at the graduate level in addition to the completion of LNT 501. Graduate students may count a maximum of 12 semester hours in courses taken prior to starting the LNT Program.

## Advising

Students entering the LNT Program are initially advised by their instructor in LNT 501 and the department chair. After

completing LNT 501 the student may request another LNT faculty member affiliated with the LNT Department to serve as his/her LNT advisor. During LNT 501, students will also find two academic committee members from the graduate faculty at UIS and, optionally, outside expert advisors and peer advisors to serve on the LNT Committee. These members of the student's LNT Committee serve as advisors, with the two academic committee members having primary responsibility for advising about academic matters, and the LNT advisor having primary responsibility for advising about process, department and university rules and procedures, and program resources. At any time, the Chair of the LNT Department may also be sought for advice.

### Grading Policy

LNT 521 is offered only on a CR/NC basis.

Graduate students are expected to maintain a minimum cumulative grade point average of 3.0 (B). University policy stipulates that graduate students with less than a 3.0 GPA will be placed on academic probation for the first semester, and academic suspension for a second consecutive semester. Readmission to the program after suspension is at the department's discretion. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at the time of graduation, an approved Student Petition form is on file in the Office of Records and Registration, and if the C grade is approved by the student's entire degree committee.

Graduate students registering in 400-level courses are expected to perform at a higher level than undergraduates enrolled in the same course. Individual instructors in 400-level courses specify the criteria for awarding graduate-level credit. These criteria may be *qualitative* (higher standards for written work and/or contributions to group discussion) or *quantitative* (additional work or higher test scores).

**NOTE:** Students also should refer to UIS's policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

### Credit for Prior Learning

Students with extensive life and work experience may apply for graduate-level credit for these experiences through IPL 501. Students should review the Internships and Prior Learning website <http://www.uis.edu/cas/ipl/> for information about the process.

### Degree Requirements <sup>1</sup>

#### Core Requirements

LNT 501	Graduate Colloquium	4
LNT 521	Liberal & Integrative Studies	3
<b>Independent Studies or Projects</b>		3-12
LNT 580	Individual Field Project <sup>2</sup>	
LNT 599	Independent Study: Tutorial <sup>2</sup>	
<b>Graduate Closure Project - select one</b>		4-8
LNT 550	Master's Project <sup>2</sup>	
LNT 560	Thesis <sup>2</sup>	

#### Other courses

At least 12 hours must be at the 500-level	12
Other Degree Plan Hours	3-16
<b>Total Hours</b>	<b>29-55</b>

<sup>1</sup> In some instances, the interdisciplinary nature of the student's curriculum will suggest the need for educational experiences that total more than the required minimum number of credits. The final number of credit hours for the degree must be negotiated between the student and the degree committee at the time the degree proposal is approved. In no case, though, can the number of credit hours required be less than 42.

<sup>2</sup> There are no classroom meetings for these courses. Students sign independent study contracts with faculty sponsors.

### Master's Closure

After initial registration in LNT 550 or LNT 560, students must maintain registration in the closure activity. Students who have not completed their master's project or thesis after registering for the number of project or thesis hours specified in their degree proposal must register for LNT 551 or LNT 561 (zero credit hours, one billable hour) each fall and spring semester until the project or thesis is completed.

## Women and Gender Studies

#### Contact Information:

**Phone:** (217) 206-6962

**Email:** [wgs@uis.edu](mailto:wgs@uis.edu)

**Website:** [www.uis.edu/womenandgenderstudies/](http://www.uis.edu/womenandgenderstudies/)

Women and Gender Studies combines the substance and methodologies of many disciplines as we study women and gender.

Our goal is to introduce students to the basic approaches of this study in a variety of fields so that they will be prepared for the challenges of leadership in the 21st century.

### Degree Options

Undergraduate students at UIS may pursue a Women and Gender Studies minor (p. 104) through completion of 15 hours of WGS course work. Graduate students may add a graduate certificate (p. 166) in Women & Gender Studies through the completion of WGS 501 and eight-12 hours of WGS electives. All students are welcome to take WGS classes as electives.

Students may also pursue a self-designed undergraduate or graduate degree concentrating in Women and Gender Studies. Anyone interested in pursuing one of these degrees should contact the Liberal Studies or Liberal and Integrative Studies (LIS or LNT) programs.

All students pursuing the minor, graduate certificate, or LNT degree should contact a faculty advisor in the WGS department. Women and Gender Studies faculty assist students in planning a course of study, as well as in identifying internship opportunities.

- Graduate Certificate in Women and Gender Studies (p. 166)

## Graduate Certificate in Women and Gender Studies

*This certificate is available on-campus.*

This certificate is designed to enable students to develop a graduate-level understanding of women and gender. It may be taken without

pursuing a master's degree or may be incorporated into a graduate degree.

The certificate will be particularly valuable in preparing students for careers which require expertise on gender. These include the broad areas of law and advocacy, healthcare and medicine, social work, education, counseling, human relations and resources, and government or public service. As the workplace and public life becomes increasingly complex and diverse, both the private and public sector want employees with sensitivity to gender and women's issues such as sexual harassment, flex-time, parental leave, violence against women, pay equity, and equal employment opportunities, to name a few.

## Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study.

In addition, candidates for the WGS certificate must write a goal statement and have an interview with a women's studies faculty member. Students may be conditionally admitted to the certificate program until they pass WGS 501. Women and Gender Studies will assign an academic advisor to help develop a course of study that meets the student's goals. Candidates for the certificate must complete course requirements with a grade of B or better (grades of B- or lower will not be accepted).

Women and Gender Studies and other departments offer a large number of 400-level, cross-listed WGS courses and a small number of 500-level courses.

## Required Courses

WGS 501	Feminist Theories II <sup>1</sup>	4
WGS graduate-level electives (400- or 500-level) <sup>1</sup>		8-12
Total Hours		12-16

<sup>1</sup> The WGS 411 course is a prerequisite for WGS 501. If WGS 411 was completed as part of undergraduate course work, 12 hours of WGS graduate electives are required to complete the certificate. If WGS 411 is taken as part of the graduate certificate, eight hours of WGS graduate electives are required to complete the certificate.

## College of Public Affairs and Administration

[www.uis.edu/cpaa/](http://www.uis.edu/cpaa/)  
**Office Phone: (217) 206-6523**  
**Email: cpaa@uis.edu**  
**Office Location: PAC 430**

**Dr. Robert W. Smith, Dean**

The faculty and staff of the College of Public Affairs and Administration serve UIS students through a tradition of excellence and emphasize the interdisciplinary, experiential, and professional natures of education in the public affairs fields. We serve the capital city, the state of Illinois, the nation, and the world instilling in our students a commitment to life-long educational learning, civic engagement, and public service. The faculty members of the College are innovators of the pedagogy and scholarship of public affairs. We are dedicated to excellent teaching, leading-edge scholarship, and public service, all of which further the public discourse, improve governmental processes, and enhance the quality of public policy outcomes.

The College offers educational opportunities for students at all levels, undergraduate through doctoral. We offer both degree and certificate programs in traditional classroom environments and through both fully-online and blended programs.

## Environmental Studies

**Master of Science in Environmental Sciences** (on-campus and online)

**Master of Arts in Environmental Studies**

Sustainable Development and Policy Concentration (on-campus and online)

Environmental Planning and Management Concentration (on-campus and online)

Environmental Humanities Concentration

**Graduate Certificate**

Bachelor of Arts in Environmental Studies (p. 108)

Undergraduate Minor in Environmental Studies (p. 109)

[www.uis.edu/ens/](http://www.uis.edu/ens/)

**Email: ens@uis.edu**

**Office Phone: (217) 206-6720**

**Office Location: PAC 309**

## Departmental Goals and Objectives

The mission of the Department of Environmental Studies is to provide students with the advanced interdisciplinary training necessary for addressing environmental problems. Graduates of the department are prepared for diverse careers in environmental fields.

The principal emphasis in the M.S. and the M.A. degrees is on professional development. The graduate degrees are designed for those who intend to enter the job market for the first time, as well as for mid-career professionals. Faculty work with each student to create a specialized educational plan (developed before or during the first semester of study). Students should consult advising documents for their chosen degree and concentrations.

- Master of Science in Environmental Sciences (p. 170)

- Master of Arts in Environmental Studies (p. 169)

## Advising

All new on-ground students must participate in a graduate student orientation before their first semester. New online students must complete a similar orientation online. In conjunction with his or her academic advisor, each student must prepare an educational plan before or during completion of the first semester of study. The educational plan is submitted to the department chair for final approval.

## Grading Policy

Students must maintain a cumulative GPA of 3.0 on a scale during their course of study. A maximum of four hours of C (2.0) grades (a grade of C- or lower will not be acceptable) is applicable to an ENS degree, provided each hour of C is balanced by an hour of A (a grade of A- will not be accepted), and an approved Student Petition form is on file in the Office of Records and Registration. Failure to maintain an overall graduate grade point average of 3.0 or higher will result in initiation of academic dismissal by the Department of Environmental Studies. Courses that are offered on a letter-grade basis must be taken for a letter grade.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Master's Closure

M.S. and M.A. candidates, with the assistance of their advisors and graduate committees, are required to complete one of the three available closure options. For some ENS students, the culminating experience of graduate-level work is a formal thesis. Other ENS students develop a substantial and carefully-designed graduate project, such as an interpretive plan for a nature center, an exhibit for a museum or visitors' center, a film or multimedia show with supportive materials, or a finished and well-researched draft of environmental legislation or policy. ENS students are required to present and defend their thesis/graduate project proposal and completed thesis/graduate project before the graduate committee. The third closure option is the Capstone Closure course (see below for details).

Students enroll for thesis or graduate project credit hours with the approval of their thesis/graduate project advisor. Students must enroll in a total of four credit hours of closure; however, they may accrue the total in increments. Once students begin taking closure hours, they are required by campus policy to be enrolled in at least one closure hour per regular semester (fall and spring) until the four-credit hour closure requirement is completed. If the closure exercise is not completed by the time four credit hours have been completed, students must register for zero credit hours (one billable hour) of ENS 511, ENS 529, or ENS 557 (as applicable) in all subsequent regular semesters (fall and spring) until the closure exercise is completed.

M.A. candidates also have the option of completing the Capstone Closure course (ENS 550). This course requires instructor permission and prior approval by the faculty of the Internship Plan; the Internship Plan must be approved at least four weeks before the end of the previous semester (excluding summer semesters). Students who fail ENS 550 will receive a grade of No-Credit and will be required to take ENS 550 again within one year. Students who fail ENS 550 twice will not be permitted to complete their ENS graduate degree as the ENS department will seek to have admission to the ENS graduate degree program revoked. Students receiving credit for ENS 550



during the second attempt will have the previous grade of No-Credit for ENS 550 changed to an R for repeat. If students are unable to successfully complete the requirements of ENS 550 due to extenuating circumstances (at discretion of ENS 550 instructor), they will receive a DFR (deferred grade) and must enroll in ENS 557 each regular semester (fall and spring) until the course requirements are completed satisfactorily. Students must enroll in ENS 557 with the same instructor from whom they take ENS 550.

### Student’s Educational Plan

Development of an educational plan is a key activity through which student and academic advisor identify course work appropriate for the student’s background, aspirations, and needs. The plan indicates the courses for the chosen degree and concentration, and is developed prior to or during the first semester of study. Upon completion of the plan the advisor and Department chair review the plan. Minor amendments (such as electives) may be made during the course of study with approval of the academic advisor; significant changes in direction (changes between concentrations or degrees) also require the approval of the Department chair and necessitate a Change of Curriculum form. Variances from Department requirements must be indicated and approved through the Student Petition form process.

### Online Master’s Program

Students interested in the MS in Environmental Sciences or MA in Environmental Studies can obtain their degree online with the same curricula as the on-campus programs. Students must apply specifically for the online degree. Applicants to the MS program must have the approval of a research advisor before their application will be considered.

- Graduate Certificate in Geographic Information Systems (p. 170)

## Master of Arts in Environmental Studies

The curriculum for the M.A. in Environmental Studies allows students to gain an understanding of ways to balance social and economic needs with environmental realities, to learn how to use resources imaginatively for sustainable development, and to become aware of the role of values in issue formulation and policy making. Objectives are to enable students to:

1. develop basic literacy in the natural and social sciences and the humanities as they contribute to an understanding of environmental affairs;
2. critically analyze environmental problems; and
3. identify, research, and evaluate environmental problems.

Three concentrations are available:

- Sustainable Development and Policy (p. )
- Environmental Planning an Management (p. )
- Environmental Humanities (p. )

## Degree Requirements

### Core Requirements

ENS 551	Environmental Natural Sciences	4
ENS 552	Environmental Social Sciences and Humanities	4

ENS 553	Research Methods in Environmental Studies	4
<b>Concentration Courses</b> <sup>1</sup>		
Select from one of the three concentrations below		24
<b>Closure</b>		
Select one of the following:		4
ENS 510	Thesis	
ENS 520	Graduate Project	
ENS 550	Capstone Closure	
Total Hours		40

<sup>1</sup> Because Environmental Studies faculty consider that a period of time working in an environmental agency or organization can be a vital part of professional training, students may take ENS 530 (one to four hours) as an elective. However, students may not count both ENS 530 and ENS 550 toward their degree requirements.

## Concentrations

### Sustainable Development and Policy (SDP)

This concentration explores theories of sustainable development and policy in order to:

1. understand the historical context and critically evaluate the current framework of natural resources and environmental policy;
2. gain a comprehensive understanding of the conceptual elements of sustainability;
3. communicate and evaluate issues in sustainable development policies and practices; and
4. examine how shifts in natural resources and environmental policy might contribute to sustainable development.

### Required Courses

ENS 571	Sustainable Development	4
ENS 581	Environmental Policy and Analysis	4
ENS 587	Natural Resources: Policy and Administration	4

### Elective Courses

Select electives in consultation with academic advisor		12
Total Hours		24

### Environmental Planning and Management (EPM)

This curriculum prepares students for professional positions in environmental planning and management. Objectives are to enable students to:

1. understand principles and practices of environmental planning and management;
2. analyze United States’ environmental policies as they relate to environmental planning;
3. apply tools and techniques for preparing and implementing effective environmental plans; and
4. evaluate effectiveness of environmental management plans.

### Required Courses

ENS 404	Fundamentals of Geographic Information Systems	4
or ENS 503	Advanced GIS Applications	

ENS 403	Transportation: Problems and Planning Procedures	4
or ENS 501	Land Use and Environmental Planning	
ENS 587	Natural Resources: Policy and Administration	4
<b>Elective Courses</b>		
Select electives in consultation with academic advisor.		12
Total Hours		24

## Environmental Humanities (EH)

This concentration provides a broad-based humanities curriculum to enable students to:

1. understand the ethical, social, communicative, literary, historical, artistic perspectives as they relate to ecological systems;
2. examine historical development of theoretical perspectives from humanities on the interaction of social and ecological systems; and
3. apply ethical criteria and critical thinking in the analysis of environmental issues.

### Elective Courses

Select in consultation with academic advisor.		24
Total Hours		24

## Master of Science in Environmental Sciences

The curriculum for the M.S. in Environmental Sciences allows students to gain strong scientific understanding of ways to study, evaluate, and interpret environmental realities and their impacts, as well as to manage and mitigate environmental problems. Objectives are to enable students to:

1. develop a basic literacy in the natural and social sciences and the humanities as they contribute to an understanding of environmental issues;
2. critically analyze environmental problems;
3. identify, research, and evaluate environmental problems; and
4. compare, contrast, implement, and manage short- and long-term solutions to environmental problems. The department recommends that students interested in the Environmental Sciences degree have prior knowledge of chemistry, algebra, statistics, and biology.

## Degree Requirements

### Core Requirements

ENS 551	Environmental Natural Sciences	4
ENS 552	Environmental Social Sciences and Humanities	4
ENS 553	Research Methods in Environmental Studies	4

### General Environmental Sciences Concentration<sup>1</sup>

Select electives in consultation with academic advisor		24
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### Closure

ENS 510	Thesis	4
or ENS 520	Graduate Project	
Total Hours		40

<sup>1</sup> Provides students with competency in research and management of interactions among physical, chemical, and biological systems in the environment.

## Graduate Certificate in Geographic Information Systems

*This certificate is available both online and on-campus.*

The graduate certificate in Geographic Information Systems (GIS) is designed to provide students with a broad array of geospatial analytical skills which will be applicable to both academic and practice-oriented careers. The graduate certificate is available to both on-campus and online students. It is not necessary for a student to pursue a degree at UIS to earn the certificate. Degree-seeking students may apply credits required for the certificate to either the M.S. in Environmental Science or the M.A. in Environmental Studies.

## Entrance and Course Requirements

A baccalaureate degree from an accredited institution and a minimum undergraduate GPA of 3.0 are required of applicants applying for admission to this certificate. Undergraduate transcripts showing receipt of the baccalaureate degree must be sent to the Office of Admissions. Students not meeting the GPA requirement may still apply, but will need to write a letter to the GIS Admissions Committee justifying their ability to complete graduate-level course work (such as having significant work experience in the area). Candidates for the certificate must complete each required course with a grade of B or better (a grade of B- is not acceptable). Applicants who took an introductory GIS course previously may submit a Student Petition form to replace ENS 404.

## Required Courses

ENS 404	Fundamentals of Geographic Information Systems	4
ENS 405	Fundamentals of Remote Sensing <sup>1</sup>	4
ENS 503	Advanced GIS Applications	4
Total Hours		12

<sup>1</sup> ENS 405 can be substituted with an appropriate course with the approval of GIS Director.

## Legal Studies

### Master of Arts

Bachelor of Arts (p. 114)

[www.uis.edu/legalstudies/](http://www.uis.edu/legalstudies/)

Email: [les@uis.edu](mailto:les@uis.edu) or [les-online@uis.edu](mailto:les-online@uis.edu)

Office Phone: (217) 206-6535

Office Location: PAC 350

Many professionals need a comprehensive understanding of what the legal system is, how it works, how it interrelates with social change, and how it assists people in asserting their rights. The Master of Arts in Legal Studies addresses these needs within the framework of an interdisciplinary liberal arts education.

M.A. students work with professors, not teaching assistants. We offer small class sizes to facilitate learning and clinical education

opportunities. M.A. students tailor their degrees to suit their needs and interests.

Both the Master of Arts Degree in Legal Studies offered on campus, and the online program allow students to gain professional skills, as well as study legal theory and the role of law in American Society. The Legal Studies M.A. provides students with a broad general understanding of the legal system, how it works, how it interrelates with societal change, and how citizens can assert their rights within the legal system.

The degree is particularly suited for U.S. students who are pursuing professions where practical knowledge of the law and legal system is required; participating in judicial processes as witnesses, investigators, or resource persons; enforcing compliance with the law, working with legal forms or requirements; or needing to know how legal regulations affect businesses. It is also useful for those who practice law in another country, who are required to interact with U.S. lawyers and businesses, but do not need to be a U.S. lawyer.

The curriculum seeks to develop students' professional and scholarly abilities with a view to the kinds of skills they will need in law-related careers or more advanced studies. Particular emphasis is placed on analytical thinking, research, and writing skills. Our online students have the same curriculum requirements as our on campus students.

## The Master's Degree

The Master of Arts program in Legal Studies is designed to present the master's candidate with an interdisciplinary course of study in public law emphasizing law as a social phenomenon as well as a technical body of rules. It is a rigorous course of study, designed to develop the candidate's critical understanding of the legal system and its role in society and public policy. It emphasizes analytical and conceptual thinking, legal and scholarly research and writing, substantive areas of the law, ethical and public interest concerns, public policy advocacy skills, and the role of law in society.

The objectives and outcomes for the M.A. graduate are to:

1. Outline the functional structure and operation of the American legal system
2. Conduct and critique legal research and empirical research
3. Use legal theories to explain real-world phenomenon.
4. Effectively advocate legal arguments both orally and through the written word.
5. Use social theories to explain legal phenomenon and behavior.

## Advising

Applicants should consult with the Department Chair, and/or the Legal Studies Online Coordinator for preliminary advising. Students admitted to the program will be assigned a faculty advisor who will be identified in the acceptance letter. If the advisor is not available for any reason, the student may contact the Department Chair.

## Grading Policy

Students must maintain a B (3.0) or higher average within the program and must earn a B (3.0) or better in all LES **core** courses (grades of B- or lower are not accepted). In LES elective courses, students may have a maximum of four hours in which they earn less than a B

but at least a C (grades of C- or lower are not accepted). In non-LES elective courses, students may have an additional four hours in which they earn less than a B but at least a C (grades of C- or lower are not accepted), as long as an overall B (3.0) average is maintained. Clinical education courses, tutorials, and thesis courses are graded on a credit/no credit (CR/NC) basis. Campus policy on Master's Degree grades can be found in Grades Acceptable Toward Master's Degrees (p. 129).

## Degree Requirements

Pre-registration advising is important because many legal studies courses must be taken sequentially and not every course is offered every semester. Course requirements and sequences are available on the LES website.

### Required preliminary courses <sup>1</sup>

LES 401	Legal Research And Citation	4
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### Core Courses

LES 501	Introduction to Graduate Legal Studies	4
LES 512	Theories of Justice	4
LES 587	Public Advocacy	4
LES 513	Seminar in Politics and Law	4
or LES 519	Seminar in Courts and Policymaking	
LES 504	Graduate Seminar	4
or LES 590	Thesis	

<b>Elective courses (with approval of advisor) <sup>2</sup></b>		<b>16</b>
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Total Hours		40
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<sup>1</sup> All students who have not completed LES 401 or its equivalent should take LES 401 during their first fall semester. Students who wish to receive credit for an equivalent course for which they received a grade of B or better or for other competency in this area must apply for a waiver. (See Waivers section below.) The LES waiver committee will decide whether a course taken at another institution is equivalent to the LES course(s). Students requesting a waiver should consult with their advisor for further information and instructions.

<sup>2</sup> Graduate students must take 16 hours of electives, including a minimum of eight hours of LES-prefixed electives. Students are encouraged to choose a focus in a particular area of law or legal policy in consultation with their advisor. Students may choose two of the four PAD courses required for the graduate certificate in Public Sector Labor Relations. Students may also create their own focus from the resources of the Department, College, or University. Suggested areas of focus include, but are not limited to, Law and Public Policy (online option); Human Rights/Social Justice (online option); Criminal Justice; or Regulatory Compliance (online option).

## Clinical Education

The clinical education experience provides students with skills necessary to be successful in a legal environment. Master's candidates may earn up to four hours of clinical education credits, which will be applied toward LES elective credit.

Government agencies, the Illinois Supreme Court, and other organizations sponsor interns, both paid and unpaid. Placement options include courts, administrative agencies, state and federal attorneys' offices, legal aid offices, private law firms, and other public interest groups. Students enrolled in the UIS Graduate Public Service

Internship Program (GPSI) may count the GPSI Seminar course towards their non-LES electives. Similarly, students enrolled in the Illinois Legislative Staff Internship Program (ILSIP) may count the ILSIP: Academic Seminar towards their non-LES electives.

## Waivers

Students must fulfill all 36 hours of required courses and, if necessary, the four hours of preliminary courses. If it is impossible for a student to take a required course, or if a student has already taken one of the core courses or its equivalent as an undergraduate at another institution and wants to waive the requirement, the student must still complete the credit hours in some other course, with the exception of waivers for required preliminary courses.

## Master's Closure

Completion of LES 504 or a master's thesis is required of all master's degree candidates as a closure exercise. Students selecting the thesis option may enroll in up to eight hours of the master's thesis course (LES 590). They may accrue that total in increments.

Campus policy requires that students be enrolled in at least one semester hour of master's closure credit for each regular semester (fall/spring) after they have begun their master's closure exercise until that exercise is completed. For LES students choosing the thesis option, this requirement means that if the thesis is not completed during the initial four hours of enrollment in LES 590, students must register for LES 590 for one credit hour in each subsequent regular semester (fall/spring) until eight hours are accumulated or the thesis is completed. If the thesis is still not completed by the time eight hours of continuous enrollment in LES 590 have been accumulated, students must register for LES 598 (zero credit hours, one billable hour) each regular semester (fall/spring) until the thesis is completed. Likewise, if students choosing to take the graduate seminar fail to complete the required course work/project during the initial four hours, they must enroll in LES 597 (zero credit hours, one billable hour) each regular semester (fall/spring) until the course work/project is complete. Department policy allows students until the end of the first week of classes in the subsequent semester to complete closure requirements before they are required to re-enroll in the closure course.

## Online Master's Program

The Master of Arts in Legal Studies is offered in a blended on campus and online format. The online M.A. Legal Studies program is designed with the working professional in mind. We provide online classes (students can complete their degree 100% online) and night classes. Online delivery permits a student to master the course material by attending classes from any location around the world, saving them the time and expense of having to attend the classes in person by either living on campus or commuting to and from campus.

The online-only program allows students to gain professional skills, as well as to study legal theory and the role of law in American society. It presents the master's candidate with an interdisciplinary course of study in public law emphasizing law as a social phenomenon as well as a technical body of rules. It is a rigorous course of study, designed to develop the candidate's critical understanding of the legal system and its role in society and public policy. It emphasizes analytical and conceptual thinking, legal and scholarly research and writing, substantive areas of the law, ethical and public interest concerns, public policy advocacy skills, and the role of law in society.

The objectives and outcomes for the M.A. graduate are to:

1. Outline the functional structure and operation of the American legal system.
2. Conduct and critique legal research and empirical research.
3. Effectively analyze legal issues and apply legal principles to facts.
4. Effectively advocate legal arguments both orally and through the written word.
5. Use social theories to explain legal phenomenon and behavior.

## Advising

Applicants should consult with the Department Chair, and/or the Legal Studies Online Coordinator for preliminary advising. Students admitted to the program will be assigned an advisor who will be identified in the acceptance letter. If the advisor is not available for any reason, the student may contact the Department Chair.

## Grading Policy

Students must maintain a B (3.0) or higher average within the program and must earn a B (3.0) or better in all LES **core** courses (grades of B- or lower are not accepted). In LES elective courses, students may have a maximum of four hours in which they earn less than a B but at least a C (grades of C- or lower are not accepted). In non-LES elective courses, students may have an additional four hours in which they earn less than a B but at least a C (grades of C- or lower are not accepted), as long as an overall B (3.0) average is maintained. Clinical education courses, tutorials, and thesis courses are graded on a credit/no credit (CR/NC) basis. Campus policy on Master's Degree grades can be found in Grades Acceptable Toward Master's Degrees (p. 129).

## Degree Requirements

Pre-registration advising is important because many legal studies courses must be taken sequentially and not every course is offered every semester. Course requirements and sequences are available on the LES website.

### Required Preliminary Courses <sup>1</sup>

LES 401	Legal Research And Citation	4
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### Core Courses

LES 501	Introduction to Graduate Legal Studies	4
LES 512	Theories of Justice	4
LES 587	Public Advocacy	4
LES 513	Seminar in Politics and Law	4
or LES 519	Seminar in Courts and Policymaking	
LES 504	Graduate Seminar	4
or LES 590	Thesis	

<b>Elective Courses (with approval of advisor) <sup>2</sup></b>		<b>16</b>
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<b>Total Hours</b>		<b>40</b>
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<sup>1</sup> All students who have not completed LES 401 or its equivalent should take LES 401 during their first fall semester. Students who wish to receive credit for an equivalent course for which they received a grade of B or better or for other competency in this area must apply for a waiver. (See Waivers section below.) The LES waiver committee will decide whether a course taken at another institution is equivalent to the LES course(s). Students requesting a waiver should consult with their advisor for further information and instructions.

<sup>2</sup> Graduate students must take 16 hours of electives, including a minimum of eight hours of LES-prefixed electives. Students are encouraged to choose a focus in a particular area of law or legal policy in consultation with their advisor. Students may choose two of the four PAD courses required for the graduate certificate in Public Sector Labor Relations. Students may also create their own focus from the resources of the Department, College, or University. Suggested areas of focus include, but are not limited to, Law and Public Policy (online option); Human Rights/Social Justice (online option); Criminal Justice; or Regulatory Compliance (online option).

### Clinical Education

The clinical education experience provides students with skills necessary to be successful in a legal environment. Master's candidates may earn up to four hours of clinical education credits, which will be applied toward LES elective credit. Government agencies, the Illinois Supreme Court, and other organizations sponsor interns, both paid and unpaid. Placement options include courts, administrative agencies, state and federal attorneys' offices, legal aid offices, private law firms, and other public interest groups. Students enrolled in the UIS Graduate Public Service Internship Program (GPSI) may count the GPSI Seminar course towards their non-LES electives. Similarly, students enrolled in the Illinois Legislative Staff Internship Program (ILSIP) may count the ILSIP: Academic Seminar towards their non-LES electives.

### Waivers

Students must fulfill all 36 hours of required courses and, if necessary, the four hours of preliminary courses. If it is impossible for a student to take a required course, or if a student has already taken one of the core courses or its equivalent as an undergraduate at another institution and wants to waive the requirement, the student must still complete the credit hours in some other course, with the exception of waivers for required preliminary courses.

### Master's Closure

Completion of LES 504 or a master's thesis is required of all master's degree candidates as a closure exercise. Students selecting the thesis option may enroll in up to eight hours of the master's thesis course (LES 590). They may accrue that total in increments.

Campus policy requires that students be enrolled in at least one semester hour of master's closure credit for each regular semester (fall/spring) after they have begun their master's closure exercise until that exercise is completed. For LES students choosing the thesis option, this requirement means that if the thesis is not completed during the initial four hours of enrollment in LES 590, students must register for LES 590 for one credit hour in each subsequent regular semester (fall/spring) until eight hours are accumulated or the thesis is completed. If the thesis is still not completed by the time eight hours of continuous enrollment in LES 590 have been accumulated, students must register for LES 598 (zero credit hours, one billable hour) each regular semester (fall/spring) until the thesis is completed. Likewise, if students choosing to take the graduate seminar fail to complete the required course work/project during the initial four hours, they must enroll in LES 597 (zero credit hours, one billable hour) each regular semester (fall/spring) until the course work/project is complete. Department policy allows students until the end of the first week of

classes in the subsequent semester to complete closure requirements before they are required to re-enroll in the closure course.

Leadership lived

University of Illinois Springfield  
One University Plaza

For more information, contact the Legal Studies Online Coordinator at (217) 206-8545, or at [les-online@uis.edu](mailto:les-online@uis.edu).

## Political Science

### Master of Arts

#### Graduate Certificate

Bachelor of Arts (p. 116)

Integrated B.A. / M.A. (p. 118)

Undergraduate Minor (p. 118)

### Contact Information

[www.uis.edu/politicalscience/](http://www.uis.edu/politicalscience/)

Email: [pos@uis.edu](mailto:pos@uis.edu)

Office Phone: (217) 206-6646

Office Location: PAC 350

## Departmental Goals and Objectives

The M.A. degree program is designed to join the basic theoretical pursuits of Political Science with the practical knowledge needed by effective public officials and political practitioners. The campus' location in the state capital offers a rich setting for combining theory and practice. The Political Science Department offers thorough academic instruction in American state and national politics, public law, international relations, comparative government, and political philosophy. Department faculty augment their academic specialties with a great variety of professional and political experiences. The faculty encourage students to take full advantage of the academic and professional opportunities offered by UIS and the state capital.

The M.A. degree curriculum is organized to meet the needs of a diverse student body, offering graduate students the option to take a course of study that merges the academic and practical aspects of politics. Because students enter the major with bachelor's degrees in a variety of social sciences and humanities, the M.A. curriculum is centered in several required courses that provide essential concepts and skills. For that reason, all students who have not taken an undergraduate research methods course are required to take PSC 451 to prepare them in research and quantitative methods. If PSC 451 is stipulated as a condition of your admission to the program, it will count as an elective in the degree. It is not a prerequisite. A range of options in subject-matter seminars, elective courses, and internships allow students to tailor their courses of study to their academic interests and professional aspirations. The department is particularly well organized for students who want to pursue careers in practical politics at the state level, in agencies involved in international policy making, for those who are preparing to teach, and for those who aspire to an advanced degree in Political Science or Law.

The Political Science curriculum ensures that competence is coupled with understanding. Courses examine political concepts and processes, historic changes in political structures, and the larger human meaning of competence in the areas of electoral and legislative systems, law and civil liberties, political philosophy, international relations, and comparative politics. Students with sharply focused

interests in a particular sub-field of the discipline are able to organize their electives into areas of emphasis. Also, students are encouraged to seek appropriate instruction from faculty in public administration, economics, legal studies, and women and gender studies, among other areas.

This field is important to students who are seeking teaching careers at the secondary, community college, or university level, or who plan to study toward the doctorate. Sound academic course work and the hands-on experience are both important Political Science experiences for in-service teachers and for those preparing to teach. Interested students can combine course work in several sub-fields of interest including world politics, American government, Illinois history and government, and other aspects of civic education. Students may also arrange special teaching internships.

Graduate students in Political Science may also shape their M.A. programs to the special requirements of advanced degrees. Students who anticipate entering law school can tailor a program that draws on the resources of Legal Studies. For those interested in pursuing a Ph.D. in Political Science, the subject matter seminars offer graduate preparation in the standard fields required for doctoral study.

For those interested in international affairs and comparative politics, the department offers a special combination of courses and practice-related experiences. Internships are available in agencies of Illinois government that have international policies and programs. Because Political Science is a part of the campus' interdisciplinary committee on international studies, students are encouraged to take courses on international subjects in several academic departments.

The M.A. program can be taken fully on-campus or fully online, and on-campus students may use a blended approach of mixing on-campus and online course work.

- American National and State Politics Emphasis (p. 175)
- Comparative Politics/International Relations Emphasis (p. 175)
- Political Theory Emphasis (p. 175)
- Public Law Emphasis (p. 176)

## The Master's Degree

The M.A. in Political Science is a 40-hour program with a required 28-hour minimum of 500-level courses. The Master's Degree is offered both on-ground and online.

Students may apply credits earned from the Graduate Public Service Internship or the Illinois Legislative Staff Internships for program internship requirements.

Electives may be selected from a wide range of courses in Political Science and related disciplines. Students may take up to 12 semester hours of 400-level courses for graduate credit, with a maximum of eight hours taken outside of Political Science. When they take 400-level courses, graduate students are held to a higher standard of performance and must complete additional requirements.

Program requirements may also be found on the Political Science web page.

## Advising

On admission to the program, students are assigned an initial advisor. After a semester a student may select his or her permanent academic

advisor. This faculty member can assist the student with closure committee formation and closure guidance, as a supervisor for internships and practice units, and academic counselor in devising an appropriate program of study. The advisor also monitors student progress in satisfying the requirements of the degree.

## Grading Policy

Students must have a grade average of B to qualify for the degree. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration. In no circumstances, however, may a grade lower than B in PSC 501 be counted toward the degree. For students choosing the CR/NC option, a CR represents work equivalent to B, meaning that grades of CR may be counted toward the master's degree.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Communication Skills

Successful performance in practical politics and political science requires ability to write and speak persuasively and to present sophisticated information and complex subject matter directly and plausibly. Completion of PSC 501 will verify satisfaction of the communication skills requirement.

## Degree Requirements

### Core Courses

PSC 501	Introduction to the Graduate Study of Politics	4
PSC 502	Methods Of Inquiry	4
PSC 590	Closure Exercise (Select one: Comprehensive Examination, Participant/Observer Case Study/Thesis)	4

### Electives/Internships

Select an Option from the Areas of Emphasis, or no Emphasis <sup>1</sup>		28
PSC 530	Graduate Internship in Political Science <sup>2</sup>	1-8
Total Hours		40

<sup>1</sup> To allow students to specialize in a subfield, an area of emphasis of at least 16 hours may be chosen in consultation with an advisor. An area of emphasis is not required.

<sup>2</sup> A maximum of eight hours of internship may be applied toward the degree as elective hours but is not required.

## Master's Closure

Every graduate degree candidate is required to complete a closure exercise demonstrating mastery of some area within the major field of study. Political Science students have three options for fulfilling this requirement:

1. comprehensive examination,
2. participant/observer case study, or
3. master's thesis.

Students must enroll in four hours of PSC 590 for one of the options listed above. Campus policy requires that students be enrolled in the master's closure exercise each fall and spring semester after beginning their graduate closure exercise until that exercise is

completed. For PSC students, this means that if the case study/thesis is not completed by the end of the initial four hours of enrollment in PSC 590, students must register for PSC 591 (zero credit hours, one billable hour) in all subsequent fall and spring semesters until the exercise is completed.

## Online Degree

The M.A. in Political Science is a 40-hour program with a required 28-hour minimum of 500-level courses. The Master's Degree is offered both on-ground and online.

- Graduate Certificate in Practical Politics (p. 176)

## American National and State Politics Emphasis

### Core Courses

PSC 501	Introduction to the Graduate Study of Politics	4
PSC 502	Methods Of Inquiry	4
PSC 590	Closure Exercise	4

Select one:

Comprehensive Examination
Thesis
Participant/Observer Case Study

### Emphasis Courses

Select 16 hours from the following: 16

PSC 402	Legislative Politics
PSC 403	Public Opinion
PSC 404	ECCE: African Americans and American Politics
PSC 405	Illinois Government and Politics
PSC 406	The American Presidency
PSC 408	American Political Behavior
PSC 409	Political Parties and Interest Groups
PSC 410	Policy Analysis and Implementation
PSC 412	Political Psychology
PSC 414	Appellate Advocacy: Moot Court
PSC 415	The Supreme Court and Judicial Politics
PSC 416	The American Constitution and Civil Liberties
PSC 420	National Security Issues and the U.S. Constitution
PSC 423	ECCE: Women and Politics
PSC 443	Religion, Politics, and Public Policy
PSC 510	Current and Emerging Public Policies
PSC 511	Seminar In American Politics
PSC 512	Graduate Seminar in Comparative State Politics
PSC 513	Seminar in Politics and Law
PSC 517	Seminar on Congress
PSC 518	Seminar On Public Policy
PSC 519	Seminar in Courts and Policymaking
PSC 535	Collective Action: Political Movements and Revolution
PSC 551	Constitution and National Security Issues
PSC 562	Practical Politics Seminar in Political Campaigns
PSC 563	Practical Politics Seminar in Lobbying

PSC 564	Practical Politics Seminar in Policy Formation, Analysis, and Presentation
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<b>Additional PSC Electives</b>	12	
<b>Internship</b>		
PSC 530	Graduate Internship in Political Science <sup>1</sup>	1-8
<b>Total Hours</b>	<b>40</b>	

<sup>1</sup> A maximum of eight hours of internship can be applied toward the degree as elective hours.

## Comparative Politics/International Relations Emphasis

### Core Courses

PSC 501	Introduction to the Graduate Study of Politics	4
PSC 502	Methods Of Inquiry	4
PSC 590	Closure Exercise	4

Select one:

Comprehensive Examination
Thesis
Participant/Observer Case Study

### Emphasis Courses

Select 16 hours from the following: 16

PSC 462	International Law and Organizations
PSC 463	International Political Economy
PSC 464	ECCE: Latin American Politics
PSC 466	Politics of Western Europe
PSC 468	Foreign Policy Analysis
PSC 470	Terrorism and Public Policy
PSC 472	The Law of Military Conflict
PSC 473	War and Peace
PSC 474	American Foreign Policy
PSC 476	International Politics of the Middle East
PSC 515	Seminar in International Relations
PSC 516	Seminar in Comparative Politics
PSC 541	Conflict and Intervention

<b>Additional PSC Electives</b>	12	
<b>Internship</b>		
PSC 530	Graduate Internship in Political Science <sup>1</sup>	1-8
<b>Total Hours</b>	<b>40</b>	

<sup>1</sup> A maximum of eight hours of internship can be applied toward the degree as elective hours.

## Political Theory Emphasis

### Core Courses

PSC 501	Introduction to the Graduate Study of Politics	4
PSC 502	Methods Of Inquiry	4
PSC 590	Closure Exercise	4

Select one:

Comprehensive Examination
---------------------------

Thesis		
Participant/Observer Case Study		
<b>Emphasis Courses</b>		
Select 16 hours from the following:		16
PSC 424	Democratization and the Public Sphere	
PSC 425	ECCE: Democracy and Democratic Theory	
PSC 428	Globalization and the Future of Democracy	
PSC 433	Feminist Theories	
PSC 435	ECCE: American Political Thought	
PSC 437	Marxist Philosophy: Past, Present, Future	
PSC 438	Postmodern Theory: Politics and Possibility	
PSC 482	Queer Theory	
PSC 514	Seminar in Political Philosophy	
PSC 533	Feminist Theories II	
<b>Additional PSC Electives</b>		12
<b>Internship</b>		
PSC 530	Graduate Internship in Political Science <sup>1</sup>	1-8
<b>Total Hours</b>		<b>40</b>

<sup>1</sup> A maximum of eight hours of internship can be applied toward the degree as elective hours.

## Public Law and Policy Emphasis

### Core Courses

PSC 501	Introduction to the Graduate Study of Politics	4
PSC 502	Methods Of Inquiry	4
PSC 590	Closure Exercise	4

Select one:

Comprehensive Examination	
Thesis	
Participant/Observer Case Study	

### Emphasis Courses

Select 16 hours from the following:		16
PSC 410	Policy Analysis and Implementation	
PSC 415	The Supreme Court and Judicial Politics	
PSC 416	The American Constitution and Civil Liberties	
PSC 419	Environmental Law	
PSC 420	National Security Issues and the U.S. Constitution	
PSC 421	Law and Inequality	
PSC 441	Poverty, Law, and Justice	
PSC 443	Religion, Politics, and Public Policy	
PSC 444	Gender, Politics, and Public Policy	
PSC 462	International Law and Organizations	
PSC 470	Terrorism and Public Policy	
PSC 472	The Law of Military Conflict	
PSC 513	Seminar in Politics and Law	
PSC 518	Seminar On Public Policy	
PSC 519	Seminar in Courts and Policymaking	
PSC 565	Law, Policy, and Administration	

**Additional PSC Electives** 12

### Internship

PSC 530	Graduate Internship in Political Science <sup>1</sup>	1-8
<b>Total Hours</b>		<b>40</b>

<sup>1</sup> A maximum of eight hours of internship can be applied toward the degree as elective hours.

## Graduate Certificate in Practical Politics

*This certificate is available on campus.*

The certificate in practical politics is intended for political practitioners, or for those who intend to become political practitioners, who wish to augment their background and skills through exposure to political science frameworks and concepts with a focus on electoral politics, interest group politics and lobbying, and policy analysis. Students are expected to sharpen the skills and understanding required of thoughtful and effective practitioners in elective and appointive public service. Instruction involves consultation with experienced representatives of government and government-related endeavors in the capital. Students learn political and policy research, organizing and lobbying skills, campaign techniques, and an array of analytical approaches to policy making in partisan and nonpartisan settings.

Practical knowledge is intelligence in context. All graduate students in Political Science have opportunities to enhance their skill and understanding in actual political settings. The department has developed a broad range of internship experiences with legislative staffs and agencies, legislative liaisons, lobbyists, public interest groups, political consultants, and campaign organizations. These learning experiences ensure that M.A. students are effective learners both in the classroom and in the field and that they can transfer their learning from one setting to another, as the professional practice of politics requires.

Students with a Bachelor's degree from an accredited institution may apply for admission to the certificate. For admission to the certificate, a minimum 3.0 undergraduate GPA is required, with conditional admission status possible for students with a slightly lower GPA, particularly if a student has significant practical politics experience. Conditionally admitted students will be fully admitted after receiving a grade of B or better in PSC 501.

Students with significant practical experience may submit a Student Petition form to replace the internship requirement with a PSC elective. The certificate can be taken as a part of the M.A. PSC curriculum through electives or independently.

A grade of B or better must be earned in each of the following classes to qualify for the certificate (grades of B- or lower will not be accepted).

### Required Courses

PSC 501	Introduction to the Graduate Study of Politics	4
Select two of the following:		8
PSC 562	Practical Politics Seminar in Political Campaigns	
PSC 563	Practical Politics Seminar in Lobbying	
PSC 564	Practical Politics Seminar in Policy Formation, Analysis, and Presentation	



PSC 530	Graduate Internship in Political Science	4
Total Hours		16

## Public Administration

Master of Public Administration  
 Doctor of Public Administration  
 Joint Graduate Degree – MPA/MPH  
 Graduate Certificates

[www.uis.edu/publicadministration/](http://www.uis.edu/publicadministration/) or [www.uis.edu/dpa/](http://www.uis.edu/dpa/)  
 Email: [mpa@uis.edu](mailto:mpa@uis.edu) or [dpa@uis.edu](mailto:dpa@uis.edu)  
 Office Phone: (217) 206-6310  
 Office Location: PAC 420

### Departmental goals and objectives

The UIS Master's of Public Administration degree (MPA) strives to advance the public interest and civic engagement. We educate current and future governmental and nonprofit public service professionals through the innovative integration of disciplinary knowledge and skills with practice. Our location in the state capital provides access to a diverse networked community of public affairs scholars, practitioners, and students.

Accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA), the MPA degree offers professional graduate education. The MPA degree is offered on campus and online.

MPA curricular requirements are designed to impart knowledge and skills essential to meet pressing public problems and to be successful in professional and administrative employment in public and nonprofit sectors. The knowledge and skills address understanding of legal, political, and administrative processes, organizational structures, the context of public sector and nonprofit organizations; the development of leadership capabilities; and knowledge of the governmental and nonprofit sectors.

Students may elect to pursue a graduate certificate along with their MPA degree. Options include the Graduate Certificate in Public Sector Labor Relations, the Graduate Certificate in Management of Nonprofit Organizations, the Graduate Certificate in Community Planning, or the Professional Certificate in Child Advocacy Studies (CAST). UIS CAST courses are certified by the National Child Protection Training Center and lead to professional certification through the Center.

In addition to the MPA degree, the UIS Public Administration Department and the UIS Public Health Department have established a joint degree, MPA/MPH. Students entering the degree without significant professional work experience in the public or private sector are encouraged to undertake internships as part of their program of study through the UIS Graduate Public Service Internship (GPSI) Program, the Illinois Legislative Staff Internship Program (ILSIP), or departmental internship programs.

Graduates of the MPA degree program will be able to understand and demonstrate knowledge and skills in the following competencies:

Lead and manage in public governance

- Communicate in a clear and concise manner
- Apply relevant theories, knowledge, and skills to effectively manage resources and programs

Participate in and contribute to the public policy process

- Describe the public policy process and the role of the various participants and stakeholders
- Identify problems, frame the issues, and identify and evaluate alternatives for addressing a problem

Analyze, synthesize, think critically, solve problems, and make decisions

- Demonstrate the ability to collect, analyze, and interpret data for use in decision making, and drawing conclusions
- Critically read and apply findings from studies and reports

Articulate and apply a public service perspective

- Articulate the importance of and operate in a manner that facilitates democracy, equity, transparency, efficiency, and ethics

Communicate and interact productively with a diverse and changing workforce and citizenry.

- Demonstrate a sensitivity of and respect for differences in culture

## The Master's Degree

### Advising

Students will be assigned an advisor upon admission to the program.

### Grading Policy

Public Administration students may apply up to six credit hours of C work toward the MPA Degree (grades of C- or lower will not be accepted). A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration. All course work applied toward the MPA under this arrangement must be earned at the University of Illinois at Springfield while the student is enrolled in a graduate degree at UIS.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

### Writing Competence

Faculty may identify writing deficiencies during courses and refer students to the Learning Hub.

### Degree Requirements

The 36-hour curriculum of the MPA degree requires the following courses. Students are required to maintain a B (3.0 on a 4.0 scale) or higher cumulative GPA.

### Course work

#### Prerequisites

Introductory U.S. government course or equivalent (PAD 501, PAD 504), microeconomics (PAD 504).

#### Core Courses

PAD 501	Introduction to the Profession *	3
PAD 502	Organization Dynamics	3
PAD 503	Analytical Tools	3
PAD 504	Budget And Finance	3
PAD 505	Human Resource Management	3
PAD 506	Public Policy for Managers (Public Policy for Managers)	3
PAD 507	Information for Decision Making (Information Decision Making)	3

**Elective Courses**

At least six hours of elective courses must be selected from Public Administration (PAD) courses. Any combination of PAD 400- or 500-level courses may count toward the MPA degree. Only one 400-level elective from a program outside the Department of Public Administration may be counted toward the MPA

**Masters Closure**

PAD 571	Capstone Seminar	3
Total Hours		36

**Elective Courses (12 Hours)**

Courses that essentially duplicate or cover prerequisite-level material, even though such courses may be offered by other programs at the 500-level or higher, do not count. A total of four hours of internship credits are creditable toward the MPA and are considered inside elective credits.

Students pursuing the MPA typically follow one of two advanced professional development patterns. One pattern involves course work chosen from PAD offerings, often including fields such as personnel, budgeting, policy analysis/program evaluation, or organizational change/development. The second pattern involves completing advanced course work in PAD offerings in conjunction with course work offered by other UIS academic departments, such as legal studies (administrative law), management information systems, environmental studies, accountancy (public financial management), or human services (social services).

**Master’s Closure**

MPA degree candidates are expected to fulfill the campus closure requirements by earning a grade of B- or better in PAD 571. PAD 571 is open only to MPA majors who have already completed the degree core courses. The MPA faculty strongly recommends that majors enroll in the Capstone Seminar after completing PAD 501-PAD 507; however, majors may enroll in the Capstone Seminar while simultaneously completing their final core course. Generally, the capstone course is taken in the last semester of study.

Campus policy requires that PAD majors who enroll in PAD 571, but who do not complete the course in one semester, must enroll in PAD 572 Capstone Seminar Continuing Enrollment (zero credit hours, one billable hour), each fall and spring semester until the course work is completed.

**Online Degree**

The online degree allows students to participate in dynamic, diverse, and interactive online learning communities and to complete their degrees via the Internet. The online format enables them to complete course work using the latest networked information technologies for

increased access to educational resources, advisors, and materials with no on-campus visits required. The 36-hour MPA online degree follows the same curriculum as the on campus degree, with a few exceptions. The Graduate Certificate in Management of Nonprofit Organizations and the Graduate Certificate in Community Planning are offered online. In addition, the joint degree in MPA/MPH is available online. Electives may vary. For more information, contact the MPA online coordinator.

**Joint Degree Option - MPA/MPH**

The MPA Department and the UIS Department of Public Health have established a joint degree in accordance with university policy. Students interested in this joint degree can contact either the MPA or MPH office. This joint degree requires two separate program applications. Students must meet entrance requirements for each. Students may complete a joint degree with a total of 66 credit hours, compared to a total of 88 for the two degrees separately. Students pursuing this joint degree will be required to complete an appropriate closure exercise in each of the two degree organizations. Upon completion, one diploma will be granted.

**MPA Degree Requirements**

**Core Requirements**

**Core Requirements**

PAD 501	Introduction to the Profession	3
PAD 502	Organization Dynamics	3
PAD 504	Budget And Finance	3
PAD 505	Human Resource Management	3
PAD 506	Public Policy for Managers	3
PAD 507	Information for Decision Making	3
Select one of the following:		3
PAD 531	Public Policy Analysis	
PAD 533	Program Evaluation	
PAD 553	Community Planning and Policy	

**Electives**

Select six hours of 400- or 500- level PAD courses <sup>1</sup> 6

**Closure Exercise**

PAD 571	Capstone Seminar	3
Total Hours		30

<sup>1</sup> Note that if PAD 531, PAD 533, or PAD 553 was taken to satisfy the quantitative core requirement elective, it cannot count in this elective category.

**MPH Degree Requirements**

**Core Requirements**

MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4
MPH 581	Internship	4

**Electives**

Select eight hours of electives in MPH <sup>2</sup> 8

**Closure Exercise**

MPH Comprehensive Examination <sup>3</sup>	0
Total Hours	36

<sup>2</sup> The eight hours of electives in MPH may be selected from any MPH 500-level course in consultation with and approval by the academic advisor. The student's career path should be considered for the best selection of these electives.

<sup>3</sup> Students complete the MPH comprehensive examination. No credit hours are awarded for completion of the exam. Students who do not complete the examination during their final semester of study must enroll in MPH 583 (zero credit hours, one billable credit hour) each regular semester (fall/spring) until they pass the exam.

**Graduate Certificates**

- **Community Planning** (p. 180) **(18 Hours)**
- **Management of Nonprofit Organizations** (p. 180) **(18 Hours)**
- **Public Sector Labor Relations** (p. 180) **(12 Hours)**

**The Doctorate Degree**

The mission of the Doctor of Public Administration Program is to advance the education of experienced practitioners interested in improving their understanding of public management and public policy. These individuals can make a significant contribution, bridging the worlds of practice and scholarship by developing a capacity to bring experience from the practitioner community to the scholarly community and translating the contributions of the scholarly community into the world of the practitioners.

**Advising**

A doctoral program faculty advisor will be assigned at the time a student is admitted to the DPA program. The advisor will assist the student in creating a formal plan of study. The student's academic advisor must approve all electives. The academic advisor will provide a formative written evaluation of the student's progress during the first year of course work, and will assist in the preparation and grading of the student's qualifying exams at the end of the core courses. The student may choose to switch advisors at the dissertation stage to work with someone who has expertise in a particular subfield.

**Grading Policy**

The minimum acceptable grade for each course is a B (courses in which a grade of B- or lower is earned will not count toward the degree). Grades of B- or below, though not counting toward the DPA degree, must be balanced with higher course grades to maintain the required cumulative GPA. All students are required to maintain a B (3.0 on a 4.0 scale) or higher cumulative GPA.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward the Doctoral Degree (p. 131) section of this catalog.

**Degree Requirements**

Each student must complete at least 40 hours of course work, plus a minimum of 12 hours of dissertation credit. Students may submit

a Student Petition form for up to 12 hours of transfer credit for post-master's graduate work deemed appropriate for the DPA.

**Core Courses**

PAD 651	Conduct of Inquiry and Theoretical Foundations	4
PAD 652	Public Management Seminar	4
PAD 653	Public Policy Seminar	4
PAD 654	Research Design	4
PAD 655	Qualitative Research Methods	4
PAD 656	Quantitative Research Methods	4

**Electives**

Students must complete 16 hours of elective course work at the 500-level or above approved by the doctoral program faculty. No more than four hours of internship credit may count toward elective credits. 16

**Closure**

PAD 690	Dissertation	12
Total Hours		52

Since the program admits students in cohorts, the core courses are offered one per semester and do not repeat until the entire cycle has been completed.

**Examination**

After the student completes the six DPA core courses (24 hours), he or she will be required to complete a qualifying exam to demonstrate competence in the required core fields. The exam contains both oral and written components and each student's exam will be conducted and evaluated by a committee of faculty members which included core teaching faculty. Students who have not passed the qualifying exam after two attempts will not be allowed to progress toward their degree and future enrollment will not be allowed.

**Dissertation Work**

Entry into closure will occur after the student has passed qualifying exams, completed all course work, and complied with any other programmatic requirements, thereby permitting the student to enter the proposal and dissertation phases of study. Students must be continuously enrolled from this point forward. Generally, this is accomplished by enrolling in dissertation hours.

Each student's academic advisor will assist with selection of the dissertation committee from among the full-time graduate faculty at UIS. A written dissertation proposal must be formally approved by the student's dissertation committee before dissertation work proceeds. An oral examination on the dissertation will be conducted by the dissertation committee. The dissertation advisor will chair the oral dissertation defense, which will be open to the campus community.

For more information on the doctoral closure guidelines, please refer to the Academic Information for Doctoral Students (p. 130) section of this catalog.

**Reasonable Progress Standard**

Students must maintain reasonable progress toward the completion of the doctoral degree. The DPA program defines reasonable progress as follows:

- Completing at least four credit hours each fall and spring semester during the course work phase of the degree;
- Completing the dissertation proposal within two semesters of passing qualifying exams and completing all course work; and, from this point forward
- Enrolling in a minimum of one dissertation credit hour (PAD 690) each fall and spring semester until the dissertation is completed, defended, and accepted for a total of at least 12 hours.

In the event that a student is unable to maintain reasonable progress toward the completion of the doctoral degree, the student may request a leave of absence from the program by completing the Student Petition requesting such a leave and submitting it to the student's advisor and the DPA director for approval.

A leave of absence may be granted for up to one semester. At the end of the leave of absence, the student may apply for an additional leave. If a leave of absence is not approved, degree progress and future enrollment will not be allowed. If, at a later date, the student wishes to resume doctoral studies, the student may reapply and be considered for re-admission during the regular admission decision periods. There is no guarantee, however, that a student whose leave of absence expired will be re-admitted to the program. The requirement for continuous enrollment will result in the assessment of tuition and fees for every fall and spring semester unless a leave of absence has been approved.

## Graduate Certificate in Community Planning

*This certificate is available on campus and online.*

The Graduate Certificate in Community Planning is designed to prepare public administrators to participate in community planning activities primarily at the municipal, township, or county level, but also in state agencies concerned with planning.

course work is offered at night and online. Individuals may take these courses and earn the certificate part time without being formally enrolled in any degree program, or may complete it as part of the Master's in Public Administration degree.

A grade of B- or better must be earned in the required courses to qualify for the certificate.

### Required Courses

PAD 501	Introduction to the Profession	3
PAD 506	Public Policy for Managers	3
PAD 524	Capital Budgeting	3
PAD 553	Community Planning and Policy	3
PAD 554	Community Planning Tools	3
PAD 556	Community Economic Development	3
Total Hours		18

## Graduate Certificate in Management of Nonprofit Organizations

*This certificate is available online and on campus.*

The Graduate Certificate in Management of Nonprofit Organizations requires 18 hours of course work from the menu below. Individuals may take these courses and earn the certificate part time without being formally enrolled in any degree program, or may complete it as part of a degree program. A grade of B- or better must be earned in the required courses to qualify for the certificate.

### Required Courses

<b>Area 1: Introduction to Nonprofit Management</b>		
PAD 542	Nonprofit Sector & Society	3
<b>Area 2: Nonprofit Finance</b>		
Select one of the following courses:		
PAD 545	Public Financial Management <sup>1</sup>	3
or PAD 504	Budget And Finance	
<b>Area 3: Human Resources</b>		
PAD 541	Nonprofit Sector: Human Resources	3
<b>Area 4: Nonprofit-Specific Tools</b>		
Select one of the following courses:		
PAD 543	Marketing for Public and Nonprofit Organizations	3
or PAD 544	Fund Raising for Public and Nonprofit Organizations	
<b>Area 5: Administrative Tools</b>		
Select two of the following courses:		
PAD 504	Budget And Finance (If not taken in Area 2)	
PAD 506	Public Policy for Managers	
PAD 533	Program Evaluation	
PAD 534	Program Implementation	
PAD 543	Marketing for Public and Nonprofit Organizations (If not taken in Area 4)	
PAD 544	Fund Raising for Public and Nonprofit Organizations (If not take in Area 4)	
PAD 545	Public Financial Management (If not taken in Area 2)	
PAD 552	Strategic Planning and Management	
PAD 580	Public Administration Internship Seminar (Note: Internship must be completed in the nonprofit sector)	
PAD 590	Topics in Public Administration	
Total Hours		18

<sup>1</sup> PAD 504 has a microeconomics prerequisite.

## Graduate Certificate in Public Sector Labor Relations

*This certificate is available on campus.*

The Graduate Certificate in Public Sector Labor Relations is intended for professionals in the field of public sector labor relations, for individuals in the field of public sector human resource management who wish to upgrade their skills in labor relations, for individuals interested in pursuing union leadership roles, or for those who are beginning their careers and wish to prepare for a career working in or with public sector labor relations.

Individuals may take these courses and earn the certificate part time without being formally enrolled in any degree program, or may complete it as part of a graduate degree program.

A grade of B- or better must be earned in each of the following classes to qualify for the certificate.

The Graduate Certificate in Public Sector Labor Relations includes the following courses:

#### Required Courses

PAD 485	Administrative Law and Management	3
PAD 509	Workplace Democracy	3
or PAD 535	Public Administration Diversity	
PAD 511	Collective Bargaining	3
PAD 568	Labor Arbitration and Dispute Resolution	3
Total Hours		12

## Public Affairs Reporting

### Master of Arts

[www.uis.edu/publicaffairsreporting/](http://www.uis.edu/publicaffairsreporting/)

Email: [cwhee1@uis.edu](mailto:cwhee1@uis.edu)

Office Phone: (217) 206-7494

Office Location: PAC 326

The Public Affairs Reporting (PAR) degree is designed for the student who wishes to specialize in news coverage of governmental affairs. A primary goal is for graduates to obtain employment in which they can report or interpret governmental activity for the population at large. The objectives of the year-long program are to graduate men and women who are able not only to understand and interpret public affairs but also to communicate with the clarity, accuracy, and speed demanded of deadline reporters of the highest rank. The program directs students to an investigation of the interactions between the news media and society and the news media and government and encourages students to expand the knowledge of such interaction through research and experimentation. Program faculty also expect that each graduate, whatever the skill level upon entering the program, be proficient in reporting, editing, and writing at graduation. The unique nature of the program is derived from the simultaneous pursuit of various goals; none is considered paramount.

## The Master's Degree

### Advising

The program director serves as principal academic advisor for PAR students, although special advising requests may be referred to other faculty members with particular expertise. After students are accepted into the program, they should contact their academic advisors for an appointment before initial registration.

### Grading Policy

PAR students must receive a grade of B or better in any required PAR course to receive credit toward the degree (grades of B- or lower will not be accepted).

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129), in the Academic Information for Master's Degree Students section of this catalog.

## Degree Requirements

The M.A. in Public Affairs Reporting requires 40 hours of graduate-level course work. In the fall semester, students enroll in two required courses: PAR 501 (six hours), and PAR 510 (four hours). Students choose other courses after consultation with their academic advisor.

During the spring semester, students begin an internship, PAR 504, with an experienced professional journalist covering state government and the Illinois General Assembly. This internship course (12 credit hours) includes a weekly seminar. PAR 503 (two hours) is also required during this semester. After consultation with an academic advisor, the student registers for other courses to maintain a full course load.

Students participate in the second phase of the internship, PAR 505, during the summer term (until July 1). This internship period is considerably more intense, as it coincides with the conclusion of the legislative session. During the six-month internship, students receive a monthly stipend and tuition waiver.

Before graduation, students must complete a professional portfolio that demonstrates mastery of public affairs journalism. The portfolio will include a variety of hard news, analyses, in-depth and feature stories the student has reported and written and that have been published or aired by a professional media outlet, along with project memos detailing the news judgments involved in reporting and writing the longer pieces.

### Required Courses

PAR 501	Advanced Public Affairs Reporting	6
PAR 503	Legislative Issues	2
PAR 504	Internship I	12
PAR 505	Internship II	4
PAR 510	Developing Public Policy in Illinois	4
Electives		12
Total Hours		40

## Public Health

Undergraduate Minor (p. 121)

### Master of Public Health

MPH with Environmental Health Concentration

MPH Professional Option

### Joint Graduate Degrees – MPH/MPA and MPH/HMS Graduate Certificates

[www.uis.edu/publichealth/](http://www.uis.edu/publichealth/)

Email: [mph@uis.edu](mailto:mph@uis.edu)

Office Phone: (217) 206-6720

Office Location: PAC 309

## Departmental Vision and Mission

**Vision:** The UIS MPH program is committed to a vision of Healthy Communities where each generation experiences a greater quality of life throughout the life-span.

**Mission:** The MPH program strives to provide world class public health education in the United States and globally, preparing competent public health professionals, to improve health, prevent disease, reduce

health disparities, and enhance quality of life through education, scholarship, and service.

To accomplish this mission the department has the following four goals:

**Goal 1:** The MPH program provides educational experiences that meet the needs of the public health profession by preparing students for successful careers.

**Goal 2:** The department attracts and retains a competent and effective cadre of faculty.

**Goal 3:** The department promotes, conducts, and disseminates scholarly research locally, regionally, nationally, and globally.

**Goal 4:** The department promotes and participates in community engagement and public health practice.

The department offers two options for graduate-level study in public health: a generalist MPH degree (MPH) with a strong interdisciplinary foundation for practice in public health, and an MPH with a concentration in Environmental Health (MPH – EH) within which a student may choose to emphasize preparation in risk assessment, emergency preparedness, or environmental health policy. The department also offers a professional option for physicians and others with earned doctorates and two options for joint study degrees: Master of Public Health with a Master of Public Administration (MPH/MPA) and Master of Public Health with a Master of Human Services (MPH/HMS). The curriculum is designed to provide students with the academic background necessary to meet core competencies in environmental and public health as published on the Public Health Department website ([www.uis.edu/publichealth/](http://www.uis.edu/publichealth/)). The MPH with a concentration in Environmental Health is an accredited curriculum through the National Environmental Health Science and Protection Accreditation Council (EHAC). All degrees offered by the department may be completed on campus or may be taken entirely online.

## The Master's Degree

- MPH General (p. 184)
- MPH Environmental Health Concentration (p. 185)
- MPH Professional Option (p. 185)

## Advising

Advising in the Public Health Department provides an individual approach to the academic and professional development of each student. On admission, each student is assigned an advisor to assist with academic planning. Thereafter, students may choose an advisor from department faculty. Students must prepare an educational plan before registering for courses in order to map out progress through the degree consistent with career and personal goals. Students are not allowed to register until this educational plan is approved.

## Grading Policy

Students must maintain a B (3.0) or better cumulative average during their course of study. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided that a minimum GPA of 3.0 is reached at time of graduation and an approved Student Petition form is on file in the Office of Records and Registration. Courses taken on a CR/NC basis will not

count toward the degree. Only pre-approved 400-level courses are permitted for use toward the degree.

**NOTE:** Students also should refer to the campus policy on Grades Acceptable Toward Master's Degrees (p. 129) section of this catalog.

## Degree Requirements

The degree of study must be declared at the time of application. Students in the general MPH or MPH – EH take 48 semester hours of course work. The MPH/MPA joint degree requires that students complete 66 hours of course work. The MPH/HMS joint degree requires that students complete 68 hours of course work. The professional MPH requires students to complete 36 semester hours of course work. Students must reapply to change their degree option.

## Required Core Courses for all MPH Degrees

All degrees offered by the MPH department require that students complete 28 hours of core courses, including a four hour internship.

MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4
MPH 581	Internship	4
Total Hours		28

## Master's Closure

Students in all degree programs offered through the department take a comprehensive written examination based on a case study with questions designed to test students' ability to integrate the knowledge and skills they have gained from the core curriculum. A student takes the public health comprehensive exam during his/her last semester of study. If the last semester falls during the summer semester, a student may request to take the comprehensive exam during the prior spring semester with a Student Petition form. A student must complete all core courses (except the internship) prior to taking the comprehensive exam, but may take the exam concurrently with electives or the internship during the last semester of study. The student must successfully complete the exam within one year after completing course work for the degree. Students who do not successfully complete the examination during their final semester of study must enroll in MPH 583 (zero credit hours, one billable credit hour) each regular semester (fall/spring) until they pass the exam. Students must pass the exam within one year of completing course work with a maximum of three consecutive attempts.

All degrees offered by the department may be completed on campus or may be taken entirely online.

- MPH/HMS Joint Degree (68 hours) (p. 186)
- MPH/MPA Joint Degree (66 hours) (p. 186)

## Graduate Certificates

The Public Health Department offers five graduate certificates for specialized study in public health. These certificates, all of which are available either on-campus or online, may be taken by either degree

or non-degree seeking students (except as noted below) interested in advanced preparation in:

- Community Health Education (p. 183)
- Emergency Preparedness and Homeland Security (p. 183)
- Environmental Health (p. 184)<sup>1</sup>
- Epidemiology (p. 184)
- Environmental Risk Assessment (p. 184)

<sup>1</sup> Students interested in a graduate public health degree with an environmental health emphasis must apply for the MPH with a concentration in Environmental Health (MPH-EH), and are ineligible for the graduate certificate in environmental health.

These competency-based graduate certificates are designed to provide opportunities for continuing education for health professionals without formal public health training, for those interested in life-long learning, and for mid-career professionals. Certificate course work may be taken by either a non-degree seeking student or in conjunction with other graduate work. Course work may be applied to the MPH general degree or the MPH degree with a concentration in Environmental Health. Similarly, students in the MPH degree programs may apply course work toward obtaining one or more of the certificates; however, students in the general MPH or MPH-EH degrees are ineligible for the environmental health certificate. Students currently enrolled as MPH majors must file an application with the Office of Admissions to pursue a graduate certificate. There is no additional fee for enrolled MPH majors to apply for a graduate certificate program.

## Entrance Requirements

The program requires formal application for admission to the University (accompanied by official transcripts) followed by review of the application by faculty of the Department of Public Health. The department faculty will provide academic advising to certificate students.

Individuals who have bachelor's degrees from accredited colleges and universities are eligible to apply to the certificate programs. A background in the biological sciences demonstrated by transcript credit of at least three semester hours is required, along with a strong science background desirable. Admission will be based on a cumulative GPA of 3.0 on a 4.0- point scale, or a 2.75 or better with documentation of substantial professional experience in the field of the certificate.

Individuals wanting to apply the certificate work to a graduate degree in public health must also meet all entrance requirements for degree study (refer to the Master's in Public Health section of this catalog). In addition, they must formally apply for admission to the graduate degree.

## Fees and Completion

Students completing certificate course work must submit a completed education plan for signature of the advisor and the department chair. Students must complete the certificate course work with a B (3.0) or better average. One C (2.0) grade per certificate may be applied if a student has received a final GPA of at least 3.0 for certificate course work.

In addition to tuition, there is a \$25 fee at the time of certificate completion to cover administrative costs. The administrative fee will be charged at the time the student applies for graduation.

## Graduate Certificate in Community Health Education

*This certificate is available online and on-campus.*

Students completing this certificate will be able to apply theoretical foundations of health education to communicate effectively with various audiences in the community. The certificate requires successful completion of course work in each of these areas:

MPH 441	Human Well Being	4
MPH 506	Community Health Research <sup>1</sup>	4
MPH 508	Program Evaluation for Public Health <sup>2</sup>	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4
Total Hours		20

<sup>1</sup> This course has a prerequisite of an upper-level statistics or biostatistics course with a grade of B- (2.7) or better earned within the last three years. Students may use MPH 503 (four hours) to fulfill this prerequisite.

<sup>2</sup> This course has a prerequisite of MPH 506 which must be taken first.

*Students may also be interested in taking MPH 526.*

## Graduate Certificate in Emergency Preparedness and Homeland Security

*This certificate is available both online and on-campus.*

The Graduate Certificate in Emergency Preparedness and Homeland Security (EPHS Certificate) is a 20-hour interdisciplinary certificate program. Courses for the certificate are offered by all College of Public Affairs and Administration programs: Criminology and Criminal Justice, Environmental Studies, Legal Studies, Political Science, Public Administration, and Public Health.

The EPHS certificate provides interdisciplinary professional education to the administrators of governmental agencies and others who need to enhance their skills and abilities. This audience may include individuals in law enforcement and fire departments administration, public health agencies, health care providers, and people in private industry. This unique program provides post-bachelors education for administrators rather than training for first responders. The three required core courses for the certificate provide students with the opportunity to gain substantial graduate-level expertise in risk assessment, risk communication, and program evaluation.

Students take three core courses and two elective courses to extend these skills to one or two disciplinary areas. The electives have been chosen to include courses on salient issues of public policy influenced by recent challenges in emergency preparedness and homeland security.

**Required Core Courses**

MPH 526	Risk Management and Communication	4
MPH 527	Environmental Risk Assessment	4
MPH 508	Program Evaluation for Public Health <sup>1</sup>	4/3
or PAD 533	Program Evaluation	

**Elective Courses** <sup>2</sup>

Select from the following:		9/8
CCJ 416	Law Enforcement Challenges: Terrorism	
CCJ 447	Investigative Concepts and Analysis	
LES 525	Health Law	
MPH 449	Environmental Toxicology	
MPH 450	Chemicals and the Citizen	
MPH 471	Emerging Diseases	
MPH 478	ECCE: Crisis in Environmental Health	
PAD 536	Intergovernmental Relations	
PSC 420	National Security Issues and the U.S. Constitution	
PSC 470	Terrorism and Public Policy	

<sup>1</sup> MPH 508 has prerequisites of MPH 503 and MPH 506 which must be taken first and in that order. Students with different course work in statistics and research methods may submit a Student Petition form to substitute that course work for these prerequisites.

<sup>2</sup> Students must take at least two four-hour electives from a list of 400- and 500-level courses from participating departments. Students selecting PAD 533 for the core or a three-hour elective must take an additional elective for the certificate. Students may select the electives, in consultation with their advisor, from the following courses (other electives may be considered).

## Graduate Certificate in Environmental Health

*This certificate is available online and on-campus.*

Students completing this certificate will have basic skills necessary to understand the scope, values, goals and potential of environmental health and protection. This certificate will help prepare students who plan to sit for the Licensed Environmental Health Practitioner exam. The certificate requires successful completion of course work in each of these areas:

MPH 449	Environmental Toxicology	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 527	Environmental Risk Assessment	4
Total Hours		16

Students enrolled in the general MPH or MPH with Environmental Health concentrations may not receive the Environmental Health certificate.

## Graduate Certificate in Environmental Risk Assessment

*This certificate is available online and on-campus.*

Risk assessment is a frequently used tool in environmental analysis. This certificate is for students who wish to acquire a level of competency in this science. The sequence of course work is technically oriented to provide students with the professional education necessary to perform introductory-level risk assessment in their workplaces. Students learn to relate risk assessment methodologies, procedures, and results to environmental health policies.

To receive a certificate, students must take three core courses and complete the risk assessment practicum, for a total of 16 credit hours.

MPH 527	Environmental Risk Assessment <sup>1</sup>	4
MPH 528	Risk Assessment: Air, Land, and Water <sup>1</sup>	4
MPH 529	Risk Assessment Practicum <sup>1</sup>	4
MPH 575	Health Economics	4
Total Hours		16

<sup>1</sup> Students must take MPH 527, MPH 528, and MPH 529 in sequence. Students may want to continue with the additional risk/decision theory course MPH 526.

## Graduate Certificate in Epidemiology

*This certificate is available online and on-campus.*

Students completing this certificate will develop analytic and computer skills to quantitatively relate epidemiologic theories necessary for specialized roles for public health practice, such as for infectious disease epidemiology. The certificate requires successful completion of course work in each of these areas:

ENS 404	Fundamentals of Geographic Information Systems	4
MPH 503	Biostatistics for the Health Professional	4
MPH 511	Foundations Of Epidemiology	4
MPH 512	Epidemiology of Infectious and Chronic Diseases	4
MPH 514	Analytical Epidemiology (OR MPH 575)	4
Total Hours		20

## MPH General Option

Required core courses (28 hours) and at least one course from each of the elective categories (20 hours):

**Core Courses**

MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4
MPH 581	Internship <sup>1,2</sup>	4

**Other Requirements**

Select one course from each of the following categories: 20

**Category 1: Emerging Issues**

MPH 471	Emerging Diseases <sup>3</sup>	
MPH 478	ECCE: Crisis in Environmental Health	



MPH 486	ECCE: Solid and Hazardous Wastes Policy	
MPH 526	Risk Management and Communication	
MPH 535	Public Health in the Political Arena	
<b>Category 2: Advanced Epidemiology</b>		
MPH 512	Epidemiology of Infectious and Chronic Diseases	
MPH 514	Analytical Epidemiology	
<b>Category 3: Analytical Tools</b>		
ENS 404	Fundamentals of Geographic Information Systems	
MPH 508	Program Evaluation for Public Health	
MPH 527	Environmental Risk Assessment	
MPH 575	Health Economics	
<b>Category 4: Social Determinants</b>		
MPH 402	ECCE: Food, Health, and Public Policy	
MPH 408	ECCE: Addiction	
MPH 438	ECCE: Monsters, Medicine, and Myths	
MPH 441	Human Well Being <sup>3</sup>	
Additional Elective		
Select one course <sup>4</sup>		
Total Hours		48

<sup>1</sup> Students in the MPH/HMS joint degree may take either MPH 581 or HMS 550 to fulfill the internship requirement. Four hours of internship must be taken in order to complete the requirements. Each credit hour equals 100 contact hours.

<sup>2</sup> Students may submit a Student Petition form to use PAD 561 as one hour toward the internship requirement.

<sup>3</sup> MPH students must select the four hour option for this course to meet degree requirements.

<sup>4</sup> One additional elective may be selected from any graduate course taught by the department or campus, in consultation with and approval by the academic advisor. The student's career path should be considered for best selection of this elective.

## MPH Professional Option

**Admissions are not being accepted for this degree at this time.**

The MPH professional option provides an opportunity for U.S. physicians with earned doctorates and those who are in a U.S. residency program. The option requires completion of the 28 hours of core courses including the internship and eight hours of general electives (36 hours total). Other applicants may be eligible for admission to this option and will be considered by the admissions committee on a case-by-case basis. Included are:

1. those currently enrolled in a U.S. physician residency-training program, or
2. those who are in the process of completing a doctoral-level, health-related degree and who have at least one year of health-related experience.

Interested applicants should contact the MPH Department for information about the application process.

### Core Courses

MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4

MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4
MPH 581	Internship	4
MPH Electives		8
Total Hours		36

## MPH with Concentration in Environmental Health

Required courses include: Core (28 hours) and Environmental Health concentration core (eight hours). In addition, choose 12 hours of electives from one option below.

### Core Courses

MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4
MPH 581	Internship <sup>1,2</sup>	4

### Environmental Health Concentration Core

MPH 449	Environmental Toxicology	4
MPH 527	Environmental Risk Assessment	4

### Environmental Health Concentration Electives

Select one of the following options: 12

#### Option 1: Environmental Risk Assessment <sup>4</sup>

MPH 526	Risk Management and Communication	
MPH 528	Risk Assessment: Air, Land, and Water	
MPH 575	Health Economics	

#### Option 2: Emergency Planning & Homeland Security <sup>5</sup>

MPH 478	ECCE: Crisis in Environmental Health	
MPH 508	Program Evaluation for Public Health	
MPH 526	Risk Management and Communication	

#### Option 3: Environmental Health Policy

Select three of the following:

MPH 482	Food Safety Practice and Policy <sup>3</sup>	
MPH 484	ECCE: Environmental Policies: Air Quality <sup>3</sup>	
MPH 486	ECCE: Solid and Hazardous Wastes Policy	
MPH 488	Occupational Safety and Health Policy <sup>3</sup>	

Total Hours 48

<sup>1</sup> Students in the MPH/HMS joint degree may take either MPH 581 or HMS 550 to fulfill the internship requirement. Four hours of internship must be taken in order to complete the requirements. Each credit hour equals 100 contact hours.

<sup>2</sup> Students may submit a Student Petition form to use PAD 561 as one hour toward the internship requirement.

<sup>3</sup> MPH students must select the four hour option for this course to meet degree requirements.

<sup>4</sup> Students in this option may want to also take MPH 529 to qualify for the Risk Assessment Certificate.

<sup>5</sup> Students in this option are eligible to apply for a Certificate in Emergency Preparedness and Homeland Security.

## MPH/HMS Joint Degree

The MPH/HMS joint degree is a 68 credit hour master degree option that requires students to take 32 credit hours from both departments, plus a four hour internship from one of the departments. Students take core classes from both MPH and HMS, as well as elective courses. Closure exercises from both departments are required. Students must apply to both graduate departments to be eligible for the joint degree. All prerequisites from each department apply. Students are assigned an academic advisor in both departments.

### Core Requirements

#### MPH Core Courses

MPH 503	Biostatistics for the Health Professional	4
MPH 506	Community Health Research	4
MPH 511	Foundations Of Epidemiology	4
MPH 521	Environmental and Occupational Health	4
MPH 531	Public Health Policy and Administration	4
MPH 561	Community Health Education	4

#### HMS Core Courses

HMS 501	Critical Perspectives in Human Services	4
HMS 502	Interviewing and Assessment Skills in Human Services	4
HMS 511	Social Policy and Human Services	4
HMS 516	Ethics and Professional Development	4

### Internship Requirement

MPH 581	Internship <sup>1</sup>	4
or HMS 550	Internship	

### Elective Courses

MPH Electives	8
Select any MPH 500-level course <sup>2</sup>	
HMS Electives	12

Select three courses from one of the following concentrations:

#### Alcohol and Substance Abuse (blended curriculum)

HMS 521	Advanced Interviewing and Intervention
HMS 525	Alcoholism and Substance Abuse
HMS 527	Assessment and Treatment of Substance Abuse
HMS 528	Dual Diagnosis and Relapse Prevention

#### Child and Family Studies (blended curriculum)

HMS 521	Advanced Interviewing and Intervention
HMS 525	Alcoholism and Substance Abuse
HMS 533	Child Abuse And Neglect
HMS 537	Treating Children from Diverse Populations
HMS 567	Family Dynamics and Intervention

#### Gerontology (blended curriculum)

HMS 508	Psychology Of Aging
HMS 529	Perspectives on Aging
HMS 538	Social Services Administration
HMS 563	Sociology of Death, Dying, and Bereavement
HMS 582	Aging And The Human Services
HMS 588	Grant Writing in Human Services

#### Social Service Administration (online curriculum)

BUS 541	Organizational Behavior
HMS 514	Staff Development and Supervision
HMS 538	Social Services Administration
HMS 584	Introduction to Nonprofit Management
HMS 588	Grant Writing in Human Services
PAD 502	Organization Dynamics
PAD 505	Human Resource Management
PAD 543	Marketing for Public and Nonprofit Organizations
PAD 544	Fund Raising for Public and Nonprofit Organizations

### Closure Requirement

MPH Closure <sup>3</sup>	0	
HMS Closure		
HMS 585	HMS Capstone	4
Total Hours	68	

- <sup>1</sup> Students in the joint MPH/HMS degree are required to complete 400 contact hours for the internship.
- <sup>2</sup> The eight hours of electives in MPH may be selected from any MPH 500-level course in consultation with an approval by the academic advisor. The student's career path should be considered for the best selection of these electives.
- <sup>3</sup> Students complete the MPH comprehensive examination. No credit hours are awarded for completion of the exam. Students who do not complete the examination during their final semester of study must enroll in MPH 583 (zero credit hours, one billable credit hour) each regular semester (fall/spring) until they pass the exam.

## MPH/MPA Joint Degree

### Joint Degree Option - MPH/MPA

The MPH Department and the UIS Public Administration Department have established a joint degree in accordance with university policy. Students interested in this joint degree can contact either the MPA or MPH office. This joint degree requires two separate program applications. Students must meet entrance requirements for each. Students may complete a joint degree with a total of 66 credit hours, compared to a total of 88 for the two degrees separately. Students pursuing this joint degree will be required to complete an appropriate closure exercise in each of the two degree organizations. Upon completion, one diploma will be granted.

### MPA Degree Requirements

#### Core Requirements

##### Core Requirements

PAD 501	Introduction to the Profession	3
PAD 502	Organization Dynamics	3
PAD 504	Budget And Finance	3
PAD 505	Human Resource Management	3
PAD 506	Public Policy for Managers	3
PAD 507	Information for Decision Making	3

Select one of the following:

PAD 531	Public Policy Analysis	3
PAD 533	Program Evaluation	3

PAD 553 Community Planning and Policy

#### Electives

Select six hours of 400- or 500- level PAD courses <sup>1</sup> 6

#### Closure Exercise

PAD 571 Capstone Seminar 3

Total Hours 30

## MPH Degree Requirements

#### Core Requirements

MPH 503 Biostatistics for the Health Professional 4

MPH 506 Community Health Research 4

MPH 511 Foundations Of Epidemiology 4

MPH 521 Environmental and Occupational Health 4

MPH 531 Public Health Policy and Administration 4

MPH 561 Community Health Education 4

MPH 581 Internship 4

#### Electives

Select eight hours of electives in MPH <sup>2</sup> 8

#### Closure Exercise

MPH Comprehensive Examination <sup>3</sup> 0

Total Hours 36

<sup>1</sup> If PAD 531, PAD 533, or PAD 553 was taken to satisfy the quantitative core requirement elective, it cannot count in this elective category.

<sup>2</sup> The eight hours of electives in MPH may be selected from any MPH 500-level course in consultation with and approval by the academic advisor. The student's career path should be considered for the best selection of these electives.

<sup>3</sup> Students complete the MPH comprehensive examination. No credit hours are awarded for completion of the exam. Students who do not complete the examination during their final semester of study must enroll in MPH 583 (zero credit hours, one billable credit hour) each regular semester (fall/spring) until they pass the exam.

## Financial Assistance for Master's Degree Students

**Graduate Assistantship (GA) Program** (p. 188)  
**Graduate Public Service Internship (GPSI) Program** (p. 188)  
**Illinois Legislative Staff Intern Program (ILSIP)** (p. 188)  
**Public Affairs Reporting (PAR) Scholarships** (p. 189)  
**Whitney M. Young (WMY) Graduate Fellowship** (p. 189)

UIS provides or coordinates many paid internship opportunities and scholarships for graduate students. For additional information on merit and need-based financial assistance for graduate and undergraduate students, refer to the section in this catalog entitled Financial Assistance Information. (p. 14)

## Graduate Assistantship (GA) Program

The University of Illinois at Springfield awards more than 50 graduate assistantships to qualified students each year. The program is highly competitive and is designed to:

1. recruit outstanding and promising students to graduate study, with special attention to access and equal opportunity policies,
2. provide graduate-level learning experiences through a supervised assignment,
3. provide support that enables students to complete their graduate degree on time, and
4. provide UIS with limited support services in selected programs and areas.

Assistantships are categorized into four types: Graduate Assistantships, Graduate Teaching Assistantships, Graduate Research Assistantships, and Pre-professional Graduate Assistantships. Preference will be given to students who have not previously received a master's degree. The annual application deadline is **March 15**. In order to be eligible for consideration, applicants must be admitted, either fully or conditionally, into a UIS graduate degree program. To facilitate file completion and admission, applicants are strongly encouraged to initiate the application process at least two months prior to the application deadline. Files completed after March 15 will be added to the pool of eligible applicants after the first round selection process is completed.

Assistants receive a monthly stipend (taxable income) and work 20 hours per week during the academic year. During each fall and/or spring semester assistants receive a tuition and service fee waiver. Assistants serving at least one full semester during the regular academic year are eligible for a tuition and service fee waiver for up to six semester hours in the subsequent summer term. The maximum tuition waiver for the academic year is 30 hours.

For more information related to the Graduate Assistantship Program, including complete application instructions, please visit the website at: [www.uis.edu/graduateassistantships/](http://www.uis.edu/graduateassistantships/). You may also contact the Graduate Assistantship Office via email at [gaprog@uis.edu](mailto:gaprog@uis.edu) or by telephone at (217) 206-6544.

## Graduate Public Service Internship Program

Located within the Center for State Policy and Leadership, the Graduate Public Service Internship Program (GPSI) is ranked as one of Illinois' premier governmental internship programs. For over 40 years this program has provided graduate students with an opportunity for experiential learning through a public sector internship while completing a master's degree at the University of Illinois at Springfield. The program is open to students from all academic backgrounds, including those who have already earned an advanced degree.

The program is comprised of a 21-month public sector internship for full-time UIS graduate students. During the academic year (August 16 - May 15) the internship obligation is 20 hours per week for a stipend of \$1,175 per month and during the intervening summer term (May 16 - August 15) the internship obligation is the full-time equivalent for a stipend of \$2,350 per month. Additional benefits include nine credit hours of graduate tuition waiver for the fall and spring terms, an optional four-hour graduate tuition waiver for the summer term, \$300 per fiscal year for professional development activities, and a \$250 student fee waiver for the fall and spring semesters.

GPSI is a competitive internship program; therefore, completing the application process does not guarantee an internship. For first-round interview consideration, the deadline for file completion is **March 15**. "File completion" means that the application, resume, personal goal statement, three reference letters, and notice of graduate admission are on file in the GPSI office. An optional component to the GPSI file completion process is submission of a signed FERPA GPA Release Form for applicants who wish to share their cumulative GPA with prospective internship supervisors. Internships begin August 16. **Applicants are strongly encouraged to initiate the application process at least two months prior to the GPSI application deadline of March 15.**

For additional information, including complete application instructions, and to complete the online application, visit the GPSI website at <http://www.uis.edu/graduateinternprograms/gpsi/>. You may also contact the Office of Graduate Intern Programs by telephone at (217) 206-6158, by email at [GPSImail@uis.edu](mailto:GPSImail@uis.edu), or visit the office in BRK 475.

## Illinois Legislative Staff Intern Program

Celebrating a more than 50 year history and recognized as one of the top legislative internship programs in the country, the ILSIP program provides graduate level applicants with a pre-professional experience working full-time with the Illinois legislature. Benefits include a monthly stipend of \$2,100 along with four hours of graduate credit in political science over the course of two semesters. Tuition and fees, including student health insurance, are covered by the program along with any required textbooks for the academic seminar.

The program offers 24 internship opportunities with one of four partisan staffs (House Democratic, House Republican, Senate Democratic, Senate Republican) of the Illinois General Assembly or with the Legislative Research Unit. Internships begin on August 16 and continue through June 30 of the following year.

To be eligible, applicants must complete a baccalaureate degree in any academic discipline prior to the start of the internship and demonstrate a high-quality undergraduate academic record. Applications are due **March 1** each year.

For materials and further information, contact the Illinois Legislative Staff Intern Program via telephone at (217) 206-6579, via email at [ilsip@uis.edu](mailto:ilsip@uis.edu) (bvand1@uis.edu), or visit the program website.

## Public Affairs Reporting Scholarships

Several scholarship programs are earmarked for graduate students in the Public Affairs Reporting program. The annual awards are based on academic achievement, financial need, and potential for a career in journalism. They are the:

- **Mark D. Allan PAR Scholarship** established by Mr. Allan, a 1986 Public Affairs Reporting graduate. Allan is currently the Director of Marketing and Public Relations at Butler University.
- **James E. Armstrong Scholarship** established in memory of the late publisher of the *Illinois State Register* and the *Illinois State Journal*, predecessors of the *State Journal-Register* in Springfield.
- **Milton D. Friedland Communications Scholarship** established in memory of the late founder and general manager of WICS-TV, NewsChannel 20 in Springfield, and former community relations associate for the campus.
- **Steven B. Hahn Reporting Scholarship** established by his parents in his memory. Hahn was a legislative correspondent for the *State Journal-Register* and United Press International.
- **Robert P. Howard Scholarship**, established by friends in memory of the late capitol correspondent for the *Chicago Tribune*, and author of *Illinois, A History of the Prairie State*.
- **Illinois Legislative Correspondents Association (ILCA) / Miller and Heinecke Scholarship** established in honor of Burnell A. Heinecke who was a former *Chicago Sun-Times* Statehouse correspondent and former president of the ILCA, the late Bill Miller who was the former director of the UIS PAR program and a founding member of the Illinois News Broadcasters Association, and deceased ILCA members.
- **Thom M. Serafin Public Affairs Reports Scholarship** made possible through a gift from Thom Serafin, a 1974 PAR graduate whose distinguished career includes founding and serving as CEO of Serafin and Associates, Inc., serving as press secretary for several national-level political campaigns, serving on the Washington D.C. staff of U. S. Senator Alan Dixon, and most recently serving as a Chicago-based political and public relations consultant.
- **Valerie Wiener Award** made possible through a gift from Valerie Wiener, a member of the Nevada state senate and founder/CEO of her own consulting firm specializing in media relations, positioning strategies, and power presentations.
- **Vu Nguyen Scholarship** established in memory of Vu Nguyen, a 2008 PAR graduate who served as an education reporter for the *Daily Breeze* in Torrance, CA.

- **Mary and Jim Beaumont Public Affairs Reporting Scholarship** established by Mary and Jim Beaumont. Mary has a graduate degree in Communication from UIS and Jim has a graduate degree in Public Affairs from UIS.

For more information, contact the Director of the Public Affairs Reporting program via telephone at (217) 206-7494, or by email at [PAR@uis.edu](mailto:PAR@uis.edu). You may also visit the PAR program website at, [www.uis.edu/publicaffairsreporting/](http://www.uis.edu/publicaffairsreporting/), or the PAR Scholarship website at, [www.uis.edu/development/choose/par/#public/](http://www.uis.edu/development/choose/par/#public/).

## Whitney M. Young Fellowship Program

**Revisions to the Fellowship program are currently underway. In the interim, applications have been put on pause, and none will be accepted for the 2018-2019 academic year.**

This program is a memorial to the late Whitney M. Young, Jr., former executive director of the National Urban League, educator, and social activist. The program is aimed at helping the campus to achieve a rich and diverse educational environment by increasing the opportunities in graduate education for highly self-motivated students who are underrepresented in graduate study at UIS. This includes but is not limited to ethnic/racial minorities, first-generation college students, and students from disadvantaged backgrounds. The Fellowship program is designed to complement graduate work with civic engagement in public affairs projects.

Fellows receive a monthly financial stipend for the nine-month contract period, and a tuition waiver during the fall and spring semesters. Fellows may be eligible for a tuition waiver of up to six semester hours for one summer semester. Fellows must maintain a cumulative GPA of 3.0, as well as fulfill all other requirements of the Fellowship Program. The annual application deadline is **March 1**. For more information, including complete application instructions, and to download a copy of the application, visit the WMY website at [www.uis.edu/wmy/](http://www.uis.edu/wmy/).

You may also contact the Whitney M. Young Fellowship Program via email at [gapro@uis.edu](mailto:gapro@uis.edu), or by telephone at (217) 206-6544.

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