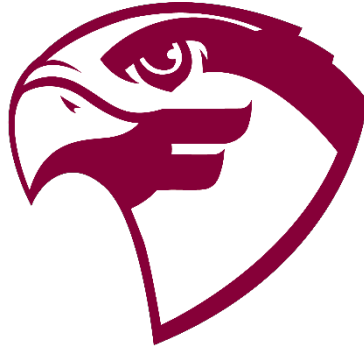


GRADUATE CATALOG

2023-2024



FAIRMONT STATE
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**2023-2024
GRADUATE CATALOG**

Volume 9, Number 1
Fairmont, West Virginia

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Fairmont State University

2023-2024 Academic Calendar

2023 Fall Semester

Monday, August 14 – Friday, August 18 - Opening Session and Professional Development
Friday, August 18 – Student Convocation
Monday, August 21 – First Day of Classes
Monday, September 4 – Labor Day, No Classes
Friday, September 15 – Early Alert Grades Due
Friday, October 6 – Midterm, Fall Break – No Classes, Last Day of first 7-week Classes
Monday, October 9 – First day of second 7-week classes
Monday, November 20 – Friday November 24 – Thanksgiving Break – No Classes
Friday, December 1 – Last Day of Classes
Monday, December 4 – Friday, December 8 – Final Exams
Saturday, December 9 – Commencement
Monday, December 11 – Wednesday, December 13 – Assurance of Learning Days

2024 Spring Semester

Tuesday, January 16 – Friday, January 19 – Opening Session and Professional Development
Monday, January 22 – First Day of Classes
Friday, February 16 – Early Alert Grades Due
Friday, March 8 – Midterm, Last Day of first 7-weeks
Monday, March 11 – Friday, March 15 – Spring Break – No Classes
Monday, March 18 – First Day of second 7-weeks
Friday, May 3 – Last Day of Classes
Monday, May 6 – Friday, May 10 – Final Exams
Saturday, May 11 – Commencement
Monday, May 13 – Wednesday, May 15 – Assurance of Learning Days
Monday, May 27 – Memorial Day, University Closed

2024 Summer Semester

Tuesday, May 28 – First Day of Summer Classes
Friday, June 28 – Last Day of Summer I Classes
Monday, July 1 – First Day of Summer II Classes
Thursday, July 4, Independence Day – No Classes
Friday, August 2 – Last Day of Term and Summer II Classes

About Fairmont State

Introduction

Graduate studies at Fairmont State University (Fairmont State) are designed to give students advanced knowledge in a special field of study, higher levels of professional competence, an understanding of and respect for scholarly research and a sophisticated knowledge of the techniques of continued, lifelong intellectual growth. These goals are achieved through specialized programs of study, investigation and professionally mentored practical experiences that are carefully planned by each individual student in consultation with his or her graduate faculty advisor.

Fairmont State, a comprehensive, selective institution offers a quality education in a supportive learning environment that fosters individual growth, professional and career development, lifelong learning, global understanding, and a commitment to excellence in academic and community pursuits. In keeping with its tradition of academic excellence, the University promotes graduate education by offering select graduate programs.

Fairmont State is closely identified with its community. Partnerships with business and industry, public schools, government agencies and other organizations contribute to the economic, cultural, and social development of the region and enrich our programs and the experience of our students.

Vision, Mission, and Objectives

Vision

Fairmont State aspires to be nationally recognized as a model for accessible learner-centered institutions that promote student success by providing comprehensive education and excellent teaching, flexible learning environments, and superior services.

Mission

The mission of Graduate Studies is to ensure graduates acquire the knowledge, skills, and habits of mind necessary for intellectual growth, full and participatory citizenship, employability, and entrepreneurship in a diverse and changing environment.

Objectives

Fairmont State offers an expanding number of competitive graduate degree programs that seeks to

- Provide high quality graduate degree programs in fields in which there are needs for people with such qualifications, for which there are prospective students seeking such advanced qualifications, and to which the University can devote the requisite human and material resources;
- Provide advanced educational opportunities, beyond the baccalaureate, for professionals and others who are not seeking a graduate degree, or who already have a graduate degree, but who need to develop new knowledge and skills to meet changing conditions, or to continue to keep current with advancing knowledge in their specialties;
- Enhance the academic environment of the University by attracting qualified students to the campus, by giving faculty the opportunity to teach their specialties at an advanced level, and by fostering research and creative activity among graduate students and faculty;
- Assure that the graduate student's experience in Fairmont State's programs is a coherent experience of intellectual growth, enabling each student to meet reasonable academic, intellectual, and professional goals.

The Graduate Studies programs support the mission and goals of Fairmont State through graduate education. Based on experiential learning and interdisciplinary study, Fairmont State offers select yet comprehensive high-quality graduate programs. These programs strive to foster core competencies, cutting-edge technologies, and critical thinking. Committed and competent faculty prepare eager and reflective individuals for life and work in an increasingly complex, diverse, and global society. Fairmont State graduate students receive personal attention as they work closely with faculty in small classes. Graduate programs at Fairmont State are responsive to the needs of the external community, and in turn provide the most innovative and highest caliber graduate education in the region.

A student undertakes graduate study in order to gain a deeper knowledge in a particular academic discipline and to become able to demonstrate to the faculty and practitioners in the field the attained mastery of

knowledge. Consequently, graduate study cannot be defined primarily in terms of semester hours of coursework beyond the baccalaureate, even though minimum coursework requirements are commonly specified for graduate degrees. Minimum requirements set the lower limit for an integrated plan of study.

Graduate students are expected to become participating members of the University community and are encouraged to attend the lectures presented by visiting scholars, to listen to academic discussions of their faculty, and to study with their fellow graduate students.

Graduate Programs & Certificates

Choosing to pursue a Master's Degree program at Fairmont State represents a commitment to excellence, personal growth, and lifelong learning. Our graduate programs are committed to a student-centered learning environment that emphasizes concrete experiences, intellectual discourse, and critical reflection in both face-to-face and online learning environments. Fairmont State is small enough to allow each graduate student opportunities for interaction with fellow students and distinguished faculty members, yet large enough to provide challenging and diverse areas of study.

Fairmont State offers the following graduate degrees and certificates:

- Master of Architecture (M. Arch.)
- Master of Arts in National Security and Intelligence (M.A.NSI.)
- Master of Arts in Teaching (M.A.T.)
- Master of Business Administration (M.B.A.)
- M.Ed. in Educational Leadership
- M.Ed. in Exercise Science
- M.Ed. in Instructional Design and Technology
- M.Ed. in Multi-Categorical Special Education with Autism
- M.Ed. in Professional Studies
- M.Ed. in Reading Specialist
- M.S. in Criminal Justice
- M.S. in Engineering Management
- M.S. in Healthcare Management
- Certificate in Cybersecurity Management
- Certificate in Healthcare Management

- Certificate in Human Resource Management
- Certificate in Project Management
- Certification in Educational Leadership: Principalship
- Certification in Educational Leadership: Superintendency
- Certification in Reading Specialist

Accreditation

Accreditation is important for the University to be able to receive and distribute state and federal funds. Accreditation is also important for the acceptance and transfer of college credits. The Associate Provost for Academic Operations ([link to page](#)) serves as the accreditation liaison for the University and is responsible for assuring that compliance with accreditation requirements is incorporated into planning and evaluation processes of the institution.

Fairmont State University

Fairmont State is accredited by The Higher Learning Commission and is a member of the North Central Association, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, (800) 621-7440 x105, <http://www.ncahlc.org>.

Fairmont State University only reviews transferable credit from regionally accredited institutions and institutions with national accreditation that is recognized by the U.S. Department of Education for acceptance as credit in our academic programs. The most current listing of sanctioned accrediting bodies can be found at www.ed.gov.

College of Business & Aviation

The School of Business is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) 11520 West 119th Street, Overland Park, KS 66213, (913) 339-9356, www.acbsp.org.

College of Education, Health & Human Performance

The Teacher Education program is approved by the West Virginia Board of Education and accredited by the Council for the Accreditation of Educator Preparation (CAEP). The University is also a member of the American Association of Colleges for Teacher Education (AACTE) and Council for the Advancement and Support of Education (CASE). In

addition, selected teaching specializations are nationally approved by their respective learned society and/or professional organization.

College of Science and Technology

The Master of Architecture (M.Arch.) professional degree program is working towards accreditation by the National Architectural Accrediting Board (NAAB). 1735 New York Avenue NW, Washington, DC, 20006. (202) 783-2007 <https://www.naab.org/> The state of West Virginia, as well as many other state jurisdictions, along with the National Council of Architectural Registration Boards (NCARB) recognize degrees from institutions that have been awarded within two years of accreditation.

N.B. The NAAB only accredits the Master of Architecture degree although many of the student performance criteria are fulfilled in the Bachelor of Science in Architecture degree which is not accredited by NAAB, but is a pre-professional degree.

Statement of NAAB-Accredited Degrees

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: The Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year term, an eight-year term with conditions, or a two-year term of continuing accreditation, or a three-year term of initial accreditation, depending on the extent of its conformance with established education standards.

Doctor of Architecture and Master of Architecture degree programs may require a non-accredited undergraduate degree in architecture for admission. However, the non-accredited degree is not, by itself, recognized as an accredited degree.”

Fairmont State University, Department of Architecture, Art & Design offers the following NAAB-accredited degree program:

Master of Architecture (preprofessional degree + 42 graduate credits)

NEXT ACCREDITATION VISIT: 2025

Graduate Studies

The University is a member of the Council of Graduate Schools, and the Conference of Southern Graduate Schools.

Graduate Education Outcomes

Graduates from all of the Fairmont State Master's Programs should have the ability to think logically and consistently; integrate and synthesize knowledge; access up-to-date knowledge and information within the discipline; communicate in a clear, consistent, and logical manner, both orally and in writing; understand the interrelationships between their discipline and others; be aware of and prepared to deal with ethical dilemmas within their profession; apply their knowledge of the discipline to real-life situations; increasingly adapt to the dynamic requirements of their profession and their workplace.

Graduates of a Master's program at Fairmont State are expected to demonstrate:

- **Critical Analysis:** Adapting and applying new knowledge and skills in critical analysis of changing conditions in the field;
- **Scholarship and Research:** Critically analyzing and conducting research in the field;
- **Creative Productivity:** Engaging in creative, productive activity in the field;
- **Application of Standards:** Based Professional Knowledge: Apply advanced standards-based professional knowledge and skills in the context of the field;
- **Professional Communication:** Demonstrating effective and appropriate verbal, nonverbal, written, and media communication techniques in the profession.
- **Professional Development:** Engaging in critical self-analysis and articulation of professional goals;

These learning outcomes are shared by all programs and distinguish graduate studies at Fairmont State.

Catalog Policy

It is the responsibility of students to be knowledgeable of official Fairmont State policies and to meet all requirements in the Catalog. It provides the best possible current information on practices and academic policies of the institution. Fairmont State does however, reserve the right to change provisions or requirements at any time to reflect curricular changes and/or administrative regulations and procedures. The Catalog is not considered a binding contract between the student and the institution; it is for informational purposes only.

Students should keep informed of current degree, curriculum and course requirements. Academic advisors and appropriate administrative offices of Fairmont State may be consulted for further information or guidance.

A student who enrolls at Fairmont State shall follow the degree provisions of the catalog in use at the time of admission or any subsequent catalog, providing the entire subsequent catalog is adopted.

A student who changes degree programs or majors while enrolled at Fairmont State may follow the degree provisions of the catalog in use at the time of admission or any subsequent catalog, providing the entire catalog is adopted. Because curricular changes frequently occur in subsequent catalogs, the student should consult with an advisor in the new degree program or major for assistance in determining which catalog to adopt.

Students who have interrupted their schooling for two or more regular academic semesters (not including summer) will be readmitted under the most current catalog and degree requirements. Please note that academic policies can change each year and apply to all students regardless of when they began their studies. Please refer to the current catalog for the most recent academic policies and procedures.

Equal Opportunity Affirmative Action

Fairmont State is an Equal Opportunity-Affirmative Action Institution. The University is subject to the Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended;

the Age Discrimination in Employment Act; the Equal Pay Act; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Federal Executive Order 11246; and the Genetic Information Nondiscrimination Act of 2008 (GINA), all as amended; and other applicable laws and regulations. The institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, gender, sex, sexual orientation, gender identity, gender expression/association, national origin, age, height, weight, religion, creed, genetic information, disability or veteran's status, as identified and defined by law in employment, admissions, and educational programs and activities. Fairmont State neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity, gender expression/association, national origin, age, height, weight, religion, creed, genetic information, disability or veteran's status, as identified and defined by law in employment, admissions, and educational programs and activities. Fairmont State will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant.

Further inquiries may be directed to the Title IX and Compliance/ADA and 504 Coordinator, located in Room 231 Hardway Hall, (304) 367-4689.

Office of Accessibility/ADA Services

Under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, students with disabilities are due reasonable accommodations in their academic pursuits. A student's disability should not unfairly interfere with his or her learning process or evaluation and grading.

The primary mission of the Office of Accessibility Services Office (OAS) is to provide leadership and facilitate equal access to all institutional opportunities for students who have disabilities, so they may achieve their academic, personal, and professional goals in preparation for responsible citizenship. OAS provides

institution wide advisement, consultation, and training on disability-related topics, including legal and regulatory compliance, universal design, and disability scholarship. We identify and work to remove barriers to foster an all-inclusive campus, and provide individual services and facilitate academic accommodations to students with disabilities. Our staff collaborates with students, instructors, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable by:

- Advocating for students with disabilities to have access to the same level of service from campus offices as is available to non-disabled students and to receive from OAS only those services not provided elsewhere by the institution.
- Fostering the development of a campus culture that values the diversity of disability and that values disability as a core component of diversity.
- Encouraging the design of campus environments that welcome students with disabilities and advocating for inclusion of a commitment across institutional departments.

Through guidance and technical assistance to the institution on disability-related laws and regulations, DSO fosters academic experiences that are as similar as possible to the experiences of non-disabled students by:

- Providing guidance, advice, and technical assistance that informs and enables the institution to meet applicable laws and regulations.
- Apprising key administrators of emerging issues relative to disability and access that may impact the institution.
- Ensuring that students with disabilities receive reasonable and appropriate accommodations, aids, and services to have equal access to all institutional programs, services, and activities.
- Collaborating with others across the institution in ways that benefit students.
- Providing guidance to faculty members in providing reasonable and effective accommodations, and by consultation and

training for faculty members on disability related topics.

The Office of Accessibility Services is located in 303-O Turley Center and can be reached at (304) 367-4543 or Access@fairmontstate.edu.

Family Rights Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. Students wishing to review their educational records must contact the campus official in charge of the office in which the records are located. Students may not inspect records to which they have waived their rights of inspection and review.

Within the Fairmont State community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the offices of Admissions and Records, Student Services, Financial Aid, Business, academic colleges and schools, departments, academic advisors, and athletic departments. These school officials have a legitimate educational interest in the student's education record if the school official requires such information to: fulfill his or her responsibility or duty to the University; perform tasks within the scope of his or her employment or within the scope of a contract with the University; perform a task related to a student's education; perform a task related to the discipline of a student; provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, pastoral counseling, or financial aid; or maintain the safety and security of the campus.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Student Services Center in writing.

Fairmont State may disclose academic information to parents of students by having parents establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152. Dependency status may be established by the presentation of a certified copy of the parents' most recent federal income tax form listing the student as a dependent.

Drug-Free Awareness Program

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Fairmont State has a Drug-Free Awareness Program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Further inquiries arising from employment issues or concerns may be directed to the Director of Human Resources; student issues or concerns may be directed to the Vice President for Student Success.

Compliance with Military Selection Service

State law provides that a male person who has attained the age of 18 years may not enroll in a state supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this state, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all United States Postal Service facilities and may be available at some high schools. The Selective Service System also provides information through a web site at <https://www.sss.gov>.

Admission to the University

General Admission to Graduate Studies

Admission to Graduate Studies, which permits enrollment in classes, is not equivalent to admission for a specific graduate degree program or certificate. Individuals interested in pursuing a graduate degree or certificate at Fairmont State University may formally apply to a program by completing the graduate admissions application. All application material should be received by the Office of Admissions at least two weeks prior to the beginning of the semester in which the student wishes to register.

Degree or Certificate Seeking Application Procedures

Individuals seeking admission to Fairmont State must have completed a baccalaureate degree from a regionally accredited institution or be in the final semester before degree completion. All degree-seeking applicants must:

1. Complete the Online Application for Graduate Admission.
2. Submit official transcripts of all undergraduate/graduate coursework to the Office of Admissions. Students are required to provide the official copy of all transcripts from all colleges and universities attended. Applicants cannot be admitted without an official transcript on file.
3. Include a \$50 non-refundable application fee good for 2 years.
4. Submit housing and financial aid request forms (if applicable)

Additional application materials for individual programs may include, but are not limited to:

- Scores on graduate aptitude tests, such as Graduate Record Examination (GRE), Miller Analogies Test (MAT), Graduate

Management, Admission Test (GMAT), or Principles of Learning and Teaching Exam (PLT).

- Writing sample
- Letters of recommendation

Once all materials have been received, the College will evaluate applicant credentials and make an admission decision regarding acceptance into the program. After reviewing student's credentials, the Graduate Director of the program may determine the student should fulfill certain requirements or prerequisites for the degree before beginning a graduate degree program. These requirements will be specified by the College at the time of acceptance into the program. Applicants who do not meet the minimum admission criteria may be admitted provisionally.

The Office of Admissions will notify the student of their admission status once a decision has been made. If admitted, a faculty advisor will be assigned and assist the student in creating a degree plan leading to the attainment of the student's academic and professional goals. Students who are admitted must enroll in program coursework within 12 months or reapply for admission to the program.

All credentials submitted in support of an application for admission become the property of the University and will not be returned to the student. Any student admitted upon the basis of false credentials will be subject to immediate dismissal from the University.

Non-Degree Graduate Student Application Procedures

An individual with at least a bachelor's degree from a regionally accredited institution who is not seeking a graduate degree may take graduate level courses and enroll as a non-degree student. International students with an F-1 student visa are not eligible to enroll as non-degree status.

Non-degree students must:

1. Complete the Online Application for Graduate Admission;
2. Submit an official transcript showing the earned undergraduate/graduate coursework to the Office of Admissions; and,

3. Pay the \$50-dollar non-refundable application fee.

In accordance with federal regulations, non-degree students are not eligible to receive federal financial aid. There are exceptions to the non-degree requirements in regard to federal financial aid. A student can receive limited federal aid as a non-degree student based on the following criteria:

- Student is required to take courses considered preparatory coursework for admission into a Master's degree program;
- Student is required to take courses for teacher certification or recertification.

International Student Application Procedures

In addition to the general admission requirements, the following are required of all international students seeking admission to a graduate program:

1. Complete the Online Application for Graduate Admission
2. Submit your official academic record(s). Photocopies will not be accepted.
3. Students must submit their official post-secondary school transcript(s) showing proof of an undergraduate degree.
4. Transcripts from outside the United States require an official course-by-course evaluation to be sent to Fairmont State University from one of the credentialing services listed below. Evaluations must include a statement of U.S. college equivalency.
 - a. World Education Services
 - b. InCred
 - c. Ucredo
 - d. SpanTran
5. If the native language is not English, the applicant must submit an official English proficiency score. Scores are only valid for two years. Online English courses cannot be accepted in place of these scores. This requirement may be waived if an applicant is from an English-speaking nation per SEVIS or is transferring the equivalent of Fairmont State's English 1101 and English 1102 with a passing grade of C or higher from an accredited U.S. college or university.
 - a. TOEFL Internet-based – 79
 - b. TOEFL Paper-based – 550
 - c. TOEFL Computer-based – 214
 - d. IELTS score of - 6.5
6. Applicant must submit proof of financial support for the first academic year (must be in U.S. dollar format and translated to English). Documents cannot be older than three months old. Example: bank statement, scholarship letter, loan letter, etc.
7. Sponsor Affidavit Form
8. Color Copy of Passport front and back
9. Proof of health insurance coverage
10. Immunization record - Upload your Vaccines Records
 - a. Measles, Mumps & Rubella (MMR) (if born after January 1, 1957)
 - b. Varicella (Chickenpox)
 - c. Tetanus (Tdap)
 - d. Polio
 - e. Meningococcal Vaccine (MCV4 or Quadrivalent)
 - f. Highly Recommended: COVID-19 Vaccine
11. Transfer students taking courses in the United States are required to submit a transfer eligibility form from their current college or university.
12. If applying for a Dependent I-20, the following must be received;
 - a. If requesting I-20 for a spouse: Marriage certificate
 - b. If requesting I-20 for child/children: Birth Certificate(s)
 - c. Passport for each dependent for whom you are requesting an I-20
 - d. Proof of funding for the next two semesters for each dependent. Funding is \$3,000 a semester per dependent.

For more information regarding International Student Admission, please contact admissions@fairmontstate.edu.

Currently Enrolled Students: Adding or Changing Programs

A current Fairmont State student wishing to pursue a different or additional graduate degree, or certificate must first contact the program to determine the admission process and procedures. In most cases, a

student must formally apply to the other graduate program by completing the Online Application for Graduate Admission.

Credits earned while in non-degree status are not applicable to a degree program. If a non-degree student is later accepted into a degree or certificate program, the faculty advisor will determine if credit earned while in non-degree status may be applied to the proposed degree/certificate program.

Academic Common Market

The Academic Common Market (ACM), a program coordinated by the Southern Regional Education Board (SREB), provides students in 16 southern states the opportunity to enroll in selected programs at public institutions in other states and pay in-state tuition. To qualify a student must:

1. Be a resident of one of the 16 SREB states;
2. Select a program eligible for residents of his/her home state;
3. Complete the admission process at the institution offering the eligible Academic Common Market program;
4. Be certified as a resident of the home state by contacting the ACM coordinator for the student's state of residence.

For more information, contact the Office of the Provost at (304) 367-4101 or visit www.sreb.org.

Application Deadlines

Due to the competitiveness of Graduate programs at Fairmont State, applications are considered according to the following schedule. Please note schedules vary per program.

M.B.A, M.A.T, and M.Ed.

Application Schedules

Summer Term (May Admission) Timeline:

- Application package should be submitted by February 1st for full consideration and possible early admission
- May 1st - FINAL application deadline; applications received after this date will only be considered on a course space available basis

Fall Term (August Admission) Timeline:

- Application package should be submitted by May 1st for full consideration and possible early admission
- August 1st - FINAL application deadline; applications received after this date will only be considered on a course space available basis

Spring Term (January Admission) Timeline:

- Application package should be submitted by October 1st for full consideration and possible early admission
- January 1st - FINAL application deadline; applications received after this date will only be considered on a course space available basis

M.S.C.J. Application Schedule

Summer Term (May Admission) Timeline:

- April 15th

Fall Term (August Admission) Timeline:

- July 15th

Spring Term (January Admission) Timeline:

- November 15th

M.Arch. Program Schedule

Fall Term (August Admission) Timeline:

- August 1st.

Application package should be submitted by May 1st for full consideration and possible early admission.

Admissions Classifications

Regular Admission

Regular Admission is granted when applicants are degree or certificate seeking students who meet all the criteria for regular admission to a program of their choice. The student must:

- hold a bachelor's or an advanced degree from an accredited institution;
- have an overall grade point average required by your specific program of study;
- have no deficiencies in the chosen area of study; and

- meet all admission criteria established by the intended degree program.

Provisional Admission

Students who do not meet requirements for full acceptance into a graduate program may be eligible for provisional acceptance with approval from the Graduate Program Director. Provisional admission may be granted to a student with a bachelor's or advanced degree from an accredited institution who has incomplete credentials, deficiencies to make up, or less than the required grade point average for regular admission. If the student has program deficiencies, graduate courses may be taken to fulfill deficiencies but will not apply to the degree. A student admitted provisionally may only register for nine semester hours of graduate work and must complete those nine semester hours with a GPA of at least 3.0. Provisional Admission is the decision of the particular degree program. All conditions must be removed before a student achieves Regular Admission status.

Non-Degree Admission

Students who would like to take graduate level courses but are not seeking and/or not eligible to pursue a graduate degree or certificate at Fairmont State may be admitted as a non-degree student. Non-degree students take graduate level courses for a number of reasons, including:

- to engage in professional development;
- to become acquainted with the rigors of graduate-level coursework before applying to a program;
- to gain graduate credit to be applied toward a degree program at Fairmont State or another college or university.

A non-degree graduate student must hold a bachelor's or advanced degree from an accredited college or university, with a cumulative grade point average of at least 2.75 on a 4.0 scale. Admission as a non-degree student does not guarantee or imply subsequent admission to a degree program. To be considered for admission into a degree program, the non-degree student must (a) submit a separate graduate application, and (b) meet all the criteria for regular admissions into the degree program. With approval of the Graduate Program Director, a maximum of 12-credit hours of graduate level coursework completed at Fairmont State may be applied toward a degree

program. Students intending to apply to a degree program are encouraged to apply for admission before they complete 12-credit hours.

Non-Degree Graduate Continuing (GRCE)

Courses:

GRCE courses are special topics courses which engage non-degree seeking graduate students with credit for professional development workshops, continuing education credits, or credit for engaging in a grant related experience. While these credits may be used for education re-certification or 'plus hours' toward a salary increase, these credits are not designed to be used toward a degree program.

Readmission

A returning graduate student who has not taken a graduate class at Fairmont State for two or more consecutive semesters (summers included), must submit a new application and application fee to the Office of Admissions at <https://www.fairmontstate.edu/apply> and be readmitted by the Graduate Program Director. The application must show any intervening graduate work. Official transcripts of such intervening graduate work may be required. The applicable standards are those in effect when the student applied for readmission. Graduate course work more than seven years old may not be counted toward a graduate degree.

Concurrent Admission

A Fairmont State undergraduate student may be granted concurrent admission to enroll in up to twelve (12) credit hours of graduate courses with the approval of the undergraduate advisor, graduate program director, and director of graduate studies under the following conditions:

- The student has an overall undergraduate GPA of 3.0;
- The student must need no more than twenty-four (24) credit hours of undergraduate work to complete their baccalaureate degree; and
- The total number of courses per semester may not exceed 15 credit hours, including both undergraduate and graduate coursework.

Students must complete and submit a Concurrent Enrollment Application form found on the Graduate Studies webpage.

Graduate coursework may be used to complete undergraduate degree requirements. If graduate coursework is used to satisfy undergraduate degree requirements it may not also be used to satisfy graduate degree requirements.

Dual Master's Degree Admission

University policy permits students to obtain more than one master's degree. In these cases, a separate application is required for each program. Each application must be accompanied by payment of a non-refundable application fee.

A student desiring to obtain more than one master's degree must successfully complete enough additional credit hours to constitute 75% of the credit hours required by each additional master's degree program. An individual graduate degree program may require a higher percentage of credit to be earned under its direction.

A maximum of 15 credit hours may be used in common among the degrees with the approval of the department in which the degrees are sought. Approval must be obtained in writing. Upon graduation, the student must file two (2) degree applications.

Transient Student Admission

A student who is enrolled at another regionally accredited graduate institution may apply for admission to Fairmont State for enrollment in graduate courses. In addition to the admission application (non-degree option), the student must also submit a letter of good standing from the institution. This admission is valid for one semester only. The student must submit a new application and letter of good standing each semester he/she wishes to attend.

Normally, up to 12 credit hours of coursework may be transferred back to the home institution.

Permission to transfer credits is arranged, by the student, with the home university. Transient students who wish to register for coursework beyond 12 credit hours at Fairmont State are required to obtain approval of Fairmont State's Dean of Graduate Studies.

Expenses and Financial Aid

Payment of Tuition and Fees

Registration is not completed until payment of tuition, residence hall rent, board, and fees have cleared. A late payment charge of \$50 will be assessed on the first day of the term; a \$10 charge will be assessed on each check returned for 'insufficient funds' unless the student can obtain an admission of error on the part of the bank. The Office of Student Services shall declare the fees unpaid and registration canceled until the check has been redeemed and the additional charge paid. Student records will not be released by the Office of Student Services for any student who has a delinquent financial obligation to the institution.

Students attending Fairmont State are offered an alternative to payment in full at the time of registration. This payment plan is known as the Financial Installment Plan Service, or FIPS. This allows students to pay their balance in four equal payments. If payment is not received before the due date each month, a \$25 late fee will be added to the account. The registration process is not complete until all fees, and any penalties, have been paid in full. Fees can be paid with Visa, MasterCard, American Express and Discover Card. Students receiving financial aid must apply 100 percent of their aid prior to FIPS payments.

Payment in full is due prior to the first day of every term. All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from school, officially or unofficially, will not cancel any financial obligation already incurred. Additionally, failure to pay all financial obligations may result in debts being turned over to a collection agency.

NOTE: All tuition and fees are subject to change. Please see our homepage for the most current tuition and fee information. From the main home page, select Enrollment Center, next select Tuition and Costs to locate this information.

Please note that bills are not sent via mail. Billing information, reminders and important notices are sent to each student's institutional e-mail address.

Tuition and Fees

Rates are per semester and per credit hour up to 8 hours for graduate students. Graduates registered for 9 hours or more are considered to be full time. There may be special fees, course fees and/or program fees that are attached to certain courses or categories of students. Please visit the Tuition and Fees Chart page for the most up-to-date information.

Late Registration

Late registration fees are assessed in accordance with the fee schedule cited under Payment of Tuition and Fees. Late registrants often fail to obtain satisfactory schedules; the policy of the institution is to give priority to students who register on time.

Room and Board Rates

Information on housing can be found at <https://www.fairmontstate.edu/student-life/housing-residence-life/default.aspx>

PLEASE NOTE: Graduate students interested in living on campus must contact the Office of Housing and Residence Life by phone at (304) 367-4216 or via email at reslife@fairmontstate.edu.

Refund Policy of Tuition and Fees

A student who withdraws from the institution may arrange for a refund of fees, excluding special fees, in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Office of Enrollment Services.

Students who have paid in advance and withdraw prior to the first day of the semester will receive full refunds.

Semester Terms

Withdrawal during first and second weeks
90% refund
During third and fourth weeks
75% refund
During fifth, sixth, seventh, and eighth weeks
50% refund
Beginning with ninth week No refund

Summer Terms

The first three days of classes.....90% refund
Fourth and fifth day of classes.....75% refund

Sixth through tenth day of classes.....50% refund
Beginning of the eleventh day of classes... No refund

Students paying on-campus tuition and fees are entitled to participate in all college activities and attend athletic events.

The housing contract is valid for the academic year. Student cannot cancel their housing application to avoid living on campus after the application is considered active. Students must submit a contract release request and be approved for a release in order to live off-campus after applying. Releases are not guaranteed. For students residing on campus, contract release requests must be submitted by the deadlines listed above in order to receive a deposit refund if approved. Please contact the Housing and Residence Life Office if you have any questions concerning this information.

Funding Graduate Education

Financial aid in the form of scholarships, loans, and employment is available to students who need assistance in meeting their higher education expenses. All funds are administered by the Financial Aid and Scholarships Department in compliance with federal, state, and institutional guidelines.

Need-Based Aid

Fairmont State primary purpose in awarding financial aid is to assist those students who wish to attend college and need financial assistance to do so. Financial need is defined as the difference between the 'cost of attendance' and 'estimated family contribution'. Cost of attendance (COA) is a comprehensive figure including estimated tuition/fees, room/board, books/supplies and other educationally related expenses. Estimated family contribution (EFC) is a measurement of the family's financial strength and is based upon information provided in the Free Application for Federal Student Aid (FAFSA). By using the available resources, Fairmont State attempts to meet the financial need of all students.

Scholarship Aid

It is the intent of Fairmont State to foster the highest degree of scholarship among its students. The institution actively recruits students who have excellent academic records and recognizes and rewards those who continue to excel.

The objective of the scholarship program is to promote the recruitment and retention of a diverse student body with special talents and abilities. A variety of merit and need-based scholarships have been developed to accomplish this objective.

Fairmont State is ultimately responsible for final approval of scholarship programs and related policies and procedures and elicits recommendations from academic departments in that process. The Fairmont State Foundation, Inc., through the auspices of the Fairmont State Foundation's Scholarship Committee, collaborates with the Offices of Admissions and Financial Aid and Scholarships to explore new areas of scholarship development and expansion, and assist those interested in establishing new merit-based scholarships or enhancing currently established scholarship programs for Fairmont State.

Fairmont State's Office of Financial Aid and Scholarships also manages the disbursement of scholarships for a wide range of externally funded programs received by Fairmont State students.

Sources of Financial Aid

Sources and types of financial aid offered by Fairmont State as well as other resources are available on the Financial Aid homepage at <https://fairmontstate.edu/finaid>.

Definition of an Academic Year

For Direct Loan processing and other Title IV aid, the academic year at Fairmont State begins with the fall, continues with the spring, and concludes with the summer term.

Procedures for Obtaining Financial Aid

1. Students must complete and submit an application for admission to the Office of Admissions (new students only).
2. For full consideration of aid based on need, students must complete and submit the Free Application for Federal Student Aid (FAFSA) to the federal processing center by March 1. The FAFSA can continue to be submitted through June 30 of the academic year and must be submitted annually.

3. For consideration of eligibility for academic scholarships, students must apply for admission to Fairmont State by December 15. (Admissions/Recruitment and Academic Scholarships) and prior to February 3 for Financial Aid and Foundation scholarships in addition to submitting a scholarship application by February 3.
4. Students interested in aid for summer must complete a separate application, which is made available in March.

will be rounded to the nearest whole Number.

- b. **Maximum Time Frame:** The maximum time allowed to complete your degree (including transfer hours) is 150% of the normal time frame. Repeated courses are counted against the maximum time frame.

Graduate program of 36 hours must be completed within 54 attempted hours.

A student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional federal student aid funds for that program.

Post-graduate work (credits taken after receiving first degree including a second associate's or second bachelor's degree and/or teacher certification) must be completed within 60 hours of post-graduate work. Since all classes attempted will count toward the 60-hour limit, students should meet with their academic advisors to determine what classes are required for completion of the second degree.

Financial aid eligibility is limited to no more than two master's degrees. Students who wish to pursue additional degrees beyond these may do so but without federal financial assistance.

Satisfactory Academic Progress for Federal Financial Aid

To receive funds administered by the Office of Financial Aid and Scholarships Office, students must be making satisfactory academic progress (SAP) toward completion of an eligible degree or certificate. Federal regulations require evaluation of both quantitative and qualitative academic progress.

For purposes of financial aid and eligibility, academic progress is reviewed at the end of each academic year. This review will occur at the conclusion of the spring semester.

All students enrolling for the first time (including transfers) will be considered to be meeting academic progress in the first semester of enrollment.

Qualitative Progress

Evaluation based upon the cumulative "Grade Point Average (GPA)" as shown on your academic transcript. Graduate students must attain a minimum 3.00 GPA or higher at the end of the spring semester.

Quantitative Progress

Pace of Progression and Maximum Time Frame

- a. **Pace:** The rate at which attempted academic credits are successfully completed. This is calculated by taking the cumulative number of hours successfully completed and dividing by the cumulative number of hours attempted. Grades of "W", "F" and "I" count as attempted hours. Transfer hours that appear on your transcript are also included.
A student must be successfully completing 67% of all hours attempted. The calculation

Failure to Meet Standards of Satisfactory Academic Progress

Students who fail to meet the qualitative or quantitative standards defined above at the end of any enrollment period (including summer), will be placed on "warning" for the next semester. During this warning semester the student may continue to receive financial aid.

Students who are within 15 credit hours or less of the maximum time frame defined above will be placed on "warning" for the next semester. During this warning semester the student may continue to receive financial aid.

Failure to meet any of the above defined standards at the end of a "warning" semester will result in the loss of financial aid eligibility for future semesters.

Students will be notified by postal mail and e-mail of SAP status after grades are posted. As soon as the status is updated, it can be viewed on the student's FELiX account.

Financial Aid Appeal Process

A student may appeal the loss of financial aid through the Office of Financial Aid and Scholarships.

To appeal, the student must have experienced extenuating circumstances beyond their control which impacted academic progress. Examples of extenuating circumstances are death of immediate family member, injury, illness, or other unusual circumstances presented to the Financial Aid and Scholarships Office.

The appeal must include the following:

1. Why the student failed to make Satisfactory Academic Progress;
2. What has now changed that will allow the student to make satisfactory academic progress at the end of the next semester (statements of good intent are not sufficient);
3. Student's academic plan that will allow the student to reach the minimum requirements for SAP. The academic plan must include the next semester's classes. Students must meet with an academic advisor to discuss the academic plan;
4. Documentation to verify extenuating circumstances.

If the appeal is granted, the student will be placed on financial aid probation for one semester and may receive aid during that probation semester. At the end of the probation semester the student **MUST** meet the defined SAP standards or meet the academic plan that was developed for the appeal.

Appeals must be submitted by the deadline date established for each semester, generally 2 weeks prior to the start of the semester. Deadline dates will be published on the SAP Appeal form. Late appeals will not be accepted. Students who wish to enroll after the deadline should make plans to pay all charges through personal means.

Appeals will be reviewed by a Financial Aid Committee. If denied by the committee, the student may request that the appeal be reviewed by Director of Financial Aid and Scholarships.

If the appeal is denied by the Director of Financial Aid and Scholarships for Fall or Spring, the student can request a review by the Faculty Senate Financial Aid Appeals Committee. This committee will meet one

time during the week prior to the start of the Fall and Spring Semesters. Denial of appeals by the Director of Financial Aid and Scholarships for the Summer Semester is final.

Students who have lost eligibility for financial aid but have not been academically suspended from Fairmont State may continue to enroll in courses. Students are responsible for the tuition charges. Once the student meets the standards of financial aid satisfactory academic progress, the student may again receive consideration for financial aid.

Title IV Financial Aid Return of Aid Policy

If a student withdraws from school whether officially (he/she completes the withdrawal form or drop all classes on the web) or unofficially (student stops attending classes) and has been awarded and/or paid Title IV Federal Aid, the student is subject to a Return of Title IV Aid calculation. This calculation determines how much aid must be returned to the federal programs in the event of a complete official or unofficial withdrawal prior to completing 60% of the term.

The calculation determines the amount of federal aid that is considered to be earned and the amount that is considered to be unearned, and therefore must be returned to the Federal programs. State and/or institutional Aid may also be subject to return based on withdrawal date. The earned/unearned amounts are calculated based on the percent of the term completed. The length of the term is defined as the first day of all classes through the last day of all classes (not including a break of 5 days or more and finals week).

Students who have been awarded aid that has not disbursed will also be reviewed to determine if they are eligible for a post-withdrawal disbursement. Withdrawn students who have been selected for verification but have not provided the documents necessary for disbursement may be eligible for a post withdrawal disbursement. Their account will be reviewed and they will be offered a post-withdrawal disbursement if eligible and given 14 - 30 days to return the requested documentation. Students will only be eligible for the percentage of 'earned' aid at the time of withdrawal.

Loan Repayment (Education Majors Only)

Once recipients are actively teaching, they may also be eligible for one of these loan repayment programs:

- Underwood Smith Teacher Scholarship Loan Assistance Program
- Teacher Loan Forgiveness Program

To determine whether or not you meet federal or state qualifications, please check with the Office of Financial Aid and Scholarships.

Graduate Assistantships

Graduate Assistantships provide students with training and valuable professional experience in a higher education work environment. Assistantship duties should contribute to the students' intellectual growth and degree goals. The purpose of an assistantship is to (a) provide graduate students part-time employment offering practical experience in fields related to their advanced study, and (b) assist faculty in the direct instructional program. A "Graduate Assistant" is a graduate student who is appointed as a University employee to provide the student with an apprenticeship experience and with financial support for graduate education. Appointment as a Graduate Assistant does not confer any rights to permanent appointment to any person. The length of service of a Graduate Assistant does not alter the temporary nature of the appointment or confer additional rights upon such person. Appointments are generally made on a semester-by-semester basis. Fairmont State recognizes student employment as an assistantship only under the definitions, conditions and categories below. Student employment outside these parameters will not be deemed Assistantships. There are three categories of Graduate Assistantships:

Teaching Assistantship (TA)

Teaching Assistants (TA) assist faculty with instructional responsibilities or serve as the principle instructor in one or more courses. TAs are selected on the basis of past teaching experience or academic promise as effective instructors in their field of study. Duties may include assisting faculty with teaching-related tasks (e.g., leading discussion groups, lecturing, laboratory, preparing instructional materials, grading exams), responsibilities associated with a self-contained class, and/or advising students. Graduate Teaching Assistants who have the primary responsibility of teaching a course for credit and/or assigning final grades for such a course must have earned at least 18 graduate semester hours in the

teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be regularly evaluated. All first-time Teaching Assistants are required to attend the Graduate Assistant Professional Development Workshop that is held prior to the beginning of each semester.

Research Assistantship (RA)

Research Assistants (RA) are selected for excellence in scholarship and promise as researchers. RAs work in research, administrative, academic and other university settings to assist faculty or other university personnel on research projects. They do part-time research as a portion of their training under the direct supervision of regular faculty members or work with administrative units to support the research initiatives of the institution. Duties vary by discipline and program, but may include data collection and entry, data analysis, proposal writing, policy research, attending conferences to present results, and training and supervising less experienced researchers.

Service Assistantship (SA)

Service Assistants (SA) work with the administrative staff of a school, department, college, or office to assist in the operations of the university whose mission is closely related to the student's area of academic study or interest. SAs are available for academic and nonacademic units. Duties vary widely, but may include gathering, organizing, and analyzing information, implementing and evaluating programs, academic advising, academic tutoring, career counseling, preparing marketing materials, and organizing recruitment events. The main purpose of the assignment is to assist in the service role of the unit.

Graduate Assistantship Requirements

A Full Assistantship requires a maximum of 20 hours per week of service. Graduate assistants may not work more than a total of 20 hours per week on the average. Full-time Graduate Assistants may not be appointed concurrently in other Fairmont State classification. Less Than Full-Time Assistantships - Fairmont State recognizes half-time and three-quarter time graduate assistantships. Half-time assistantships are based on a workload of 10 hours per week and three-quarter time assistantships are based on a workload of 15 hours per week.

Graduate Assistantship Application Procedures

Students who wish to be considered for an assistantship while completing their master's degree at Fairmont State need to complete an application. A Graduate Assistantship application can be found on the Graduate Studies Forms and Resources webpage. Graduate Assistant applications should be submitted by email to gradstudies@fairmontstate.edu or sent to: Fairmont State, Office of Graduate Studies, 1201 Locust Avenue, Fairmont, WV, 26554. For additional questions please call (304) 367-4098. Students should follow the admission application schedule when submitting the Graduate Assistant (GA) application and accompanying forms. Students are not required to submit the admission application and GA application at the same time; however, for full consideration applications **MUST** be received by May 1. No student may hold a graduate fee waiver for a period of time that exceeds the number of semesters normally required in the recipient's academic discipline.

Graduate Assistantship Eligibility

Only students fully admitted to degree seeking status in a master's program at Fairmont State University are eligible to receive a Graduate Assistantship. Non-degree seeking students are not eligible for Graduate Assistantships or tuition waivers. Initial appointment to the position of GA requires:

- current enrollment in a minimum of nine (9) hours of graduate study in a specific degree program;
- communication skills appropriate to responsibilities of the graduate assistantship;
- evidence of subject matter competence; and
- other qualifications as necessary to perform assigned duties.

In addition to the qualifications listed above, reappointment to the position of a GA requires a pattern of significant academic progress toward the completion of degree requirements. At minimum, the GA must (a) earn a 3.0 grade point average or better during each semester of appointment, (b) complete nine (9) hours of graduate level coursework each semester (withdrawal from a course(s) after the fourth week does not constitute acceptable progress), and (c) meet the requirements for and achieve advancement to candidacy in a timely manner.

For more information about Graduate Assistantships at Fairmont State, visit the website.

Academic Policies and Regulations

Academic Regulations

The Graduate Catalog and Student Handbook contains information concerning student rights and responsibilities, and matters of academic dishonesty. Students are responsible for familiarizing themselves with these policies.

Reservation of Rights

Fairmont State reserves the right to modify any of its policies, regulations, or requirements as deemed necessary without notice. The University will attempt to comply with the requirements published in the catalog for the year a student initially registers, provided the student continues in attendance without interruption of more than a year. Students who interrupt their attendance by more than a year and later return must meet curricular requirements as determined by their Dean.

Student Responsibility

It is the responsibility of the graduate student to become informed about all regulations and procedures required by the program and by the University. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that information was not given by an advisor or other authority. The graduate program coordinator should be consulted concerning requirements, deficiencies, the planning of a program, and special regulations.

Any falsification of information on the application, transcripts, recommendations (where required), or test scores will be sufficient cause for disqualification for admission or dismissal if the individual has been admitted. All tuition and fees paid and graduate credit earned are forfeited under such dismissal.

Waiver of a Regulation

Graduate students have the right to file a petition for waiver or exemption from any academic regulation of graduate programs. Petitions for waivers and exemptions are considered by the Graduate Program Director and the Graduate Council, which makes recommendations to the Dean of Graduate Studies.

Academic Advising System

The Graduate Program Director of each program of study will assign an appropriate advisor to the student. The advisor will:

- Direct the student in the formulation of the program,
- Approve course selections and course changes,
- Give guidance relative to examinations for the program, and
- Ascertain that the candidate is meeting the requirements for the degree.

The assignment of an advisor does not relieve the student of the primary responsibility for adequate program planning and for progress toward completion. All degree-seeking students should work closely with their advisors to prepare a plan of study or Degree Plan.

Email Policy

Fairmont State provides an email address ending in "@students.fairmontstate.edu" to all students. It is university policy that a Fairmont State email address (your.address@students.fairmontstate.edu) be the official channel of email communication. Delivery to this address will be verified upon initial setup and if there are any changes made to your email delivery choices.

The Fairmont State e-mail address assigned to a student will serve as the official email address used by the institution for all correspondence including invoices, financial aid notifications, and information from the Student Services Center. Students are responsible for all information sent from these and other official offices of the institution. Failure to read e-mail messages will not constitute an exception. The Admissions Office will send an official admission letter informing students of their email account and Unified College Account (UCA) and how to activate the UCA. The Admissions Office will also notify students of our institution's policies regarding the use of Fairmont State email for all major institutional correspondence. No other email addresses will be included when emails are sent. Other email addresses may be provided by completing the Email Billing Form in the Office of Student Services. Invoices will be sent to those addresses in addition to the student.

Academic Dishonesty

Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Fairmont State University. All students and faculty members are urged to share in the responsibility for removing every situation which might permit or encourage academic dishonesty.

Cheating in any form, including plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, falsification of results and material submitted in reports or documents, and falsification of academic records must be considered a matter of the gravest concern.

Cheating is defined here as the obtaining of information during an examination; the unauthorized use of books, notes, or other sources of information prior to or during an examination; the removal of faculty examination materials; the alteration of documents or records; or actions identifiable as occurring with the intent to defraud or use under false pretense.

Plagiarism is defined here as the submission of the ideas, words (written or oral), or artistic productions of another, falsely represented as one's original effort or without giving due credit.

Penalties for academic dishonesty may include (a) a zero grade for that assignment or test, (b) an "F" in the course, and/or (c) expulsion from the University. The Dean of the college or school in which the student is enrolled is to be informed in writing of all such incidents of academic dishonesty. The instructor has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, instructor, and dean should attempt to resolve the difficulty. If this is unsatisfactory, the Dean of Graduate Studies will rule in the matter. As a final appeal, the appeals committee of the Faculty Senate will make a final determination.

Disciplinary Action

Graduate students neither lose the rights nor escape the responsibilities of citizenship through enrollment at Fairmont State. It is expected that Graduate students will conduct themselves professionally and honorably throughout their association with Fairmont State. It is the student's responsibility to be familiar with the Fairmont State Student Life Handbook, which details

student rights, responsibilities, and expected conduct; rules and regulations of Fairmont State; and procedures for grievance, appeals, due process, and other policies and procedures not included in this document. In addition, students are expected to exemplify and adhere to the codes of conduct prescribed by the professional organization in their field of study. Students violating any University regulation will be subject to disciplinary action which may result in dismissal from a graduate program at Fairmont State.

Grading and Academic Progress

Grading System

- A Exceptional
- B Good
- C Minimal**
- D Unsatisfactory. Student must repeat course
- F Failure. Student must repeat course
- W Official withdrawal
- I Incomplete

** A graduate student may earn only two grades of C in all graduate courses to remain eligible to graduate.

Quality Points

The quality point is the unit used to measure student achievement in a course. The number of quality points received for any course is equal to the number of points attached to the grade received multiplied by the number of quality hours yielded by the course. Quality points are computed as follows:

- A = 4.00 quality points per credit hour
- B = 3.00 quality points per credit hour
- C = 2.00 quality points per credit hour
- D = 1.00 quality points per credit hour
- F = 0.00 quality points per credit hour

Students' grade point averages (GPA) are computed by dividing the total number of quality points by the total number of quality hours in that semester.

Incomplete Grade

An incomplete grade of "I" must be requested by the student and is only given when the instructor deems that circumstances beyond the student's control prevented timely completion of course requirements. A written contract, signed by the instructor and student, shall set the dates and conditions for completing the course requirements. An incomplete grade of "I" is a temporary grade and must be removed within two calendar years. If no grade change is made by the instructor prior to the end of the two-year period, the temporary grade of "I" will be changed to the permanent failing grade of "F". Students with excessive incompletes may be restricted in the number of hours they may take in a subsequent semester.

Withdrawal from Fairmont State

Students can withdraw from the institution and all classes prior to the last week of classes. Students who fail to follow this procedure will receive grades of 'F'. To withdraw from the institution, students must log into myFairmontState and go to the 'Withdraw from Institution' link under Student and Class scheduling. For more information regarding this policy please call Student Services at 304-367-4141 or the Office of Graduate Studies at 304-367-4098.

Academic Standards, Probation, Suspension, and Dismissal

Graduate students at Fairmont State must meet the following academic standards:

- Maintain an overall grade point average (GPA) of 3.0 or higher in order to qualify for graduation.
 - All grades earned will remain on the official transcript and will be used in the calculation of the student's overall grade point average.
 - A graduate student who earns a grade of D or F in any graduate course must repeat the course. Under extenuating circumstances, and with approval from his or her Graduate Program Director and Academic Dean, a student may be permitted to substitute another

course for the course in which the D or F was earned.

- A student may earn only two grades of C in all graduate courses within their degree program, to remain eligible for graduation. A student who earns more than two Cs within their degree program must consult with his or her Graduate Program Director and Academic Dean to determine an acceptable remedy.
- Failure to maintain an overall 3.0 GPA will result in academic probation or suspension depending upon the student's academic performance and standing.

Academic Probation

Graduate students who do not maintain at least a 3.0 cumulative GPA (B average) on all courses in the program of study are on academic probation at the end of the semester during which their GPA falls below 3.0. For part-time students, "next enrollment period" may, if approved by the Graduate Program Director, be defined as the next 3-12 credit hours in the program of study.

Academic Suspension

A graduate student who has been placed on probation and who fails to raise his/her cumulative GPA to at least 3.0 during the next enrollment period will be placed on academic suspension. Suspended students must "sit out" one academic term prior to re-enrolling. Suspended students will be limited to enrolling on a part-time basis until their GPA reaches a 3.0.

Academic Dismissal

All graduate students are expected to make satisfactory progress toward degree completion. Students may be dismissed from a graduate program for the following reasons:

1. Failing to acquire a cumulative GPA of 3.0 after the completion of 24 credit hours in the Degree Plan, or, academic progress is such that a 3.0 GPA requirement cannot be obtained at any time during the program to earn a degree.
2. Earning four grades below the level of C, or earning a grade below a C on a course repeat.

3. Failing to complete the degree program within standards set forth by individual degree program requirements. Graduate programs may require their students meet additional standards with regard to probation, suspension and dismissal.

A student who is dismissed from a graduate program for any reason may not reapply to the program of study from which they have been dismissed. Appeals will be considered by the Director of Graduate Studies and take into consideration the recommendations of the Graduate Program Director, graduate faculty and mitigating circumstances. The Dean of Graduate Studies makes the final determination.

Appeals for Academic Dismissal

Students who are dismissed from a graduate program because of failure to resolve their GPA or make satisfactory progress toward degree completion may appeal the decision in writing to the Dean of Graduate Studies at gradstudies@fairmontstate.edu. Written appeals should (a) explain the extenuating circumstances that led to the dismissal, (b) address whether or not those issues have been resolved, and (c) describe a plan with specific benchmarks to continue successfully in the graduate program. Appeals based on physical and/or mental health circumstances must include medical documentation.

Students have 60 calendar days from the receipt of academic dismissal letter to submit an appeal to the Office of Graduate Studies. Student appeals for academic dismissal will be considered under the following two conditions:

- The student's academic progress has improved in the most recent term(s), and they can improve their overall GPA to 3.0 or higher by the end of the next regular term.
- The student experienced a traumatic event that prevented them from reaching an overall GPA of 3.0 or higher for the academic semesters under review and provided supporting (third party) documentation with their appeal.

The Graduate Office will not consider dismissal appeals regarding program requirements or graduation requirements.

After review of all available information, the Dean of Graduate Studies will provide a written response to the student on the appeal outcome. If the student is not satisfied with the outcome, he/she may appeal to the Provost whose decision is final.

Course Policies

Concurrent Enrollment

A senior Fairmont State undergraduate student may be granted concurrent admission to enroll in up to twelve (12) credit hours of graduate courses with the approval of the undergraduate advisor, graduate program director, and director or graduate studies under the following conditions:

- The student has an overall undergraduate GPA of 3.0;
- The student must need no more than twenty-four (24) credit hours of undergraduate work to complete their baccalaureate degree; and
- The total number of courses per semester may not exceed 15 credit hours, including both undergraduate and graduate coursework

Course Numbering

Courses are numbered in the following way:

100 to 199 - undergraduate lower division courses, for undergraduate credit only.

200 to 499 - undergraduate upper division courses, for undergraduate credit only.

500 and above - graduate level courses for graduate credit only.

Course Numbering

Graduate courses will have a 5000 number or a 6000 number. Only graduate students may enroll in 6000 level courses.

Course Prerequisites

When selecting courses, students must adhere to required prerequisites and special course restrictions established by the college/school and academic departments. Prerequisites must be passed with the minimum acceptable grade before subsequent courses may be taken.

Course Repeat

A graduate student may repeat a graduate-level course one time in which a grade of C, D, or F has been earned, with the highest grade counted in calculating the student's cumulative GPA. A graduate student may repeat up to a total of 3 courses for each graduate degree program. Course withdrawals are not counted as course repeats. The University is not obligated to offer courses so students can repeat them.

Graduate Degree and Certificate Regulations

Academic Load

An appropriate course load is dependent upon the (a) scholastic ability of the student as reflected by his/her academic history, and (b) the time available for study. A full-time student is defined as one enrolled in at least 9 semester hours of graduate work during a Fall or Spring Semester. In the summer, full-time is 6 hours per term. Anything less than stated previously is considered part-time. Generally, graduate students should not register for more than 12 credit hours during a semester.

Adding or Changing Programs

A current Fairmont State student wishing to pursue a different or additional graduate degree, or certificate must first contact the program to determine the admission process and procedures. In most cases, a student must formally apply to the other graduate program by completing the Online Application for Graduate Admission.

Credits earned while in non-degree status are not applicable to a degree program. If a non-degree student is later accepted into a degree or certificate program, the faculty advisor will determine if credit earned while in non-degree status may be applied to the proposed degree/certificate program.

Certificate Admission Requirements

1. Admissions application
2. \$50 non-refundable application;
3. Official transcripts showing an earned bachelor's degree or higher from a regionally accredited institution.

Certificate Completion Requirements

1. A grade point average of 3.0 or higher;
2. A grade of B or higher in all courses; up to 3 courses may be retaken 1 time each to achieve a better grade.

Certificate Definition

A graduate certificate constitutes a coherent body of knowledge consisting of a minimum of twelve (12) and not more than twenty-one (21) credits of graduate course work. Graduate certificates may be linked to an existing Fairmont State degree program or it may be unique and free standing. Credits earned as a non-degree student may be applied to a graduate certificate. Non-degree students intending to apply to a certificate program are required to apply for admission before they complete 12-credit hours. Students must be admitted to the certificate program in order to be awarded a certificate.

Certificate Transfer of Credit to a Degree Program

Up to 100% of coursework in a certificate program may apply toward a degree program if both programs are offered within the same academic department and the curriculum for the certificate is a subset of degree requirements.

Credit Hours for a Master's Degree

Candidates for a Master's Degree must complete a minimum of 30 semester hours of Fairmont State graduate courses within the Degree Plan. In any case, the last 18 semester hours of graduate credit must be earned at Fairmont State.

Course Revalidation

A course taken more than 7 years previously must be revalidated if it is to be used towards meeting degree requirements. The Graduate Program Coordinator will determine if a course needs to be retaken, or if a revalidation examination/experience can be offered. If offered, a revalidation examination may include a comprehensive examination, a portfolio, or other academically appropriate experience. Revalidation can be accomplished by submitting the following information for approval to the Graduate Program Director:

- A letter from the course instructor listing the criteria used to revalidate the course material.
- A copy of the student's performance on the student's revalidation examination.
- A letter from the college or school Graduate Program Director and/or Dean supporting the revalidation.

Degree Plan

Prior to the completion of 18 credit hours of graduate coursework, a Degree Plan must be submitted through the student's Graduate Advisor and Graduate Program Director. The form can be obtained from the Office of Graduate Studies, the Program Director, or through myFairmontState. Failure to submit the Degree Plan in a timely manner may prevent the student from future course registration. It is at this time that any transfer credits are included on the Degree Plan. A Transfer of Credit form and official transcripts from the university from which the credits are to be transferred is required before the transfer credits can be added to the Fairmont State transcript.

Degree Completion Requirements

To graduate from Fairmont State University with a graduate degree, students must meet all the following requirements:

1. Admitted into a Master's degree program.
2. Achievement of a minimum 3.0 cumulative grade point average (on a 4.0 scale). The grade point average is determined by all courses taken at Fairmont State, with the exception of repeated course where the most recent grade is used in the computation.
3. Satisfactory completion of degree-specific program requirements, when required (e.g.,

thesis, comprehensive exam, research project).

4. Completion of the degree program within a seven-year period. Courses in which the student was enrolled over six years prior to the time of completion of all degree requirements may not be accepted as part of a degree program. Exceptions to this time limit must be specifically petitioned to the Graduate Program Director.
5. Submission of an application for Graduation to the Office of the Registrar.
6. All tuition, fees and other financial obligations to the University must have been satisfied prior to graduation.

Dual or Additional Master's Degree

University policy permits students to obtain more than one master's degree. In these cases, a separate application is required for each program. Each application must be accompanied by payment of a non-refundable application fee.

A student desiring to obtain more than one master's degree must successfully complete sufficient additional credit hours to constitute seventy-five percent (75%) of the credit hours required by each additional master's degree program. An individual academic unit may require a higher percentage of credit to be earned under its direction. A maximum of 15 credit hours may be used in common among the degree with the approval of the department in which the degrees are sought. Approval must be obtained in writing. Upon graduation, the student must file two (2) degree applications.

Residency Requirement

Candidates for the Master's Degree, in general, complete thirty (30) semester hours of Fairmont State University graduate courses within the Degree Plan. In any case, the last eighteen (18) semester hours of graduate credit must be earned at Fairmont State University.

Time Limit for Degree Completion

All course work applied toward a degree must be completed within a period of **7 years**, including transfer courses. The period begins the semester the first course in the Degree Plan is taken and concludes with the semester the last course or requirement is completed. A course taken more than 7 years previously must be revalidated if it is to be used towards meeting degree requirements.

Fairmont State University only reviews transferable credit from regionally accredited institutions and institutions with national accreditation that is recognized by the U.S. Department of Education for acceptance as credit in our academic programs. The most current listing of sanctioned accrediting bodies can be found at www.ed.gov.

Transfer of Graduate Credit

With the approval of the College Dean or Graduate Program Director, a student may transfer up to 12 semester hours of graduate work completed at another accredited institution and apply these toward a graduate degree. Courses without letter grades (graded credit, satisfactory, pass) must be accompanied by official evidence that such grades equated to a B or better at the institution at which they were earned. A minimum grade of B and "pass/satisfactory" may be transferred. Students may use the Appeal Process to have additional courses transferred.

Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Fairmont State transcript and will simply meet credit hour requirements toward graduation.

All transfer credits must have been earned within a seven-year time limit counted from the date of enrollment in the first graduate course to be applied toward meeting degree requirements of the student's program.

Non-degree Student Transfer of Credit: If a non-degree student is later accepted into a degree or certificate program, 12 credit hours earned while in non-degree status may be applied to the proposed degree/certificate program with the approval of the Graduate Program Director.

Certificate Transfer of Credits to a Degree

Program: Up to 100% of coursework in a certificate program may apply toward a degree program if both programs are offered within the same academic department and the curriculum for the certificate is a subset of degree requirements.

Graduation

Application for Graduation

Students initiate the process of graduation by completing a Graduation Application. The online graduation application is available through the Registrar Office. It is recommended the student meet with their Academic Advisor or Program Director before registering for the final semester of work to ensure that all degree requirements will have been met by the end of that semester. Students should use the Degree Works evaluation available online to assist them with graduation check out.

The student must submit a Graduation Application form to the Office of the Registrar before the deadline published on the Registrar webpage. The graduation fee of \$70 will be added to the student's account, and a late fee of \$50 will be incurred for applications received after the deadline. If the requirements for the degree are not completed at the time specified on the application, the student must submit a new Graduation Application form. The graduation fee is a onetime, non-refundable charge, per each degree awarded.

Students must have satisfied all financial obligations to the University before the diploma or academic transcript can be released.

Transcripts

Current and former students can submit a transcript request form to the Turley Student Services building using official Transcript Request form. Fairmont State University does not produce unofficial transcripts.

A transcript is a complete record of a student's enrollment at Fairmont State University. This includes all undergraduate, graduate, and continuing education courses. Partial transcripts are not available.

All financial obligations to the University must be cleared before transcripts can be released. Printed transcripts may not be picked up by another party unless the student has given authorization with the request. The designated person will be expected to show a picture I.D. upon collection.

Printed transcripts ordered for pickup that are not collected within one month of the specified pick up date will be destroyed, requiring a new order to be submitted.

The cost of an official transcript via mail or secure PDF is \$10. Additional RUSH charges may apply.

Graduate Degree and Certificate Programs

College of Education, Health and Human Performance

DR. AMANDA METCALF

Dean; Graduate Program Director
College of Education, Health & Human Performance
Education Building, Room 351
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College of Education, Health and Human Performance Admission Requirements

Applicants for graduate programs in the College of Education, Health and Human Performance must meet the specific degree program criteria in addition to University admission policy criteria.

Note: Certified teachers who have a passing PLT score may be exempted from GRE/Millers requirements. Applicants already holding a master's degree are also exempted.

Provisional Admission

Applicants who are admitted on a provisional basis due to the absence of a test score or who provide a provisional test score at the point of application will matriculate with a restricted set of course options in the first nine (9) hours of study. Different M.Ed. concentrations and the M.A.T. may have different requirements for the first nine (9) credit hours depending on the program of study.

Continuation in a program of study for provisionally admitted students will be determined based on performance in the first nine (9) credit hours.

Provisionally admitted students must hold a minimum grade point average of 3.0 with no grade lower than "B" in any graduate course. Provisionally admitted students may not have a grade of "I" or "W" in the first nine (9) credit hours. Provisionally admitted students

must provide the required test score before the completion of the first term of matriculation (summer, spring or fall) after provisional admission is approved.

Certification Program Admission Requirements

Applicants for any certification program (M.Ed. or M.A.T.) must have a GPA of 2.75 or higher. This includes all transcripts from all previous degrees and matriculation. The provision for calculating the last 60 credit hours noted in General University Graduate Studies Admissions Requirements above do not apply to certification programs.

All applicants admitted to a graduate program leading to certification are required to complete all field and clinical components in a West Virginia public school.

Masters of Education

Educational Leadership, M.Ed.

The M.Ed. in Educational Leadership degree program will provide a candidate the opportunity to obtain certification for a principal licensure, supervisor of instruction, and a superintendent endorsement. The purpose of the Educational Leadership degree program is to increase the supply of effective and well-prepared school leaders in public schools in West Virginia. These school leaders will be ready to serve as instructional leaders in the state's diverse student population in meeting high standards for student achievement. The development of an M.Ed. in Educational Leadership at Fairmont State University will also meet the needs of candidates who currently hold a Master's Degree in the field of education. After completion of the courses, candidates will be eligible for West Virginia certification as Pre-K-12 Principals, Supervisors of Instruction and Superintendent. The certification program will be designed to give candidates the opportunity to practice all functions for effective school leadership. Fairmont State University believes this is a crucial step in preparing teacher leaders for administrative roles in our schools and counties.

For more information, visit the programs webpage.

Program Admission Requirements

- Submit admissions application to the Office of Admissions.
- Pay \$50 application fee along with application.

- Submit official college transcripts to the Office of Admissions.
- Minimum 2.75 undergraduate GPA.

Initial Administrative Certificate

Endorsement Qualifications

The Fairmont State University M.Ed. in Educational Leadership will follow the mandates as set forth in West Virginia code: In accordance with W. Va. Code R. 126-136-10, to qualify for an Initial Administrative Certificate endorsed as principal, a candidate must:

- Hold a master's degree from an accredited institution of higher education with a minimum 3.0 GPA
- Complete state-approved educational leadership program and receive institutional recommendation
- Have completed three years of management level or teaching experience
- Complete the Educational Leadership Institute in evaluation skills or approved equivalent training
- Receive a passing score on the Praxis II: Educational Leadership assessment.

The program will implement innovative strategies to provide the candidate with real school experiences. This program will involve practitioners in the field to enhance the clinical experience for the candidate. Maintaining real life experience seminars and their relationship to the coursework will uniquely enhance the candidate's understanding of the course content.

Program of Study

Required Courses

- EDUC 5000 - Principal as a Leader Credit Hours: 3
- EDUC 5005 - Organizational Leadership Credit Hours: 3
- EDUC 5010 - Ethics and School Law Credit Hours: 3
- EDUC 5015 - Community Relationships Credit Hours: 3
- EDUC 5020 - Transformational Leadership Credit Hours: 3
- EDUC 5025 - Current School Issues Credit Hours: 3
- EDUC 5030 - Superintendent Role Regarding Board, Community and Curriculum Credit Hours: 3
- EDUC 5035 - Superintendent as Leader/Manager Credit Hours: 3

- EDUC 5040 - Building-Level Internship Credit Hours: 1-3 (variable credit)
- EDUC 5045 - District-Level Internship Credit Hours: 1-3 (variable credit)
- EDUC 6301 - Research in Education Credit Hours: 3
- EDUC 6395 - Capstone Research Project Credit Hours: 3

Contact Information:

Kurt Meader, Ed.D.

Assistant Professor in Educational Leadership
 Educational Leadership Program Coordinator
 315 Education Building
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Exercise Science, M.Ed.

Program Overview

The interdisciplinary M.Ed. in Exercise Science program is designed to prepare professionals who have the knowledge, skills, and leadership to address chronic health problems (e.g., obesity, diabetes, heart disease) through education, exercise, and lifestyle change. Students in the program examine the scientific (anatomical, biomechanical, and physiological) and theoretical basis that underlie effective programs for improved fitness, performance, disease prevention, and improved quality of life outcomes.

In addition to preparing highly qualified professionals, the program also serves as a resource to the state and region by creating and expanding opportunities in the following ways:

- Meeting the increased demand for exercise scientists/wellness specialists;
- Providing an option for graduate study for undergraduate majors in Exercise Science as well as those seeking a practitioner-based graduate option from other area institutions in area; and,
- Expanding options and opportunities in clinical preparation in region for people already working in the Exercise Science, Fitness and Wellness fields.

Program Outcomes

Program graduates are well-prepared to

- Administer appropriate exercise tests and interpret results for both healthy and unhealthy populations;
- Design safe and effective exercise programs for healthy and unhealthy populations;
- Create exercise prescriptions and educational programming focused on health, disease prevention, and chronic disease management across ages and populations;
- Explain the physiological response and adaptations to acute and chronic exercise across the lifespan;
- Read, interpret and apply scientific research information within the field of fitness, wellness, and exercise science;
- Engage in research that advances the field of and improves practice in Exercise Science, Fitness and Wellness applications, and;
- Gain the knowledge and leadership skills necessary for further education in Health and Human Performance or senior level positions within the exercise science industry.

Admission Requirements

- Submit admissions application to the Office of Admissions. Apply online at <https://www.fairmontstate.edu/apply>
- Pay \$50 application fee
- Submit official college transcripts to the Office of Admissions
- Minimum 2.75 undergraduate GPA
- Complete undergraduate coursework in the following areas with a grade C or higher: Anatomy & Physiology, Exercise Physiology, Biomechanics; Applicants can take graduate classes but must take these undergraduate courses prior to taking the graduate equivalents.

Provisional acceptance may be granted if the student meets some but not all the above admission requirements. Provisionally admitted students must obtain a 3.0 GPA at the completion of their first year to attain unconditional status.

Graduation Requirements

Students can select an option to do an internship in a professional setting or a thesis must be completed to meet the graduation requirements of the M.Ed. in Exercise Science. These options are typically completed during the last semester of enrollment.

Program of Study:

M.Ed. Core Requirements (6 Credit Hours)

- EDUC 6301 - Research in Education Credit Hours: 3
- PHED 6395 - Capstone Research Project Credit Hours: 3

Required Courses (24 Credit Hours)

- PHED 6406 - Statistics in Exercise Science Credit Hours: 3
- PHED 6412 - Cardiovascular/Pulmonary Exercise Physiology I Credit Hours: 3
- PHED 6413 - Neuromuscular Exercise Physiology II Credit Hours: 3
- PHED 6405 - Lab Techniques of Health Promotion/Exercise Science Credit Hours: 3
- PHED 6417 - Impact of Exercise on Health & Disease Credit Hours: 3
- PHED 6418 - Wellness Programming Credit Hours: 3
- PHED 6416 - Advanced Strength & Conditioning Credit Hours: 3
- PHED 6480 - Seminar in Exercise Science Credit Hours: 3

Non-Thesis Track: 30 Total Credit Hours

Thesis Track: 33 Total Credit Hours

- PHED 6499 - Thesis Credit Hours: 3

Instructional Design and Technology, M.Ed.

Mission

The mission of the Instructional Design and Technology program is to make education more powerful for all students by creating opportunities to engage in learning that is relevant to their lives and prepares them for success in school, the workplace, and their community. Participants in this program develop the skills, knowledge and dispositions needed to design technology-based media rich learning environments and become instructional leaders and agents of change in formal and informal educational settings.

Program Overview

The online Master of Education Degree in Instructional Design and Technology (IDT) is a 30-credit hour program designed for professionals seeking to enhance the education of others through

digital media and information technologies. Professionals who would benefit from the M.Ed. IDT program include classroom teachers, teacher leaders, higher education faculty, media specialists, reading and writing specialists, special education professionals, school administrators, adult literacy, community educators, teacher professional development providers, instructional designers, education policy makers, and entrepreneurs interested in developing educational products or services.

Students in the program will **learn** to create and implement effective technology and media rich learning experiences through an understanding of learning theory, instructional design principles, technology, and application. Students will **explore** and create a range of digital media (educational software, curriculum materials, gaming, mobile computing, social networks, digital stories) and reflect on your applications to educational issues in different disciplines and core content areas. Students will **gain** the skills they need to teach the 21st Century literacies and skills to succeed in the digital age. Students will **become** a leader and mentor in the use of digital media and technology to promote 21st Century literacies and skills.

For more information, visit the program website.

Program Outcomes

Program graduates will be prepared to:

- Design technology-based media rich learning environments that support the learning of all students.
- Apply learning and curriculum theories to assess the effectiveness of technology and media rich learning environments in creating meaningful and motivating learning experiences for learners.
- Develop a broadened understanding of what it means to be literate that includes the reading and writing of multimodal texts as integral elements of social practices.
- Identify barriers and solutions to change for a professional teaching/learning community attempting to adopt new technologies or practices.
- Use responsible practices that relate to creating and using digital media in learning environments such as with intellectual property law, confidentiality, privacy, and ethics.

Admission Requirements

- Submit admissions application to the Office of Admissions. Apply online at fairmontstate.edu/apply
- Pay \$50 application fee along with application
- Submit official college transcripts to the Office of Admissions
- Minimum 2.75 undergraduate GPA

Graduation Requirements:

Completion of coursework with a 3.0 GPA

Program of Study

Core Courses (9 Credit Hours)

- EDUC 6301 - Research in Education Credit Hours: 3
- EDUC 6305 - Advanced Educational Technology and Media Credit Hours: 3
- EDUC 6395 - Capstone Research Project Credit Hours: 3

Program Courses (21 Credit Hours)

- EDUC 6805 - Rights and Responsibilities in the New Media Age Credit Hours: 3
- EDUC 6806 - Assessment in the New Media Age Credit Hours: 3
- EDUC 6809 - Teaching in the New Media Age Credit Hours: 3
- EDUC 6813 - Blended and Online Learning Environments Credit Hours: 3
- EDUC 6816 - Curriculum in the New Media Age Credit Hours: 3
- EDUC 6817 - Tech Tools in Learning Credit Hours: 3
- EDUC 6818 - Practicum Credit Hours: 3

Special Note:

EDUC 6301 must be taken in a semester prior to EDUC 6818 and EDUC 6395.

Total: 30 Credit Hours

Contact Information:

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Multi-categorical Special Education with Autism (Non-Licensure Track)

Program Overview

The Multi-Categorical Special Education with Autism program at Fairmont State is a 30-credit hour, online program that prepares teachers to address the needs of learners with mild to moderate disabilities. This graduate track is designed to meet the needs of licensed teachers who are seeking to add a certification and obtain an M.Ed. in Multi-Categorical Special Education and Autism. Students who successfully complete program requirements and state requirements for certification will receive endorsements at both the K-6 and 5-Adult levels in Multi-Categorical Special Education and Autism.

For more information, visit the College of Education, Health and Human Performance website.

Program Outcomes

- Prepare candidates to meet the needs of students with mild to moderate learning disabilities, intellectual disabilities, behavior disorder, and autism.
- Deliver a program that stresses the interactive nature between the learning and behavior problems that students experience.
- Make a significant impact on bringing area special education teachers to full-qualification.
- Prepare candidates to pass the necessary certification tests, and
- Provide mentoring and follow-up activities for graduates.

The general outcomes for Graduate Studies at Fairmont State, Special Education candidates are prepared to meet learning outcomes based upon the *National Council for Exceptional Children Professional Standards* and the *West Virginia Professional Teaching Standards*.

Program Delivery

The curriculum is 100% online through asynchronous delivery.

(K-6 & 5-ADULT)

*Note: The program requires 30 credit hours for licensed teachers.

Program of Study

Required Courses (24 Credit Hours)

- EDUC 6301 - Research in Education Credit Hours: 3
- SPED 6319 - Introduction to Learning Exceptionalities and Behavioral Disorders Credit Hours: 3
- SPED 6323 - Behavioral Support for Special Students Credit Hours: 3
- SPED 6324 - Instructional Techniques in Special Education Credit Hours: 3
- SPED 6324L - Instructional Techniques in Special Education Lab Credit Hours: 0
- SPED 6330 - Introduction to Autism Credit Hours: 3
- SPED 6331 - Methods and Strategies for Autism Credit Hours: 3
- SPED 6331L - Methods and Strategies for Autism Lab Credit Hours: 0
- READ 6308 - Survey of Literacy Instruction and Assessment for Individuals with Exceptionalities Credit Hours: 3
- OR
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- READ 6310 - Teaching Reading to Special and At-Risk Learners Credit Hours: 3
- READ 6310L - Teaching Reading to Special and At-Risk Learners Lab Credit Hours: 0

Elective Courses (6 Credit Hours)

- READ 6325 - Technology and Instruction Designed to Support Struggling Readers Credit Hours: 3
- EDUC 6350 - Introduction to Trauma-Informed Care and Resiliency Credit Hours: 3
- EDUC 6351 - Trauma-Informed and Resilience-Focused Interventions Credit Hours: 3
- SPED 6318 - Schoolwide Positive Behavior Interventions and Supports Credit Hours: 3
- READ 6308 - Survey of Literacy Instruction and Assessment for Individuals with Exceptionalities Credit Hours: 3
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- SPED 5323 - Math Strategies for Special Learners Credit Hours: 3

Degree Total = 30

Contact Information:

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Multi-Categorical Special Education with Autism, M.Ed. (Licensure Track)

Program Overview

The M.Ed. in Multi-Categorical Special Education with Autism is a 39-credit hour, online program that prepares teachers to address the needs of learners with mild to moderate disabilities. This graduate track is designed to meet the needs of candidates who do not hold a valid teaching license at the time of admission and are seeking a M.Ed. and certification in Multi-Categorical Special Education with Autism. Students who successfully complete program requirements and state requirements for certification will receive endorsements at both the K-6 and 5-Adult levels in Multi-Categorical Special Education and Autism.

For more information, visit the program website.

Program Outcomes

- To prepare candidates to meet the needs of students with mild to moderate learning disabilities, intellectual disabilities, behavior disorder, and autism,
- To deliver a program that stresses the interactive nature between the learning and behavior problems that students experience,
- To make a significant impact on bringing area special education teachers to full-qualification,
- To deliver the curriculum through a fully on-line program,
- To provide pragmatic clinical experiences that stress positive impact on learning and behavior problems,
- To prepare candidates to pass the necessary certification tests, and
- To provide mentoring and follow-up activities for graduates.

The general outcomes for Graduate Studies at Fairmont State, Special Education candidates are prepared to meet learning outcomes based upon the *National Council for Exceptional Children*

Professional Standards and the West Virginia Professional Teaching Standards.

Program Delivery

The curriculum is 100% online through asynchronous delivery. READ 6310, SPED 6324, SPED 6330, and SPED 6390 include clinical hours. These hours can be completed in the students' local schools. Students register for lab sections of these courses for communication with the clinical office for placement and clinical evaluations.

(K-6 & 5-ADULT)

Non-licensed Candidates (39 Credit Hours)

Program of Study

***Note:** SPED 6317 is only required for candidates with no prior teaching certification.

- EDUC 6301 - Research in Education Credit Hours: 3
- READ 6308 - Survey of Literacy Instruction and Assessment for Individuals with Exceptionalities Credit Hours: 3
- READ 6310 - Teaching Reading to Special and At-Risk Learners Credit Hours: 3
- READ 6310L - Teaching Reading to Special and At-Risk Learners Lab Credit Hours: 0
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- READ 6325 - Technology and Instruction Designed to Support Struggling Readers Credit Hours: 3
- SPED 5323 - Math Strategies for Special Learners Credit Hours: 3
- SPED 6317 - Instructional Design I for Special Educators Credit Hours: 3 *
- SPED 6319 - Introduction to Learning Exceptionalities and Behavioral Disorders Credit Hours: 3
- SPED 6323 - Behavioral Support for Special Students Credit Hours: 3
- SPED 6324 - Instructional Techniques in Special Education Credit Hours: 3
- SPED 6324L - Instructional Techniques in Special Education Lab Credit Hours: 0
- SPED 6330 - Introduction to Autism Credit Hours: 3
- SPED 6331 - Methods and Strategies for Autism Credit Hours: 3
- SPED 6390 - Special Education Practicum Credit Hours: 3
- SPED 6390L - Special Education Practicum Lab Credit Hours: 0

Degree Total = 39 Credit Hours

Course Sequence

Full-time = 9 credit hours per semester

Semester 1

- READ 6308 - Survey of Literacy Instruction and Assessment for Individuals with Exceptionalities Credit Hours: 3
- SPED 6317 - Instructional Design I for Special Educators Credit Hours: 3
- SPED 6319 - Introduction to Learning Exceptionalities and Behavioral Disorders Credit Hours: 3

Semester 2

- READ 6310 - Teaching Reading to Special and At-Risk Learners Credit Hours: 3
- READ 6310L - Teaching Reading to Special and At-Risk Learners Lab Credit Hours: 0
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- SPED 5323 - Math Strategies for Special Learners Credit Hours: 3

Semester 3

(*summer offerings)

- EDUC 6301 - Research in Education Credit Hours: 3
- SPED 6330 - Introduction to Autism Credit Hours: 3

Semester 4

- READ 6325 - Technology and Instruction Designed to Support Struggling Readers Credit Hours: 3
- SPED 6323 - Behavioral Support for Special Students Credit Hours: 3
- SPED 6324 - Instructional Techniques in Special Education Credit Hours: 3
- SPED 6324L - Instructional Techniques in Special Education Lab Credit Hours: 0

Semester 5

- SPED 6331 - Methods and Strategies for Autism Credit Hours: 3
- SPED 6390 - Special Education Practicum Credit Hours: 3
- SPED 6390L - Special Education Practicum Lab Credit Hours: 0

Contact Information:

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Special Education Program Coordinator

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Professional Studies, M.Ed.

Mission

The mission of the M.Ed. in Professional Studies is to prepare students as reflective and responsive professionals who develop the knowledge, skills and dispositions critical to understanding and contributing to their respective individual concentration areas of study.

Program Overview

The online M.Ed. in Professional Studies is a 30-credit hour graduate program designed to prepare graduates with the practical knowledge and intellectual capabilities to meet emerging needs of diverse professional work environments. The online delivery format students the flexibility to earn an advanced degree while remaining at a distant location.

A Professional Studies degree provides students with the opportunity to design their personal path to learning. Expert faculty advisors assist students in building a curriculum based on their academic interests and career or professional goals. The degree allows students to customize their learning across multiple disciplines allowing them to meet the demands of emerging fields and changing educational landscapes and industries. When designing a learning pathway, students can choose online courses from the following areas of study:

- Literacy
- Special Education
- Digital Media and Learning

Student who would like to take classes on campus or in a hybrid format (part online and part on-campus), can choose from the following areas:

- Business Administration - Project Management
- Business Administration - Human Resources Management
- Fitness and Wellness

For more information, visit the program website.

Program Outcomes

1. **Reflective Practice:** Students/candidates will engage in reflective practice and by doing so will demonstrate their commitment to continuous self-improvement related to their profession.
2. **Technology Integration:** Students/candidates will model and apply technology standards (ISTE, NETS) as they design, implement and assess experiences in the workplace.
3. **Culturally Responsive Practice:** Students/candidates will research, discuss, and engage in culturally responsive practices.
4. **Communication:** Students/candidates will use effective and appropriate verbal, nonverbal, written, and media communication techniques in their profession.
5. **Educational Research:** Students/candidates will demonstrate competence in educational research by explaining and applying the knowledge, skills, and techniques of research (a research project) - and by engaging in the reflective cycle of planning, implementing, assessing, disseminating, and making informed decisions based on data as applicable.

Admission Criteria

This degree requires a bachelor's degree that can be either a teaching or a non-teaching field.

- Submit admissions application to the Office of Admissions. Apply online at <https://www.fairmontstate.edu/apply>
- Pay \$50 application fee
- Submit official college transcripts to the Office of Admissions
- Minimum 2.75 undergraduate GPA

Graduation Requirements:

Completion of nine (9) credit hours of graduate courses (3 core courses) and a 21-credit hour professional plan of study based on students' academic interests and professional goals. Maintain a 3.0 or better GPA.

Program of Study

- EDUC 6301 - Research in Education Credit Hours: 3
- EDUC 6305 - Advanced Educational Technology and Media Credit Hours: 3

- EDUC 6395 - Capstone Research Project Credit Hours: 3
- Remaining hours to be determined through consultation with the candidate's advisor (21)

Customized Degree Plan

In consultation with a faculty advisor, students will design an individualized plan of study for the remaining 21-credit hours. Students may create a plan predominantly from one academic field (e.g., Special Education), or a combination of courses across disciplines (e.g., Literacy, Digital Media, Special Education).

Below are examples of courses available in these different areas and students can design different pathways or combinations of courses to suit their interest or needs.

Education Pathway:

- EDUC 6300 - Foundations of American Education Credit Hours: 3
- EDUC 6302 - Advanced Studies in Human Development Credit Hours: 3
- EDUC 6303 - Advanced Studies in Educational Psych Credit Hours: 3
- EDUC 6304 - Diversity and Disability Credit Hours: 3
- EDUC 6810 - Critical Media Literacy and Digital Storytelling Credit Hours: 3

Literacy Pathway:

- READ 6300 - Foundations in Reading and Writing Credit Hours: 3
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- READ 6308 - Survey of Literacy Instruction and Assessment for Individuals with Exceptionalities Credit Hours: 3
- READ 6310 - Teaching Reading to Special and At-Risk Learners Credit Hours: 3
- READ 6320 - Psychological, Sociological, and Linguistic Factors in Reading and Writing Ability Credit Hours: 3
- READ 6360 - Literature and Response Credit Hours: 3

Students with Exceptionalities Pathway:

- SPED 5323 - Math Strategies for Special Learners Credit Hours: 3

- EDUC 6304 - Diversity and Disability Credit Hours: 3
- SPED 6318 - Schoolwide Positive Behavior Interventions and Supports Credit Hours: 3
- SPED 6319 - Introduction to Learning Exceptionalities and Behavioral Disorders Credit Hours: 3
- SPED 6330 - Introduction to Autism Credit Hours: 3

Digital Media Pathway:

- EDUC 6805 - Rights and Responsibilities in the New Media Age Credit Hours: 3
- EDUC 6806 - Assessment in the New Media Age Credit Hours: 3
- EDUC 6809 - Teaching in the New Media Age Credit Hours: 3
- EDUC 6812 - Technology, Leadership, and Change Credit Hours: 3
- EDUC 6816 - Curriculum in the New Media Age Credit Hours: 3

Contact Information:

Valerie Morphew, Ed.D.

Professor of Education; Professional Studies Program
Coordinator

Director, Center for Teaching & Learning Innovation
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Reading Specialist, M.Ed.

The Reading Specialist graduate program provides opportunities for currently licensed teachers to earn a Reading Specialist Certificate or a Master of Education (M.Ed.) degree in an online format. Currently licensed teachers who already hold a master's degree may obtain the certification necessary for a Reading Specialist (Certificate-only), while those who do not hold a master's may obtain both the certificate and the Master of Education (M.Ed.) degree. Both options provide program graduates with opportunities for career and salary advancement.

The Reading Specialist program prepares candidates to serve as Pre-K through Adult Reading Specialists who offer literacy leadership and work with other educators to evaluate students' reading abilities, plan assessments, and provide appropriate reading and writing instruction and support for struggling readers. Program graduates have the knowledge, skills, and dispositions to serve their schools and communities as resource persons and plan

collaboratively and cooperatively with other professionals to offer programs for diverse populations of learners. Graduates of the Reading Specialist program are also prepared to provide leadership as they advocate for children and families and provide professional development opportunities at local and state levels.

Program Outcomes

- Candidates understand major theories and empirical research that describe the cognitive, linguistic, motivational, and sociocultural foundations of reading and writing development, processes, and components, including word recognition, language comprehension, strategic knowledge, and reading-writing connections.
- Candidates use instructional approaches, materials, and an integrated, comprehensive, balanced curriculum to support student learning in reading and writing.
- Candidates use a variety of assessment tools and practices to plan and evaluate effective reading and writing instruction.
- Candidates create and engage their students in literacy practices that develop awareness, understanding, respect, and a valuing of differences in our society.
- Candidates create a literate environment that fosters reading and writing by integrating foundational knowledge, instructional practices, approaches and methods, curriculum materials, and the appropriate use of assessments.
- Candidates participate in, design, facilitate, lead, and evaluate effective and differentiated professional development programs.

Admission Criteria

- An undergraduate degree in education with certification as a classroom teacher
- A 3.0 overall GPA
- Submission of a passing score on the GRE or MAT, or the candidate can submit the PLT score in lieu of the GRE/MAT score.

Graduation Requirements

Completion of all required courses (**30 credit hours**) and maintaining a 3.0 or better GPA.

Program Delivery

All coursework is delivered **online** and asynchronously, enabling candidates to complete coursework wherever they have access to the Internet, and at times that are most convenient for them. Some courses are coupled with clinical experiences either in the candidates' own schools or in an arranged placement in a school.

Program of Study

Required Courses (24 Credit Hours)

- EDUC 6301 - Research in Education Credit Hours: 3
- EDUC 6305 - Advanced Educational Technology and Media Credit Hours: 3
- READ 6300 - Foundations in Reading and Writing Credit Hours: 3
- READ 6310 - Teaching Reading to Special and At-Risk Learners Credit Hours: 3
- READ 6310L - Teaching Reading to Special and At-Risk Learners Lab Credit Hours: 0
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- READ 6320 - Psychological, Sociological, and Linguistic Factors in Reading and Writing Ability Credit Hours: 3
- READ 6360 - Literature and Response Credit Hours: 3
- READ 6370 - Administration and Supervision of Reading/Writing Programs Credit Hours: 3

Clinical Component (6 Credit Hours)

(All 3 courses listed below are taken concurrently)

- READ 6330 - Diagnosis and Correction of Reading and Writing Difficulties Practicum I Credit Hours: 3
- READ 6330L - Diagnosis and Correction of Reading and Writing Difficulties Practicum I Lab Credit Hours: 0
- READ 6340 - Literacy Coaching and Professional Development Practicum II Credit Hours: 3

30 Total Credit Hours

Recommended Course Sequence

* READ 6320 is a pre-requisite for READ 6360, but both courses can be taken as co-requisites.

**READ 6330, READ 6330L, and READ 6340 must be taken concurrently.

Fall First Year

- EDUC 6305 - Advanced Educational Technology and Media Credit Hours: 3
- READ 6300 - Foundations in Reading and Writing Credit Hours: 3
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3

Spring First Year

- EDUC 6301 - Research in Education Credit Hours: 3
- READ 6310 - Teaching Reading to Special and At-Risk Learners Credit Hours: 3 (Clinical Hours Required)
- READ 6320 - Psychological, Sociological, and Linguistic Factors in Reading and Writing Ability Credit Hours: 3 *

Fall Second Year

- READ 6360 - Literature and Response Credit Hours: 3 *
- READ 6370 - Administration and Supervision of Reading/Writing Programs Credit Hours: 3

Spring Second Year

- READ 6330 - Diagnosis and Correction of Reading and Writing Difficulties Practicum I Credit Hours: 3 **
- READ 6330L - Diagnosis and Correction of Reading and Writing Difficulties Practicum I Lab Credit Hours: 0 **
- READ 6340 - Literacy Coaching and Professional Development Practicum II Credit Hours: 3 **

Contact Information:

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Assistant Professor of Literacy Education

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Master of Arts in Teaching, M.A.T.

Program Overview

The **38 credit hour online** Master of Arts in Teaching (M.A.T.) degree program is an alternative and accelerated means for college graduates with degrees in liberal arts, fine arts, and professional fields to attain teacher licensure. The program provides the professional education courses and clinical experiences - including student teaching - necessary to prepare candidates for teaching in a specific content area in grades PreK-Adult, 5-Adult, or 9- Adult (see Specializations for a list of all certification options). The M.A.T. program does not currently offer licensure in Elementary Education or Special Education; however, an endorsement in Special Education may be added after the initial license in a content area is earned.

Note: Pre-requisite content specialization coursework is typically delivered on-campus in a face-to-face setting.

M.A.T. Specializations

The following specializations are offered for MAT candidates:

Art, Pre K - Adult
Biology, 9 - Adult
Chemistry, 9 - Adult
Earth & Space Science 5 - Adult
English, 5 - Adult
General Science, 5 - Adult
School Health Education, 5 - Adult
Mathematics, 5 - Adult
Physical Education, Pre K - Adult
Physics, 9 - Adult
School Health Education, 5-Adult
Social Studies, 5 - Adult Spanish, Pre K – Adult

The MAT program does not currently offer licensure in Special Education; however, an endorsement for certification in Special Education may be added after the initial license in a content area is earned.

Pre-Admission Requirements

Candidates applying to the MAT program must complete the following:

- **Transcript Analysis:** Request a transcript analysis from Joyce.Rose@fairmontstate.edu or (304) 367-4242 in the *Office of*

Certification to evaluate courses from the undergraduate degree against the requirements for licensure in the secondary content specialization areas offered through Fairmont State.

- **Content Coursework:** Satisfactorily complete 75% of the coursework in the candidate's teaching field. Non-degree students may take content courses and then apply to the M.A.T. program upon completion of the pre-requisites.

Admission Requirements

- Submit admissions application to the Office of Admissions. Online application can be found at [here](#).
- Pay \$50 application fee along with application
- Submit official college transcripts to the Office of Admissions
- Minimum 2.75 undergraduate GPA
- Report a Praxis II Content Test passing score.

Once admitted to the M.A.T program, candidates must complete all remaining required content specialization courses prior to being recommended for licensure by the West Virginia Department of Education (WVDE). In addition to content specialization coursework, M.A.T candidates also complete 38 credit hours of required graduate program core and professional Education coursework, and clinical experiences.

Candidates applying for licensure to teach must also satisfy Fairmont State's GPA requirement and the testing requirements established by the West Virginia Department of Education (WVDE). Currently, candidates must have a minimum GPA of 2.75 in the content specialization area in addition to an overall GPA of 2.75. The testing requirements are the PRAXIS II content test(s) and the Teacher Performance Assessment required by the WVDE.

Clinical Placement, Supervision and Evaluation Graduate Professional Education Program Candidates

The following information explains the process for the selection of field and clinical placements for candidates in graduate Teacher Education certification programs. Please review the document for information that pertains to your particular personal, professional, and program situation. If you have questions about field and clinical placements beyond the information

provided here, please feel free to call 304-367-4886 or email Barbara Owens at Barbara.Owens@fairmontstate.edu for more information.

NOTE: All certification candidates, regardless of certification being sought, must complete all field and clinical requirements in appropriate classroom settings given the certification program in which they are enrolled.

Candidates who change teaching positions, or move into a first-time position must still meet these requirements to complete the additional certification. Candidates who move into a position or change positions (and no longer require the certification being sought) may choose to transfer to the M.Ed. Professional Studies option to complete their master's degree.

Fairmont State is committed to the concept of "Professional Development Schools" (PDS) as a foundation for excellence in teacher Education, professional development, and outreach to our local communities. PDSs are a network of 36 schools that partner with Fairmont State in the following five counties, including: Harrison; Preston; Marion; Taylor; and Monongalia.

Note to Candidates who work full or part-time outside Education, or as substitute teachers

- You must complete all field and clinical components in a way that fully meets all academic and certification requirements.
- This may require you to request leave time from your current employment or vacate your current employment to complete program requirements.
- You must student teach for the full expectations (number of weeks; full days, supervised by a teacher certified in the area being sought).
- Substitute teaching does not fulfill requirements for academic or certification expectations.
- Work experience in Education prior to admission to the program of study cannot be used to fulfill program requirements.

All certification candidates, regardless of certification being sought, must complete all field and clinical requirements in appropriate classroom settings given

the certification program in which they are enrolled. Candidates are placed in one of the 36 Professional Development Schools in the five counties that partner with Fairmont State to deliver teacher Education through the Fairmont State PDS Partnership.

Program of Study

Required Courses (38 Credit Hours)

* EDUC 6494 and EDUC 6496 must be taken concurrently during student teaching semester.

- EDUC 6300 - Foundations of American Education Credit Hours: 3
- EDUC 6301 - Research in Education Credit Hours: 3
- EDUC 6302 - Advanced Studies in Human Development Credit Hours: 3
- EDUC 6303 - Advanced Studies in Educational Psych Credit Hours: 3
- EDUC 6304 - Diversity and Disability Credit Hours: 3
- EDUC 6305 - Advanced Educational Technology and Media Credit Hours: 3
- EDUC 6306 - Instructional Design I and Education Evaluation Credit Hours: 3
- EDUC 6195 - Field Experience I Credit Hours: 1 (Must be taken with EDUC 6306)
- EDUC 6307 - Instructional Design II - Methods Credit Hours: 3
- EDUC 6295 - Field Experience II Credit Hours: 1 (Must be taken with EDUC 6307)
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- EDUC 6496 - Teacher Performance Assessments Credit Hours: 2
- EDUC 6495 - Student Teaching Credit Hours: 4
- Electives (3)
- SPED 6318 - Schoolwide Positive Behavior Interventions and Supports Credit Hours: 3
OR
- SPED 6319 - Introduction to Learning Exceptionalities and Behavioral Disorders Credit Hours: 3
OR
- SPED 6330 - Introduction to Autism Credit Hours: 3

Contact Information:

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Graduate Certificate

Educational Leadership Certificate (Licensure Program)

Certificate Overview

The Educational Leadership Certificate program is an online standards-based leadership preparation program designed to be completed in one year. The graduate-level program prepares candidates with the knowledge and expertise to become transformative educational administrators and leaders capable of meeting the challenges and opportunities of education today and in the future.

The 30-credit hour Educational Leadership program prepares teachers to meet the West Virginia (WV) requirements for a PreK-Adult Principal licensure and the WV requirements for a Superintendent licensure.

Program Outcomes

1. Examine the differences between a site-based manager, and an instructional leader and how those management-style roles relate to distributive leadership.
2. Analyze and describe the use of technology as it relates to instruction, social media, and communication with parents, students, staff and the community at large.
3. Apply the skills necessary to understand state and local funding and how those skills relate to the successful operation of a school system.
4. Analyze the hiring process, the teacher evaluation instrument and the grievance procedure and how to these processes relate to maintaining a highly quality staff.
5. Create and participate in mock situational roles involving the principal during hearings before the local Board of Education, and with students and parents.
6. Analyze the role of the principal in a critical conversation and resolution involving a staff member.
7. Examine the role of the principal regarding curriculum development and distinguish how this may impact the school culture and high expectations.
8. Examine laws, policies, and ethical challenges that have an impact on the educational setting. Upon reviewing the origins of the laws, policies and ethical standards, identify how the principal must

have a working knowledge of those items to effectively manage a school and staff.

9. Examine the role of the superintendent in identifying community support, school board relations, and conflict resolution.
10. Demonstrate an understanding of skills as related to fiscal management to establish a yearly budget, management of federal funds and the passage of a school bond/levy.
11. Design innovative ideas to enhance communication between all stakeholders of the school community. Identify methods of communication that are innovative and immediate when responding to a crisis.

Program Delivery

The Educational Leadership program is **100% online** and courses are offered on **8-week calendar** during the fall, spring, and summer semesters. Students may enroll on a part-time or full-time basis.

Admission Criteria

- Submit admissions application to the Office of Admissions
- Pay \$25 application fee
- Submit official college transcripts to the Office of Admissions.
- Master's degree from an accredited institution with a 3.0 GPA
- Valid teaching license

Program of Study

Principal (PreK-Adult)

- EDUC 5000 - Principal as a Leader Credit Hours: 3
- EDUC 5005 - Organizational Leadership Credit Hours: 3
- EDUC 5010 - Ethics and School Law Credit Hours: 3
- EDUC 5015 - Community Relationships Credit Hours: 3
- EDUC 5020 - Transformational Leadership Credit Hours: 3
- EDUC 5025 - Current School Issues Credit Hours: 3
- EDUC 5040 - Building-Level Internship Credit Hours: 1-3 (variable credit)

Superintendent

The following courses may be taken after the above courses, or if a principal certificate has been received from another accredited institution:

- EDUC 5030 - Superintendents Role Board and Community Credit Hours: 3
- EDUC 5035 - Superintendent as Leader/Manager Credit Hours: 3
- EDUC 5045 - District-Level Internship Credit Hours: 1-3 (variable credit)

Contact Information:

Kurt Meader, Ed.D.

Assistant Professor in Educational Leadership
Educational Leadership Program Coordinator
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Principal Certificate (Licensure Program)

The Educational Leadership/Principal Certification program is an online standards-based leadership preparation program. The 21-credit hour Educational Leadership/Principal program will prepare teachers to meet the West Virginia (WV) requirements for a PreK-Adult Principal licensure. The graduate-level program prepares candidates with the knowledge and expertise to become transformative educational administrators and leaders capable of meeting the PreK-Adult educational challenges and opportunities of today and in the future.

Program Outcomes

- Examine the differences between a site-based manager, and an instructional leader and how those management-style roles relate to distributive leadership.
- Analyze and describe the use of technology as it relates to instruction, social media, and communication with parents, students, staff and the community at large.
- Analyze the hiring process, the teacher evaluation instrument and the grievance procedure and how to these processes relate to maintaining a highly quality staff.
- Create and participate in mock situational roles involving the principal during hearings before the local Board of Education, and with students and parents.

- Analyze the role of the principal in a critical conversation and resolution involving a staff member(s).
- Examine the role of the principal regarding curriculum development and distinguish how this may impact the school culture and high expectations.
- Examine laws, policies, and ethical challenges that have an impact on the educational setting. Upon reviewing the origins of the laws, policies and ethical standards, identify how the principal must have a working knowledge of those items to effectively manage a school and staff.
- Demonstrate an understanding of skills as related to fiscal management to establish a yearly budget, management of federal funds and the passage of a school bond/levy.
- Design innovative ideas to enhance communication between all stakeholders of the school community. Identify methods of communication that are innovative and immediate when responding to a crisis.

Admission Criteria

- Complete an admissions application at the Office of Admissions
- Pay \$25 application fee
- Submit official college transcripts to the Office of Admissions
- Hold a master's degree from an accredited institution of higher education with a minimum 3.0 GPA
- Have three (3) years of management level or teaching experience

Program of Study

- EDUC 5000 - Principal as a Leader Credit Hours: 3
- EDUC 5005 - Organizational Leadership Credit Hours: 3
- EDUC 5010 - Ethics and School Law Credit Hours: 3
- EDUC 5015 - Community Relationships Credit Hours: 3
- EDUC 5020 - Transformational Leadership Credit Hours: 3
- EDUC 5025 - Current School Issues Credit Hours: 3
- EDUC 5040 - Building-Level Internship Credit Hours: 1-3 (variable credit)

Contact Information

Kurt Meader, Ed.D.

Assistant Professor; Educational Leadership Program
Coordinator

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Reading Specialist Certification (Licensure Program)

The Reading Specialist Certification qualifies candidates to be K - Adult Reading Specialists (Title I) who offer literacy leadership at the school, local, and state levels and work with other educators to evaluate students' reading abilities, plan and administer assessments, and provide appropriate literacy instruction and support to struggling readers. This state certification prepares candidates for careers in teaching, literacy coaching, coordinating instructional programs, diagnosing literacy needs and creating and administering interventions, and leading school reading programs. Reading Specialists may serve as a resource for educational support personnel, administrators, and teachers; provide professional development; build and implement literacy programs; and serve as advocates for family literacy.

Admissions Requirement

- Complete admissions application at Office of Admissions
- Pay \$25 application fee
- Submit official college transcripts to Office of Admissions
- Hold a Master's degree and a current West Virginia teaching license

Degree Requirements

Required Certificate Courses (18 credit hours)

- READ 6300 - Foundations in Reading and Writing Credit Hours: 3
- READ 6310 - Teaching Reading to Special and At-Risk Learners Credit Hours: 3
- READ 6310L - Teaching Reading to Special and At-Risk Learners Lab Credit Hours: 0
- READ 6315 - Teaching Content Area Literacy Credit Hours: 3
- READ 6320 - Psychological, Sociological, and Linguistic Factors in Reading and Writing Ability Credit Hours: 3
- READ 6360 - Literature and Response Credit Hours: 3

- READ 6370 - Administration and Supervision of Reading/Writing Programs Credit Hours: 3

Clinical Courses (6 Credit Hours)

- READ 6330 - Diagnosis and Correction of Reading and Writing Difficulties Practicum I Credit Hours: 3
- READ 6330L - Diagnosis and Correction of Reading and Writing Difficulties Practicum I Lab Credit Hours: 0
- READ 6340 - Literacy Coaching and Professional Development Practicum II Credit Hours: 3

Certificate Total Credit Hours = 24

Contact Information:

Pam Pittman, Ph.D.

Assistant Professor and Reading Specialist Program
Coordinator

Education Building 349

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Superintendent Certificate (Licensure Program)

The Educational Leadership/Superintendent Certification program is an online, 6-credit hour, standards-based leadership preparation program. The Superintendent program prepares candidates to meet the West Virginia requirements for a Pre K-12 Superintendent licensure.

Program Outcomes

- Analyze and describe the use of technology as it relates to instruction, social media, and communication with parents, students, staff, and the community at large.
- Apply the skills necessary to understand state and local funding and how those skills relate to the successful operation of a school system.
- Analyze the hiring process, the teacher evaluation instrument and the grievance procedure and how to these processes relate to maintaining a highly quality staff.
- Examine the impact of laws, policies, and ethical challenges on the educational setting; and describe how a superintendent must have knowledge of those items to effectively manage a school district.

- Examine the role of the superintendent in identifying community support, school board relations, and conflict resolution.
- Demonstrate an understanding of skills as related to fiscal management to establish a yearly budget, management of federal funds, and the passage of a school bond/levy.
- Design innovative ideas to enhance communication between all stakeholders of the school community. Identify methods of communication that are innovative and immediate when responding to a crisis.

Admission Criteria

- Complete an admissions application at the Office of Admissions
- Pay \$25 application fee
- Submit official college transcripts to the Office of Admissions
- Hold a master's degree from an accredited institution of higher education with a minimum 3.0 GPA
- Have three (3) years of management level or teaching experience

Program of Study

- EDUC 5030 - Superintendent Role Regarding Board, Community and Curriculum Credit Hours: 3
- EDUC 5035 - Superintendent as Leader/Manager Credit Hours: 3

Contact Information

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Educational Leadership Program Coordinator

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College of Liberal Arts

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Master of Science, Criminal Justice

Program Overview

The Master of Science in Criminal Justice (MSCJ) program is a 30-credit hour online program designed to equip students with leadership roles in criminal justice agencies. The program is perfect for students who work full time in state and federal agencies such as law enforcement, probation and parole officers, and organizations (e.g., National White-Collar Crime Center, Fusion Center). Some students enter the graduate program immediately following the

completion of a baccalaureate degree, while others come back after being out of school for many years. This creates a diverse cohort of motivated individuals who support and assist one another through interactive online education.

The MS in CJ program focuses on the criminal justice system, its organizational components and processes, as well as its legal and public policy contexts. The core curriculum includes instruction in criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding a wide range of criminal justice issues. The program provides students with advanced theoretical, legal, and methodological training for applied, research, teaching, management and administrative careers in local, state, and federal agencies. The faculty bring a broad range of personal experiences from working in federal and state agencies and have strong ties to local, state and national personnel and organizations.

For more information, visit the program website.

Program Outcomes

- Students will demonstrate an ability to critically evaluate and compare theories and data in the criminal justice field as they apply to knowledge and comprehension of the causes, consequences and responses to crime and how these relate to the community and other disciplines, including ethical, professional, and sociopolitical implications.
- Students will use written argument, oral presentation, program evaluation and original research approaches to demonstrate the ability to apply theories, evidence-based research, and legal doctrines to provide critical commentary and solutions to problems and controversies in the fields of criminology and criminal justice.
- Students will create work products reflective of an ability to apply knowledge and comprehension in the criminal justice field through current employment, internships, and future job opportunities. These work products will illustrate proficiency in written and/or oral communication and defense of criminal justice concepts.

Admission and Program Requirements

In addition to meeting the general admission requirements to a master's program at Fairmont State students applying to the master's program in criminal justice must meet the following requirements:

- Baccalaureate degree from an accredited institution of higher education.
- Grade point average of 3.00 or higher - includes all transcripts from all previous degrees and matriculation.
- Completion of undergraduate research methods and statistics courses with a grade of C or higher.
- A writing sample (APA format) of recent writing, demonstrating ability to use evidence to persuade or inform an audience about a given point related to criminology or criminal justice.

Or, in the case that you do not have an existing paper you would like to submit:

- 5-10-page writing sample (APA format) that includes:
 - Why you are interested in earning a Master of Science in Criminal Justice degree
 - What your career and field experiences have been thus far
 - What you believe to be the most important issue in criminal justice today. This section should include peer reviewed resources from empirical/scholarly literature.
- Two (2) letters of recommendation - at least one of which must be from someone unaffiliated with Fairmont State (e.g. current or former work supervisors, those who can speak to your character and ability to manage graduate level study).

Provisional Admission may be granted for students who do not meet a portion of the admission requirements. Continuation in a program of study for provisionally admitted students will be determined based on performance in the first nine (9) credit hours. Provisionally admitted students must hold a minimum grade point average of 3.0 with no grade lower than "B" in any graduate course. Provisionally admitted students may not have a grade of "I" or "W" in the first 9 credit hours.

Students whose writing sample is not deemed to be at the appropriate level for graduate work (in terms of depth, breadth, grammar, and formatting) may be

provisionally admitted; however, they will be required to complete a writing module prior to beginning graduate courses.

Graduation Requirements

1. **Thesis Track - Professional Research Project**
The Thesis Track is recommended for those considering doctoral studies or interested in independent research programs

Required Courses	18 hrs
Elective Courses	6 hrs.
Thesis I and Thesis II	6 hrs.

2. **Capstone Track - Comprehensive Exams**
The Capstone Track is recommended for those in applied settings.

Required Courses	18 hrs.
Elective Courses	9 hrs
Capstone	3 hrs.

Program of Study

Required Courses:

- CRIM 6601 - Advanced Criminal Justice Studies Credit Hours: 3
- CRIM 6602 - Advanced Criminal Law Credit Hours: 3
- CRIM 6620 - Advances Theoretical Criminology Credit Hours: 3
- CRIM 6650 - Seminar in Criminal Justice Planning and Evaluation Credit Hours: 3
- CRIM 6655 - Applied Research Methods Credit Hours: 3
- CRIM 6656 - Applied Statistics Credit Hours: 3

Thesis Track- Professional Research Project

- CRIM 6696 - Thesis I Credit Hours: 3
- CRIM 6697 - Thesis II Credit Hours: 3

Capstone Track- Comprehensive Exams

- CRIM 6695 - Capstone Credit Hours: 3

Elective Courses:

- CRIM 5504 - Constitutional Law Credit Hours: 3
- CRIM 5505 - Terrorism Credit Hours: 3
- CRIM 5525 - White Collar Crime Credit Hours: 3
- CRIM 5599 - Special Topics in Criminal Justice Credit Hours: 1-6

- CRIM 6610 - Advanced Penology Credit Hours: 3
- CRIM 6611 - Internship Credit Hours: 3
- CRIM 6615 - Comparative Analysis of Criminal Justice Systems Credit Hours: 3
- CRIM 6625 - Victimology Credit Hours: 3
- CRIM 6630 - Seminar in Law Enforcement Credit Hours: 3
- CRIM 6635 - Seminar in Offender Rehabilitation Credit Hours: 3
- CRIM 6640 - Seminar in Corrections Credit Hours: 3
- CRIM 6645 - Independent Study Credit Hours: 3

Contact Information:

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National Security and Intelligence, Master of Arts

The Master of Arts degree program in National Security and Intelligence (MA in NSI) is a 30-credit hour online graduate program that provides the knowledge, skills and abilities required to excel in intelligence analysis, national security, military studies, and private industry. The MA in NSI program is designed for students holding a 4-year baccalaureate degree in National Security and Intelligence or related field (e.g., Information Systems, Political Science, Criminal Justice, and Public Administration). This program enables students to develop and apply rigorous analytical techniques to complex national security issues, and key skills for the leadership and ethical expectations faced throughout their career.

Program Outcomes

- Analyze the mission, structure, and function of the United States national security organizations as well as current and emerging national and international security issues.
- Examine the ethical and leadership considerations and expectations related to national security and intelligence.
- Develop and apply rigorous analytical techniques to complex international and domestic national security issues.

- Identify and apply the legal principles and regulations in the National Security and Intelligence field.

Admission Requirements

- Baccalaureate degree from an accredited institution in National Security and Intelligence or related field (e.g., Information Systems, Political Science, Criminal Justice, Public Administration)
- Minimum 3.0 GPA on a 4.0 scale
- Two (2) letters of recommendation - at least one of which must be from someone unaffiliated with Fairmont State (e.g. current or former work supervisors, those who can speak to your character and ability to manage graduate level study).
- A sample of recent writing, which you feel demonstrates your ability to use evidence to persuade or inform your audience about a given point.

Degree Requirements

A minimum of 30 credit hours is required.

Required Courses (18 credit hours)

- NSIS 5500 - National Security and Intelligence Credit Hours: 3
- NSIS 5510 - Intelligence Research and Analysis Credit Hours: 3
- NSIS 5520 - Espionage, Counterintelligence and Strategic Deception Credit Hours: 3
- NSIS 5530 - National Security Law Credit Hours:
- NSIS 5540 - Ethics and Leadership in National Security Credit Hours: 3
- NSIS 5550 - International Security Credit Hours: 3

Major Electives (12 Credit Hours)

- NSIS 5560 - Information Operations: Principles, Policies, and Challenges Credit Hours:
- NSIS 5570 - Homeland Security and infrastructure Credit Hours: 3
- NSIS 5580 - Terrorism Analysis Credit Hours: 3
- NSIS 5585 - Defense Intelligence Analysis Credit Hours: 3
- NSIS 5590 - Intelligence, Covert Action and Low-Intensity Conflict Credit Hours: 3

- NSIS 5595 - Law of Armed Conflict/International Humanitarian Law Credit Hours: 3
- NSIS 5599 - Special Topics in National Security and Intelligence Credit Hours: 3
- NSIS 6690 - National Security and Intelligence Practicum Credit Hours: 1-12

Degree Total = 30 Credit Hours

Contact Information:

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College of Science and Technology

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Master of Science, Engineering Management

Program Overview

The Master of Science degree in Engineering Management (MSEM) is a 30-credit graduate program designed for students that have completed a bachelor's degree in the applied sciences, business, engineering, engineering technology, industrial technology, or other related technical professional programs. The program provides students with the knowledge and

skills to work in management positions in business, engineering, manufacturing, and industry. The program has an emphasis in designing innovative engineering and technology solutions and the applications of total quality management.

Mission

The mission of the Master of Science degree in Engineering Management is to prepare business, engineering, and technology leaders capable of analyzing and improving operational performance using engineering and technology strategies. This is accomplished by linking concepts of engineering and technology with business management and organizational skills. To meet this mission, individuals engage in industrial problems involving applied research, resource allocation, technological systems, managing change and innovation, technology transfer, forecasting, and quality improvement.

Program Outcomes

- The Engineering Management program has the following program objectives, and at the conclusion of this program graduates will be able to:
- Design innovative engineering or technological based solutions to selected problems.
- Demonstrate skills in the improvement of productivity, quality, and competitiveness in the management of engineering and technology endeavors.
- Provide solutions to cost management, risk assessment, and project management.
- Apply concepts of total quality management, lean enterprise, Six-Sigma, and statistical process control.
- Illustrate leadership strategies to managing engineering and technology enterprises and operations.

Admission Requirements

Admission to the MSET program must now meet the following requirements:

- Completion of a baccalaureate degree in the applied sciences, business, engineering, engineering technology, or other related technical professional program with a minimum 3.0 overall grade point average or a 3.0 grade point average on a 4.0 scale on the student's last sixty semester hours of baccalaureate degree courses.

- Undergraduate/graduate course credit for 3 semester hours of statistics with a grade of 'C' or better.
- International Students must submit the results from the Test for English as a Foreign Language (TOEFL) if English is not their primary language. Scores must be equal to or greater than 79 (TOEFL iBT) or 213 (TOEFL CBT). Note, International Students who have studied for at least 4 years in the United States are not required to submit TOEFL scores.

MSEM Program Policies

Students in the MSEM program are governed by policies stated in the Fairmont State University Graduate Catalog, and students are required to review the catalog upon admission to the MSEM program. Policies specific to the MSEM program are as follows:

The Department of Engineering Technology in accordance with university policies reserves the right to administratively withdraw a student whose academic record or behavior is judged unsatisfactory.

- Any student dismissed from the program may not reapply to the area of emphasis in which he or she was enrolled.
- No more than nine credit hours of graduate level courses from an accredited institution may be accepted as transfer credit.
- Grades earned in transfer courses must be a 'B' or better or 'pass/satisfactory'.
- Prior to the completion of 12 credit hours of graduate courses, a Degree Plan must be submitted through the student's graduate Advisor and to the Office of Graduate Studies.
- A student may amend their Degree Plan with approval from their academic advisor and the resubmission of the plan to the Office of Graduate Studies.

Program of Study

Core Courses (27 hours)

- MSET 5400 - Leadership in Engineering and Technology Management Credit Hours: 3
- MSET 5500 - Organizational Performance and Change Management Credit Hours: 3
- MSET 5600 - Cross-Cultural Training and Performance Improvement Credit Hours: 3
- TECH 6000 - Research Methods in Engineering Technology Credit Hours: 3

- MSET 6100 - Engineering Economic Analysis Credit Hours: 3
- MSET 6200 - Engineering and Technology Management Credit Hours: 3
- MSET 6300 - Engineering Project Management I Credit Hours: 3
- MSET 6400 - Engineering in Production Systems Credit Hours: 3
- MSET 6500 - Total Quality Management and Policy Credit Hours: 3

Research Specialization (3 hours)

Student must select 3 hours:

- TECH 6700 - Action Research in Engineering and Technology Credit Hours: 3
- TECH 6998 - Thesis Credit Hours: 3

Contact Information:

Dr. Ragavanantham Shanmugam (Raggs), PhD.

Department Chair & Associate

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Master of Architecture

Architecture, M.Arch.

Program Overview

The Master of Architecture Degree Program at Fairmont State Emphasizes the cultural, geographic, and historical conditions that distinguish the character of the Appalachian Region. The program's studio projects typically provide an opportunity to explore the revitalization of the region's smaller cities and towns through the design of innovative architectural interventions. The curriculum further offers opportunities for research and project applications in sustainable design issues ranging from energy efficiency to adaptive reuse to food systems.

The Master of Architecture (M. Arch) Program consists of 42 semester hours of coursework. In addition to the required classes, electives can range from study abroad travel opportunities, to project management courses offered through the MBA program, to student-selected special interest topics. The M. Arch program is typically completed in three semesters of full-time study. The full professional degree at Fairmont State is made up of the prerequisite four-year Bachelor of Science in Architecture plus this one-and-one-half year M. Arch

degree. Applicants to the M. Arch degree from other institutions may or may not require additional time to complete their degree pending an evaluation of the curricular content of their degree. See Admission Requirements for additional information

The Master of Architecture (M. Arch.) professional degree program is accredited by the National Architectural Accrediting Board (NAAB), effective January 1, 2022.

The NAAB only accredits the Master of Architecture degree although many of the Student and Program Criteria are introduced and partially fulfilled in the Bachelor of Science in Architecture degree which is not accredited by NAAB, but is a pre-professional degree.

NAAB Statement

Statement on NAAB Accredited Degrees

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year term, an eight-year term with conditions, or a two-year term of continuing accreditation, or a three-year term of initial accreditation, depending on the extent of its conformance with established education standards.

Doctor of Architecture and Master of Architecture degree programs may require a non-accredited undergraduate degree in architecture for admission. However, the non-accredited degree is not, by itself, recognized as an accredited degree."

Fairmont State University, Department of Architecture, Art & Design offers the following NAAB-accredited degree program:

Master of Architecture (pre-professional degree + 42 graduate credits)

Next Accreditation Visit: 2025

Program Outcomes

The Master of Architecture Program will:

1. Prepare students to apply critical thinking skills to creatively solve a variety of design problems with respect to culture, context, systems, materials, sustainable principles, and contribute to the development of new knowledge.
2. Demonstrate how architectural history, theory, and practice may inform design decisions in our contemporary global society.
3. Prepare students to make informed, ethical, and responsible contributions to the built environment in a diverse and global society in order to serve the public good.
4. Provide students with the skills and knowledge to engage in the Architectural Experience Program (AXP); work toward professional licensure; and seek employment in architectural offices and in other design and construction related fields.
5. Enable students to assume the role of an architect as a collaborator, communicator, and leader while observing the wide-ranging needs of clients, populations, and communities in a global society.

Admission and Program Requirements

Students seeking admission to the Master of Architecture Program must begin by meeting the general standards established by the Office of Graduate Studies at Fairmont State University.

Applicants to the Master of Architecture degree must also meet the additional criteria and submit the documents as noted below:

- Completion of a four-year Bachelor of Science or Bachelor of Arts in Architecture (pre-professional degree).
- For applicants from institutions other than Fairmont State, an evaluation of the applicant's pre-professional education will be conducted for compliance with the National Architectural Accrediting Board, Program, and Student Criteria that may not otherwise be met in the Fairmont State Master of Architecture degree program. Further details regarding the evaluation may be found on the Evaluation of Pre-professional Degrees Statement and Forms.

- A portfolio of architectural and creative work that demonstrates the applicant's skills and abilities.
- Three (3) letters of recommendation, with a minimum of two from undergraduate architectural instructors. The third may be from a professional acquaintance. Applicants who hold a Bachelor of Science in Architecture from Fairmont State will only be required to submit one (1) letter and it should be from an outside source.
- A Letter of Intent that states the applicant's reasons for pursuing a Master of Architecture degree in general, and more specifically at Fairmont State.

A personal interview may also be required as part of the admissions process if deemed necessary. This interview would be conducted by the Director of the Graduate Program in Architecture along with faculty in the Architecture Program and may be conducted in-person or electronically.

The documents noted above should be sent to: Fairmont State University Office of Admissions Admissions@fairmontstate.edu and copied to the Director of the Graduate Program in Architecture robert.kelly@fairmontstate.edu **after** the general Fairmont State application has been submitted.

Program of Study

Required Courses:

- ARCH 5500 - Community Design Studio Credit Hours: 6
- ARCH 5510 - Designing in a Small Urban Context Seminar Credit Hours: 3
- ARCH 5540 - Professional Practice Credit Hours: 3
- ARCH 5550 - Comprehensive Design Studio Credit Hours: 6
- ARCH 5560 - Architecture Design Seminar 2: Sustainable Design Credit Hours: 3
- ARCH 6610 - Advanced Study Proposal Credit Hours: 3
- ARCH 6650 - Advanced Architectural Design Studio Credit Hours: 6

Architecture Elective Courses:

- ARCH 5501 - Community Design Assistance Center-Leadership Credit Hours: 3
- ARCH 5502 - Community Design Assistance Center-Leadership Credit Hours: 3

- ARCH 5580 - Architectural Practice Program Credit Hours: 3
- ARCH 5585 - Architecture Study + Travel Credit Hours: 3
- ARCH 5599 - Special Topics in Architecture Credit Hours: 1-6
- ARCH 6601 - Community Design Assistance Center-Leadership Credit Hours: 3
- ARCH 6670 - Architectural History/Theory Seminar Credit Hours: 3
- ARCH 6680 - Architectural Practice Program Credit Hours: 3

Other Approved Elective Courses:

- MSBA 5000 - MBA Essentials Credit Hours: 3
- MSBA 5110 - Leadership Workshop Credit Hours: 3
- MSBA 5120 - Tactical Human Resources Practices Credit Hours: 3
- MSBA 5810 - Project Management Credit Hours: 3
- MSBA 5820 - Advanced Project Management Credit Hours: 3

Recommended Course Sequence

Fall First Year (15 Hrs)

- ARCH 5500 - Community Design Studio Community Credit Hours: 6
- ARCH 5510 - Architecture Design Seminar 1 - Small Urban Context Credit Hours: 3
- ARCH 5540 - Professional Practice Credit Hours: 3
- ARCH 50XX - Architecture Elective

Spring First Year (15 Hrs)

- ARCH 5550 - Comprehensive Design Studio Credit Hours: 6
- ARCH 5560 - Architecture Design Seminar 2: Sustainable Design Credit Hours: 3
- ARCH 6610 - Advanced Study Proposal Credit Hours: 3
- ARCH 50XX - Architecture Elective

Fall Second Year (12 Hrs)

- ARCH 6650 - Advanced Architectural Design Studio Credit Hours: 6
- ARCH 66XX - Architecture Elective
- XXXX XXXX - Architecture or Interdisciplinary Elective

Contact Information:

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College of Business & Aviation

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DR. BILLY STONE

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Business Administration, M.B.A

Program Overview

The Master of Business Administration (MBA) degree is designed to prepare students to apply concepts and principles offered in the various business disciplines to the responsibilities of management in a variety of endeavors organizations. The program is designed for both business and nonbusiness undergraduate majors.

Students who satisfy admission criteria and, if necessary, complete MBA leveling courses as a condition for admission, will require thirty-six (36) graduate credit hours to meet degree requirements. Of these, twenty-four (24) hours will consist of required business core courses covering functional areas of business such as business law, economics, finance and accounting, marketing, information systems, technology, research and analysis. Students have an opportunity to take twelve credits of general electives or the student may choose a customized MBA, in which the student chooses one of three specialized tracks: Human Resources Management; Project Management; or, Cybersecurity Management.

The program is intended to serve the needs of the state with particular focus on the needs of employers in North Central West Virginia. Organizations such as the FBI, NASA, DOE, NIOSH, Mylan, the local hospitals, the WVHTC Foundation, software and biotech firms, and others in the state need employees with enhanced operations management, human resources, project or cybersecurity management skills.

For more information, visit the program website.

Program Outcomes

Our graduates will demonstrate the following:

- Conceptual acumen to make complex and ethical decisions
- Analytical and technical skills to solve organizational problems using objective analysis
- Communications competence in various business settings
- Interpersonal aptitude to effectively lead an organization

Admission and Program Requirements

Admission will be competitive and based upon undergraduate grade point average (GPA) and required GMAT or GRE scores. Admission requires:

- Baccalaureate degree from an accredited institution
- Minimum 2.75 overall undergraduate GPA on a 4.0 scale or 3.0 on the last 60 hours attempted
- Receipt of GMAT or GRE scores. This requirement is removed for applicants with 3 or more years of professional or related full-time work experience.

Students applying to the School of Business must meet the minimum requirements for graduate study. Applicants who do not meet all minimum admission criteria may be admitted provisionally by applying at least 5 years of progressively responsible work experience as an additional measure.

Graduation Requirements

Students must maintain a 3.00 overall GPA and earn not more than 2 grades of "C" on courses to be counted toward graduation in order to graduate.

Program of Study

Business Core Courses (24 Credit Hours):

- MSBA 5110 - Leadership Workshop Credit Hours: 3
- MSBA 5200 - Management Information Systems Credit Hours: 3
- MSBA 5300 - Managerial Economics Credit Hours: 3
- MSBA 5400 - Business Environments Credit Hours: 3
- MSBA 5550 - Financial Reporting and Analysis Credit Hours: 3
- MSBA 5600 - Marketing for Managers Credit Hours: 3
- MSBA 5710 - Operations Management Credit Hours: 3
- MSBA 6000 - Strategic Management Credit Hours: 3

Elective Courses (12 Credit Hours):

- MSBA 5100 - Personal Development Workshop Credit Hours: 3
- MSBA 5120 - Tactical Human Resources Practices Credit Hours: 3
- MSBA 5130 - Labor Relations and Dispute Resolution Credit Hours: 3
- MSBA 5140 - Strategic Human Resources Management Credit Hours: 3
- MSBA 5800 - Knowledge Management Credit Hours: 3

- MSBA 5810 - Project Management Credit Hours: 3
- MSBA 5820 - Advanced Project Management Credit Hours: 3
- MSBA 5850 - Project Management Capstone Credit Hours: 3
- MSBA 5900 - Cybersecurity and Risk Management Credit Hours: 3
- MSBA 5910 - Security Operations, Assessments, and Testing Credit Hours: 3
- MSBA 5920 - Big Data Analytics Credit Hours: 3
- MSBA 5930 - Secure Information Systems Development Credit Hours: 3
- MSBA 6010 - Managerial Practicum Credit Hours: 3
- MSBA 6020 - Global Experience Credit Hours: 3

Contact Information:

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Business Administration, M.B.A.; Cybersecurity Concentration

Program Overview

The Master of Business Administration (MBA) with an online concentration in Cybersecurity is designed for early careerists, mid-level to senior leadership executives, administrators, directors, and managers in industries reliant upon digital technologies. These industries range from health-care industries, energy sector, banking sector as well as across private industry and government. This rapidly growing sector of the economy is thirsty for competently trained personnel able to lead in an era of shrinking financial support and increasing cost and demand - managers and executives who must thrive in an ever-changing environment while dealing with cyber threats.

The program focuses on developing sustainable executive practices that result in efficient cybersecurity management and effective outcomes to the communities served. A significant distinguishing component to this online concentration is the hands-on experience each student will receive as they progress through their studies. This mix between hands-on real-

world experience and classroom studies makes this concentration unique and cutting-edge.

With a focus on applied cybersecurity research, Fairmont State University has become a leader in cybersecurity education and a leading research center in cybersecurity by promoting published, relevant research, and scholarly work by course participants. This 12-hour area of cybersecurity concentration meets a real demand in the marketplace, satisfies the course work portion for leading professionals in the field of cybersecurity, and surpasses other educational programs offered across the United States.

Learning Outcomes

- Explain, interpret and synthesize effective methods for exemplary professional performance through demonstration of key managerial and leadership competencies and innovative practices.
- Apply information acquired through implementation and introduction of new skills that demonstrate effective communication, analytical or critical thinking, and problem solving necessary for expanded administrative roles in cybersecurity practice and leadership.
- Create new or original work utilizing effective and dynamic management practices or tools required for research, planning, strategy, quality assessment, organization and staffing effectiveness, leading change and sustainability for organizations that desire to secure their digital infrastructure.
- Critique and assess didactic and experiential opportunities for professional development in cybersecurity leadership and/or management.

Admission and Program Requirements

The application process will follow the same steps and standards as are in place for the School of Business and Fairmont State's graduate programs generally. Admission requires:

- Complete application to program
- Official Transcripts sent directly from the College or University who issued the degree
- Baccalaureate degree from an accredited institution
- Minimum 2.75 overall undergraduate GPA on a 4.0 scale or 3.0 on the last 60 hours attempted
- Submit scores on Graduate Record Examination (GRE), Miller Analogies Test

(MAT) or Graduate Management Admission Test (GMAT).

Students applying to the College of Business and Aviation must meet the minimum requirements for graduate study. Applicants who do not meet all minimum admission criteria may be admitted provisionally by applying at least 5 years of progressively responsible work experience as an additional measure.

Graduation Requirements

Students must maintain a 3.00 overall GPA and earn not more than 2 grades of "C" on courses to be counted toward graduation in order to graduate.

Program of Study

Business Core (24 Credit Hours)

- MSBA 5100 - Personal Development Workshop Credit Hours: 3
- MSBA 5200 - Management Information Systems Credit Hours: 3
- MSBA 5300 - Managerial Economics Credit Hours: 3
- MSBA 5400 - Business Environments Credit Hours: 3
- MSBA 5550 - Financial Reporting and Analysis Credit Hours: 3
- MSBA 5710 - Operations Management Credit Hours: 3
- MSBA 5600 - Marketing for Managers Credit Hours: 3
- MSBA 6000 - Strategic Management Credit Hours: 3

Cybersecurity Concentration

- MSBA 5910 - Security Operations, Assessments, and Testing Credit Hours: 3
- MSBA 5920 - Big Data Analytics Credit Hours: 3
- MSBA 5930 - Secure Information Systems Development Credit Hours: 3
- MSBA 5900 - Cybersecurity and Risk Management Credit Hours: 3

Contact Information

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Business Administration, M.B.A.; Human Resource Management Concentration

Program Overview

The Master of Business Administration (MBA) degree with a concentration in Human Resource Management is designed to develop students' comprehensive knowledge in human resource (HR) management, along with the skills necessary for applying concepts and principles of various business disciplines to the responsibilities of management in a variety of endeavors organizations. The program is designed for both business and non-business undergraduate majors.

The HR Concentration provides graduate level engagement in strategic, tactical, and conflict resolution subjects dealing with procuring, deploying, maintaining, and improving an organization's human capital. Topics covered include legal, practical, ethical, and strategic approaches in human resource management, practical approaches to implementing policies and procedures related to staffing, training, and motivation of employees, and labor relations and dispute resolution processes. Students will graduate with the knowledge and skills to effectively perform in a variety of roles within human resource departments whose job responsibilities deal in personnel or talent management.

Students who satisfy admission criteria and, if necessary, complete MBA leveling courses as a condition for admission, will require thirty-six (36) graduate credit hours to meet degree requirements. Of these, twenty-four (24) hours will consist of required business core courses covering functional areas of business such as business law, economics, finance and accounting, marketing, information systems, technology, research and analysis.

Program of Study

Business Core (24 Credit Hours)

- MSBA 5110 - Leadership Workshop Credit Hours: 3
- MSBA 5200 - Management Information Systems Credit Hours: 3
- MSBA 5300 - Managerial Economics Credit Hours: 3
- MSBA 5400 - Business Environments Credit Hours: 3
- MSBA 5550 - Financial Reporting and Analysis Credit Hours: 3

- MSBA 6000 - Strategic Management Credit Hours: 3
- MSBA 5600 - Marketing for Managers Credit Hours: 3
- MSBA 5710 - Operations Management Credit Hours: 3

Human Resource Management Concentration (9 Credit Hours)

- MSBA 5120 - Tactical Human Resources Practices Credit Hours: 3
- MSBA 5130 - Labor Relations and Dispute Resolution Credit Hours: 3
- MSBA 5140 - Strategic Human Resources Management Credit Hours: 3

Elective Courses (3 Credit Hours)

- MSBA 5100 - Personal Development Workshop Credit Hours: 3
- MSBA 5800 - Knowledge Management Credit Hours: 3
- MSBA 5810 - Project Management Credit Hours: 3
- MSBA 5820 - Advanced Project Management Credit Hours: 3
- MSBA 5850 - Project Management Capstone Credit Hours: 3
- MSBA 5910 - Security Operations, Assessments, and Testing Credit Hours: 3
- MSBA 5900 - Cybersecurity and Risk Management Credit Hours: 3
- MSBA 5920 - Big Data Analytics Credit Hours: 3
- MSBA 5930 - Secure Information Systems Development Credit Hours: 3
- MSBA 6010 - Managerial Practicum Credit Hours: 3
- MSBA 6020 - Global Experience Credit Hours: 3

Contact Information

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Business Administration, M.B.A.; Project Management Concentration

Program Overview

The Master of Business Administration (MBA) degree with a concentration in Project Management is a 36-credit hour program designed to develop students' competencies in project management processes, agile workflows, and best practices for change and risk management. The program provides students with a solid business foundation coupled with the project management skills needed to thrive in project-intensive industries, such as manufacturing, construction, healthcare, and IT.

The Project Management (PM) Concentration follows the primary content and knowledge areas identified by the PM Institute in *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) setting industry standards and considered essential for a role or career as a project management professional. Material covered through the concentration focus on the ten knowledge areas and five process groups utilized in most all organizations utilizing project management approaches to meet organizational outcomes. Critical case analysis, individual, and team-based project development and execution are emphasized through best practices for project management.

The PM concentration provides completers with a depth of knowledge focused on professional certification as a project manager, but also enables successful completers to thrive in businesses and industries with organizational workflow processes designed around project-based approaches.

Students who satisfy admission criteria and, if necessary, complete MBA leveling courses as a condition for admission, will require thirty-six (36) graduate credit hours to meet degree requirements. Of these, twenty-four (24) hours will consist of required business core courses covering functional areas of business such as business law, economics, finance and accounting, marketing, information systems, technology, research and analysis.

Program of Study

Business Core (24 Credit Hours)

- MSBA 5110 - Leadership Workshop Credit Hours: 3

- MSBA 5200 - Management Information Systems Credit Hours: 3
- MSBA 5300 - Managerial Economics Credit Hours: 3
- MSBA 5400 - Business Environments Credit Hours: 3
- MSBA 5550 - Financial Reporting and Analysis Credit Hours: 3
- MSBA 5600 - Marketing for Managers Credit Hours: 3
- MSBA 5710 - Operations Management Credit Hours: 3
- MSBA 6000 - Strategic Management Credit Hours: 3

Project Management Concentration (9 Credit Hours)

- MSBA 5810 - Project Management Credit Hours: 3
- MSBA 5820 - Advanced Project Management Credit Hours: 3
- MSBA 5850 - Project Management Capstone Credit Hours: 3

Elective Courses (3 Credit Hours)

- MSBA 5100 - Personal Development Workshop Credit Hours: 3
- MSBA 5130 - Labor Relations and Dispute Resolution Credit Hours: 3
- MSBA 5140 - Strategic Human Resources Management Credit Hours: 3
- MSBA 5200 - Management Information Systems Credit Hours: 3
- MSBA 5800 - Knowledge Management Credit Hours: 3
- MSBA 5900 - Cybersecurity and Risk Management Credit Hours: 3
- MSBA 5910 - Security Operations, Assessments, and Testing Credit Hours: 3
- MSBA 5920 - Big Data Analytics Credit Hours: 3
- MSBA 5930 - Secure Information Systems Development Credit Hours: 3
- MSBA 6010 - Managerial Practicum Credit Hours: 3
- MSBA 6020 - Global Experience Credit Hours: 3

Contact Information

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Graduate Certificate

Cybersecurity Management Certificate

The Cybersecurity Management certificate is designed to prepare early careerists and seasoned managers for cybersecurity leadership roles in the public or private sectors. The array of courses focuses on developing sustainable executive practices that result in efficient cybersecurity management and effective outcomes to the organizations served. This program is designed to give participants hands-on, real-world experience with classroom studies to bridge the practical application of effective cybersecurity management with best practices and contemporary theoretical constructs. Cybersecurity professionals are being hired in a myriad of organizations and industries, but specific sectors where job growth is projected include financial, healthcare, energy, and government organizations. Courses in this certificate program must be completed in a sequence, and will serve as electives toward the MBA degree.

Admission Requirements

Admission to the MBA program

Degree Requirements

Required Certificate Courses (12 credit hours)

- MSBA 5900 - Cybersecurity and Risk Management Credit Hours: 3
- MSBA 5910 - Security Operations, Assessments, and Testing Credit Hours: 3
- MSBA 5920 - Big Data Analytics Credit Hours: 3
- MSBA 5930 - Secure Information Systems Development Credit Hours: 3

Certificate Total Credit Hours = 12

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Healthcare Management Certificate

The Healthcare Management certificate offers early careerists and seasoned managers with foundational knowledge with which to effectively perform in mid-level to senior level leadership positions within the healthcare industry. The Certificate, through a relevant, evidenced-based curriculum, provides completers with credentials for career advancement or mobility in such organizations as acute-care hospitals, post-acute care facilities, community-based health agencies, and public health-related institutions.

The certificate also provides core coursework for those interested in pursuing a Nursing Home Administrator License in West Virginia. Candidates may apply for an Administrator-In-Training externship (500 hours achieved in MHCM 6000 and MHCM 6100) to satisfy eligibility requirements for nursing home licensure examinations as required by the state licensing agency. All certificate courses may be accepted toward completion of the Masters of Science in Healthcare Management.

For more information, visit the program website.

Admission Criteria

Admission to the Masters in Healthcare Management Program

Degree Requirements

Required Certificate Courses (12 credit hours)

- MHCM 5200 - Healthcare Finance and Strategy Credit Hours: 3
- MHCM 5300 - Healthcare Ethics and Corporate Accountability Credit Hours: 3
- MHCM 5400 - Medical/Legal Issues in Healthcare Delivery Credit Hours: 3
- MHCM 5600 - Healthcare Policy, Trends and Public Financing Credit Hours: 3

Certificate Elective Courses (3 credit hours)

Choose one of the following:

- MHCM 5100 - Leadership and Organization Credit Hours: 3
- MHCM 5500 - Epidemiology and Population Health Credit Hours: 3
- MHCM 5800 - Healthcare Information Exchange and Information Systems Credit Hours: 3

- MHCM 5030 - Healthcare Quality Credit Hours: 1
AND
- MHCM 5010 - Designing an Effective Care Continuum Credit Hours: 1
AND
- MHCM 5020 - Lean Six Sigma Credit Hours: 1
Certificate participants completing the AIT project will substitute MHCM 6100 and MHCM 6200 under electives to reflect this experiential learning consisting of 500 hours.

Certificate Total Credit Hours = 15

Contact Information:

Dr. Raymond Alvarez
Professor of Healthcare Management
Jaynes Hall, Room 206f
304-367-4889
Raymond.Alvarez@fairmontstate.edu

Human Resource Management Certificate

The Human Resource Certificate provides graduate level engagement in strategic, tactical, and conflict resolution subjects dealing with procuring, deploying, maintaining, and improving an organization's human capital. Topics covered include legal, practical, ethical, and strategic approaches in human resource management, practical approaches to implementing policies and procedures related to staffing, training, and motivation of employees, and labor relations and dispute resolution processes. This certificate provides completers with a depth of knowledge to effectively perform in a variety of roles within human resources departments or whose job responsibilities deal in personnel or talent management. Courses for this certificate may be completed in any order, and will serve as electives toward the MBA degree.

Admission Requirements

Meet admission requirements for the M.B.A program

Degree Requirements

Required Certificate Courses (9 credit hours)

- MSBA 5120 - Tactical Human Resources Practices Credit Hours: 3
- MSBA 5130 - Labor Relations and Dispute Resolution Credit Hours: 3

- MSBA 5140 - Strategic Human Resources Management Credit Hours: 3

Certificate Elective Courses (3 credit hours)

Any MSBA course approved by Program Director

Certificate Total Credit Hours = 12

Contact Information:

Dr. Billy Stone
Assistant Professor of Marketing & Management Studies;
MBA Program Coordinator
Phone: (304) 367-4115
Email: William.Stone@fairmontstate.edu

Project Management Certificate

The Project Management certificate follows the primary content and knowledge areas identified by the Project Management Institute in A Guide to the Project Management Body of Knowledge (PMBOK® Guide) setting industry standards and considered essential for a role or career as a project management professional. Material covered through the certificate program center on the ten knowledge areas and five process groups utilized in most all organizations utilizing project management approaches to meet organizational outcomes. Critical case analysis, individual, and team-based project development and execution is emphasized through best practices for project management. This certificate provides completers with a depth of knowledge focused on professional certification as a project manager, but also enables successful completers to thrive in businesses and industries with organizational workflow processes designed around project-based approaches. Courses in this certificate program must be completed in a sequence, and will serve as electives toward the MBA degree.

Degree Requirements

Required Certificate Courses (9 credit hours)

- MSBA 5810 - Project Management Credit Hours: 3
- MSBA 5820 - Advanced Project Management Credit Hours: 3
- MSBA 5850 - Project Management Capstone Credit Hours: 3

Certificate Elective Courses (3 credit hours)

Choose any MSBA course below approved by the Program Director.

- MSBA 5100 - Personal Development Workshop Credit Hours: 3
- MSBA 5110 - Leadership Workshop Credit Hours: 3
- MSBA 5120 - Tactical Human Resources Practices Credit Hours: 3
- MSBA 5130 - Labor Relations and Dispute Resolution Credit Hours: 3
- MSBA 5140 - Strategic Human Resources Management Credit Hours: 3
- MSBA 5200 - Management Information Systems Credit Hours: 3
- MSBA 5300 - Managerial Economics Credit Hours: 3
- MSBA 5400 - Business Environments Credit Hours: 3
- MSBA 5550 - Financial Reporting and Analysis Credit Hours: 3
- MSBA 5600 - Marketing for Managers Credit Hours: 3
- MSBA 5700 - Quantitative Analysis Credit Hours: 3
- MSBA 5710 - Operations Management Credit Hours: 3
- MSBA 5800 - Knowledge Management Credit Hours: 3
- MSBA 5900 - Cybersecurity and Risk Management Credit Hours: 3
- MSBA 5910 - Security Operations, Assessments, and Testing Credit Hours: 3
- MSBA 5930 - Secure Information Systems Development Credit Hours: 3
- MSBA 6000 - Strategic Management Credit Hours: 3
- MSBA 6010 - Managerial Practicum Credit Hours: 3
- MSBA 6020 - Global Experience Credit Hours: 3

Certificate Total Credit Hours = 12

Contact Information:

Dr. Billy Stone

Assistant Professor of Marketing & Management Studies;

MBA Program Coordinator

Phone: (304) 367-4115

Email: William.Stone@fairmontstate.edu

Courses

Prerequisite. These courses must be passed before enrollment in the course in question.

Co-requisite. Must be taken concurrently with the course in question.

Architecture

ARCH 5500 - Community Design Studio

Credit Hours: 6

Advanced studio problems in architecture with emphasis on the built environment of the small city; topics include: regional culture, community connectedness, revitalization, development.

Prerequisite(s): Enrollment in the M. Arch program
Corequisite(s): ARCH 5510 - Designing in a Small Urban Context Seminar

ARCH 5501 - Community Design Assistance Center-Leadership

Credit Hours: 3

The Community Design Assistance Center is the outreach arm of the Architecture program. Focusing on projects within the small city context, student interns take on leadership roles in design and planning assistance for non-profit community organizations and groups.

Prerequisite(s): Enrollment in the M. Arch program

ARCH 5502 - Community Design Assistance Center-Leadership

Credit Hours: 3

This Course is a continuation of ARCH 5501. The Community Design Assistance Center is the outreach arm of the Architecture program. Focusing on projects within the small city context, student interns take on leadership roles in design and planning assistance for non-profit community organizations and groups.

Prerequisite(s): Enrollment in the M. Arch program

ARCH 5510 - Designing in a Small Urban Context Seminar

Credit Hours: 3

This course explores architectural concepts within the context of cities of less than 50,000. Topics Include urban design, historic preservation, and social and cultural implications for the community.

Prerequisite(s): Enrollment in the M. Arch program

ARCH 5540 - Professional Practice

Credit Hours: 3

This course introduces the business of architecture, and the architect's legal and ethical responsibility for the public good; also, the collaborative nature of contemporary practice.

Prerequisite(s): Enrollment in the M Arch Program

ARCH 5550 - Comprehensive Design Studio

Credit Hours: 6

Through the design of a large building (15,000 - 25,000sf), this course integrates the gamut of pre-design and design criteria, systems, and technology; emphasizing life safety, sustainability, and context as design determinates.

Prerequisite(s): ARCH 5500 - Community Design Studio; ARCH 5510

Corequisite(s): ARCH 5560 - Architecture Design Seminar 2: Sustainable Design

ARCH 5560 - Architecture Design Seminar 2: Sustainable Design

Credit Hours: 3

This course presents a sustainable approach to architecture considering social and economic issues; resource conservation through design of site, building envelope, and the building systems.

Prerequisite(s): ARCH 5500 - Community Design Studio; ARCH 5510 - Designing in a Small Urban Context Seminar

ARCH 5580 - Architectural Practice Program

Credit Hours: 3

This course offers students the opportunity for selected practical experience intermingled with an academic background. Students participate in the NCARB intern development program (IDP), working in a professional setting. Students meet with faculty to develop and assess progress toward completing the established learning goals.

Prerequisite(s): Enrollment in the M. Arch program

ARCH 5585 - Architecture Study + Travel

Credit Hours: 3

Study + Travel to a significant architectural site(s) across the globe. The course's main objective is to facilitate a student's interconnections with architecture, art, and history that have contributed to the life and culture of humankind. This course will allow students to better understand the influence of the past on the present, and ponder the evolving future. In the classroom, students will study the history and culture of the site(s) to be visited. In the field, students will visit important architecture, museums and historic sites, and learn to navigate through an environment that is foreign to them. This course seeks to develop skills students will need in order to explore cultures and civilizations outside their own and encourage teamwork as they explore.

Prerequisite(s): Enrollment in the M. Arch program

ARCH 5599 - Special Topics in Architecture

Credit Hours: 1-6

This course provides students with further opportunities to study principles and concepts in selected areas of specialization, to be determined by the instructor and to be approved by the department chair. Credits earned will be applicable as free electives in degree and certificate programs. Repeatable

ARCH 6601 - Community Design Assistance Center-Leadership

Credit Hours: 3

This Course is a continuation of ARCH 5501/ARCH 5502, with additional concentration on project management. The Community Design Assistance Center is the outreach arm of the Architecture program. Focusing on projects within the small city context, student interns take on leadership roles in design and planning assistance for non-profit community organizations and groups.

Prerequisite(s): ARCH 5502 - Community Design Assistance Center-Leadership

ARCH 6610 - Advanced Study Proposal

Credit Hours: 3

Study and research toward an individual research area culminating in a proposal that includes a plan for research, research methods to be employed, preliminary research, a defined focus, and a preliminary schedule for the Advanced Studio Design Project in the final semester in the Master of Architecture program.

Prerequisite(s): ARCH 5540 - Professional Practice
Corequisite(s): ARCH 5500 - Community Design Studio

ARCH 6650 - Advanced Architectural Design Studio

Credit Hours: 6

Advanced architecture projects are pursued through integration of research, critical thinking, design and representation. This is the terminal requirement for the Master of Architecture degree.

Prerequisite(s): ARCH 6610 - Advanced Study Proposal

ARCH 6670 - Architectural History/Theory Seminar

Credit Hours: 3

A survey of architectural thought from pre-classical times to the present. Humankind's relation to the world via the approach to the making of structures and artifacts will be examined through readings of selected architectural treatises, manifestoes, and other philosophical texts. Emphasis will be given to the trajectory of Western thought while potentially comparing the diverse thought of other cultures from across the globe, and across time.

Prerequisite(s): Enrollment in the M. Arch program and consent of Instructor

ARCH 6680 - Architectural Practice Program

Credit Hours: 3

This course offers students the opportunity for selected practical experience intermingled with an academic background. Students participate in the NCARB intern development program (IDP), working in a professional setting. Students meet with faculty to develop and assess progress toward completing the established learning goals.

Prerequisite(s): Enrollment in the M. Arch program

Business Administration

MSBA 5000 - MBA Essentials

Credit Hours: 3

The MBA Essentials is designed as an efficient method to convey core business concepts and to begin a team-building process among the MBA students that will continue throughout the program. Essentials will be an intensive, one-semester, three credit-hour experience that mixes internet and in-class learning of core business concepts and terminology. Students will use knowledge from the core areas to integrate their prior learning and business experience, and develop the cross functional approach to business problem solving that is required for the 21st century. Course Graded on a Credit/No Credit basis

MSBA 5100 - Personal Development Workshop

Credit Hours: 3

The course will focus on self-assessment, development and actualization issues. Autobiography and biographic exercises will be used to explore the self. Also, topics such as work-life balance, personal financial management, career planning will be discussed.

MSBA 5110 - Leadership Workshop

Credit Hours: 3

The class will examine human behavior in organizations at the individual, interpersonal and group levels. The interplay of human, technological, and structural factors in organizations will be examined. Important issues to be considered will also involve motivation theories, communication, and group decision theories for managerial applications. The class will look at how we can design jobs and organizational structures and techniques to be used for evaluating and rewarding performance. Similarly, the class will look at techniques for the development of team building, leadership and conflict resolution skills. Focus is given to leadership approaches, job enrichment, quality of work life and employee attitudes and achievement.

MSBA 5120 - Tactical Human Resources Practices

Credit Hours: 3

Students will learn about the four primary functions of HRM staffing, training and development, motivation and maintenance. Students will also learn how to apply the tactics in each of these functions in a legal, practical and ethical manner in the workplace. This course will combine lecture and case study methodology.

MSBA 5130 - Labor Relations and Dispute Resolution

Credit Hours: 3

This course will focus on labor-management relations in the U. S., particularly in a unionized environment. The course will begin by covering the history of labor-management relations as well as the major legislation and court precedents that govern labor relations in the U.S. The main emphasis of the course will be on understanding dispute resolution processes and emerging issues in dispute resolution through a heavy reliance on case study analysis.

MSBA 5140 - Strategic Human Resources Management

Credit Hours: 3

Students will learn to apply Human Resource practices in a strategic manner and also to balance their role as strategic business partner and employee advocate in today's dynamic business environment. This course will be delivered primarily in a case study method.

MSBA 5200 - Management Information Systems

Credit Hours: 3

This course addresses three major computer issues. First, this course examines the business aspects of computer information systems, with a focus on hardware, software, and computer systems management. Second, it introduces business productivity software. In particular, it explores presentation and spreadsheet programs providing the students with considerable hands-on experience. Third, the course offers a case-oriented study of statistical data analysis for business decision making. Here, topics include: data summary measure, methods, population and sample characteristics, and linear regression, all implemented using the spreadsheet technology.

MSBA 5300 - Managerial Economics

Credit Hours: 3

Managerial Economics deals with a diversity of issues. For instance, the class will discuss ways of directing scarce resources in an efficient manner so as to attain managerial goals defined by the firm. To this end, students will learn to apply economic ideas, theories, and methodologies in a strategic manner to enhance corporate performance. Students will also analyze organizational structures in order to maximize corporate behavior in the multitude of industrial and service sectors in which firms operate. Discussion of additional pertinent topics will provide students with further ways of using managerial economics, tools and procedures in the modern business environment.

MSBA 5400 - Business Environments

Credit Hours: 3

This course is designed to introduce current developments involving societal and ethical challenges modern society presents to the corporate environment. Emphasis will be placed on areas such as stakeholders, corporate citizenship, social responsibility, globalization, and ethics.

MSBA 5550 - Financial Reporting and Analysis

Credit Hours: 3

Through the concentration on the accounting side of financial statements, students gain a basic understanding of GAAP and the accounting model in order to recognize the limits of financial reports while evaluating liquidity, debt, and profitability. The course will combine ethics, financial theory, case studies and internet based projects.

MSBA 5599 - Special Topics in Business Administration

Credit Hours: 1-6

MSBA 5600 - Marketing for Managers

Credit Hours: 3

The course will introduce marketing research and consumer behavior to the students. Topics such as product policy, pricing, promotion and distribution will be discussed. Case studies will be used to apply the concepts of marketing in the class.

MSBA 5700 - Quantitative Analysis

Credit Hours: 3

This class will cover descriptive and inferential statistics. Concepts such as probability, distribution, estimation, hypothesis tests, correlation and regression, Chi-square tests as well as nonparametric methods will be stressed. Emphasis will be on quantitative analysis for managerial decision-making.

MSBA 5710 - Operations Management

Credit Hours: 3

The purpose of this course is to provide students with a sound conceptual understanding of the role that management science plays in the decision-making process. The focus is on the part of management science referred to as quantitative approaches to decision making. This course will cover several quantitative techniques that are used in decision making processes such as linear programming, transporting problems, project management, inventory models, waiting line modes, decision analysis, and forecasting.

MSBA 5800 - Knowledge Management

Credit Hours: 3

This online course will provide students with a background in the development of Knowledge Management, KM models, how to capture, codify, and share knowledge within the organizational culture, various strategies and metrics, the KM Team, and future challenges for KM. It is a course based on not merely learning concepts, but also applying those concepts to facilitate business processes in a team effort.

MSBA 5810 - Project Management

Credit Hours: 3

The course introduces the concepts of operations research, scheduling, optimization and network techniques. The course will also cover on contract management especially with a focus on the government sector. Contract bidding, specifications compliance and other topics related to the industrial and government projects will be discussed.

MSBA 5820 - Advanced Project Management

Credit Hours: 3

Students will learn the how to initiate, plan, execute, control, and close projects. This course builds on the foundation knowledge gained in the Introduction to Project Management course. This is an in-depth focus on the practical application of project management skills. The course format will combine lecture and case study methodology.

MSBA 5850 - Project Management Capstone

Credit Hours: 3

This course allows students to gain comprehensive project management knowledge. The content addresses detailed coverage of the nine Knowledge Area and five Process Groups identified by the Project Management Institute and contained in A Guide to the Project Management Body of Knowledge (PMBOK Guide). It also exposes students to best practices required to pass national certifications in project management and offers tips for passing the exam. Course time and material aligns with the area of emphasis of the PMP exam in five process groups: Project Initiation, Project Planning, Project Execution, Project Monitoring and Control, Project Closure, Professional Responsibility.

MSBA 5900 - Cybersecurity and Risk Management

Credit Hours: 3

This course introduces information assurance and cyber security, providing a breadth of knowledge and skills that covers a wide domain. The intent is to introduce a wide-variety of topics relative to information assurance and cyber security as well as to drill down into one specific topic. This specific topic will provide a basic understanding of the Risk Management Framework (RMF) as it pertains to the systems development life cycle (SDLC). Additionally, it will provide guidance on how to use this understanding during the development, management, assessment and continuous monitoring of information systems.

MSBA 5910 - Security Operations, Assessments, and Testing

Credit Hours: 3

This course will introduce the students to concepts of security operations center and what it takes to monitor and secure an organization's digital infrastructure. Topics covered will include threat detection techniques, intrusion detection and recovery, malware analysis and reverse engineering concepts, and digital forensics. To supplement

the course work, students will participate in a semester project working in Security Operations Center, where students will apply the concepts they have learned in class to real world projects in the Center.

Prerequisite(s): MSBA 5900

MSBA 5920 - Big Data Analytics

Credit Hours: 3

This course will introduce the students to concepts of security operations center and what it takes to monitor and secure an organization's digital infrastructure. Topics covered will include threat detection techniques, intrusion detection and recovery, malware analysis and reverse engineering concepts, and digital forensics. To supplement the course work, students will participate in a semester project working in Security Operations Center, where students will apply the concepts they have learned in class to real world projects in the Center.

Prerequisite(s): MSBA 5910

MSBA 5930 - Secure Information Systems Development

Credit Hours: 3

This course infuses the concepts of building security into the system development process. Leaders and managers involved with the development of systems will learn topics such as secure system development approach, protection strategies, secure architectures, web application testing, static and dynamic security analysis.

Prerequisite(s): MSBA 5910

MSBA 6000 - Strategic Management

Credit Hours: 3

This course will enable students to identify, comprehend and appraise an organizations strategies and policies. Topic will include industry and competitive analysis, corporate and competitive strategies, competing in global, fragmented and integrated industries. The course provides students with the methodology to formulate and implement strategy, and to analyze possible consequences of strategic and policy actions. This course is designed to offer a capstone experience in which students will assimilate the various methods, concepts, and leadership tools offered throughout the MBA program.

MSBA 6010 - Managerial Practicum

Credit Hours: 3

Students will work with a regional organization (i.e. business, non-profit, health care, etc) to solve real world problems in the role of an independent consultant. Students will work with the employer to identify the managerial issues and will apply learning from their coursework to solve these issues. Students will make a presentation to the local employer and will submit a written case analysis of their project. Graded on a Credit/No Credit basis

MSBA 6020 - Global Experience

Credit Hours: 3

This course is designed to expose students to international markets. It is intended to provide students with an understanding of the short-run and long-run decisions that managers of multinational business must make in the course of formulating and implementing specific business plans, along with an in-depth exposure to the techniques and tools that are available for use by international managers. This course may involve an international study tour abroad.

Continuing Education/Professional Development

GRST 5099 - Graduate Studies

Credit Hours: 1-4

This is a special topics course which engages non-degree seeking graduate students with credit for professional development workshops, continuing education credits, or credit for engaging in a grant related experience. While these credits may be used for education re-certification or "plus hours" toward a salary increase, these credits are not designed to be used toward a degree program.

Criminal Justice

CRIM 5504 - Constitutional Law

Credit Hours: 3

This course will deal with constitutional law relating to the function of the police and other government agents in our society, as well as the relationship between citizens and the government in the context of the Constitutional rights of citizens of the United States.

CRIM 5505 - Terrorism

Credit Hours: 3

A course designed to give the student an in-depth understanding of the problem of terrorism and political violence. The student will define terrorism, examine its origins, characteristics, nature and trends, analyze in detail various terrorist organizations, and address selected problems in response to terrorism.

CRIM 5525 - White Collar Crime

Credit Hours: 3

Employs both the social science and legal approaches to examine crime committed by corporations as well as by individuals who wear "white collars"; covers how such crimes are socially defined, who commits them, who is victimized by them, which social contexts promote them and how society responds to them.

CRIM 5599 - Special Topics in Criminal Justice

Credit Hours: 1-6

Special topics courses are offered at the discretion of the department in a wide area of subjects directly related to law enforcement, courts, corrections or security. Special topics courses permit innovative new courses on an experimental basis that addresses new developments in the field of criminal justice. (Students may enroll in no more than 6 hours of Special Topics courses.)

CRIM 6601 - Advanced Criminal Justice Studies

Credit Hours: 3

This course will analyze of individual elements of the criminal justice process, including police, courts, corrections, and juvenile justice and the analysis of interactions among these elements. The design of the course includes theoretical perspectives on criminal justice and the examination of empirical research. Students will explore the application of planning and other administrative processes to criminal justice.

CRIM 6602 - Advanced Criminal Law

Credit Hours: 3

Considers selected issues in substantive criminal law including the bases of culpability, burdens of proof, evidentiary standards, rationales for punishment, and defenses such as justification, insanity, and duress.

CRIM 6610 - Advanced Penology

Credit Hours: 3

Examines the development of ideologies pertaining to the punishment of offenders. Explores the rationales for punishment and imprisonment, including deterrence, retribution, incapacitation, and rehabilitation. Delves into alternatives to incarceration and evaluates recommendations for penal reform.

CRIM 6611 - Internship

Credit Hours: 3

A supervised professional study conducted in the criminal justice field setting. It is designed to enhance the student's academic experience through a planned program of observation, study and participation in a selected criminal justice agency.

CRIM 6615 - Comparative Analysis of Criminal Justice Systems

Credit Hours: 3

Compares and contrasts the criminal justice system in the United States with those of selected countries. The course will cover similarities and differences in the administration, organization, functions, and objectives of the criminal justice process.

CRIM 6620 - Advances Theoretical Criminology

Credit Hours: 3

Examines the historical development of criminological theories. Considers biological, psychological and sociological explanations for the criminal behavior. Reviews key themes of classical, positivist, and critical criminology. This course is required of all graduate students in the criminal justice program.

CRIM 6625 - Victimology

Credit Hours: 3

Examines the role of the victim in the crime process along with patterns and trends in victimization. Identifies the categories of people facing the greatest risks and assesses victim-blaming arguments invoking facilitation, precipitation and provocation. Analyzes the handling of street crime victims by the criminal justice system and explores the victims' rights movement.

CRIM 6630 - Seminar in Law Enforcement

Credit Hours: 3

An analysis of the strategies and programs utilized in modern police work. Previous research studies and contemporary methods for assessing the effectiveness of current practices are examined.

CRIM 6635 - Seminar in Offender Rehabilitation

Credit Hours: 3

An analysis of the strategies and programs utilized in modern offender rehabilitation. Previous research studies and contemporary methods for assessing the effectiveness of current practices in treatment and rehabilitation are examined.

CRIM 6640 - Seminar in Corrections

Credit Hours: 3

An analysis of the strategies and programs utilized in modern penology. Previous research studies and contemporary methods for assessing the effectiveness of current practices in corrections are examined.

CRIM 6645 - Independent Study

Credit Hours: 3

Research of a significant issue or problem in criminal justice. Students involved in this course will conduct surveys and applied research projects as approved and supervised by a criminal justice faculty member. Instructor and graduate program coordinator approval required

CRIM 6650 - Seminar in Criminal Justice Planning and Evaluation

Credit Hours: 3

A systematic review of procedures to plan and evaluate criminal justice organizations and their operations with a focus on solutions to particular administrative problems associated with bureaucracy and complex organizations. This course is required of all graduate students in the criminal justice program.

CRIM 6655 - Applied Research Methods

Credit Hours: 3

Examines the empirical and scientific perspectives in criminal justice. Explores current research methods as they relate to criminal justice, application and interpretation of data from research problems, and the evaluation of research designs and their implementation in criminal justice. A unique feature of this course is that students will actually conduct research. This course is required of all graduate students in the criminal justice program.

CRIM 6656 - Applied Statistics

Credit Hours: 3

Presents the nature of the research process and guidelines for formulating research questions and testable hypotheses. Reviews the methods of operationalizing variables and indicators, collecting data, data analysis and fundamentals of statistical procedures commonly used in criminal justice research. This course is required of all graduate students in the criminal justice program.

CRIM 6695 - Capstone

Credit Hours: 3

The Capstone course is a test of knowledge of the required courses of the program, in alignment with program outcomes. This is a team-taught, credit/no credit (i.e., pass/fail) course taught in four modules spanning the entire semester. Students must be in their final semester, with no incomplete grades in order to register for the Capstone.

CRIM 6696 - Thesis I

Credit Hours: 3

During the first thesis course, students will identify a Chair and committee, plan their study, successfully defend their prospectus, and begin their IRB application. This is a credit/no credit (i.e., pass/fail) course.

CRIM 6697 - Thesis II

Credit Hours: 3

During the second thesis course students will secure IRB approval, collect and analyze data, and successfully defend their thesis. This is a credit/no credit (i.e., pass/fail) course.

Education

EDUC 5000 - Principal as a Leader

Credit Hours: 3

Through data-driven decision making, students will examine the significance of their role as leader in establishing a direction for continued improvement and student achievement.

EDUC 5005 - Organizational Leadership

Credit Hours: 3

Students will examine components of building or reconfiguring new school, fiscal and personnel management, staff safety, and the internal and external implications of decisions made by principals.

EDUC 5010 - Ethics and School Law

Credit Hours: 3

Students will investigate laws, policies, and ethical challenges governing Pre-K through 12 education; and examine how policies can help or hinder a principal when resolving conflict; impact of those decisions and rulings in the school setting; federal and state laws that protect the students identified with special needs.

EDUC 5015 - Community Relationships

Credit Hours: 3

Students will gain insight into the value of appropriating funds from the community; development of community and business partnerships; develop strategies when dealing with difficult situations that may occur with the school or parents; and the use of social media and the role it plays regarding communicating between the community, parents, students and school.

EDUC 5020 - Transformational Leadership

Credit Hours: 3

Students will examine the skills and characteristics of transformative leaders and how the principal as a leader empowers all members of the learning community to improve form within. Course topics include the impact of curriculum and instruction on addressing student needs, school culture, teacher/staff/student accountability.

EDUC 5025 - Current School Issues

Credit Hours: 3

Students will examine educational issues that impact the student learning, the classroom and management of the school. Students also research local issues of the educational setting (e.g., disgruntled employee, parent, student, or community member) and the impact of these issues on the school.

EDUC 5030 - Superintendent Role Regarding Board, Community and Curriculum

Credit Hours: 3

Candidates will examine different ways a superintendent and board of education can create a positive and productive working relationship; strategies for reporting data to the community that build trust and respect; and how to set high expectations with the principal and staff.

EDUC 5030 - Superintendents Role Board and Community

Credit Hours: 3

Students will examine different ways a superintendent and board of education can create a positive and productive working relationship; strategies for reporting data to the community that build trust and respect; and how to set high expectations with the principal and staff.

EDUC 5035 - Superintendent as Leader/Manager

Credit Hours: 3

Students will examine the role of the superintendent to build and foster collaboration within the community, how to address conflict, monitoring fiscal accounting and management systems using technology to enhance system operations, utilizing district demographics to make informed decisions, and collaborations between community agencies and post-secondary institutions.

EDUC 5040 - Building-Level Internship

Credit Hours: 1-3 (variable credit)

This course is a variable credit (1-3-credit hours) internship in a public-school setting in order to provide students the opportunity to apply, practice, and refine the knowledge and skills acquired from course work. Up to 3-credit hours

Prerequisite(s): Students must be enrolled in Principal

Certificate, Educational Leadership Certificate, or M.Ed. In Educational Leadership program.

EDUC 5045 - District-Level Internship

Credit Hours: 1-3 (variable credit)

This course is a variable credit (1-3-credit hours) internship in a public-school setting in order to provide students the opportunity to apply, practice, and refine the knowledge and skills acquired from course work. Students must be enrolled in Educational Leadership Certificate or M.Ed. In Educational Leadership program. Up to 3-credit hours Required

EDUC 5099 - Special Topics in Education

Credit Hours: 1-6

EDUC 6195 - Field Experience I

Credit Hours: 1

Candidates in the Master of Arts in Teaching complete a 30-hour supervised clinical placement in a public-school classroom.

Corequisite(s): EDUC 6306

EDUC 6295 - Field Experience II

Credit Hours: 1

This field-based semester long experience must be completed in an approved school setting. This field experience will allow the teacher candidate the opportunity to apply and reflect on content area skills as well as pedagogical knowledge, and dispositions in a classroom setting with a certified teacher. This experience will allow for immersion in a K-12 learning community so the teacher candidate can demonstrate proficiencies in planning, instructing, assessing, and collecting and using assessment data to inform teaching decisions in the classroom setting. This course is taken the semester before student teaching.

Corequisite(s): EDUC 6307

EDUC 6300 - Foundations of American Education

Credit Hours: 3

This course provides the teacher candidate with an overview of the profession. Its primary purpose is to provide students with information prerequisite for formulating an informed career decision and a professional commitment to teaching. It also includes an analysis of the historical, philosophical, and sociological bases for instructional programs, instructional strategies and teaching behaviors in American education.

EDUC 6301 - Research in Education

Credit Hours: 3

Provides candidates with the knowledge, skills and techniques necessary to understand and design research as applied to teaching and learning and other applied contexts with an emphasis on methodology; including quantitative, qualitative, and action research methods.

EDUC 6302 - Advanced Studies in Human Development

Credit Hours: 3

Advanced study of the physical, cognitive, emotional and social development of children and adults utilizing current theories of development and research implications.

EDUC 6303 - Advanced Studies in Educational Psych

Credit Hours: 3

Study of the development and behavior of the school-aged child with attention to current research and theories of classroom learning and curriculum innovation.

EDUC 6304 - Diversity and Disability

Credit Hours: 3

A survey of the legal foundations, etiologies, characteristics, learning styles, and learning problems of individuals with exceptionalities. State and Federal definitions, policies and guidelines for individuals with exceptionalities will be examined.

EDUC 6305 - Advanced Educational Technology and Media

Credit Hours: 3

Advanced study of the design, development and integration of educational technology and media for teaching, learning and personal productivity, including principles of multi-media design and production and web-based formats.
Note: This is an Open Educational Resource (OER) Course

EDUC 6306 - Instructional Design I and Education Evaluation

Credit Hours: 3

This course is designed to integrate the theory and practice of how planning, instruction, and assessments are aligned to maximize student learning. This course provides the space for teacher candidates to create and evaluate the effectiveness of a range of teaching materials including, but not limited to, lesson plans, assessments, and scoring tools in teaching and assessing content standards.

Corequisite(s): EDUC 6195

EDUC 6307 - Instructional Design II - Methods

Credit Hours: 3

In this course teacher candidates/students will demonstrate their ability to synthesize components/elements of effective teaching which include but are not limited to: planning/objectives, assessment/measurement/grading, instructional strategies, curriculum, and classroom management.

Corequisite(s): EDUC 6295

EDUC 6350 - Introduction to Trauma-Informed Care and Resiliency

Credit Hours: 3

The purpose of this course is to provide class participants with the knowledge and skills necessary to develop, implement, and evaluate the impact of trauma on students. The focus will be on the systemic supports required to address the needs of all students from Pre-K to 12, including those with disabilities. Emphasis will be placed on using a problem-solving, data-based decision-making method to facilitate the development and implementation of a comprehensive approach that leads students towards resiliency.

EDUC 6351 - Trauma-Informed and Resilience-Focused Interventions

Credit Hours: 3

This course takes participants deeper into the brain science of trauma and toxic stress, exploring the polyvagal theory, epigenetics, and the science of resilience. The content emphasizes the importance of hope when working with at-risk students. Participants will learn about the SITCAP® model (Structured Sensory Interventions for Traumatized Children, Adolescents, and Parents) and practice sensory-based interventions. Experiential activities will showcase how to process trauma to nurture and restore resilience in students of all ages.

Prerequisite(s): EDUC 6350

EDUC 6395 - Capstone Research Project

Credit Hours: 3

Action Research in Education focuses on the development and implementation of a research design using action research or basic applied research methodology. Through this course, students will demonstrate competence in research; teacher candidates focus on improving teaching and learning, other candidates focus on contributing to the research base in their fields. The course prepares graduate students in the M.Ed. programs to design, implement and disseminate the results of research project in a school or other professional setting.

Prerequisite(s): EDUC 6301

EDUC 6494 - Action Research and Portfolio (on-line) Development

Credit Hours: 2

In this series of courses Master of Arts in Teaching candidates will complete two capstone experiences. Candidates apply action research methodology to design, implement and disseminate a classroom-based study focused on student learning in the context of student teaching. This course also supports the development and presentation of candidates' reflective showcase portfolios.

Corequisite(s): EDUC 6495

EDUC 6495 - Student Teaching

Credit Hours: 4

Candidates in the Master of Arts in Teaching program complete 16 weeks of supervised student teaching in a public-school classroom.

EDUC 6496 - Teacher Performance Assessments

Credit Hours: 2

In this course, student teachers will analyze their teaching practice through examination of a range of artifacts including videos of their instruction, analysis of student work samples, and tools they design to engage, support, and assess K-12 students. Throughout this course, student teachers will demonstrate their readiness to teach and adjust their instruction to meet their students' needs and improve student learning. 2 Hours Required

Prerequisite(s): EDUC 6295

Corequisite(s): EDUC 6495

EDUC 6805 - Rights and Responsibilities in the New Media Age

Credit Hours: 3

This course is an introduction to the rights and responsibilities that relate to creating and using digital media in learning environments. Topics such as intellectual property law, confidentiality, privacy, and ethics will be explored.

EDUC 6806 - Assessment in the New Media Age

Credit Hours: 3

This course will allow students to explore the role of assessment in the learning and teaching process with technology and digital media. Students will learn to design meaningful and authentic assessments with technology in their educational setting and to recognize the role that assessment and formative feedback plays in learning.

EDUC 6809 - Teaching in the New Media Age

Credit Hours: 3

This course supports a broad perspective of literacy in the digital age grounded in social and cultural theories and how these perspectives support effective technology integration in schools and other contexts to support learning. Participants examine the social changes resulting from advancements in information and communication technologies; consider the role of multi-modality in literacy learning across content areas and contexts; and develop strategies for bridging digital literacies with the print practices valued in academic and work settings.

EDUC 6810 - Critical Media Literacy and Digital Storytelling

Credit Hours: 3

Rapid advancements in digital technologies have increased the media saturation of our everyday lives. Citizens in the digital age require knowledge's and strategies for engaging with and analyzing the multimodal texts they encounter on a daily basis. In this course participants will learn how to interpret and make informed judgments about media, as well as to become skillful creators of media messages as they develop instructional activities for teaching media literacy in higher education, K-12 classrooms, and workplace contexts.

EDUC 6811 - Learning Communities in the Digital Age

Credit Hours: 3

This course will allow students to explore the role of communities in the learning and teaching process with technology and digital media. Students will learn to foster communities of learners with technology in their educational setting and to recognize the role that the larger community and society plays in learning and teaching.

EDUC 6812 - Technology, Leadership, and Change

Credit Hours: 3

Students will study how to effectively mentor and collaborate with others. Students understand their role as "change agents" by encouraging collaboration and shared inquiry and helping novices build networks with other novices and their more experienced colleagues. In this course students take on a mentor, collaborator, or leadership role to help them integrate technology meaningfully into their school, workplace, or organization. Participants will examine the affordances and constraints of technology hardware and software to determine cost benefits in order to meet instructional goals or workplace needs.

EDUC 6813 - Blended and Online Learning Environments

Credit Hours: 3

This course is an introduction to the principles of instructional design and its relationship to blended and online learning environments. Students will be introduced to how instructional design principles are used in and outside formal education to achieve outcomes for an intended audience.

EDUC 6814 - Game Design and Learning

Credit Hours: 3

In this course participants will learn about the potential of gaming and game design for learning both in and out of the classroom. Throughout the course participants will examine research related to the effects of gaming and game design on cognition and learning and will design games to address an instructional or training dilemma in either a school or workplace setting.

EDUC 6815 - Programming for Learning

Credit Hours: 3

This course will provide students with an overview of programming languages and how the underlying code impacts educational technology and learning. Through a problem-based approach, students will be introduced to several programming languages, working from programming as graphical puzzles to some basic written code.

EDUC 6816 - Curriculum in the New Media Age

Credit Hours: 3

In this course participants will critically reflect on the nature of information in the digital age, and its social, cultural, and philosophical impact on society. Participants will come to understand how web-based information is organized in order to identify the best sources of information and effective strategies in locating, evaluating, synthesizing, using, creating, and communicating information for a given need. Participants will also identify differences between traditional school-based research projects and the information seeking behaviors used in workplace settings in order to create instructional materials that support information literacy that aligns more closely with the skills needed for 21st century workplace settings.

EDUC 6817 - Tech Tools in Learning

Credit Hours: 3

This course addresses various technology tools that may be used in online courses. The course is designed to provide students opportunities to apply online technology tools to their particular areas of interest in online course development.

EDUC 6818 - Practicum

Credit Hours: 3

In this course, participants will serve as a technology mentor for either a K-12 teacher, university faculty member, or community member seeking to integrate technology into their teaching practices. Participants will document the technology integration process and products developed as a result of the collaboration. Special attention will be paid to overcoming barriers (i.e., access, policy, teacher attitudes, time constraints) to using new technologies in educational settings and improving the design of professional development experiences for educators.

Corequisite(s): EDUC 6395

Engineering

MSET 5400 - Leadership in Engineering and Technology Management

Credit Hours: 3

Examination of leadership and management methodologies necessary to be successful in engineering and technology intensive organizations.

MSET 5500 - Organizational Performance and Change Management

Credit Hours: 3

Examination of strategies for change management, developing an organizational culture, team development, use of internal and external consultants, ethical dilemmas, and diagnostic models to improve effectiveness and efficiency.

MSET 5600 - Cross-Cultural Training and Performance Improvement

Credit Hours: 3

The design, implementation, and evaluation of strategies to improve functional capabilities, teamwork, and diversity in business and industry. Content areas addressed include the need for cross-cultural and diversity training, performance improvement, and evaluation methods.

MSET 6100 - Engineering Economic Analysis

Credit Hours: 3

Study of the costs and benefits of engineering investments, products, technology developments, and capital purchases. An emphasis is placed on the analysis and frameworks for making decisions of economic worth with competing designs and managing technologies over their lifecycles.

MSET 6200 - Engineering and Technology Management

Credit Hours: 3

Principles of engineering and technology management focusing on process and system analysis to evaluate strategies for business and industry transformation. Concepts addressed includes design and reliability, operations, optimization and efficiency techniques, testing and verification, manufacturing and supply chain constraints.

MSET 6300 - Engineering Project Management I

Credit Hours: 3

Examination of project management from an engineering perspective with an emphasis on how a lead engineer must organize, plan, implement, and control tasks to achieve an organization's schedule, budget, and performance objectives. Emphasis placed on the areas of project initiation, work breakdown structures, use of Gantt charts, networking diagrams, budgeting, quality and risk assessment, and contractual arrangements.

MSET 6400 - Engineering in Production Systems

Credit Hours: 3

Study of quality control methods in production systems. Students will learn engineering methods for analysis, design, and continuous improvement of production systems.

MSET 6500 - Total Quality Management and Policy

Credit Hours: 3

Examination of management strategies and policies used in industry, engineering, and technology activities to provide continuous improvement of quality, performance, and competitiveness. Course emphasis on implementing strategies beneficial for strategic management, globalization, sustainability, and decision-making.

TECH 6000 - Research Methods in Engineering Technology

Credit Hours: 3

Study of research designs and methods applicable to industrial and engineering problems. Emphasis on defining research problems, collecting, recording, analyzing, and interpreting data with implications for further research

TECH 6700 - Action Research in Engineering and Technology

Credit Hours: 3

Culminating experience in graduate studies for students in the Department of Engineering Technology. Students will be involved in a comprehensive study and development of a written report of an applied research problem related to engineering or technology. The experience may be involved with a field and/or a laboratory research endeavor.

TECH 6998 - Thesis

Credit Hours: 3

Supervised research related to engineering or technology in the College of Science and Technology, by arrangement.

Exercise Science

PHED 6395 - Capstone Research Project

Credit Hours: 3

The course focuses on the development and implementation of a research design using action research or basic applied research methodology. Through this course, students will demonstrate competence in research; contributing to the research base in their

respective fields. The course prepares graduate students in the M.Ed. programs to design, implement and disseminate the results of research project in a school or other professional setting.

Prerequisite(s): EDUC 6301

PHED 6405 - Lab Techniques of Health Promotion/Exercise Science

Credit Hours: 3

Theoretical and practical understanding of physiological instrumentation and measurement in exercise science, including practical laboratory experiences, as preparation for graduate research or other clinical testing opportunities.

PHED 6406 - Statistics in Exercise Science

Credit Hours: 3

The application and uses of statistics commonly used in the field of physical education/exercise science. Testing procedures include but are not limited determining appropriate statistical test to perform, interpreting results and determining appropriate follow-up test as needed. Emphasis is on design of experiments and appropriate statistical test usage, and interpretation of statistics.

PHED 6412 - Cardiovascular/Pulmonary Exercise Physiology I

Credit Hours: 3

This course is designed to be comprehensive study of the physiological responses to human movement and chronic exercise. The course will encompass the acute physiological responses and chronic adaptations to exercise. Emphasis on will be placed bioenergetics, metabolic pathways, cardiopulmonary and hormonal response to acute and chronic exercise. The major goal of the class will be to develop a fundamental understanding of exercise physiology that will, a) allow the student to utilize exercise physiology in their daily lives and future profession, b) prepare the student to take additional graduate courses in exercise science major.

PHED 6413 - Neuromuscular Exercise Physiology II

Credit Hours: 3

This course is designed to provide the student with a comprehensive study of important and basic concepts within structure and function of the motor unit. An emphasis will be placed on an advanced study of the normal function of skeletal muscle along with applications dealing with the response of skeletal muscle to exercise/overload, aging, disease, disuse and injury.

PHED 6416 - Advanced Strength & Conditioning

Credit Hours: 3

This course examines the scientific principles and procedures involved in the assessment of physical fitness and exercise prescription. Special attention is given to understanding and implication of advanced methods and techniques associated with the design of strength and conditioning programs to enhance human performance in sport and fitness.

PHED 6417 - Impact of Exercise on Health & Disease

Credit Hours: 3

A study of the role of exercise in the prevention and rehabilitation of cardiopulmonary diseases. Emphasis on patient/client education, programming, and assessment.

PHED 6418 - Wellness Programming

Credit Hours: 3

This course is designed to introduce the student to the concepts and theories of wellness, how to conduct assessments and evaluations of individuals and programs, how to design a wide variety of health promotion programs and understand the model of behavior change.

PHED 6480 - Seminar in Exercise Science

Credit Hours: 3

Discussion and presentations on current issues involving the discipline of Exercise Science. May be repeated for credit. Same seminar topic cannot be repeated.

PHED 6490 - Internship in Exercise Science

Credit Hours: 3

The purpose of this internship is to provide students with

the opportunity to gain practical experience in the field of exercise science. This experience allows students to gain practical real world experience and apply their theoretical knowledge under the supervision of professionals within the field of exercise science/wellness. 120 hours of actual clock time are required for completion of this internship.

PHED 6499 - Thesis

Credit Hours: 3

This course allows a student the opportunity, with the guidance of the thesis chair, to independently design and complete a research study within the field of exercise science. This course requires a written paper and an oral defense presentation to the Thesis Committee.

Healthcare Management

MHCM 5010 - Designing an Effective Care Continuum

Credit Hours: 1

This on-campus seminar focuses on patient transition from acute (e.g., community hospital, regional hospitals) to sub-acute (skilled nursing, rehab, LTCH) to home (home health, hospice, medical home model, outpatient services). It is an examination of challenges in care continuity, starting with basic access to primary care to ultimate issues dealing with length of stay, benefit days, and discharge planning to an appropriate level of care, as well as, the issues involved: family dynamics, physician/specialist coordination, and effective resource utilization by key healthcare managers and staff. A patient with at least 5 chronic health conditions (blood pressure, diabetes, lung disease, infection, kidney, etc.) can see up to as many as 10 different physicians directing care and not always in a coordinated fashion. A typical hospitalized inpatient (elderly, fragile) will have an admitting physician and at least 4 or 5 consulting specialists. Understanding the basics of the continuum of care at various levels, as well as impact of managed care on choice, length of stay, and where service is approved is addressed. The current directives for bundled payment initiatives and penalties for hospital re-admission will be discussed. This seminar covers post-acute services and how they are financed, and why coordination of patient transfer or handoff must be done so that readmission to the acute care hospital within 30 days does not occur.

MHCM 5020 - Lean Six Sigma

Credit Hours: 1

This on-campus seminar focuses on the knowledge and skills required to interpret quality standards, design effective data collection systems, and utilize concepts known as Lean Six Sigma. Six Sigma(6σ) is a set of techniques and tools for process improvement. Developed in the mid-1980s for manufacturing, it has been adapted to healthcare as it seeks to improve the quality of the output of a process by identifying and removing the causes of defects and minimizing variability in processes. The goal is to identify problems, create solutions, monitor outcomes in a follows a defined sequence of steps. The seminar will look at issues in reporting outcomes and strategies from various perspectives - administrative, consumer and societal (government and organizations in the private sector that influence the source and use of funds). Effective use of data currently existing within the healthcare organization that is often overlooked, or not reported effectively, is also a key focus.

MHCM 5030 - Healthcare Quality

Credit Hours: 1

This on-campus seminar series continues to define models for assessing healthcare quality with practical application to various testing measures such as analysis of variance, statistical relevance, and data gathering. Use of Excel to model trends and other analysis will be included. Methods for making dashboards and other reporting summaries will be demonstrated.

MHCM 5100 - Leadership and Organization

Credit Hours: 3

This is a critical examination of leadership and organizational theories, and corresponding practices within the context of healthcare continuum (public health, community, acute care, post-acute continuum, home based services, medical home model, etc.). Emphasis is on theory, and application of theory, at the individual, interpersonal and group levels. Focus will be on critical assessment, practical application and exploration of effective and ethical leadership practices by senior level managers and executives, and understanding systems theory, culture, and change processes as they relate to individuals and systems that drive healthcare organizations. The interplay of human, technological, and structural factors in organizations will be examined. Important issues to be considered will also include motivation theories, communication, and group decision theories for managerial applications. This includes job design and organizational structures and techniques to be used for evaluating and rewarding performance. Similarly, the class will look at techniques for the development of team building, leadership and conflict resolution skills. Focus is given to leadership approaches,

job enrichment, quality of work life, and employee attitudes and achievement. (This course corresponds to MSBA 5110).

MHCM 5200 - Healthcare Finance and Strategy

Credit Hours: 3

This course is designed as an examination of standard cost accounting methods, financial monitoring and strategic planning in healthcare organizations. It also focuses on evaluation in the planning-implementation-evaluation cycle for return on investment as part of the financial planning process. Topics include various business perspectives, alternative evaluation designs and related methodologies including collaborative action research and issues related to design, measurement and utilization, whether the task is designing internal financial controls, contracting for out sourcing, or critically reviewing financial performance compared to benchmarks. Alternative payment and provider models are reviewed, along with current healthcare reform efforts and legislative proposals. Each participant will prepare a departmental budget/project budget in self-selected area of concentration.

MHCM 5300 - Healthcare Ethics and Corporate Accountability

Credit Hours: 3

Issues concerning the ethical, legal and social implications of advances in medical technology and clinical medicine are constant leadership challenges. From advances in transplantation to new legislation that provide healthcare access to underserved and vulnerable populations, professionals with advanced training in bioethical decision making are needed to address the ethical challenges of today and the evolving challenges of tomorrow. Major national and global public health challenges are introduced. The second half of this course examines key federal agencies (Centers for Medicare and Medicaid Services, Office of Inspector General, National Centers for Disease Control and Prevention, and the Food and Drug Administration to name a few) as well as the activity of state and other regulatory organizations. It also examines current outcome measures that affect payment in various settings, selecting performance improvement topics as part of annual strategy, analysis of trends for intervention, staff re-training needed, compliance with policies, and building support for compliant behaviors from ground up. This course examines what information is typically collected, shared and or distributed publicly-and how that affects perception of quality at an organization. With the advent of disclosure, roles and functions within a healthcare organization are examined in terms of ethics and corporate accountability.

MHCM 5400 - Medical/Legal Issues in Healthcare Delivery

Credit Hours: 3

This course examines the complex intersection of law and health systems, as well as, common legal issues encountered by healthcare leaders such as laws pertaining to professional liability, patient privacy and payment system management. It provides historical and contemporary discussions of legal issues that have, and will continue to shape medical care coordination, delivery and strategy in the United States. Legal issues regarding the healthcare organization and its trustees, administrators and medical staff are key focus points. The course investigates the legal basis of healthcare risk management in the United States to include constitutional provisions and federal statutes that influence public payment policy. It also prepares senior administrators for preventative measures in an increasingly litigious environment. It will include a general review of Stark III/IV, Office of Inspector General activities related to healthcare fraud and abuse, Sarbanes Oxley and other pertinent laws affecting federal payment and accounting practices. Major topics include state and federal regulation of healthcare providers and institutions; tort liability in the context of medical care; patient and provider rights and obligations; public and private insurance systems; and basic issues in bioethics and public health and the social forces that have shaped its historical development. Other topics may include ethical and legal challenges of telemedicine.

MHCM 5500 - Epidemiology and Population Health

Credit Hours: 3

The first half of this session serves as an introductory course in epidemiologic methodology covering study design for investigation of both infectious and chronic diseases. Evaluation of screening programs and health services research will also be discussed. Overview of community monitoring and role of public health for outbreak investigation, natural history of infectious diseases, validity of clinical tests, and overview of data collected by states (vital statistics) as well as the role of community responsiveness (disaster and high risk preparation/Homeland Security). The second half of the course involves developing a project that addresses an identified community need. The role of Community Health Needs Assessment as part of the Affordable Care Act is included as well as methods in conducting them to comply with IRS requirements.

MHCM 5600 - Healthcare Policy, Trends and Public Financing

Credit Hours: 3

This examination of the politics of federal and state health policy process includes effects of political structure and institutions on various social factors, interest groups, classes and social movements. Unfunded mandates such as some provisions of the Patient Protection and Affordable Care Act that affect state budgets (e.g., expansion of Medicaid eligibility) are reviewed. Course participants examine the influences and functions of government agencies, legislative processes and procedures and executive branch rule-making. Course participants will objectively evaluate how policy changes occur at the federal and state levels and then how they subsequently affect your functioning as a citizen and a professional. Class lecture will focus on the legislative path of federal law and then follow it through to the outcomes at the state level. Course participants will explore the importance of developing relationships, communication and advocacy strategies with elected officials and various stakeholder groups that interact with the federal and state legislative processes. A historical overview of American health policy will set the framework from the turn of the century to current or proposed payment systems and initiatives.

MHCM 5700 - Healthcare Economics

Credit Hours: 3

This course covers micro-economic theory focusing on patient demand for services and supply of services based on the complex regulatory environment in healthcare organizations. Course participants will learn to analyze health policies, as well as, the behaviors of patients, insurers, and physicians in varying healthcare organizations. Issues will be explored such as fee structuring; controversial policy issues, such as, access to care and/or the medically under-insured or uninsured; the demand and mandate of health insurance; and the increased presence of governmental control that impacts healthcare economics. The interrelationships of value, quality, and price are analyzed. The importance of transparency of quality and its effect on value is articulated. Compensation and payer models are compared including the role of employer benefits, private health insurance plans, Medicare and Medicaid, and various mechanisms used to cover the costs of prescription drugs. Current issues, such as pay for performance, cost saving through prevention, cost shifting, and healthcare for the aging, are discussed.

MHCM 5800 - Healthcare Information Exchange and Information Systems

Credit Hours: 3

There are myriad information systems used across the spectrum of healthcare organizations. This course focuses on need for effective information processing, including documentation and coding. Overview of privacy issues, use of protected information, and integration of health records are provided. Course will also educate key leadership on understanding Diagnostic Related Groups, International Classification of Disease (ICD 10), as well as common procedural terminology (CPT) used by physicians, as these are all factors in reimbursement. Federal mandates and initiatives will be included for electronic medical record integration and the future. The cost of technology and the demands on an organization are also included in what support is needed for effective management. Discussion will include regional and state health information exchanges, applicable laws related to privacy and portability of records. It also examines the business aspects of computer systems management including business productivity software.

MHCM 5900 - Cybersecurity and Risk Management

Credit Hours: 3

This course introduces information assurance and cyber security, providing a breadth of knowledge and skills that covers a wide domain. The intent is to introduce a wide-variety of topics relative to information assurance and cyber security as well as to drill down into one specific topic. This specific topic will provide a basic understanding of the Risk Management Framework (RMF) as it pertains to the systems development life cycle (SDLC). Additionally, it will provide guidance on how to use this understanding during the development, management, assessment and continuous monitoring of information systems.

MHCM 6000 - Introduction to Research Methods

Credit Hours: 3

This course develops competency in principles of research and measurement for use in the professional setting. Course participants will learn research methods to apply to program and systems design and evaluation to achieve successful measurement of outcomes and goals. Course participants will become critical consumers of pertinent literature to provide background and support for the choice and application of proper qualitative and quantitative research methods and data analysis for professional application. The course content includes an overview of research concepts, ethics in research, literature searches and

reviews, quantitative and qualitative research methods and designs, IRB procedures, data collection, analysis and interpretation techniques. Basic concepts of statistics and the diverse approaches to performance improvement inquiry and practice to affect change in behaviors needed are emphasized for practical application. Practices of inquiry, analysis and evaluation will be applied as well as integrated throughout the course of study. In addition, a research manuscript will be demonstrated and achieved in the culminating capstone work of the MHCM degree.

MHCM 6010 - Administrator in Training Internship Part 1

Credit Hours: 3

Requires students to research and identify a licensed long-term care facility for experiential learning as defined by the West Virginia Nursing Home Administrator's Licensing Board (WVNHALB). The student arranges with a licensed nursing home administrator as preceptor for the entire 500-hour placement. Once approved, the first half of Administrator-In-Training (AIT) commences. Student must document the first 250 hours by domain topic. Two reports are required by WVNHALB as well as online course assignments.

Prerequisite(s): Students must have completed 12 hours of prior graduate courses within MHCM.

MHCM 6020 - Administrator in Training Internship Part 2

Credit Hours: 3

MHCM 6020 is second half of 500-hour AIT internship, continuing experiential learning and independent research in long-term care as well as leadership competencies associated with licensure. Students are responsible for documenting the final 250 hours spent in defined leadership domains, completing the final two reports to the WV Nursing Home Administrator's Licensing Board (WVNHALB). Upon completion, the student applies to the WVNHALB for approval to sit for the licensure examination. Applying for licensure examination is required for this course.

Prerequisite(s): Students must have completed or be enrolled concurrently in MHCM 6010.

MHCM 6030 - Cybersecurity for Protected Health Information

Credit Hours: 3

This course examines technical and organizational concepts related to privacy and security of protected healthcare information technology (HIT). Security for HIT is mandated by complex federal and state laws and regulations, thus requiring technical capability and structure to protect secured information from non-authorized use or access. The course emphasizes an understanding of security integration into regulatory, technical and organizational responsibilities that govern information management from a technical infrastructure to data architecture in HIT and computer science ontologies.

MHCM 6040 - Health Informatics Principles and Practice

Credit Hours: 3

This course facilitates student skills for assessment of quality of care using outcome data housed within a health informatics (HI) framework. Students are introduced to the mechanics of hospital quality assessment, records management, revenue cycle processes, clinical documentation, organization compliance in coding, HI technologies, data privacy, governance, stewardship and consumer applications. At the end of course, students should be able to extend their learning to new domains in HI applications in addition to demonstrate their database knowledge.

Prerequisite(s): MHCM 5800

MHCM 6050 - Healthcare Analytics and Data Visualization

Credit Hours: 3

This course enables students to apply skills in healthcare statistics, healthcare data analytics, data visualization, research, and clinical quality management. Data generated from health information technology (HIT) guides organizations through significant insight into overall performance that is ethical and compliant. Healthcare organizations face the threat of information overload as nearly every facet of care coordination and delivery becomes computerized. Managing HIT data is a strategic priority as it governs effective resource utilization, work redesign, process improvement, strategic thinking and workforce management.

Prerequisite(s): MHCM 6040

MHCM 6100 - Independent Research -or - Externship/Special Topics in Business Management

Credit Hours: 3

The course participant will design and conduct independent research, culminating in a research manuscript;

or

Participate in a post-acute care internship (e.g. complete 250 hours of AIT);

or

Complete one other course elective within the graduate courses in the School of Business from the following:

MSBA 5140

MSBA 5130

MSBA 5600

MHCM 6200 - Strategic Management Capstone

Credit Hours: 3

In this final course, participants will utilize the skills, knowledge, and education gained in this program in creating a capstone project. The work is centered on selecting a topic and writing an original case study or developing a program proposal or business plan. All reading materials, discussions, activities, and assignments provide the necessary information and direction needed to write and share an original case in the field of health administration. Interactive sessions are scheduled to discuss and review this content, providing additional learning opportunities to master the course objectives. There are three assignments for the course, all to be done individually, with an arranged in-class presentation culminating the course. This can include those wishing to complete 250 hours of an externship with an individualized plan of work (e.g., including completion of AIT).

Physical Science

PHSC 5599 - Special Topics in Science Education

Credit Hours: 1-6

The purpose of this course is to explore new research-based developments, pedagogical content knowledge, or content in science education. Students will enhance their knowledge of teaching science in K- 12 classroom settings. This course may be repeated for credit in different special topics.

Reading

READ 6300 - Foundations in Reading and Writing

Credit Hours: 3

The elements of emergent literacy, phonemic awareness, phonics, vocabulary development, fluency, and comprehension are explored. Assessment techniques and the reading/writing needs of all learners, including the exceptional and culturally diverse are also examined. Research based approaches, practices and materials are emphasized, as well as the importance of professional development, modeling, and leadership.

READ 6308 - Survey of Literacy Instruction and Assessment for Individuals with Exceptionalities

Credit Hours: 3

This course provides special educators with an understanding of evidence-based literacy instruction for individuals with exceptionalities at the elementary at the elementary and secondary levels. The course includes an overview of effective assessment and instruction in the five essential components of reading: phonemic awareness, phonics, fluency, vocabulary, and comprehension, with specific emphasis on how these practices are beneficial to students with learning disabilities, behavior disorders, intellectual disabilities, and autism. Required

READ 6310 - Teaching Reading to Special and At-Risk Learners

Credit Hours: 3

A study of the cause of reading difficulties and procedures used to support students with reading difficulties, emphasizing those with learning disabilities, behavior disorders, intellectual disabilities, and autism. Approaches reading difficulty from a holistic view. Attention is given to assessment strategies and remedial procedures for correction. This course includes a 40-hour field-based semester long experience must be completed in a public school setting. This field experience will allow the candidate the opportunity to apply and reflect on content and pedagogical knowledge and knowledge of learners who struggle with literacy skills.

Prerequisite(s): READ 6308

Corequisite(s): READ 6310L - Teaching Reading to Special and At-Risk Learners Lab is required

READ 6310L - Teaching Reading to Special and At-Risk Learners Lab

Credit Hours: 0

Students will register concurrently for both the course, READ 6310, and this READ 6310 lab. The lab section of the course connects course participants to the Clinical Office for placement and clinical evaluation. This lab is for paperwork to the Clinical Office only.

READ 6315 - Teaching Content Area Literacy

Credit Hours: 3

This course focuses on literacy in the content-area subjects. The importance of reading and writing literacy in the content areas is emphasized as well as the integration of literacy into a variety of instructional areas. The development of speaking and listening skills is also included as a part of literacy development. A variety of literacy strategies and skills is presented and examined. Approaches for developing and applying these strategies in various subject-matter areas are explored.

READ 6320 - Psychological, Sociological, and Linguistic Factors in Reading and Writing Ability

Credit Hours: 3

This course provides an overview of the psychological and social factors that affect reading and writing ability. Focusing on reading as a linguistic process, the course helps teachers understand how cognitive processes, motivational factors, and brain mechanisms interact to contribute to success in reading and writing.

Prerequisite(s): READ 6315

READ 6325 - Technology and Instruction Designed to Support Struggling Readers

Credit Hours: 3

In this course, participants learn to facilitate the use of various types of technologies to enhance learning for struggling readers. Course participants will analyze elements of literacy, the brain's process of learning to read, transfer of information from working to long-term memory, and instructional design encompassing technology as a tool, instructional technology, and assistive technology. Course participants will demonstrate an understanding of how technology is used to support and manage all phases of planning, implementation, and evaluation of reading instruction. Required

READ 6330 - Diagnosis and Correction of Reading and Writing Difficulties Practicum I

Credit Hours: 3

Interpreting psychological, sociological, and educational factors affecting the reading process. A case study will be developed for identifying and analyzing reading disabilities. Focuses on procedures and materials for correction of reading difficulties, evaluation of pupil progress, and differentiation of instructional techniques. A capstone action research project is required. Required

Prerequisite(s): READ 6310

Corequisite(s): READ 6330L (Lab) and READ 6340

READ 6330L - Diagnosis and Correction of Reading and Writing Difficulties Practicum I Lab

Credit Hours: 0

This semester-long clinical accompanies READ 6330 - Diagnosis and Correction of Reading and Writing Difficulties Practicum I and must be completed in a public school setting. Students will be placed or approved for placement at the appropriate grade levels with students who have reading and writing difficulties. Experiences include development of a portfolio, a collection of artifacts and assignments related to work with school-aged student who struggles with reading Required

Prerequisite(s): READ 6310

Corequisite(s): READ 6330 and READ 6340

READ 6340 - Literacy Coaching and Professional Development Practicum II

Credit Hours: 3

A practicum course designed to support reading specialist candidates' development of literacy coaching skills, strategies, and dispositions in working with in-service teachers, administrators, school system staff, and parents. Experiences will include the development of a professional development portfolio. Required

Prerequisite(s): READ 6310

Corequisite(s): READ 6330 and READ 6330L

READ 6360 - Literature and Response

Credit Hours: 3

Examines literature for children and adolescents and their responses to it. Students investigate the types of, and influences upon, response patterns such as motor, oral, written, and expressive-art. Students will learn to use

authentic assessment of the various responses. Literature in all genres will be read.

Prerequisite(s): READ 6320

READ 6370 - Administration and Supervision of Reading/Writing Programs

Credit Hours: 3

This course provides an overview of the challenges that reading specialists face in their roles as administrators and supervisors of reading/writing programs. Students will come away from this course with guidelines and tools that will help ensure the creation and implementation of strong reading programs at the classroom, school, and district levels.

Prerequisite(s): READ 6340

Special Education

SPED 5323 - Math Strategies for Special Learners

Credit Hours: 3

This course provides students with specific research based teaching strategies, assessment tools, classroom management techniques, and technology applications to support individuals with mild to moderate disabilities in math. An emphasis will be placed on math processing skills such as reason, representation, communication, and problem solving. Students will consider the unique needs of individuals with intellectual disabilities, learning disabilities, behavior disorders, and autism when designing instructional interventions. Required

SPED 5599 - Special Topics in Special Education

Credit Hours: 1-6

SPED 6317 - Instructional Design I for Special Educators

Credit Hours: 3

This course examines essential theories in human growth and development, and educational psychology that serve as the foundation for our current approach to teaching and learning in American schools. Specific evidence-based instructional approaches and classroom management strategies will be studied. The Individualized Education Plan (IEP) will be introduced.

SPED 6318 - Schoolwide Positive Behavior Interventions and Supports

Credit Hours: 3

This course offers students an introduction to school- and class-wide positive behavior support. Students are introduced to (a) the theoretical and empirical support for positive behavior support, (b) a three-tiered model of school-wide positive behavior support (SWPBS), and (c) implementation strategies appropriate to each tier of the model. The primary focus is on tier 1 (primary) supports in school, classroom, and non-classroom settings. Instructor(s) present course content through readings, lectures, small group discussion, and practice activities. Students are responsible for participating in these activities and providing the instructor(s) with information that indicates an understanding and mastery of the course content. The instructor(s) is(are) responsible for presenting course content, evaluating student performance, and providing feedback that enables students to meet course objectives. This course is designed for PK-12 classroom teachers, support staff, principals, and leadership teams at all levels.

SPED 6319 - Introduction to Learning Exceptionalities and Behavioral Disorders

Credit Hours: 3

This course provides an introduction to special education as an evolving and changing discipline based on philosophies, evidence-based principles and theories, policies, historical points of view that continue to influence the field of special education. The course addresses aspects of diversity for individuals with exceptionalities and their families, and how these complex issues can each interact with the delivery of special education services. The course provides an introduction to procedures for identifying and supporting individuals with intellectual disabilities, learning disabilities, emotional behavioral disorders (EBD), and autism spectrum disorder (ASD). Required

SPED 6323 - Behavioral Support for Special Students

Credit Hours: 3

This course presents basic principles and practices in the use of research-based applied behavior analysis and other strategies with both normal and exceptional learners, emphasizing those with learning disabilities, behavior disorders, intellectual disabilities, and autism. Students will be required to demonstrate competence in using a variety of techniques in field settings. Required

Prerequisite(s): SPED 6319

SPED 6324 - Instructional Techniques in Special Education

Credit Hours: 3

This course emphasizes strategic instruction across curricular content areas to individualize learning for students with mild to moderate exceptionalities ranging from kindergarten through twelfth grade. Course participants will select a variety of formal and informal assessments and will analyze information from assessments to develop evidence-based comprehensive instructional programs that support mastery, promote generalization, and enhance critical thinking for individuals with mild to moderate exceptionalities. Procedures for consulting and collaborating with other professionals to support students will be emphasized throughout the course. This course includes a 75-hour field-based semester long experience must be completed in a public school setting. This field experience will allow the candidate the opportunity to apply and reflect on content and pedagogical knowledge and knowledge of learners with special needs to demonstrate proficiencies in the role of a special educator.

Prerequisite(s): SPED 6319 SPED 5323 and READ 6310 or Instructor Permission

Corequisite(s): SPED 6324L - Instructional Techniques in Special Education Lab is required.

SPED 6324L - Instructional Techniques in Special Education Lab

Credit Hours: 0

Students will register concurrently for both the course, SPED 6324, and this SPED 6324 lab. The lab section of the course connects course participants to the Clinical Office for placement and clinical evaluation. This lab is for paperwork to the Clinical Office only.

SPED 6330 - Introduction to Autism

Credit Hours: 3

This is a web-based course established to review definitions, rates of incidence, conceptual models, and educational designs relating to individuals with autism. The course is designed to introduce the student to a general view of autism spectrum disorders. In the field of autism the research is constantly changing, therefore the student will have current developments presented through the use of research material and weekly assignments. The educational treatment of students with autism requires that the learner be presented with a variety of approaches. Required

SPED 6331 - Methods and Strategies for Autism

Credit Hours: 3

This is a web-based course designed to provide students with an understanding of the learning characteristics of individuals with autism. This course also focuses on research-based assessment and instructional techniques for individuals with autism and promotes evidence-based strategies for managing challenging behaviors. Clinical hours required. Required

Prerequisite(s): SPED 6330

SPED 6331L - Methods and Strategies for Autism Lab

Credit Hours: 0

This is a web-based course designed to provide students with an understanding of the learning characteristics of individuals with autism. This course also focuses on research-based assessment and instructional techniques for individuals with autism and promotes evidence-based strategies for managing challenging behaviors. This course includes a 30 hour field-based semester long experience that must be completed in a public school setting.

Corequisite(s): SPED 6331 - Lab is required.

SPED 6390 - Special Education Practicum

Credit Hours: 3

This course combines practicum experiences in special education with written assignments related to these experiences. This semester-long practicum experience must be completed in a public school setting. Fulltime involvement in the teaching/learning process is required for successful completion of this practicum. Teacher candidates will be placed or approved for placements at the appropriate grade levels with students who have mild to moderate disabilities (LD, ID, BD, and autism). Teacher candidates will be expected to participate in all activities and duties generally expected of a special education teacher. Course assignments focus on the development and implementation of an action research project and video analysis of teaching and student learning. Emphasis is placed on using student data to enhance instruction and improve outcomes for individuals with exceptionalities.

Prerequisite(s): EDUC 6301 SPED 6324 and SPED 6330

Corequisite(s): SPED 6390L - Special Education Practicum Lab is required.

SPED 6390L - Special Education Practicum Lab

Credit Hours: 0

Students will register concurrently for both the course, SPED 6390, and this SPED 6390 lab. The lab section of the course connects course participants to the Clinical Office for placement and practicum evaluation. This lab is for paperwork to the Clinical Office only.

Cybersecurity and Risk Management

MCRM 5915 - Cyber Intelligence

Credit Hours: 3

This course will introduce topics in measures to identify, penetrate, or neutralize foreign operations that use cyber means as the primary tradecraft methodology, as well as foreign intelligence service collection efforts that use traditional methods to gauge cyber capabilities and intentions. The course will also cover intelligence disciplines and how they are modified for use in cyber space. Required

MCRM 5950 - Current Topics in Cybersecurity Management

Credit Hours: 3

This course investigates current topics in cybersecurity and risk management. Current topics of interest in this area will be selected by the instructor and approved by the department. Examples of topics include vulnerabilities of critical infrastructures to cyberattacks, application of counter intelligence principles to cyberspace, methodologies for increased cyber resiliency, etc. Required

MCRM 6020 - Global Topics in Cybersecurity

Credit Hours: 3

This course is designed to expose students to cybersecurity threats on a global scale. It is intended to provide students with an understanding of the current state of global cybersecurity challenges and mitigation strategies to address these global threats. This course may involve travel for a domestic or international study tour.

Other Courses

NSIS 5500 - National Security and Intelligence

Credit Hours: 3

Dissect intelligence structures within the national security and intelligence community. Examine foreign and domestic agencies including civilian and military missions, roles and functions. Explore how intelligence services set priorities, objectives, define national interests, develop tactical intelligence, and craft timely assessments for domestic and foreign partners. Examine global national security and intelligence issues.

NSIS 5510 - Intelligence Research and Analysis

Credit Hours: 3

Focuses on developing and integrating analysis concepts and techniques in order to provide effective estimates of opportunities and threats to US national interests. Strengthens analytic trade-craft to foster critical thinking and the opportunity to develop and implement innovative approaches to analyzing complex national security and intelligence problem sets. Uses analytic methodologies and techniques to develop estimative analyses depicting specific threats and/or vulnerabilities. Key challenges in the national security environment will be used as practical frameworks to apply and assess estimative analysis methods, explore issues associated with analytic processes, and develop estimative skills.

NSIS 5520 - Espionage, Counterintelligence and Strategic Deception

Credit Hours: 3

Examines the role that espionage, counterintelligence, and strategic deception "trade-craft" plays in national security and intelligence. Explores the forces and events that have shaped U.S. intelligence as well as why people commit treason, the psychological relationship between the Case Officer and Asset, and the moral implications of using these tools to advance US national security.

NSIS 5530 - National Security Law

Explore the distribution of national security powers among the three coordinate branches of government - Legislative, Executive and Judicial. Determine laws and policies governing important critical issues in the national security arena, and examine the U.S. Intelligence Community and legal framework governing the actions taken by the US government. Analyze and evaluate the

Constitution and a range of national security-related statutes, case law, treaties, and commentaries, in light of their own experiences (both past and potential) as national security and intelligence professionals. Post-9/11 legislation, and subsequent court challenges form the basis for an examination of how national security law is developing.

NSIS 5540 - Ethics and Leadership in National Security

Credit Hours: 3

Examines how moral standards apply to leadership and human conduct when related to national security and intelligence. Students critically analyze assumptions and alternatives, and address issues of social, political, and environmental perspectives in support of national security objectives consistent with American law and values. Facilitates lifelong learning by introducing students to the complex interaction of ethics and leadership issues and concepts facing national security and intelligence professionals.

NSIS 5550 - International Security

Credit Hours: 3

Dynamics of globalization have resulted in the development of new challenges shaping the national security and intelligence mission. These challenges include the impact of the global migration of people, rapid spread of information, environmental degradation, natural resource scarcities, disease, financial crises, terrorism, organized crime, and WMD proliferation. The information revolution and advances in science and technology provide both threats and opportunities. Students will explore the nature and dynamics of the emerging global environment in the context of US national security and challenges for intelligence analysis and collection, both now and in the future. Students will examine globalization's impact on transnational issues that affect regional stability, such as demographic shifts and migration movements, the environment and health, competition over natural resources, ethnic and other forms of internal conflict, terrorism, WMD proliferation, and organized crime.

NSIS 5560 - Information Operations: Principles, Policies, and Challenges

Examines the global information environment and its effects on US national security strategy and military operations. Essential paradigms and concepts, policies, doctrines, and practices of information operations are viewed from a strategic intelligence perspective in support of US information operations planning and strategy US, coalition, and adversarial information operations are analyzed, and the exploitation of the global information

environment in conducting national security operations at the strategic and operational levels of conflict is examined. Intelligence-related aspects of theater, interagency, and international planning and execution of information operations across the physical, informational, and cognitive dimensions of the information environment are explored.

NSIS 5570 - Homeland Security and Infrastructure

Credit Hours: 3

Examines the U.S. national homeland security framework including organization and policies to include fear management, crisis communication, conventional and unconventional threats, network leadership, weapons of mass destruction, intelligence and information, homeland security technology, and analytics. Introduces a range of issues concerning critical infrastructure. The concept of "critical infrastructure" is defined from a variety of perspectives: economic, military, national, and local.

NSIS 5580 - Terrorism Analysis

Credit Hours: 3

Examines the U.S. national homeland security framework including organization and policies to include fear management, crisis communication, conventional and unconventional threats, network leadership, weapons of mass destruction, intelligence and information, homeland security technology, and analytics. Introduces a range of issues concerning critical infrastructure. The concept of "critical infrastructure" is defined from a variety of perspectives: economic, military, national, and local.

NSIS 5585 - Defense Intelligence Analysis

Credit Hours: 3

Examines defense intelligence within the larger U.S. intelligence community. Analyzes the intelligence cycle including planning, collection, processing, analysis, production and dissemination. Explores multiple collection disciplines that support U.S. military operations, as well as how the defense intelligence apparatus supports national strategic, operational and tactical level decision-making by everyone from the President down to the company commander.

NSIS 5590 - Intelligence, Covert Action and Low-Intensity Conflict

Credit Hours: 3

Examines the role of covert action and the execution of low intensity conflict in shaping national security policy. Determine how events since the end of the Cold War, 9/11,

and the Iraq War have blurred the lines between analysis, operations, and policymaking. Examines the role of the Intelligence Analyst, and how decision makers use and sometimes misuse Intelligence Community analysis - specifically addressing the issues of politicization of intelligence and policy prescriptive analysis. Explores how the changing nature of intelligence operations (both collection and covert action) has given the Intelligence Community a more direct role in national security policymaking.

NSIS 5595 - Law of Armed Conflict/International Humanitarian Law

Credit Hours: 3

International Humanitarian Law (IHL), also known as the Law of Armed Conflict, is a set of rules that seeks to balance military priorities when engaging in armed conflict with humanitarian concern for those impacted by such operations. Examines both substantive IHL and the emerging principles of international criminal law that seeks to criminalize behavior on the battlefield. Specific topics include (a) rules of distinction and proportionality, (b) the intersection with international human rights law, (c) the role of ethical/moral values when advising military command on the application of law on the battlefield and principles of international criminal law relating to individual, (d) and command responsibility.

NSIS 5599 - Special Topics in National Security and Intelligence

Credit Hours: 3

Graduate course designation used to explore new curriculum topics in National Security and Intelligence. Course may take advantage of special expertise of visiting faculty or meet the needs of a timely National Security and Intelligence topic.

NSIS 6690 - National Security and Intelligence Practicum

Credit Hours: 1-12

A supervised professional study conducted in the National Security and Intelligence field setting. Instructor approval required. Repeatable up to 12 credit hours.

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